SGA & Student Club Operation Manual

City Colleges of Chicago

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WELCOME LETTER

WELCOME LETTER FROM THE CHANCELLOR

Dear student,

On behalf of the entire City Colleges of Chicago system, congratulations on becoming a student leader at one of our seven colleges. By leading a club, team, or group at your college, you are playing a key role in helping us maintain a strong sense of community, a defining aspect of the City Colleges' experience. The skills you are building as a leader will serve you well throughout your life, and they will enrich the college experience for your peers.

As you begin your new role, I ask that you review this student government and club manual, which includes key City Colleges policies and procedures, from starting a new club to purchasing goods and services. The information outlined here will provide clarity on your new responsibilities, helping you become a more effective campus leader.

In addition to reviewing this manual, part of your responsibility as a student leader is to get to know the resources available at your college—and to share that with your peers. Each of our colleges offers a variety of services both in person and online that are designed to support students in transferring to a four-year college or university (Transfer Center), drafting a polished resume, and searching for a career (Career Planning & Placement), managing stress or mental health concerns (Wellness), and much more. You can learn more by visiting www.ccc.edu/studentservices.

Finally, I want to thank you for the essential role you're playing at City Colleges. As a student leader, you are an ambassador not just for your group or college, but for our system as a whole—and we are grateful for your efforts to help us maintain a vibrant, welcoming community here at CCC.

Good luck, and, as always, please reach out to your Student Activities Director for any support that you need along the way.

Sincerely,

Juan Salgado

Chancellor

INTRODUCTION

The Club/Organization Handbook should be used as a guide to assist SGA leaders, club officers, and advisors in the daily management and functions as it pertains to policies and procedures at City Colleges of Chicago. The Club/0rganization Handbook DOES NOT supersede the CCC Board Rules, SGA guidelines, and CCC SGA Constitution.

Please note, this handbook is a guideline and each campus' policies may differ. Consult with the Director of Student Activities at your campus for more information.

Student Activities Philosophy Statement

The Student Government Association (SGA) and student clubs/organizations, along with their programs and activities, play a vital role in the life of students and CCC as an institution. SGA and student clubs/organizations foster student engagement, provide an avenue for communication between students and CCC administration, promote leadership development, and support the social, intellectual, recreational, and professional interests of students. This handbook has been created to assist student leaders and their advisors with the daily management and function of clubs/organizations as it relates to CCC policies and procedures.

City Colleges of Chicago Mission Statement

Through our seven colleges, we deliver exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge, understanding, skills, collaboration, community service, and lifelong learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work to eliminate barriers to employment and to address and overcome inequality of access and graduation in higher education.

Recognized Student Clubs/Organizations' Goals

Recognized student clubs/organizations will work to support the mission, vision, and reinvention of the City Colleges of Chicago and Student Activities; as a result, clubs/organizations will provide the student population with opportunities to connect, learn, and engage outside of the classroom.

Recognized student clubs/organizations will serve as a resource for City Colleges of Chicago students to explore and support a wide variety of identities, values, and interests that will provide an opportunity to develop self-awareness and an appreciation of differences across cultures.

Recognized student clubs/organizations will provide the City Colleges of Chicago student population with a series of diverse, engaging, and thought-provoking programs and events designed to stimulate the campus community through civic, leadership, academics, multicultural, personal, and social offerings.

Recognized student clubs/organizations will provide a variety of leadership opportunities for the City Colleges of Chicago student population. Students will have the opportunity to learn and to identify and live experiences designed to support the development of effective soft skills including; ethical decision-making, communication skills, problem-solving, conflict resolution, service, time management, and organizational development.

Learning Outcomes for Recognized Student Club/Organization Leaders

Actively engaged student club/organization leaders will be able to:

- Enact City Colleges of Chicago and SGA policies and procedures.
- Make responsible, reflective decisions about and for both themselves and their organization.
- Identify what they are learning in the classroom and how it connects to their co-curricular activities and future life experiences.
- Demonstrate leadership skills including ethical decision-making, communication skills, problem-solving, fiscal responsibility, conflict resolution, service, time management, and organizational development.
- Apply best practices related to organizational sustainability and stability.

Learning Outcomes for Recognized Student Clubs/Organizations Members

Students involved will have the opportunity to:

- Develop self-awareness and an appreciation of differences across cultures.
- Develop healthy relationships and work through conflict.
- Recognize opportunities for making responsible, reflective decisions about and for both themselves and their organization.
- Develop the ability to balance both academic and non-academic pursuits and create a holistic collegiate experience.

WHY GET INVOLVED?

You've heard the advice before — get involved, join a club. Involvement is a great way to develop relationships with other students and to create a sense of community for yourself and others.

Participation in student groups provides opportunities for you to get to know a group of classmates as well as staff and faculty members, pursue a particular interest, learn more about your area of focus, celebrate various cultures and/or religions, and have fun. Involvement affords you opportunities to attend—and even plan—social and educational programs for your group and the entire student body. Most groups also offer you an opportunity to serve your community.

Some of the greatest benefits of getting involved include:

Networking: The easiest and best way to connect with students who have similar interests is by joining a student organization. It can help you with your career, hobby, or anything you are passionate about.

