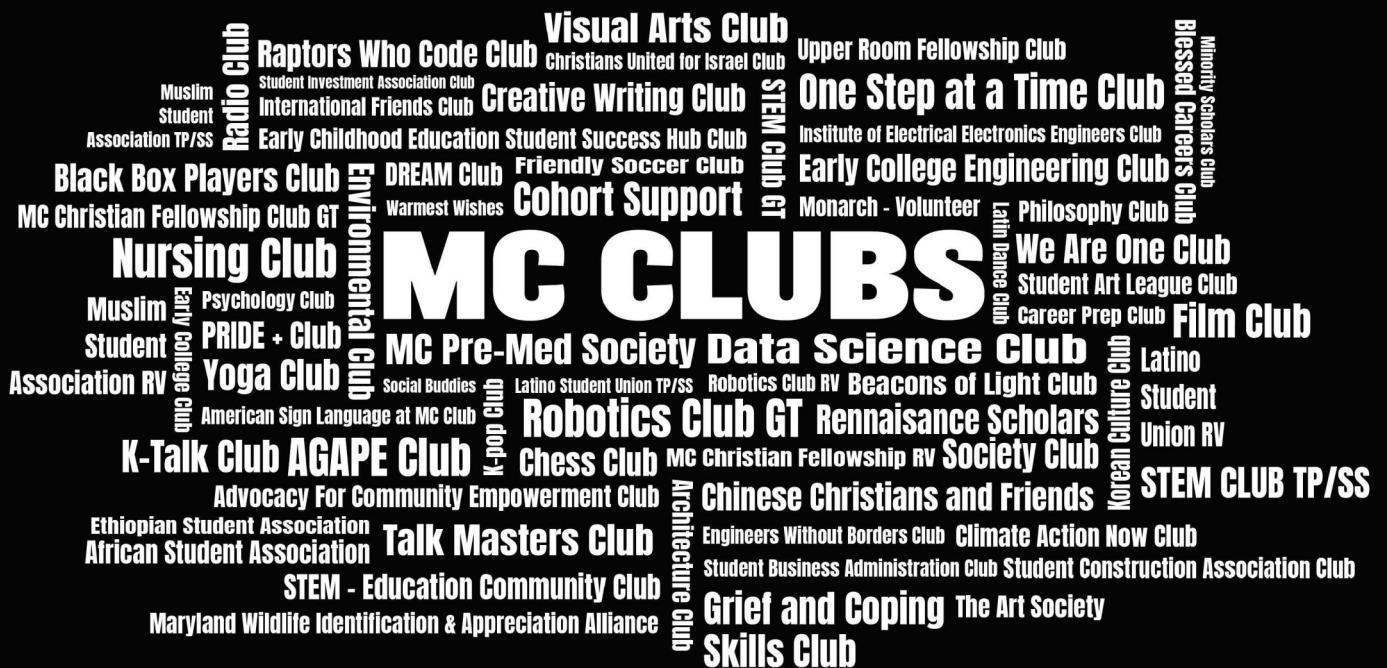


# The Club Program Handbook

College-Wide  
Guide for Student Leaders  
and Advisors



# TABLE OF CONTENTS

The following is used for the formation, running, and governing of student clubs at Montgomery College, and is intended to help student leaders and advisors function on a daily basis. If you have any questions or concerns, please contact the Office of Student Life.

The Office of Student Life Club Program Overview .....	3
The Social Change Model of Leadership .....	4
The Social Change Model and the MC Club Leader .....	5
How Does the Student Life Specialist Supports Clubs .....	6
Club Officer Eligibility Requirements .....	6
How to Become an Official Club .....	7
Policies on Recreational Clubs, Club Chapters Affiliations, and Copyrighted Club Names .....	7
Ideas for Creating Partnerships with Advisors.....	8
A Important Message for Advisors .....	8
Your Advisor Role and Responsibilities.....	8
Managing Expectations and Maintaining Club Status .....	8
The Blackboard Community Management System for Club Leaders and Advisors .....	9
Reviewing Your Designated Officer Training Modules and taking the quiz .....	9
Setting You up For Success Through Club Workshops.....	9
Connecting With Your Campus Student Senate .....	10
The Importance of Attending the Monthly Inter Club Council Meeting .....	10
Accessing Your Club’s Monthly Meeting Snacks and Refreshment Fund .....	10
Policies on Fundraising and Reimbursement .....	10
Submitting Your Monthly Club Activity Log .....	11
How to Request Funding for your Club Events via Budget Requests .....	11
Club Catering Services.....	12
How to Reserve a Club Space on Campus .....	12
Successful Event Planning.....	12
Copyright Information for Movie Screenings .....	12
Disability Support Services Accommodation Statement to be used on all Flyers and Advertisement .....	12
Club Campus Posting Guidelines .....	13
Club Copy Requests and Services .....	13
Club Event with Minors on Campus .....	13
Final Remarks .....	13

