

Blue Mountain Community College Club Advisor Manual



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Introduction

You are a Club Advisor, Now What?

First of all, congratulations! You have just signed up to change the lives of the students you will be guiding through the process of creating or maintaining a club.

Why do we have Clubs on Campus?

Research confirms that involvement on campus raises retention rates, graduation rates and promotes a “connected” campus. Clubs promote leadership skills through problem solving, event facilitation and allows students to experience diversity. Through participation in clubs students can complement classroom curriculum with out of class experiences, form relationships with staff and other students, and utilize important life skills such as decision making, planning and critical thinking.

Clubs help create a sense of community on campus, we want students to think of our college as a home away from home.

How is an Advisor Selected and What are the Qualifications?

Every student club must have an advisor to oversee the development and maintenance of the organization. Advisors must be staff employed on campus. The students should ask the employee if they are willing to serve as an advisor. A staff member should not accept this invitation to serve unless he or she is prepared to fulfill the expectations. An advisor may not serve as the primary advisor over more than two clubs without proper authorization.

Just what did you sign up for?

When clubs are just beginning it can be a time consuming process, however you are not there to create the club. You are there to help *guide* the students in their endeavors, notice the word *guide* there. You are simply there to create an environment where students feel included, needed and involved. Leave the heavy lifting to the members. Your responsibilities include but are not limited to:

- Commit to one year with the club. If you are not in it for the long haul you may want to find someone who is for the benefit of you and your students.
- Commit to two to five hours per week to attend meetings, provide guidance and possibly council members in their personal and academic lives. There are resources to help with this, contact the Health and Wellness Center if you feel the student needs more guidance.
- Develop team and leadership skills
- Encourage involvement and creativity
- Oversee the finances and make the connection between students and administrative college procedures.

Organization Policies

Purpose of Student Organizations

Clubs provide the opportunity for students to associate in formal organizations around common interests. In a community of learners student organizations offer educational and personal growth for students, the community and employees of the college. Student organizations missions should align with the colleges to encourage active participation and inclusion.

Starting a Club

1. Name one student who is willing to serve as the student representative and contact person for the club.
2. Identify BMCC Staff who are willing to serve as the Club Advisor.
3. Gather contact information for at least five currently enrolled BMCC students who are interested in active membership in the club.
<http://www.bluecc.edu/home/showdocument?id=3792>
4. Complete the BMCC Club Charter Application Form (available online on the Associated Student Government page of the BMCC website or in person at the ASG office in Pendleton).

Chartering and Funding Procedure

Associated Student Government Constitution

Article X – Clubs

Section I – Responsibility of Clubs

All student groups organized in the interest of the ASG or its activities are responsible to ASG for their actions.

Section II – Organization

Any group or club desiring to organize shall submit to the ASG Activities Coordinator a completed Club Charter Application which must be approved by a majority vote of the ASG in order for the club to be recognized by the ASG.

ASG will match funds raised by each recognized ASG club, up to \$1000.00 per academic year, depending upon available budget.

Rules and Regulations

Finances

You may have a member who is in charge of the finances such as a treasurer; however you, as the advisor, are in charge of ensuring that the club is using funds appropriately and that they do not incur debts that they cannot repay. All expenses must go through you before they can be utilized.

1. Use of allocated student activities monies must conform to the purposes and practices approved by the Student Outreach and Leadership Department.
2. Clubs should request funds well in advance for events and activities.

Campus Displays

Posters, notices, or banners, which litter the campus or damage the property of the College or of other persons or entities, which are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited. Refer to the marketing section of this manual for more information.

Property Damages

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited and the student organization shall be responsible for all damages.

Disorderly Conduct

Organization activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the college, are prohibited.

Parades, Student Rallies and Gatherings

Parades, student rallies and other such gatherings either on or off campus must be cleared with the Vice President for Student Affairs through the Office of Student Activities before they may be undertaken. Use of facilities, equipment and other college property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

Law Violations

No organization shall commit, encourage, condone or contribute to violations of college statutes and regulation, the policies of the Board of Regents, the laws of Georgia or the United States.

Criteria for Recharter

Clubs must have held or participated in at least one visible campus activity per academic year and one community activity per year. The advisor and club president may be asked to appear before the committee. A copy of each organization's constitution and bylaws and all subsequent amendments thereto must be submitted within seven days of enactment.

Facilities Requests

You will need to reserve a location for regular meetings for students, and secure locations for any events that may be put on throughout the year. To do this helpdesk tickets are required in advance.

Student Travel

Refer to administrative Procedure for details on student travel.

Marketing

Marketing is essential for marketing events for participation, recruiting members and being visible in the community. There are many different forms of marketing communication that are out there with guidelines on how to utilize them and what needs approval.

Social Media

Social media pages may be constructed by the club, however all communication is subject to review and should be reviewed by the advisor for appropriateness. Contact the marketing department for more information or to request posts from the main Facebook page.

Flyers

In an effort to more efficiently serve the communication needs of BMCC Staff and Community, BMCC Public Relations can evaluate prospective flyers and approve electronically. Please complete the form located on the website and upload your document. Every effort will be made to respond within 48 hours.