Resume Builder: Employers and four-year schools are looking for students who stand out amongst the rest. Your involvement and leadership roles will help develop your resume and turn you into a top candidate.

Development of Soft Skills: Employers are looking for a special hire who exhibits more than just classroom smarts. Clubs provide you with an opportunity to develop the soft skills that employers are desperately seeking. Some of these skills include responsibility, ability to relate to others, self-

management, ability to participate as a member of a team, self-confidence, self-reliance, and time management skills.

Leadership Skills: By serving in different roles in organizations, students take on responsibilities and challenges to lead and make a difference in the campus community. City Colleges of College and its student clubs/organizations provide students with the knowledge, skills, and abilities to be great leaders, on and off campus.

Organization and Management Skills: Many students are not familiar with how an organization works and how to manage it. Being a student organization member provides opportunities to learn about fundraising, finances, event promotion, and teamwork. The experience helps you in the long run in your future career.

Amazing Opportunities: Club/organization leaders are often called upon to meet with the administration to provide a student voice during decision-making.

Friendships and Fun: Make the most of your time at City Colleges. What are you waiting for? GET INVOLVED!

What's the Difference Between a Club and Organization?

Student organizations are typically a chapter of or affiliated with a nationally or internationally recognized group. Student clubs operate within the scope of the college and are without an off-campus affiliation. Both clubs and organizations provide an opportunity to socialize and develop leadership skills.

Any new organizations with national, state or other off-campus affiliations must be indicated at the initial request for club recognition/chartering.

Who Can Join a Club/Organization?

Membership in all student clubs/organizations is open to all students currently enrolled at CCC with a 2.0 GPA and a minimum of 3 credit hours. Only students enrolled in college credit classes have a right to vote on organizational issues. The Dean of Student Services or designee is empowered to make exceptions to the above rule when the nature of the group is such as to recommend it (for example, the approval for the chartering of all-male and/or all-female groups).

City Colleges of Chicago does not discriminate based on race, color, national origin, gender, age, or disability in all educational and vocational programs, services, activities, and employment.

Recognized Clubs and Organizations' Benefits

- Reserve College meeting rooms, tables, and other facilities pending approval
- Request funds from SGA for funding club activities and travel
- Use campus resources (i.e. reprographics, campus newspapers or audio-visual services, etc.)
- Organize fundraisers
- Inclusion on the City Colleges of Chicago website
- Represent CCC at local and national functions*
- Use of the CCC logo in marketing materials, pending approval

*Students' representation of the college at any function must be approved by the Student Government Association and the Director of Student Activities, or Dean of Student Services.

CLUB MANAGEMENT

Forming a New Student Club/Organization

Any credit-bearing student may submit a club application to create a club on their respective campus. A new club/organization should not duplicate an existing club/organization in mission or purpose.

To garner interest in their new club, students may request permission from the Director of Student Activities to hold one meeting at the college to inform interested students about a new proposed student group.

At this initial organizational meeting, the forming group must complete an application to become an official club/organization (available in electronic format) and submit it by the deadline designated on the application. A paper copy can be requested by the Student Activities Director.

Club/Organization Application Requirements:

- Constitution
- A standard statement of nondiscrimination in application and constitution
- A roster of a minimum of six (6) student members (4 executive board members and 2 general members) containing their names and CCC username
- A list of officers and their CCC username
- Signed Compliance Agreement from the primary club advisor
- Signed Compliance Agreement from club officers
- Agency Account Request Form

The City Colleges of Chicago Student Government Association is responsible for recommendations for chartering and the allocation of funds to student clubs/organizations.

Ratification

Club ratification is a one-time process for a club seeking college recognition for the first time. Ratification of a student club/organization results from the fulfillment of the requirements and conditions outlined in this handbook and City Colleges of Chicago SGA Guidelines. Clubs/ Organizations wishing to become formally recognized must complete the ratification process. Applications can be obtained from the Director of Student Activities, or within the SGA office.

Steps towards ratification:
- Turn in application to Director of Student Activities
- Application forwarded to SGA Executive Board for review
- Club/organization added to upcoming SGA meeting agenda for ratification
- At the general body meeting, SGA will present the club/organization application for a vote
- Upon approval, club/organization is officially ratified

Club/organization ratification will remain in effect for the duration of this group maintaining their "good standing" with the college, *as outlined in this handbook*. Things that may jeopardize the club's status can include (*but are not limited to*): misuse of funds, failure to abide by the outlined duties within the student policy manual, board of trustee guidelines, and the SGA constitution.

Renewal Requirements for Existing Student Clubs/Organizations

Clubs and organizations must renew their status annually, by submitting the following completed documents:

- Renewal application to remain an official club
- Signed Compliance Agreement from the club advisor • Signed Compliance Agreement from the club officers
- Agency Account Request Form

Club Officers' Requirements and Responsibilities

The officers of a student club/organization must be currently enrolled for a minimum of three (3) credit hours at CCC and maintain a cumulative grade point average of 2.3+ for officers and 2.0+ for general members. Officers cannot be on academic probation, concurrently enrolled in a high school program (i.e. Early College) and must meet other criteria established by the constitution of the organization. Each student club/organization is encouraged to have a delegate and/or SGA voting senator attend and participate in each Student Government Association meeting.