# MC Student Life Clubs



Congratulations! We applaud your interest in engaging with Student Life through a club. We have designed this handbook to provide helpful guidelines and useful information. The Office of Student Life looks forward to working with you to find success in your club experience.

## Mission Statement

Being involved in clubs empowers students to actualize personal and social change. We provide intentional learning opportunities that promote individual growth, leadership development, and community engagement. The Club Program will enhance the student experience while developing essential leadership skills for today's students and tomorrow's leaders.

By being involved in our club program, students will:

- Discover their talents, strengths, and potential through the Social Change Model of Leadership
- Be engaged & educate the Montgomery College community
- Develop life skills such as effective planning, communication, organization, time management, critical thinking, reflection, and interpersonal skills
- Have the unique opportunity to attend workshops, conferences, and other activities that will enhance their leadership development and further their skills
- Develop projects with faculty, staff, and fellow students and see their projects come to fruition

## The Office of Student Life

The Office of Student Life is your hub for club resources, services, and support systems. We are open Monday through Friday from 8:30am - 5:00pm.

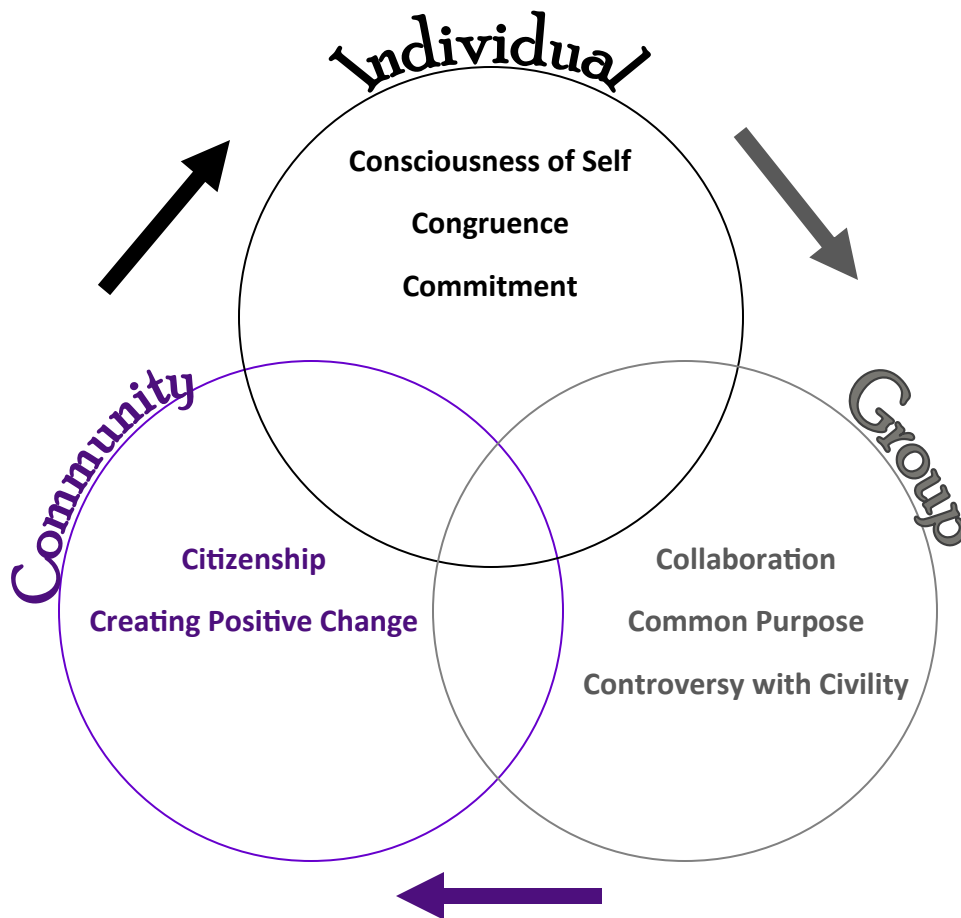
Campus locations and information is below.

