MCHENRY COUNTY COLLEGE

STUDENT ORGANIZATION HANDBOOK

2023–2024
Welcome to Student Life at McHenry County College! Located in the Student Resource Center (A247), Student Life is tasked with helping students learn and develop outside of the classroom. The Coordinator of Student Life is involved with student organizations, student government, Silver Cord volunteer opportunities, planning campus events, helping students complete their e-portfolios, and much more.

This handbook is designed to support student organizations (also known as clubs) in reaching their maximum potential. Part policy manual, part workbook, and part resource guide, it’s been created to give you the tools and information you need to be successful. While it tries to answer the most common questions, new technologies and ideas are always popping up, so it is designed to be updated and changed as necessary.

Any questions should be directed to StuLife@McHenry.edu.
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McHenry County College (MCC) recognizes the needs and rights of students to meet and congregate outside of the classroom. Any group of students who wish to use college facilities and be recognized by the College as an official organization must go through the registration process.

At McHenry County College, a recognized student organization is defined as a group of at least five eligible students and one advisor that has successfully met the expectations of Student Life, including having an updated constitution on file, completing paperwork, and attending required trainings. This status allows a recognized student organization access to a campus budget; the ability to request campus spaces and resources; and the opportunity to advertise their events publicly (The Flush, social media, public bulletin boards).

Eligible Student: To count towards the five-student minimum, each student must be enrolled in at least one semester hour of a credit course and maintain at least a 2.5 cumulative GPA. Students who do not meet the GPA requirement are still welcome to attend and vote, but they are unable to hold an officer position and do not count towards the required five members. First semester students with no listed GPA are assumed to meet the requirement.

Advisor: A full-time member of the MCC faculty, staff, or administration who has received permission from their supervisor/dean to participate.

Three Status Levels of Organizations:
Active: This status is assigned to organizations that submitted their Student Organization Agreement by the specified date and have at least five eligible students, an advisor, and a constitution on file. These clubs will be granted:

- The ability to reserve spaces on campus for meetings and/or events
- Meeting times/locations advertised in The Flush
- Participation in Student Involvement Fairs and other Student Life-led events
- Creation of an individual student organization account
- Fundraising and usage of funding through student organization account
- Usage of storage space in Student Life-sanctioned spaces
- Ability to apply for financial assistance from student government or Student Life
- Ability to travel as an organization
Pending/Probationary: This status is typically used for the full semester after a new organization has been approved. It can also be used if a club does not meet the full requirements to be active and/or if there are conduct concerns with the club. These clubs will be allowed to:

- Reserve spaces on campus for meetings and/or events
- Have meeting times/locations advertised in The Flush
- Participate in Student Involvement Fairs and other Student Life-led events.
- Request startup money from Student Life

Inactive: If an organization does not renew by the semester deadlines set by the Coordinator of Student Life, they will be considered inactive. The club will lose all privileges of active status, including, but not limited to:

- Usage of allocated funds
- Usage of storage space in Student Life-sanctioned spaces
- Ability to reserve spaces on campus for meetings and/or events
- Ability to travel as an organization with Student Life allocated money and/or vehicles
- Ability to advertise in The Flush or on Student Life social media channels
- Usage of the McHenry County College name
- If an organization is listed as “inactive” for more than two academic years (Fall and Spring semesters), the College reserves the right to return any unused funds from the account to Student Government for reallocation to events. Should an organization with the same name and/or mission be recognized in the future, that organization will not get those funds back.
After exploring the active student organizations, if you do not find one to match your needs and interests, please consider starting (or reactivating) one.

Reactivating a Club: If a club has been on inactive status for less than two academic years (Fall and Spring semesters), interested students may reactivate the club, rather than starting from scratch. Sometimes, the Coordinator of Student Life may suggest the revival of a club, rather than a new club. This still requires obtaining an advisor and five eligible members. This would allow the transfer of budget funding and following of the renewal process, rather than a new application.

For example, let’s say in 2021-2022, the Fruit Lovers Club was active on campus, but has since had all members graduate. In 2023, a student suggests a Raspberry Fan Club. Rather than starting a brand-new organization, the Coordinator of Student Life may instead suggest reactivating the Fruit Lovers Club.