Students with an established and cumulative GPA of less than 2.3 may not hold an executive office in any student club. First-semester freshmen may pursue and hold an office, pending their first completed semester, upholding GPA requirements. All affiliations by student organizations with national, state, or other off-campus groups or persons shall be indicated at the initial request. If not provided at the time of the initial request, the affiliation must be approved by the college designee.

All student officers/leader(s) must abide by the Officer Compliance Agreement. Non-compliance with this agreement will dissolve all benefits afforded to student leaders/officers and can be *fully reprimanded according to the* laws and/or policies of any outside governing organization, City Colleges of Chicago, and/or the United States of America.

Club Advisors

All recognized student clubs/organizations are required to have a primary advisor who is a CCC faculty, staff, or administrator. It is encouraged that clubs select a secondary advisor who also must be a CCC faculty, staff, or administrator. All clubs must have each advisor complete an Advisor Compliance Agreement to have the club/organization remain recognized by the college. (Advisor Compliance Agreement) Advisors provide direction regarding event planning and following policies and procedures and are there to serve as a resource but are not considered voting members of the club/organization.

Advisor responsibilities are:

- Attendance at all club meetings and events
- Facilitating the election process
- First point of contact for all event planning details (space, food, etc.)
- Chaperoning all off-campus travel for club-sponsored events

Selecting an Advisor

The purpose of a club advisor is to offer insight, guidance, advocacy, and support to the respective club/organization through their knowledge and expertise. The relationship between a student Club and its Advisor is one built upon trust and confidence. The Advisor should be willing to offer advice, and the group willing to solicit it. However, in keeping with the student club's autonomy, it is the right of any student club to accept or reject the advice of an advisor. Criteria for selection, change, or removal of an advisor can be included in the club constitution. If at any point the relationship between a club and an advisor is no longer a mutually productive one, the advisor may resign, or the club may ask for their resignation.

If there is a need to change a club/organization advisor, the Club/Org President must give a written notice the Student Activities Director 10 days in advance of their next scheduled meeting to the Student Activity Director to assist the club with finding a replacement.

Eligibility to Serve as an Advisor

City Colleges encourages its employees to support institutional opportunities that positively impact the quality of student engagement in clubs and organizations.

The following guidelines are for employees who serve as advisors for clubs and organizations at the college. The term employee-volunteer will be used to describe the function.

- In no event while serving as an Advisor may a CCC employee neglect their regular work duties, responsibilities, and deadlines to perform Advisor activities.
- Employees must use their paid time off for any Advisor activities that will require the employees to be away from their regular work duties and responsibilities beyond the amount of time necessary to attend on-campus club/organization meetings (e.g., chaperoning off-campus events).
- Employees must observe all CCC policies and rules while serving as Advisors.
- Employees are prohibited from performing any activities that constitute a conflict of interest with their regular CCC position, duties, and responsibilities.

Club Advisor Time

Club advisor time must be requested and approved in advance by the employee volunteer's immediate supervisor, and when possible, should be regular and on a set schedule to help with the coordination of the employee volunteer's regular work schedule or other work-related responsibilities.

Club advisor time should not conflict with the peak work schedule and other work-related responsibilities, create the need for overtime or cause conflicts with other employees' schedules.

Eligibility

All Full-Time Administrators and 1600 Professional Full-Time employees are eligible.

Interested employees should be in good standing and non-probationary (if 1600 Professional).

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Interested employees should meet with their managers to discuss their club advising opportunity, schedule, and receive approval from their immediate supervisor.

Eligibility does not automatically result in approval and can be revoked by the immediate supervisor if deemed necessary.

Revocation of a Club

Dean of Student Services, the Student Government Association, or individual students may recommend that recognition be revoked in writing.

Recognition of a club may be revoked for:
- Evidence of failure to comply with college regulations or procedures governing recognized club or individual students per the student code of conduct
- Evidence that the club is not attempting, in a dedicated manner, to abide by the objectives and regulations of its club's agreement
- Failure to hold regularly scheduled meetings during the fall and spring semester
- Failure to attend scheduled club meetings hosted by SGA
- Membership is less than six students
- Failure to deposit monies collected at approved activities/events.
- Funds should be deposited in the club's agency account within 24 hours, (the following business day)
- Violation of procurement process

All funds of the student club/organization will be frozen immediately following a violation complaint and investigation.

The Dean of Student Services or designee will review the operations of all student clubs/organizations to determine compliance with college procedures for recognizing and maintaining such student clubs/organizations.

Defunct Student Clubs/Organizations

The Dean of Student Services, or designee, may declare a student club defunct if it has been inactive for two consecutive semesters/terms.

The Student Government Association (SGA) may recommend to the Dean of Student Services, or designee, that a student club be declared defunct. A defunct student club will lose its privileges and recognition and be reflected in the SGA minutes. Agency Account Funds generated by a defunct student club will be withdrawn and transferred into the Student Government Association's agency account upon final approval by the Dean of Student Services or designee.