Germantown Campus	Rockville Campus	Takoma Park/Silver Spring Campus
Student Affairs and Science Building, (SA) Room 113 <a href="mailto:stlifeg@montgomerycollege.edu">stlifeg@montgomerycollege.edu</a> 240-567-7840	Student Services Building (SV) Room 104a <a href="mailto:stlifer@montgomerycollege.edu">stlifer@montgomerycollege.edu</a> 240-567-5092	Student Services Center (ST) Room 217 <a href="mailto:stlifetps@montgomerycollege.edu">stlifetps@montgomerycollege.edu</a> 240-567-1482

# The Social Change Model of Leadership

adopted by the Office of Student Life

The Social Change Model of Leadership Development was created in 1993 by the Higher Education Research Institute of UCLA in an effort to enhance student learning and facilitate positive social change. This model emphasizes the need to understand self and others in an effort to create community change. It is less about the leader and more about the leadership community. The model is inclusive in that it is designed to enhance the development of leadership qualities in all participants – those who hold formal leadership positions as well as those who do not. In this model, leadership is viewed as a process rather than as a position and the values of equity, social justice, self-knowledge, personal empowerment, collaboration, citizenship, and service are explicitly promoted.



# The Social Change Model and the MC Club Leader

An MC club leader is an agent of change who wants to work with others, either in the leadership or follow-ership role, for the betterment of others and society. The Social Change Model of Student Development fo-cuses on the whole leadership process. The model is also called the Seven C's for Change because it focuses on the following attributes:

- ◆ **Consciousness of Self**—Awareness of the beliefs, values, attitudes, and emotions that motivate one to take action. This is the key to being able to develop consciousness of others.
- ◆ **Congruence**—Thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty towards others; actions are consistent with most deeply-held beliefs and convictions; interdependent with Consciousness of Self.
- ◆ **Commitment**—The psychic energy that motivates the individual to serve and that drives the collective effort; implies passion, intensity, and duration and is directed toward both the group activity as well as its intended outcomes; requires knowledge of self.
- ◆ **Collaboration**—Working with others in a common effort. It constitutes the cornerstone value of the group leadership effort because it empowers self and others through trust.
- ◆ **Common Purpose**— Working with shared aims and values. It facilitates the group's ability to engage in collective analysis of the issues at hand and the task to be undertaken.
- ◆ **Controversy with Civility**—Recognizes two fundamental realities of any creative group effort: that differences in viewpoint are inevitable, and that such difference must be aired openly but with civility.
- ◆ **Citizenship**— Process whereby the individual and the collaborative group become responsibly connect-ed to the community and the society through the leadership experience.

**Change** (\*The Eighth C) - *The ability to adapt to environments and situations that are constantly evolving, while maintaining the core functions of the group. Change is the value "hub" which gives meaning to the 7 C's and is the ultimate goal of the creative process of leadership – to make a better world and a better socie-ty for self and others.*

## An MC Club Leader is an Agent of Change!

## How Does the Student Life Specialist Supports Clubs

The Student Life Specialist (SLS) is a dedicated staff member for the club program. Each campus has its own SLS who supports club officers and advisors on their respective campus. A few of the SLS's responsibilities include, but are not limited to:

- Review and process forms
- Coordinate budget request purchases
- Promote club program communication
- Provide guidance with event planning, activities, and initiatives
- Cultivate leadership development workshops, training, etc.
- Encourage involvement in office, campus, and college-wide events
- Advise advisors with policy and procedures, problem solving, etc.
- Recruit for unique student leader opportunities i.e. student representation on campus committees, special events, etc.

Best of all, the Student Life Specialist is a sounding board that cultivates your passion into action and encourages your path to becoming an agent of change.



"Never doubt that a small group of thoughtful committed citizens can change the world; indeed it's the only thing that ever has."