Process: Meet with the Coordinator of Student Life to discuss the idea and get suggestions/support on recruiting potential members and advisors, application, and, if approved, training. During this time, the Coordinator of Student Life may allow room reservations, advertisements in The Flush, and startup funds, if deemed appropriate.

Application Form: List at least five eligible students who are interested, a potential qualified advisor, a description of the purpose of the organization, how the organization is unique from what is currently offered, and durability.

Applications for new organizations are due by October 15 for consideration to activate in the Spring semester and March 15 for consideration to activate in the Fall semester.

The Coordinator of Student Life will review applications and have conversations with key stakeholders. If an application is denied, the Coordinator of Student Life will offer specific feedback as to why with suggestions and support on how to strengthen the application. Please note that Student Life works to balance the importance of student involvement and student desires with the obligations and goals of the office. Due to the amount of training and work that is involved with
launching an organization, applications might be denied if they seem unsustainable or too close to an already active organization. The Coordinator of Student Life might also advise that student needs would be better met through a different office or format. For example, an idea might make for a better one-time activity or a series through the Office of Diversity and Inclusion, or just as an informal group.

If the application is approved, the Coordinator of Student Life will notify advisors and applicants by November 1 for Spring Semester activation and April 1 for Fall Semester activation. Upon receiving approval, the organization will enter probationary status. During the probationary period, the Coordinator of Student Life will assist the organization in formalizing their constitution, hosting recruitment meetings, and completing training. At the end of the probationary period, the Coordinator of Student Life will meet with the organization for an evaluation of whether the organization should be granted full status, continue in probation status, or disbanded.

**Timeline:**

**October 15:** Applications due for potential new organizations

**November 1:** Decision made by Coordinator of Student Life for activation in Spring

**Spring Semester:** Approved organizations enter probationary status

**March 15:** Applications due for potential new organizations

**April 1:** Decision made by Coordinator of Student Life for activation in Fall

**April 15:** Organizations on probationary status discuss with Coordinator of Student Life whether to be granted full status, continue in probation status, or disbanded.
Running a student club can be a lot of work. This section is designed to provide ideas and suggestions to make the process go more smoothly.

Policies and Procedures

1. All student organizations must abide by MCC policies and the Student Code of Conduct.
2. Organization members may NOT obligate or commit the College in any way without discussing the matter with their advisor and the Coordinator of Student Life. The Coordinator of Student Life will work with the organization to obtain proper approval.
3. When a student organization gathers for meetings or events, it is representing the College. Student organizations are expected to keep this in mind during all activities and maintain a professional demeanor.
4. Alcohol/drugs are not allowed at any student organization functions. This applies to all members, even those of legal age, and in all situations including trips and meals out.
5. If the College deems necessary, student organizations may be responsible for contracting extra security for events through the MCC Police Department. Arrangements will be made by the Coordinator of Student Life.
6. If a group abuses responsibilities, fails to register on time, or does not meet general expectations, representatives will have a meeting with the Coordinator of Student Life to resolve the issues. Severe issues, or those not resolved in a timely manner, may be forwarded to the Office of Student Conduct. Student Life has the right to disband or place on probation any student organization that does not follow the policies and procedures put forth by MCC and the Student Life Office.

Constitution

*A review of ALL club constitutions will take place during the school year to ensure that documents are on file, meet the standards, and are being followed. Trainings and suggestions will be available to make sure clubs are in compliance with these policies, including providing support in drafting a constitution if one is not currently in place*

To be active, all clubs must maintain a current, approved constitution on file in the Student Life Office. To assist in planning, a sample constitution is provided. This is to serve only as a sample and is not intended to be limiting in nature. If the student organization will be affiliated with a national organization, the purpose and mission statement cannot conflict with the College mission statement and purpose. The constitution is a basic framework of an organization. It should state
the overall purpose; indicate the number of officers and method for their selection; list requirements for membership; and outline other general policies that are not subject to frequent change. Detailed methods of organizational business and specific rules belong in the bylaws.

Groups are encouraged to review and amend their constitution on an as-needed basis as roles, responsibilities, and priorities change.