A student club/organization which has been declared defunct may reapply for club ratification following the same application process as a new club.

Feedback, Problems, and Complaints

A student club that disagrees with a Student Government Association decision should first address the issue with the Director of Student Activities for possible resolution. Problems *that are* not resolved at this level should be referred to the Dean of Student Services. Complaints about club policies and/or club

activities should be addressed to the Student Government Association. Problems *that are* not resolved at this level should be referred to the Director of Student Activities and Dean of Student Services.

CONDUCTING MEETINGS

Student Clubs and organizations are required to conduct monthly meetings each fall and spring semester to retain active status within the academic year. All meetings are to be scheduled within thirty (30) days of the beginning of each term using the appropriate College facilities request procedures.

It is highly recommended that a general meeting schedule be submitted for the entire academic year to the Student Activities Director. Special meetings such as emergency or committee meetings are to be scheduled in advance using the College facilities request procedures. Meeting rooms will be assigned on a first come first served basis and as availability permits.

Conducting business at a meeting requires a quorum of members and a designated club advisor who must be present for business to be transacted. A quorum is to be defined and written into the club constitution or bylaws. In the absence of such a provision, the quorum is a majority of the entire membership.

How to Run an Effective Meeting

Meetings are one of the most important areas for determining the success or failure of the club.

The following suggestions may help improve club meetings:
- Give each member a meeting schedule and send a notice of an upcoming meeting at least one (1) week in advance. Include the date, time, and location of the meeting. The best practice is to send out the previous meeting minutes along with the upcoming agenda in this notice.
- Develop an agenda to be distributed to the membership before, or at the meeting.
- Hold the meetings in the proper physical setting and announce some basic guidelines on how the meeting is conducted. For example, please raise your hand if you wish to be recognized to speak, etc.
- Clubs & organizations are digitally recording their meetings to assist with improving meeting technique and operations, improving accuracy, and archiving meeting minutes. A notice that the session is being recorded is required before the start of each meeting. Members who do not wish to be recorded will be asked to leave. If leaving a recorded session counts against club attendance, this rule must be written in the club constitution or bylaws.
- Start on time, and end on time.
- Give everyone a chance to become acquainted with each other. (In a first meeting or one with new members, find out why new members are interested in the club or the special talents they have to contribute.)
- Conduct one piece of business at a time.
- Invite and facilitate communication. Be sure all members contribute to the discussion.
- Direct questions back to the group. Ask experienced or creative members to respond and seek input from new members. Don't be the focal point of the meeting.

- Keep the conversation focused on the topic and directed to an eventual solution. Summarize the discussion frequently.
- Concentrate on reaching decisions via member consensus. However, if the issue involves the expenditure of funds an official vote among eligible members must occur.
- Delegate responsibilities to the members of the club. Clearly state the scope, nature, and time limits of the task. Be sure expectations are clear.
- Keep your meetings short—generally within 60 minutes. Members are more willing to attend if they know when the meeting will be over. If the meeting is likely to go beyond 60 minutes, be sure to include that in the agenda or meeting announcement so club members can plan their time accordingly.

Agenda Preparation

To eliminate confusion and to ensure maximum productivity in the allotted meeting time, always prepare an agenda. An agenda is a valuable organizing tool and a preparation list for the club's meeting. As an outline, the meeting's agenda contains the topics, issues, or problems to be discussed at the club's meeting. It is recommended to send the agenda out a week before the meeting to better prepare your members of the meeting location, time, and topics to be addressed. Have extra hard copies of the agenda at the meeting for all members or unexpected guests.

The following is a typical agenda outline:

Call to Order: Chairperson/President calls the meeting to order

Call/Attendance: Roll Call can be time-consuming an alternative can be signing in or passing around an attendance sheet.

Approval of the Minutes of the Last Meeting: Approval can be done quickly by reading the previous minutes sent out before the current meeting. The Chair must ask for any corrections or additions. Changes can be resolved with a friendly amendment; if there are none, the Chair can state "The minutes stand approved. "

Officer Reports: Officers and Chairpersons presenting a report must Minutes Format

Written minutes give the club a record of the business accomplished and provide authorization for action. Have extra hard copies of the minutes at the meeting for all members or unexpected guests.

Minutes should include:

- Name of club
- Date, place, and time of the meeting
- Name of presiding officer submit a copy of their report to Recording officer
- Treasurer
- Secretary (If applicable)
- Parliamentarian (If applicable)
- Vice President
- President

Standing Committee Reports: Committee Reports will help the organization stay informed of committee progress while reminding committee chairs that they have an important role in the completion of business outside the meeting.

Special/Ad Hoc Committee Reports:

Unfinished Business: "Unfinished business" is generally business from another meeting that was not resolved and/or could not be addressed because of incomplete information. All tabled business from another meeting will be included in this part of the meeting.

New Business: Most large organizations require all new business/ motions to be submitted in writing before writing the meeting agenda, or 48 hours in advance.

Advisor Reports

Announcements and Kudos: It is always important to make sure all members have the opportunity to share positive information with the rest of the club/organization and provide praise to those members who deserve recognition for their performance.