Margaret Mead (1901-1978)  
<http://www.interculturalstudies.org/>



## Club Officer Eligibility Requirements

Participating as a club officer is a tremendous learning opportunity for any committed student. Students pursuing a club officer position should consider the following characteristics and tasks for success:

- ◆ Remember you are a student first; academics should be your top priority
- ◆ Serve as a role model for the club members and the MC student body
- ◆ Remember that leadership is a process rather than a position
- ◆ Maintain open lines of communication with members, advisor, and your Student Life Specialist

Eligibility Requirements:

- Enrolled in a minimum of 6 credits
- Students can only be officers if they are enrolled in at least three credits on the campus they seek to serve as an officer
- Distance-Learning students can hold an officer position on any campus they choose
- Cumulative 2.25 GPA; exception for first semester students
- Be an officer for no more than two clubs (i.e. be president for club A and treasurer for club B)
- Can only hold one position within the club i.e. cannot be president and treasurer simultaneously
- Is not on academic probation or have any student code of conduct violations

\*Eligibility may be subject to updates and amendments.

## **How To Become An Official Club**

Visit the Office of Student Life to verify if a club with the same name or a similar mission/purpose already exists. If so, we will connect you; if not, then start your own club by:

- 1) Identify three other current students to help you organize the club.  
All will need to meet club officer eligibility requirements; see Club Officer Eligibility Requirements section.
- 2) Identify a Club Advisor  
All clubs are responsible for finding an advisor who is a professional staff or faculty member on the campus the club will be established. i.e. if your club is established on the Germantown campus, then your advisor needs to be from the Germantown campus.
- 3) Each officer and advisor will need to submit their information via the Student Life Club Officer Agreement E-Form Link at <https://bit.ly/officialclubform>.
- 4) After your submission, each officer and advisor will receive a communication on how to enroll in their campus' Student Life Club Officer/Advisor Blackboard Community. Once you have enrolled, please review your designated officer/advisor training module and complete the quiz.
- 5) Official Club Recognition Letter  
Once all have completed their submission, review the training module and complete the quiz your SLS will contact your club regarding it's status. It's that easy!

If you need assistance with any of the above steps, please contact your SLS.

The Official Club E-Form deadline is open but please consult with your campus Student Life Specialist for details.

\*Missing any step may jeopardize your club's ability to become official.

## **Recreational Clubs**

The Office of Student Life supports recreational clubs whose purpose is not to participate in organized leagues, tournaments, or competitions. However, due to the National Junior College Athletic Association (NJCAA) regulations, all recreational sports-related interest groups must be vetted by the Student Life Specialists. Recreational clubs are not official teams of Montgomery College, are considered a club, and can only be supported by the Office of Student Life.

## **Club Chapter Affiliations**

The Office of Student Life does not recognize or support clubs as a chapter or affiliation due to the complexity of chapter requirements from national or local organizations. Therefore, MC clubs cannot solicit funding from the Office of Student Life for chapter-related activities. For clubs affiliated with national or local organizations, they must contact their Student Life Specialists to discuss their affiliation, which could include legal liability and other issues for the College.

## **Copyrighted Club Names**

The Office of Student Life cannot support club names that are copyrighted or trademarked due to legal liability and other issues for the College.

Please see your Student Life Specialist for assistance.



## **Creating Partnerships With Advisors**

All clubs must have a club advisor. You may choose an advisor based on their expertise in a certain field, working relationship with members, or other criteria. Discuss the responsibilities with potential candidates to determine if they are the right fit for your club. A mutual understanding should be reached by both interested parties.

The very first thing you should do as a leader is to get to know your advisor. Your advisor serves as a resource and mentor, and it's very important to establish a working relationship. Discuss your mutual expectations, goals, needs, and what direction you would like the club to take.

## **A Message To Advisors**

Advising a club is a great way to give back to the Montgomery College community. This is a rewarding experience as you will have an opportunity to work with students outside of the classroom and outside of the office environment. Student Life approaches these relationships from a wellness model where we encourage our students to adopt a more balanced lifestyle, which includes getting to know faculty and staff outside of the classroom.

Should you ever have any questions, concerns, or need support in your advisor role, please contact your Student Life Specialist.