If a student organization wishes to amend their constitution, changes should be discussed at a regular meeting. A sample of the proposed changes should be drafted and distributed to all voting members. A vote should be held, and if approved, the updated constitution should be submitted to Student Life.

If your club is associated with a national organization, please work with the Coordinator of Student Life to ensure your constitution meets the needs of both MCC and the national organization.

To be approved, a constitution must include the following:

**Compliance Statement:** This organization shall comply with all local, state, and federal laws, as well as McHenry County College’s regulations, policies, and procedures. Such compliance includes, but is not limited to, the College’s regulations related to non-discrimination, sexual harassment, and hazing.

**Membership:** As a community college, we are an open-access institution. At minimum, membership must be open to all individuals who are currently enrolled in credit or non-credit classes. Membership cannot be limited based on sex, gender, race, ethnicity, or sexual orientation. Student organizations should review their constitutions to determine their stance on being open to non-students. If the organization allows non-enrolled students, faculty, and staff, they should be considered associate members; they will be unable to hold office, vote, or count towards the five required eligible members.

**Mission Statements:** This describes the purpose/goals of your student organization in a short sentence or two. Think of this as your elevator pitch. Make sure the mission of your organization does not conflict with MCC’s mission statement, goals, and purpose.

**Executive Board:** Some casual groups do not require or benefit from
having an executive board. In this case, all decisions would be made
during regular meetings with the input of all those in attendance.
In this structure, it is pertinent that ALL information is distributed to
ALL members.

Student organizations should review their constitution to better understand the executive officer titles, roles, and election processes.

**Advisor:** The role of the advisor is to help the group meet its stated goals. The advisor should review the club or organization’s constitution to clearly understand its purpose and determine how they can best assist the group. MCC does have some requirements for advisors, but generally the members of the organization and advisor should work together to determine expectations of each other.

**Student Organization Trainings**

Student Organization Trainings will be held at the beginning of each semester.

Student Organization Training is designed to provide student leaders with the necessary skills to lead a successful group and educate students on effective procedures.

- Student organization presidents and executive boards are highly encouraged to attend, but these trainings are open to all students, whether they represent an organization or not.
- This training provides an opportunity for Student Life to communicate any changes that may be implemented.
- This training gives students the opportunity to have general questions answered. If a club has questions specific to their organization, they should contact the Coordinator of Student Life.

If a student organization would like personalized training, that can be arranged through the Coordinator of Student Life. Below are a few of the topics available from professionals across campus.

- Robert’s Rules of Order
- Team Building
- Budgeting
- Diversity, Equity, Belonging, Inclusion
- Running Elections
- Creative Advertisements
- Community Partnerships
Roles and Responsibilities
This organizational chart outlines the different roles and responsibilities of the Student Life Office and identifies members of each student organization. Our main priority is to support all student organizations on campus to ensure their success. This manual is not intended to address all possible questions and situations. If there are questions or situations not covered in the manual, please contact the Coordinator of Student Life.

Coordinator of Student Life: Supports ALL student organizations and advisors. They ensure all policies and requirements are met and provide leadership training and development. The Office of Student Life acts as a gatekeeper to ensure clubs are successful and in compliance. This does require clubs to have frequent and extensive contact with Student Life, which can best be accomplished by emailing: StuLife@McHenry.edu. Student Life is also here to support clubs by providing resources and funding as appropriate. We are here to help all organizations be successful, which requires fair and consistent processes and procedures. If you are unsure of anything, please ask.

Advisors: Support their specific organization by ensuring all policies are followed. They provide guidance and direction when necessary. In addition to attending meetings and providing basic guidance, specific requirements and expectations of the advisor should be listed in the constitution.