- BMCC Staff should consult BMCC's Administrative Procedure 02-2003-0002-"Posting of Flyers, Notices, or Poster/Events or Information" for complete details guiding the dissemination of information.
- Materials may not restrict participation on the basis of gender, race, color, national origin, religion, or disability. Information displayed shall not contain any word or words, illustrations, photographs, or symbols that are obscene or libelous.
- All postings will be removed at the end of each of BMCC's academic terms.
- Postings must include the EEO Phrase "Blue Mountain Community College is an equal opportunity employer and educator" and must adorn the clear college logo.

Other Marketing

Other marketing is subject to review, if you have any questions or concerns please contact the Public Relations Department for proper instruction on other marketing strategies.

Creating a Cooperative Environment

Introduction

As an advisor it is your responsibility to ensure that discrimination is not tolerated. Create a cooperative environment by attending meetings and events and stepping in when necessary to ensure all students are being included fairly. Create relationships with members and ensure they know who to go to for help, you may be the initial contact for a variety of issues that arise.

Team Building

It is important that group members know each other well so that they are able to share thoughts freely. Get to know the members and encourage group activities that will bond the members so that they have the best experience not only academically but socially. Some examples of this could be icebreakers, group meals, holiday parties or events.

Goal Setting

Encourage members to set up short and long term goals for themselves and the club. Ask questions like "What is your purpose?" "What do you want to accomplish?" "Where do you want this club to be at the end of the year? Five years?" Record these goals in the minutes and evaluate intermittently.

Meetings

The leaders of the club are not likely to know meeting etiquette, if they do then great! Here is a guideline for how a meeting should look so that all members are involved and business gets accomplished. Remember that this is their club and they can run it how they see fit.

- **Call Meeting to Order** (This can be done by a chairperson.) This ensures that all members realize that the meeting is beginning and side conversations should cease, they should feel free to speak to the group from here on out.
- **Reading of Last Meetings Minutes** (This can be done by a secretary or another member.) This ensures that all members recall what happened last meeting and also recaps for anyone who was absent.
- **Go over agenda** (This can be by chairperson.) this is where the members would discuss any upcoming events. A rough agenda can be written ahead of time or can be a verbal list of events and conversations. This can also be where any reports can be done or ideas brought up from the members or officers.
- **Adjourn Meeting** (This signals that members are free to go and that conversations can begin.)

By following these guidelines it ensures that all members have the opportunity to respond and it also allows for group thinking and creativity. After the meeting this time can be for individual conversations or for preparing for activities.

Keep this in mind when setting a time for the meetings, will it be a time where everyone will be available for the time it takes to conduct business and get things done afterward?

Someone should be designated to keep minutes of all meetings, this is for anyone who missed a meeting and to recall what happened or what needs to happen for the group. These can also serve as archives

for the future. These minutes should include times that the meeting began and ended, what was discussed and if voting happened what the result was.

Activities and Events

The group should be in charge of brainstorming, creating, facilitating and debriefing events and activities, however you need to remind members of any technicalities they may be overlooking such as funding, facilities, sign ups, marketing, etc.

Tabling

Tabling at events happens throughout the year that involve setting up a table and talking to various students and student groups. At these events it is important to have information about the club and events that take place throughout the year.

Fundraising Strategies

Fundraising events are great ways to get students involved and fund general efforts through the year depending on the club goals and missions. Fundraising can involve on campus events, sales and off campus strategies as well. Strategies that work well with fundraising is student ran events such as bake sales, car washes and ordering of various types of food and merchandise for faculty, staff and students.

Guest Speakers

Guest speakers are a great way for students to get experience with different professionals and raise awareness of your club on campus. Guest speakers can be from the local community or from around the nation based on the clubs goals and mission.

Community Engagement

Depending on the club community engagement is an important part of expanding students networking capabilities and area knowledge. Community engagement can range from students attending community events for hospitality to hosting events for community members to participate in throughout the year.

Service Learning

Service learning is an important piece in any organization and allows students to engage in activities that not only teach them important life skills but also help the community in some way. Service learning teaches students through engaging community service opportunities where they are able to plan and reflect upon civic responsibility all while strengthening their community.

Mission, Vision, Strategic Plan

Vision Statement

Blue Mountain Community College will be a recognized educational leader in achieving student success, completion, and advancement.

Mission Statement

Blue Mountain Community College provides responsive and high quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.

In support of our vision and mission, Blue Mountain Community College values:

- **Integrity** that promotes trust, honesty, ethical behavior, and professionalism
- **Communication** that is open, honest, and encourages a cooperative exchange of thoughts and ideas
- **Compassionate** relationships based on empathy, kindness, and reliability
- **Access** to all in an equitable manner
- **Respect** of individuals for their uniqueness and diversity
- **Excellence** in an educational environment that engages, challenges, advances intellectual curiosity, and fosters lifelong learning

Strategic Goals

- **Students First – BMCC is Committed to Promoting Equity in Success for All Students**
- **Current and Comprehensive BMCC Marketing, Communication, and Recruitment Plan**
- **Relevant, Dynamic, and Diverse BMCC Curriculum**
- **Appropriate Technology with Robust and Sustainable Infrastructure at BMCC**
- **A Safe Environment for All at BMCC**
- **Welcoming, Well-Maintained and Safe Facilities and Grounds at all BMCC Locations**
- **Diverse and High Quality Internal BMCC Workforce**
- **Deliberate Continuous Improvement Based on Evidence at BMCC**
- **Stable, Flexible Financial Plan that Supports the BMCC Strategic Plan**