## **Advisor Roles:**

- Be familiar with the club constitution, history, purpose, and philosophy in order to provide continuity.
- Meet with club leaders on a regular basis to review goals and objectives and assist in the determination of the club's activities.
- Encourage members to participate and become actively engaged in activities and the club program.
- Discuss, review, and sign all required paperwork.
- Make certain communication channels have been established i.e. exchange phone numbers, email address, create listserv, social media handles, etc.
- Intervene as appropriate when member's actions/proposals are counterproductive to the well-being of the club or the College.
- Inform the Office of Student Life of any situation potentially needing an intervention.
- Serve as the club's chaperone for all on and off campus activities.
- Assist with leadership transitions, event planning, paperwork, and processes.

## **Expectations and Maintaining A Club**

In order to maintain active club status, please comply with the following:

- Adhere to the policies, procedures, and updates in this handbook
- Maintain your club registration information, official club e-forms, which including any changes in leadership
- Submit Club Monthly Activity Log, official membership roster, and other undertakings as requested
- Establish at least one club meeting per month; meetings must be open to all students
- Attend leadership training, workshops, and activities as requested
- Respond appropriately and in a timely manner to club communications i.e. emails, social media, etc.
- Keep your Student Life Specialist and advisor abreast of all activities



**The Blackboard Community Management System For Club Leaders And Advisors**

Each campus has its own Blackboard Community to meet its needs. Your Student Life Specialist will provide you with access to the Club Blackboard Community, which provides content for club officers and advisors in an electronic format, 24 hours a day. It hosts virtual and digital learning tools, but all revolve around its core component, which is club success.

The format is set up to be open, flexible, and centered on community building, knowledge sharing, and student achievement. The Club Officer Blackboard Community is easy to use and has sections specifically designed for the President, Vice President, Secretary, and Treasurer. Each officer will have the opportunity to learn their roles and responsibilities via their own module.

**Reviewing Your Designated Club Officer Training Modules and taking the quiz**

Your training module is located in Blackboard and will provide you additional information on the expectations, role, and responsibilities along with valuable tools and resources. There is also a quiz that will help you master the needs with your position. Below is taken from each officer role training module.

<b>PRESIDENT</b>	<ul style="list-style-type: none"> <li>· Provide supportive leadership for the club</li> <li>· Preside over regularly scheduled meetings</li> <li>· Ensure the planning and promotion of activities proceed in a timely manner</li> <li>· Assist members and officers in the implementation of events</li> <li>· Attend leadership development workshops for student club officers</li> </ul>
<b>VICE PRESIDENT</b>	<ul style="list-style-type: none"> <li>· In the absence of the President, preside over regularly scheduled meetings</li> <li>· Assist the President in responsibilities related to that office</li> <li>· Consult with the President on a regular basis</li> <li>· Demonstrate leadership ability and strong organizational skills</li> <li>· Attend leadership development workshops for student club officers</li> </ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>· Maintain records and files of official meetings and minutes throughout the year</li> <li>· Maintain official club rosters and meeting sign-in sheet</li> <li>· Coordinate all club correspondence</li> <li>· Submit the Club’s Monthly Activity Log</li> <li>· Attend leadership development workshops for student club officers</li> </ul>
<b>TREASURER</b>	<ul style="list-style-type: none"> <li>· Handle all club financial responsibilities, resources, and paperwork</li> <li>· Learn and follow protocol for accessing club funds through the Budget Panel</li> <li>· Respond to all club funding and budget request inquiries and deadlines</li> <li>· Prepare and present budget requests or prepare a designee</li> <li>· Attend leadership development workshops for student club officers</li> </ul>

**Setting You up for Success Through Club Workshops**

There are several opportunities to learn and sharpen your leadership skills by attending our club workshops. Whether you are a new or returning leader, our club workshops offer a great way to meet and network with others, gain confidence in your role, gather new ideas, and learn tips and tricks on how to have a successful club on campus.

The Office of Student Life Club Program offers several workshops throughout the year, with topics that are relevant, intentional, and helpful. The workshop schedule is listed on Blackboard, college-wide Office of Student Life web-sites, and office social media.

### **Connecting with your Campus Student Senate - Germantown Campus**

The Student Senate is the governing body of students whose main responsibility is to advocate for MC students and act as a voice for the collective student community. Each campus has their own Student Senate and meeting schedule.