All registered student organizations must have an approved advisor. Any McHenry County College full-time faculty or staff member is eligible to serve as the group’s official advisor (with approval from their direct supervisor). Student employees are NOT eligible to serve in this role. Advisors should have direct conversations with their supervisor regarding when and in what capacity they can serve in this role. There is no direct compensation for advising duties, so advisors and supervisors are required to approve any time commitments that extend beyond one hour per week and/or occur after regular work hours.
Executive Board (not required): Some organizations may choose to elect an executive board (roles such as president, vice president, treasurer, or secretary). Constitutions should define whether a member can serve more than one role (secretary AND treasurer, for example) and any other executive positions required to manage the club (such as an events coordinator). If a club uses this structure, each member must be an eligible student (currently enrolled with a GPA of 2.5+). In addition to providing club leadership, specific requirements and expectations of the executive board should be listed in the constitution, along with a transition plan. The transition plan should outline how and when executive members will be selected/voted in. Sample responsibilities are included below:

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Leads the organization, meetings, and events. Serves as the organization’s main point of contact. Should work with the secretary to create agendas for meetings.</td>
</tr>
<tr>
<td>Vice President</td>
<td>Supports the president and fills in when the president is unable to lead.</td>
</tr>
<tr>
<td>Secretary</td>
<td>Collects attendance at all organization meetings and events. Creates and distributes the agenda and meeting minutes. Submits minutes to <a href="mailto:StuLife@McHenry.edu">StuLife@McHenry.edu</a>.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Oversees organization’s budget and financial activity. Submits any/all funding proposals to Student Government and/or Student Life. Communicates any supply or purchase requests to the Coordinator of Student Life.</td>
</tr>
</tbody>
</table>

General Members: Any currently enrolled student who participates in club activities. These members will make up the majority of the organization, and growing this level of the organization should be your main priority. Any club trip, activity, or event must be open to all general members. If space is limited, a process should be implemented to ensure everyone has an equal opportunity to attend. Remember that your club must allow ANY currently enrolled student access to membership without any need to apply or be approved. Organizations that are found to have blocked membership to eligible students may face consequences.
**Associate Members:** Some student organizations may be open to non-students, which should be described in the constitution. If the organization allows non-enrolled students, faculty, and staff, they should be considered associate members. They will be unable to hold office, vote, or count towards the five required eligible members. There should be clear expectations of who is allowed to serve as an associate member (for example, only former students, anyone in the community, etc.), and this should be practiced equitably. In addition, funding may not be approved to support the activities of associate members.

Example: AP Smith was an active member of the Math Club but has since graduated. The Math Club allows associate members, so AP still attends meetings, but does not vote. However, when the Math Club decides to use their funds to purchase new calculators for everyone, AP is not qualified to receive one.

**Scheduling Weekly or Biweekly Meetings**

1. **Set a Meeting Time**
   a. Tuesdays–Thursdays are usually the most active days on campus.
   b. Make sure your advisor is able to attend these meetings.
      i. It is understood if an advisor needs to occasionally miss a meeting due to illness or conflicting schedules, but it is expected for the advisor to attend the majority of meetings.

2. **Request College Facilities through Student Life**
   a. When selecting a space, requests may be denied if the space has previously been reserved, is deemed to not be the right size/appropriate for the activity, or may cause potential disruption to classes.
   b. All campus spaces should be used respectfully and responsibly.
   c. All space requests must be received AT LEAST THREE BUSINESS DAYS IN ADVANCE; Co/Labs can be reserved online.
   d. Advisors cannot request rooms themselves through their office or on their own. Email stulife@mchenry.edu.

3. If possible, set up a Zoom link or other option for those who wish to join virtually
4. Create Publicity
   a. While clubs are still authorized to create their own marketing materials, it is suggested that they collaborate with the Student Life team by emailing stulife@mchenry.edu.
      i. Student Life will be responsible for printing (10) 8 ½ x 11 flyers and (48) quarter-sheet advertisements.
      ii. Student Life will post the flyers; clubs may pick up the quarter sheets and distribute as they wish.
      iii. Student Life will submit the information to The Flush (publication is dependent on the policies of The Flush editors).
      iv. Student Life will add the information to any relevant campus calendars, social media accounts, and slide show advertisements.
      v. All advertisements and postings must include date, time, location, and contact information. Only one posting per event/meeting is allowed on each board. Signs cannot be posted on walls/windows/doors/etc.
   b. Clubs that wish to advertise in different ways are welcome to do so but must respect the posting policies of the College. In addition, any requests for printing beyond the (10) 8 ½ x 11 fliers and (48) quarter-sheets will be at the expense of the club.
      i. Student organizations are only allowed to post on Student Life bulletin boards and should refrain from posting on any walls/windows/doors. If student organizations would like to post on additional boards, students must make sure it is a community board and open for all postings. Student organizations cannot post on department boards unless permission is received.
Running Meetings

1. Set the ground rules. This can be done in an early meeting and then reviewed as needed. Popular options include:
   a. Robert’s Rules of Order (not necessary to follow but can be helpful).
   b. Community Agreements
      i. Define how you will treat one another to avoid talking over each other, off-topic conversations, and conflict over decision making.