Schedule Next Meeting Time/Date

Adjournment

NOTE:

If guest speakers are present, it is customary to allow them to present before conducting the main order of business.

- List of those present and absent
- Record of approval or correction, if necessary, of old minutes
- Record summary of Officer Reports
- Record summary of Committee reports
- Record of the motions passed, including the name of the persons proposing and seconding the motion
- Record all affirmative and negative notes that involve counting
- (ballots, roll call, and division of house)
- Record of how each member voted if a roll call vote is taken
- Record of the time of adjournment
- Signature of the person preparing the minutes

All meeting minutes are to be retained by the Club. An electronic copy of the minutes must be submitted via email to SGA and the Dean of Student Services or designee no later than five days after the completion of the meeting. Minutes are required to be attached for all fiscal requests.

General Guidelines Regarding Parliamentary Procedure

Parliamentary procedure is a method of organizing meetings. The primary authority on parliamentary procedure is Robert's Rules of Order—Newly Revised. Many books have been written discussing the parliamentary procedure and its various rules and policies; however, if club members feel uncomfortable using it then the Chair shouldn't. The most important thing to remember about using parliamentary procedure is it should help, not hinder, how club meetings run. If the club chooses to use parliamentary

procedures, invite a presenter to come to a meeting to teach the club's members basic rules of order. Don't rely on members to "learn as they go".

EVENT PLANNING

Event Planning takes time and effort. There are many steps to planning a successful event. Please consult the planning tips and timeline below for more detailed information.

Tips to Consider.
- Start Planning Early!
- What are your organization's goals?
- Does this event relate to your goals?
- How will this event assist you in reaching those goals?
- Is this event true to your club's mission?
- How does this event benefit the student body?
- Who is your Audience?
- Who are you trying to reach?
- What are their needs/interests?
- What will appeal to them?
- Review Policies and Procedures!
- Keep in mind the "spend down" timeline
- Plan a calendar (SGA Calendars due Oct. 1)
- KNOW YOUR BUDGET!

Common Reasons Programs Fail:
- The "we did it last year" mentality
- Being afraid to try something new or different
- Failure to solicit ideas from the membership
- Lack of marketing
- Focusing on "bigger is better"
- Poor planning
- Organization is not invested in the event

Eight to Nine Weeks Prior:
- Brainstorm Ideas!
- Educational/Academic
- Awareness
- Spirit
- Professional
- Cultural
- Meet with your advisor
- Meet with the Director of Student Activities
- Submit SGA/Club Account Requisition Request Form

- Submit SGA Budget & Finance Committee Request Form
- Brainstorm a date
- Submit any necessary contracts

Seven Weeks Prior.
- Submit a completed Facility Request Form with a diagram
- Submit completed Audio/Visual Form

Six Weeks Prior:

- Assign Tasks to Members
- Create a Marketing Plan
- Create an outline or planning timeline for your event
- Submit Purchase Requisitions with Invoices or bills for payment
- Consider any security needs
- Create a detailed event budget
- Order any necessary supplies

Four Weeks Prior.
- Submit Flyer for Approval to College PR Director
- Promote, promote, promote (social media, word of mouth, flyers, etc.). Work with your College PR Director

Two Weeks Prior:
- Create an Event Itinerary
- Confirm all volunteers for the day of the event (move chairs, serve food, etc.)
- Follow up with the Director of Student Activities regarding any contracts or Purchase Orders from the Business Office

Week of Event:
- Confirm all POs
- Confirm any food orders, performers, etc.
- Confirm any volunteers during the event:
- Take pictures!!!

Week Following the Event:
- Jot down ideas during and after the event for improvements or suggestions
- Evaluate and assess your student learning outcomes
- Enjoy and celebrate a successful event!

General Guidelines

All steps and timelines must be adhered to for funding and facility requests. The club's event may be canceled if policy or timelines are not followed.

Students are not permitted to have access to uncommon spaces unless an advisor is present to supervise.

No student activities are permitted during the period of final examinations or over the interim periods.

Off Campus Activities

The Dean of Student Services or Designee must approve ALL off-campus events. Please refer to the travel/chaperone policy matrix. A chaperone is required to be present at all off-campus events. All rules and regulations of the college, SGA Guidelines, CCC Constitution, CCC Academic & Student Policy Manual, and CCC Board Rules shall apply to all off-campus events. Appropriate travel forms must be completed and submitted no less than 45 days from the event, when necessary.

HOW TO WRITE LEARNING OUTCOMES

What are learning outcomes?

Student learning outcomes clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that participants are expected to acquire at your program. These are often used to justify funding.

Knowledge:	Apply:	Evaluate:	Understand:	Analyze:	Create:
define	solve	reframe	explain	analyze	design
identify	apply	criticize	describe	compare	compose
describe	illustrate	evaluate	interpret	classify	create
label	modify	order	paraphrase	contrast	plan
list	use	appraise	summarize	distinguish	combine
name	calculate	judge	classify	infer	formulate
state	change	support	compare	separate	invent
match	choose	compare	differentiate	explain	hypothesize
recognize	demonstrate	decide	discuss	select	substitute
select	discover	discriminate	distinguish	categorize	write
examine	experiment	recommend	extend	connect	compile
locate	relate	summarize	predict	differentiate	construct
memorize	show	assess	associate	discriminate	develop
quote	sketch	choose	contrast	divide	generalize

PROMOTION & MARKETING

A good promotional campaign is essential to the success of your event! The right promotional campaign depends on the type of event. Below are some of the methods which are available to you for advertising on campus.