Student Senate meetings are open to all students and is a great place to learn about services and other inner workings on campus. Your Student Life Specialist will provide additional details for Senate meetings on your campus.

### **The Importance of Attending the Monthly Inter Club Council Meeting (ICC) - Rockville and TP/SS**

The Rockville and TP/SS campus ICC hosts monthly meetings where club communicate, socialize, connect, collaborate, and network with like minded students. It is a supportive learning environment encouraged to inspire and motivate leaders as well as provide club program and Office of Student Life updates.

### **Accessing Your Club's Meeting Snacks And Refreshments Fund**

This fund is intended to provide light snacks for in-person club meetings. Clubs get access to \$30 per month by attending the monthly ICC meetings (RV & TP/SS) or the Student Senate bi-monthly meetings (GT). Monthly club funding does not roll over. See Blackboard to review details and access.

Funds for snacks, light refreshments, and beverages will be available after the first Student Senate or ICC meeting. All refreshment funds must be utilized before the first day of final exams for the semester. If a club would like refreshments for an event, activity or program, the club budget request process must be followed.

### **Fundraising Policy**

The Montgomery College Budget Office and the Office of Student Life will not be able to support any fundraising outside of raising scholarships for students.

Student clubs are prohibited to fund-raise for any outside agency.

Special note: Violations of Montgomery College's policies and procedures can result in disciplinary action.

### **Reimbursement Policy**

Clubs must work with your campus Student Life Specialist to complete all budget request forms and proposals, which could include transactions and contracts.

Any purchases made prior to obtaining approval by the budget panel **AND/OR** without the written consent of the Student Life Specialist per the Director/Account Manager of Student Life **ARE NON-REIMBURSEABLE.**

Special note: please contact your Student Life Specialist for assistance, inquiries, or suggestions.

## **Submitting Your Monthly Club Activity Log**

The Office of Student Life has created a monthly club activity log reporting process where clubs will communicate and record activities and events. Logs must be submitted by the first Wednesday of each month detailing what activities/events were held during the previous month. The form is located on Blackboard and needs to be submitted to your Student Life Specialist. If logs are not submitted, the following disciplinary actions against the club will occur:

- First minor infraction is an email reminder to the club leaders and advisor.
- Second infraction is a meeting with the Student Life Specialist.
- Third infraction is a meeting with Director of Student Life and a follow up letter to club outlining the discussion.
- Loss of club leadership may result if actions are not followed and adhered to.

## **How to Request Funding for Your Club Events via Budget Requests**

Clubs have access to funding through the budget panel process; see steps below.

- Meet with your Student Life Specialist to review request
- Submit your budget request via Budget Request E-Form to the budget panel before the deadline
- Budget Panel Chair will communicate your budget panel hearing date
- At the hearing give a 1-2 minute presentation detailing why your club is asking for funding
- Budget Panel Chairperson will communicate next steps

### Overview of the Budget Panel Process

#### The Budget Panel Members

The budget panel is comprised of Student Senators and their role is:

- To review all club budget requests, including forms, supporting documentation, etc.
- To consider a clubs budget request presentation
- Provide a recommendation of support or denial to the Director who will make a final decision

\* If denied the budget panel will provide feedback.

#### Budget Panel Schedule

The budget panel meets once per week, excluding holidays and college closings. Please check your Blackboard Community for days/times of budget panel hearings. Please note that a submission of a budget is not a confirmation of a hearing because not all submissions are accepted. The budget panel will communicate via email to the requester a confirmation with a hearing date.

#### Submission Deadline and Confirmation

Make sure your request has been discussed and approved beforehand by your advisor. Check your Blackboard Community to know when your budget request e-form is due; each campus has their own deadline. It is strongly encouraged that you have your Student Life Specialist review your proposal before your hearing.

## **Helpful Hints**

Recommendations are based on the following:

- Purpose of the event and how it relates to the club's mission
- Influence and benefit to students and college community
- Presenter's knowledge, thoroughness and accuracy of presentation
- Supporting documentation - itemized list of expenses, price quote, invoice, etc. of where you got your prices. Screen sharing for viewing is encouraged.

\*Only current students will be able to present to the budget panel.

Please note that each campus has a slightly different process for budget requests, because each campus varies in size. Maximum allotment for budget requests varies based on campus enrollment.