2. Taking Minutes
   a. If your club has an executive board, this responsibility will fall to the secretary. If there is not a secretary or they are not in attendance, another person should complete this task.
   b. Minutes can be as basic or elaborate as your club wishes. At minimum, they need:
      i. Date, time, and location of the meeting
      ii. Who was in attendance
      iii. Any important items that were discussed/decided
   c. A copy of the minutes should be emailed to stulife@mchenry.edu, and another copy maintained by the club in the transition binder.
   d. Clubs may distribute minutes in any other way they would like, such as posting on Canvas.

Sample Minutes
(At minimum, this is what needs to be emailed to stulife@mchenry.edu after each meeting).

Student Organization Name: Cookie Monster Club
Date/Time/Location: Friday, August 11 at 1 p.m. in A247
Attendance: Kara Cunny (advisor), Clark Kent, Peter Parker, Peyton Manning, Taylor Swift, Selena Gomez
Key Points: Decided that we will pick one type of cookie each month, each member finding and baking one recipe, and then voting on the best. We will make a digital cookbook of the best ones to sell as a fundraiser.
3. Ice breakers are a great way to start meetings, especially at the beginning of the semester when the group is forming. They are also a helpful way to begin a meeting on time while waiting for members that might be running late.
   a. Student Life keeps a collection of supplies and instructions for ice breakers. Please contact stulife@mchenry.edu for a full list and description. At least two business days prior, let us know which activity you would like to use and how many people you anticipate. Supplies will then be waiting for you in the Student Success Center. After the meeting, please return instructions and any unused supplies.

4. Use your club meeting to resolve any business matters, including:
   a. Treasurers report
   b. Elections

5. Your club may decide to bring in guest speakers to share their expertise about a topic relevant to your group.
   a. Please email the Coordinator of Student Life at least one week prior to this type of event. The Coordinator of Student Life will:
      i. Ensure that space is adequate
      ii. Suggest other groups you may want to invite
      iii. Alert any campus officials that may need to know

6. Meetings are a great time to plan events, such as:
   a. Fundraisers
   b. Trips
   c. Special events (guest speakers, game nights)

7. Some clubs will use their meeting time for an activity, such as a craft or game.
   a. If any supplies will be needed, please work with the Coordinator of Student Life in advance.
   b. Student Life tries to stock many supplies for your use. If you need a specific item, Student Life will discuss whether this is a club-specific purchase that should come out of your account or a purchase that would benefit additional clubs and be paid for.
8. Some clubs may choose to have food at their meetings.
   a. Members can take turns bringing in snacks, or they can be purchased using club funds.
   b. See section on “Food for Meetings.”
9. If possible, at least one member of each organization should plan to attend the weekly Student Government meeting.
   a. While not required, Student Government is a chance to learn about what is happening on campus, to have a voice in important issues impacting students, promote your club to others, and collaborate on various events. Student Government also has funding available to co-sponsor events.
   b. See section on “Requesting Additional Funding.”
10. Before closing the meeting:
    a. Make sure any new participants have contact info/know next steps.
    b. Announce when the next meeting will be held.
    c. Clean up the space before leaving.
Social Media and Club Communication

Club members can decide how they would best like to communicate with each other (email, group text, discord). Access to these conversations should be shared with new members. While these conversations will not be monitored, individuals should remember that they are representing the club and avoid anything that could be offensive or violate the Student Code of Conduct. If any member observes anything of concern in a conversation, they should report it to either the Coordinator of Student Life or fill out the concerns form at www.mchenry.edu/concern.

Student organizations are highly discouraged from having their own social media accounts. This is because:

1. Club membership changes frequently and it is easy for login information to get lost, resulting in the club needing to start a new page.
2. Too many pages can leave a searcher unsure of what information is current or how to join your club.
3. Maintaining a social media presence takes time and dedication and is often not an efficient tool for clubs to push out information.