Informational Table/Display

Reserve a table on campus to promote your event, hand out flyers, and show a display or teaser video to attract participants. This must be approved by the Director of Student Activities and Director of Auxiliary Services.

Word of Mouth

Visit classrooms, ask your professors if you can make announcements in class, leave a message in the corner of the whiteboard in classrooms, talk to friends, visit other club meetings, etc. This is often your best form of publicity!

Teaser Campaign

This typically begins several weeks before the event and is meant to arouse curiosity. For example, you may leak one keyword a week until the entire event title is complete. Use flyers, posters, ads, etc. to begin the campaign.

On-Campus Resources

Campus Marquee, LCD Screens, flyers, posters. One of the most effective ways to reach your desired audience is to work with Community Relations, Public Relations, institutional listservs, and Grades-first. All of these items must be approved by the Director of Student Activities. It is best to meet with this person or send your request via email so they can direct it to the appropriate campus coordinator. All flyers must be approved by the Director of Student Activities and the College PR Director for on-campus postings. There are bulletin boards designated for student events on campus.

Social Media

For social media guidelines, see the Director of Student Activities.

FISCAL MANAGEMENT

Having created a general activity plan, there may be a speaker(s) you are interested in having come to your campus. The process involved to facilitate this is via the CCC Procurement and Legal Departments. All expenditures are subject to CCC procurement policies and procedures.

Club Agency Account

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A club/organization is required to complete an Agency Account Request Form to document the individuals who have access to the information regarding the account and who can approve any purchases. The individuals listed on the form are the only individuals who will have access to information about the account through the Business Office. In addition, the Business Office can only allow the individuals listed on this form to make transactions from this account. It is the responsibility of the club treasurer to manage and reconcile the funds going in and out of these accounts.

Depositing into the club/organization account

- Know your agency account number (Student Activities Director will provide it if unknown)
- Visit the College's Business Office to deposit club funds within 24 hours after an event
- Obtain a receipt for the club's records
- Submit a copy of the receipt to the Office of Student Services

Requesting Agency Account Disbursements

- Complete a purchase requisition form with required signatures
- (Club Officer, Club Advisor, and Campus Executive Director/VP Finance)
- Submit form including quote to the Student Activities Director

Fiscal Management

Fiscal management is an important aspect of a successful club. You need to monitor the progress of your expenditures throughout the year. Often, one program or event may cost more or less than what was originally expected. As a leader, it will be your responsibility to make periodic adjustments to ensure that your club does not go over planned expenditures.

Hints: Think about what kinds of programs, events, and activities the club would like to sponsor during the upcoming year. Once programs have been determined, conduct research. Determine how much each program or activity will cost. This will aid in planning the club's budget.

Below are some examples of expense and income categories/line items encountered by student clubs:

Expenses

- Travel and transportation (coach/school bus costs, registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing, including photocopying)
- Refreshments and hospitality (food and lodging)
- Entertainment fee (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)
- Postage
- Miscellaneous (used for unusual expenses; use this line item carefully)
- Recruiting (new member night, recruitment events)

Income

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- Fundraisers/sales
- Requested funding from SGA

Evaluating Club's expenditures

The club will spend money on a variety of different things over the course of the year. It will be important to remember what worked and what did not work. In preparing for a new year's budget, review the actual figures from the previous year. How much the club spent last year is usually a good starting point for the upcoming year.

Each club will input its information in the Budget Template. This form will be made available electronically.

Funds from SGA CAN be used to purchase the following items:
- Travel and transportation (coach/school bus costs or registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing including photocopying)
- Entertainment fees (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)
- Food for student events is permissible

SGA Funding

Funds May NOT Be Used for Charitable, Sectarian, Religious, or Political Activities

Funds from SGA CAN NOT be used for the following items:
- Personal apparel/items;
- Food for meetings;
- Purchasing fundraising items.

NOTE:

EXTERNAL BANK ACCOUNTS ARE PROHIBITED FOR CLUBS/ORGANIZATIONS. ACCORDING TO THE RULES OF THE BOARD OF TRUSTEES, ALL FUNDS BELONG TO THE CITY COLLEGES OF CHICAGO.

- All approved expenditures and disbursements may take a minimum of ten (10) business days
- These funds can be used to make purchases for purposes based on the rules set by the Board of Trustees for City Colleges of Chicago.
- The club should maintain accurate records on how the Agency Account is utilized. Any discrepancies must be reconciled with the college's Business Office with proper documentation.
- If a withdrawal is denied, the Club President shall consult with the Student Government.
- If the Student Government considers the denial invalid, the matter shall be adjudicated by the college President or the President's designee.