## Club Catering Services

Clubs can use the College's designated catering services for club catering needs. Please check your Blackboard Community for protocol and menu. Orders must be submitted a minimum of **10 business days** before the desired date to ensure services.

## How to Reserve A Club Space On Campus

Official clubs have access to reserving campus space for meetings, events and other activities. Your Student Life Specialist will advocate for accessing and reserving space i.e. classrooms, conference rooms, outdoors, and other available space for club usage. Requirements for reserving space on campus:

- Provide a minimum of five business days advance notice
- List one to three alternative dates (first choice may not be available)
- Meet with your Student Life Specialist if additional services or furniture is needed
- Advisor signature is required on form

## Important reminders:

- Reservations are available Monday-Friday, except on holidays or when the college is officially closed  
Reservation requests for Saturday usage will require permission from the Office of Student Life
- Your Student Life Specialist will contact you on the status of your request
- A reservation is not confirmed until you have received a confirmation from the Office of Student Life

\* If a club would like to reserve a room for an event, more that 50% of attendees must be current MC students/club members.

## Successful Event Planning

An activity is considered to be any event or program beyond a group's regular meeting which requires more than a simple space reservation, but may include additional furniture, A/V equipment, and/or a large venue. Before planning your event, an officer of the club **must**:

- Discuss event needs with your Student Life Specialist and advisor
- Submit a campus Space Reservation Form with advisor signature
- If requesting funds, submit a Budget Request E-Form

Please review your Blackboard for tools and resources

## Copyright Information for Movie Screening

Showing a movie as a club activity may be a fun and relatively easy event to plan. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. This legal requirement applies regardless of whether an admission fee is charged, the institution or organization is commercial or non-profit, or a federal or state agency is involved. Non-classroom use of a film at the college requires obtaining a public performance license. Please work with your Student Life Specialist to clarify this legal requirement and obtain necessary licenses.

## Disability Support Services Accommodation Statement to be used on all Flyers and Advertisement

Montgomery College is an equal opportunity educational institution. Please include information about disability support accommodations on publicity items i.e. posters, flyers, email announcements, etc. for meetings, events, and programs. An example would be, "To request a reasonable accommodation, please contact Val Melgosa by email at [val.melgosa@montgomerycollege.edu](mailto:val.melgosa@montgomerycollege.edu) or by phone at 240.567.7181. Request should be made two weeks in advance of the event." Make sure to advertise in advance so the Office of Student Life has sufficient time, 2 week minimum, to coordinate with the Disability Support Services

## **Club Campus Posting Guidelines**

Submit your flyer electronically to the Office of Student Life. The following information is imperative and needs to be on your flyer:

- Provide specifics of your event: Title and type of the event
- Date, time, and location i.e. *Thursdays at 3:00 pm, Room HS 216, or when virtual meeting will take place*
- Brief/concise description that includes enough detailed information so the reader understands what you're communicating and advertising
- Club e-mail address or contact information
- State what campus the meeting/event is being held at (Germantown, Rockville, or Takoma Park/Silver Spring)
- Include your DSS accommodation statement: If you need an accommodation based on a disability, please contact <event coordinator name> by email at <email address> or by phone at <phone> at least two weeks prior to the event.
- Campus flyer should always have the Student Life Logo

Posting flyers and advertisement differs from campus to campus. Please make sure you are posting in a timely manner. Visit the Office of Student Life for posting guidelines and procedures.

## **Club Copy Requests and Services**

- Requests and services are available through your Student Life Specialist. Please reach out to them for details.

## **Club Events with Minors On Campus**

A minor on Montgomery College's campus is considered anyone under the age of 18 who is not enrolled at the college. Any event on campus engaging with minors has to go through the Office of Compliance 30 days prior to the event for approval.

Please work with your Student Life Specialist.

## **Final Remarks**

Thank you for choosing to get involved in the club program. We hope that you find this guide helpful in your journey as a club leader at Montgomery College.

Our club program utilizes the Social Change Model which emphasizes the need to understand self and others in an effort to create community change. This change begins with all of us, and together we can create an inclusive campus culture and effect changes while being MC Strong.

We appreciate your interest, investment and determination. Have a successful year!

Sincerely,

The Student Life Specialist Team