If a student organization does decide to create an account, the information and password must be shared with Student Life and OMPR. In addition, the page description should include the following statement. “The views expressed on this page are those of the Student Organization and are not endorsed by McHenry County College, nor do they constitute any official communication from McHenry County College.”

Student Life will create a Canvas course for each organization. At minimum, enrollment should include the Coordinator of Student Life, club advisors, and organization members. It should be updated with the most recent constitution, upcoming meeting dates/locations, and a preferred contact for more information. Individuals who express interest in a student club will be added to this Canvas shell. It is the responsibility of the club to check for and reach out to new members.

Communication from Student Life will come via email and/or an announcement in Canvas. Clubs and advisors should determine how information will be shared with the whole membership.
Registered student organizations operate as authorized and sponsored entities recognized by McHenry County College. Student organizations may NOT function as independent 501(c)(3)s or for-profit entities. Each active club has an MCC account and treasurers/advisors can request a balance sheet at any time. Student organizations are NOT authorized to have an outside account at a private bank.

The money in the MCC account is carried over from year to year and is used for special events or activities. The organization has the right to spend it as they see fit (as long as it is in compliance with College policies).

Earning Money:

1. Student Life Sponsored Incentives:
   - Clubs are eligible to receive $50 per semester by completing the necessary steps:
     i. Attending training
     ii. Filling out paperwork
     iii. Participating in student involvement events

2. Direct Donations
   - If a campus or community member would like to make a direct donation to your club, please speak to the Coordinator of Student Life to ensure it gets deposited correctly and the donor receives any relevant tax documents.
   - All checks must be made out to McHenry County College.

3. Fundraisers
   - Fundraisers are a great way for club members to plan together and raise funds. While MCC has limited rules about fundraising, it is important that you submit a fundraising request form to stulife@mchenry.edu AT LEAST three weeks in advance. This allows time for proper planning and advertising. This process also ensures fundraiser dates do not conflict with each other or other campus events.
   - Student organizations will be limited to two on-campus fundraisers per semester, with no limit on external fundraisers at local businesses.
c. At this time, Student Life does not have the capacity to process digital payments/donations. We are working on finding a solution to accept credit cards, PayPal, Zelle, and Venmo. When and if this process is finalized, it will be communicated to all student organizations.

d. On Campus
   i. Discuss idea with the Coordinator of Student Life (the idea cannot involve any homemade baked goods)
   ii. If any supplies are needed, these purchases will come out of the club budget (see “Spending Money”)
   iii. A cash box and startup change may be requested at least three business days before the event
   iv. All space requests must be received AT LEAST three business days in advance; Co/Labs can be reserved online.

e. Off Campus (McAlister’s Deli, Panera, etc.)
   i. Share details with the Coordinator of Student Life (approval is not required, but we like to know what is going on).
   ii. Remember to not sign any contracts; if this is requested, please speak to the Coordinator of Student Life.
   iii. If the company requests a tax-exempt form, this is available from the Coordinator of Student Life.

Please Note: The State of Illinois prohibits any entity without a gaming license to hold games of chance. This means that raffles are strictly prohibited and should not occur at any club function. Organizations may do giveaways, but should keep a record of prize, recipient, date, and reasoning for offering prizes associated with an MCC event. This documentation should be submitted to stulife@mchenry.edu and will often be needed for justification of any purchases.

Example: The Fruit Lovers Club may not sell raffle tickets for $5 and then select one winner for a trip to the apple orchard. However, they may give a raffle ticket to each person attending their event and do a giveaway for the trip to the apple orchard. Please note that associate members (non-students) are not eligible for these giveaways.

Depositing Money:
1. Bring the money in an envelope with your club name and amount of money to Student Life. OR
2. Take your club account number and the money to the Records and Registration office.
Spending Money:

1. All funds spent must be approved by the organization advisor and Coordinator of Student Life. Please do not spend money without prior approval.

2. The Business Office often requests a justification of expenses. For example, a copy of the advertisement, a list of people in attendance, etc.