Board Policies and Procedures for Management and Government, Article 1.8.1 Allocation, states:

"The Board shall, from time to time by resolution duly adopted, establish a sum per regular college credit hour, per College to be allocated to the Student Government for student activities each fiscal year. All monies allocated are the property of the Board and shall be deposited in the appropriate account.

No commitment or obligation may be made on behalf of

the College without the prior written approval of the College President or the President's designee. Students are personally liable for those commitments or obligations made without such written approval. Failure to obtain approvals can result in the student being held personally responsible for debts incurred. No reimbursements will be made without receipts which must be submitted to verify all reimbursable expenditures."

Student leaders must understand and abide by CCC procurement policies and procedures. The purpose of this chapter is to highlight key procurement policies and procedures, the forms required, and some helpful tips.

When making purchases, students must follow the procedures described below. Each request for expenditure must be consistent with the Student Government's approved budget. If any Student Government request for the expenditure of monies is denied at the College, the College President shall notify the Student Government in writing. The Student Government shall then have the right to appeal that decision to the Chancellor, whose decision shall be final.

The City Colleges of Chicago Board Policies and Procedures for Management and Government can be found at: http://www.ccc.edu/departments/Documents/BoardPolicies2010-2011 .pdf

CONTRACTS

Contracts/Professional Service Agreements

Many programs, events, and activities involve initiating an agreement with an external party to provide services or entertainment. Consultants or Independent Contractors (e.g., a D.J., events speaker, etc.), require a fully executed **Request for Contract** form. A Request for Contract is entered into with an individual or company for professional services that require a high degree of professional skill involving, but not limited to, speakers, live performers, and DJs. Professional services between $0-$999.99 require an Independent Contractor form and purchases between $1,000 -$25,000 require a fully executed agreement.

City Colleges of Chicago requires formal agreements to be reached in the form of a contract. Contracts are required to initiate payment of an artist or any company providing a service. Contracts establish a formal communication of expectations, which must be met by both the artist/company and the student

club (purchaser). Contracts attempt to protect Student Clubs and the College from liability while establishing expectations for event execution.

For all purchases that do not require formal bidding but require a contract/agreement over $25,000, please follow the board report submission process previously mentioned. Upon the Board's approval, complete the Contract Request Form and submit it to the College Business Office for further processing. Professional Service Agreements are contractual agreements with individuals or companies for professional services that require a high degree of professional skill.

Contract Request Policy

- Complete the Request for Contract/Request for Work by Independent Contractor Form
- Attach completed SGA Event Form
- Include quote or invoice with event form
- Allow 60 business days to process contracts

CCC Offers 1.6 Payment Terms

To maintain compliance with the State Prompt Payment Act, City Colleges of Chicago (CCC) will pay all invoices within 60 days from the final invoice receipt date (Net 60). Therefore, all invoices are required to be dated and stamped upon receipt using an official College or District stamp. CCC payment terms are Net 60 unless vendor terms provide a trade discount for quick payment (e.g. 2% in 10 days).

STUDENT TRAVEL

Off-Campus Travel

CCC encourages all students to enhance their educational experiences by attending various attractions or events. Students can gain exposure to new ideas, theories, and practices that go beyond the walls of the college. These trips also serve as great means to strengthen your club/ organization by providing meaningful experiences and incentives for the club/organization's membership.

All student clubs traveling off-campus must be accompanied by their advisor. All students participating in the travel must be currently enrolled. All advisors must also submit a Travel Reimbursement Request Form. Please refer to the travel/chaperone policy matrix. All requests for off-campus travel must be submitted within 60 business days before the date of travel to the Office of Student Services.

Club Advisors must enter all travel requests in the online Travel and Expense portal.

An organization that wants to engage in off-campus travel must have:
- List of all students attending the trip
- Student & Agency Reimbursement Expense Form for all students traveling.

- Permission/Release Form; Students under the age of 18 must have the signature of their parent or guardian.

Trips include but are not limited to:
- Visits to Springfield, IL
- Attending lectures at other colleges/universities
- Transfer visits
- Conferences/Summits
- Community Service Events
- Off-campus social events

Travel Requests

Students must follow the same travel guidelines as City Colleges of Chicago personnel see the full policy online at the main CCC website in the Finance department. All travel requests must be entered in the online Travel and Expense portal for approval at least 45 days before the scheduled day of attendance. To allow for extra processing time, we recommend 60 days to the scheduled day of attendance. The request must identify the nature of the trip, estimated costs, and participants.

Registration Fees

Applicants must submit documents to initiate a purchase order (PO) for the conference registration fee at least 30 days before the early registration deadline and request immediate payment of the purchase order.

Hotel Payments

Applicants must submit documents to initiate a purchase order 30 days before scheduled arrival at the hotel and request immediate payment of the purchase order to ensure that the check is ready before leaving for the conference.

Travel Over 50 Miles

All Out-of-District and/or overnight travel of more than 50 miles outside the City of Chicago by students requires an administrative and/or faculty advisor chaperone. No out-of-state travel will be approved unless administrative chaperones accompany students. The lowest available commercial airfare, rail, or other modes of public transportation shall be used. Students must occupy reasonably priced rooms at current rates and purchase moderately priced meals. Reimbursements will only be made to the CCC Chaperone for authorized expenditures accompanied by itemized receipts. The chaperone is responsible for entering into the Travel and Expense portal.