3. Preferred: Let the Coordinator of Student Life know what you need at least five business days in advance (the more time, the better). This could include craft supplies, food for a meeting, or a donation to an organization on your behalf.

4. Reimbursement (not guaranteed), still requires pre-approval
   a. Make sure the person that paid is set up as a vendor with the Business office (this includes students and requires completion of tax documentation)
   b. Submit receipts (remember, we are tax exempt) to the Coordinator of Student Life for processing

5. For overnight travel, the Coordinator of Student Life will work directly with the advisor to come up with a plan for hotels/rental cars, etc.

Please Note: If an organization is listed as “inactive” for more than two academic years (Fall and Spring semesters), the College reserves the right to return any unused funds from the account to Student Government for reallocation to events. Should an organization with the same name and/or mission be recognized in the future, that organization will not get those funds back.
Student Government Funding Requests
Active student organizations can request funds through the MCC Student Government to help support their campus programming or club/organization needs. On average, the SGA has received approximately $5,000 based on tuition fees to help fund student organizations on campus. From this budget, the SGA will review requests from student organizations and allocate the funds based on specific guidelines and criteria. To access this money, please come to a Student Government Association meeting to be given complete instructions on the process and timeline. SGA will review the proposals submitted using the guidelines and criteria stated below and will be consistent and fair amongst the student organizations. The funding is available on a limited basis for each semester, so student organizations should plan ahead and not move forward until funding is approved.

When considering funding requests, SGA will consider:

- Active Membership at MCC. The student organization must be meeting on a regular basis at MCC, have a clear mission statement for the group, and have completed all necessary registration paperwork through the Office of Student Life.
- The activity/event must be described in detail, including how members will play a part, promotional plans, etc.
- A description must be included of how this activity/event will include and benefit students at MCC and identify the scope of the benefit.

Reasons for Ineligibility for Funding:

- Any student organization that requests funds to support illegal activity
- Any event/activity that would be in direct violation of the policies, procedures, rules, and regulations of MCC
- Student organizations that have not proven responsible with funds
- While funds generated by the club through fundraisers and registration incentives can be used with less restrictions, funds from SGA cannot be used on:
  - Salaries, wages, and honorarium, unless as part of a contractual obligation for performance or professional service required for the presentation of a program
  - Programs or activities for which academic credit is awarded
  - Awards or trophies (note: Student Life can help with the printing of certificates)
  - Equipment purchases, unless it can be shown that the equipment is critical to the mission and programs of the organization and is otherwise unavailable on campus
  - The purchase of t-shirts, luxury items, or gifts
Please allow at least one week from submission for proposals to be reviewed and a decision to be communicated. If approved, the Coordinator of Student Life will instruct the organization on how to access these funds.

Remember: Student organizations are not guaranteed to receive funding in the amount requested. Many factors go into a decision. If you feel that your request was denied due to bias or unfair procedures, please contact the Coordinator of Student Life.

**Student Life Funding Requests**
The Office of Student Life also has funding to support events by student organizations. Funding is limited to programs that correspond to the mission of the College. Funding requests that support events open to all members of the College community will be prioritized. Money may also be requested for conference attendance, leadership programs, equipment, or start-up money for fundraisers. If your club is interested in receiving funding, a meeting between the club leadership and advisor should be arranged with the Coordinator of Student Life.

Remember: Student organizations are not guaranteed to receive funding in the amount requested. Many factors go into a decision. If you feel that your request was denied due to bias or unfair procedures, please contact the Director of Student Engagement.
Programs and events hosted by Student Life are generally intended to promote the mission and goals of the college. Student Life encourages clubs to design and host events that are more social and fun in nature. The Coordinator of Student Life and advisors are generally happy to meet with and assist club members at any step of the event planning process, but please note the majority of the responsibility and work should be completed by club members.

Examples of events/programs that you may wish to hold include tabling events, guest speakers, trips, and activities. Consider anything outside of a standard meeting as an event/program for planning purposes. The steps below are designed to help you in your planning but are not required. Some simple events might not require much pre-planning (such as a potluck at the next meeting), while others require a lot of advanced planning (for example, a school dance).