Please submit the following:

- Traveler(s) name as it appears on the Driver's License or State ID or passport
- Date of birth for each traveler
- Details about the hotel and flight or Amtrak

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Travel Reimbursements

- <mark>Requests for reimbursement must be submitted to the Chaperone no later than 15 days from the last day of travel.</mark>
- Original itemized receipts are required for all reimbursements;
- Properly executed requests for reimbursement must be submitted immediately to the <mark>College Business Office;</mark>
- Please be responsive when contacted by <mark>Business Office</mark> for additional information

Travel Expense Reports

- All clubs/organizations must submit the Travel Expense Report for reimbursement. The Travel Expense Report must be submitted to the Office of Student Services within fifteen (15) days of the last day of travel.
- Please note: If submitted after fifteen (15) days from completion of travel, the student will forfeit reimbursement.
- In addition, applicants require the Club/SGA President and the Treasurer to pre-approve all expenditures before submitting them to the Club/SGA Advisor and/or Dean for approval.

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED TO THE OFFICE OF STUDENT SERVICES BEFORE IT CAN BE PROCESSED.

Unallowable Types of Expenditures

Below is a listing of expenditures that are not considered appropriate when traveling; this listing is not intended to be an exhaustive listing of all unallowable expenditures. If in doubt about a potential expenditure, the student should consult their Student Activities Director.

- Local Meals (within the 50-mile Chicago Metropolitan Area), except where contractually obligated per bargaining agreement or when an Officer of the District (OD) conducts an important business meeting with a current or potential business partner, as long as a request for reimbursement is properly documented.
- Gifts/Flowers/Gift Cards
- Alcoholic Beverages
- Tobacco Products/Controlled Substances
- Personal Items (including personal hygiene items, magazines, movie rentals, etc.)
- Sponsorships/Donations
- Entertainment/Recreational Activities

FUND MANAGEMENT

Keep In Mind...
- The funds provided by SGA are generated by the student body and should be spent on the student body.
- Do the requested funds serve the interest of the College?

- Are they completely pertinent to the organization's mission statement and purpose?
- Will the program/event be readily available to all students at the College?

BUDGETING GUIDELINES

By law, Student Government expenditures may not exceed the Student Activities fund appropriations adopted by the Board of Trustees in the annual City Colleges of Chicago budget. Therefore, each College's Student Government shall develop and approve a Student Activities budget within thirty (30) days after the beginning of the Fall Semester.

The Student Government may allocate no more than ten percent (10%) of the monies allocated for student activities for its activities and expenses. Provisions for the Student Government Finance Committee or other budget/finance committees shall be detailed in the Student Government Constitution and/or Bylaws.

Each Student Government budget shall indicate appropriations in the form of specific line items and shall be developed with consideration given to the total allocation and alternative plans for its use. The Student Government budget shall be submitted to the College President and the President's designee (s) for approval. The President or designee (s) shall notify the Student Government President of budget approval or disapproval within 48 hours.

SGA is responsible for providing monthly budgets to the Director of Student Activities, all transactions must be recorded on the SGA Budget Template.

Funds should be spent down at the following rate:

- 25% by October
- 50% by December
- 75% by February
- 100% by April

FUNDRAISING

Fundraising Rules and Regulations

- Club/Organization must be registered with SGA/Activities office before sales can be registered.
- All sales must be conducted by club members. Outside businesses may not be contracted to operate sales.
- Complete any forms related to fundraising with Student Activities Director at least ten (10) days before the fundraiser.
- Only packaged foods can be sold for fundraising purposes. • A club/organization cannot apply for SGA Funds to sponsor a fundraiser or income-generating activity.
- All proceeds from the fundraiser must be deposited into Business Services within 24 hours (*the next business day*) of the fundraiser. Keep a receipt of the deposit for your records.

- Participating in games for money or other personal property or the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of raffle tickets in or on college property is PROHIBITED!
- Violations of the rules, regulations, procedures, and CCC policies while conducting the fundraiser may result in the loss of such privileges or other measures deemed appropriate.
- It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

Fundraising Hints

- Appeal to your target audience. Observe their interests and spending habits. Facilitate fundraising efforts during times when your target audience is most likely to have money and offer items that they are willing to buy.
- Set fundraising goals that are achievable. Develop a realistic budget and think of all costs involved. What fundraiser will provide the most profit per item?
- Carefully consider timing and location. Avoid conflicts and competition. Check all policies and regulations. ● Develop a plan for the project, a calendar with deadlines, and a checklist of tasks to be completed.
- Be transparent with your audience about the purpose of your fundraising effort and what the money will be used for.

Ideas for Fundraising Projects

Below are a few thoughts that may spark some ideas for fundraising:
Sales:

- Popcorn/Baked Goods (must be store-bought and sealed)
- Used books (textbooks or paperbacks)
- Plants
- Buttons & promotional items
- Handcrafteded items Services:
- Car wash
- Aluminum can recycling
- Valentine's Day candy delivery "Care" package
- Printed T-shirts, hats, etc. (same as promotional items)