**Think Like a Journalist: Who, What, When, Where, Why, and How?**

**Who is your audience?**
Just club members? All of campus? The entire community? Remember, the more people you are inviting, the longer time you should give yourself to plan.

**Who can help?**
Be realistic about your level of time commitment. Events take time to plan, set up, run, and clean up. Think about other clubs that you may want to ask to collaborate.

**What do you want to do?**
Your club members will probably have a lot of great ideas, but you should work together to narrow down what is practical.

**What is your budget?**
If your event requires startup supplies or food, how much is in your club budget? How much are you willing to spend?
**When do you want to have the event?**

How much planning time do you need? How long will the event take? What day of the week is best for your club members? What time of day is best for set up/clean up? Is your advisor available to attend?

Where do you want to have the event?
MCC has many great spaces, but most require you to reserve the space in advance. When selecting a space, think about how many people you are expecting and what activities will be held. If you select an outdoor space, do you have a backup location for rain? Or would the event be cancelled? All space requests must be received at least three business days in advance; Co/Labs can be reserved online.

Why do you want to have an event?
Are you trying to raise money for a specific thing or just general club funds? Are you trying to raise awareness about your club or a cause/issue? Are you just trying to have fun?

How?
Now that you have worked through most of the preliminary items, your event should have a basic outline. From here you can work with the Coordinator of Student Life and your advisor to get approval and finalize plans. Remember, student organizations are not approved to sign any contracts. Please work with the Coordinator of Student Life for guidance on how to proceed.

**Timelines and To-Do Lists**

You’ve had some great conversations and have a clear vision for the program ahead. Now it’s time to create a list of all the things that need to be accomplished, when they should be completed, and who is primarily responsible. If you notice that one person is signing up for most tasks, you may need to reconsider your approach. Also, be realistic about the amount of time and number of people that are needed to complete a task. While reserving a table might be accomplished quickly, reserving a DJ for a dance takes longer. And while one person might be able to design the advertisements, you’ll probably need everyone to help with setting up and the day of the event. Don’t forget tasks for after the event, such as cleaning up, making sure vendors get paid, and extra food gets stored.

Generating this to-do list is a great way to utilize the expertise of your advisor and/or the Coordinator of Student Life.
MCC is located close to two major cities packed with restaurants, museums, cultural experiences, shows, and more. Student Life encourages students to get out and explore; however, we recognize these adventures can often be expensive, require a lot of planning, and bring some extra liability issues. With that, please consider the following:

1. Is this a structured club activity or just friends meeting up?
   a. Friends Meeting Up: Arrange your own transportation. There can be no use of club funding, you are unable to use the club name, an advisor does not need to be present, and no waivers need to be submitted.
      i. Example: Members of the Neurodiversity Club want to go bowling.
   b. Single Day Trip: Complete a trip planning form. Any individual that will be driving themselves needs to be listed. Any of their passengers must fill out a waiver that they understand the risks of riding with another individual. Work with the Coordinator of Student Life if additional transportation is needed (bus, campus vehicle). For any funding, the Coordinator of Student Life can work with the location to pay in advance or inquire about the college being invoiced. An advisor needs to be present.
      i. Example: Members of the Paranormal Theories club want to rent a movie theater to screen a new movie. The Coordinator of Student Life can work with the theater regarding payment; members would need to fill out waivers but are eligible to drive themselves. Advisor needs to be present.
      ii. Trip facilitators (advisors) need to receive permission from their direct supervisor regarding whether hours can be flexed or overtime approved if outside of normal working hours.
      iii. Due to liability, risk, and insurance reasons, guests/visitors are not allowed to travel with the group. Associate members and non-MCC affiliated people (partners, children) may attend the event if approved by the club and advisor, but must provide their own transportation and use their own money/non-club funds.
c. Overnight Trip: Complete a trip planning form. All participants need to complete a waiver and provide a copy of their health insurance in case of an emergency. Work with the Coordinator of Student Life to arrange travel, lodging, and meals. Advisor needs to be present.
   i. Example: Several members of Gamers Rise Up want to attend a conference. They will work with the Coordinator of Student Life to arrange transportation, lodging, and meals.
   ii. All current MCC travel policies apply.
   iii. Before an overnight trip, the Coordinator of Student Life will set up a meeting with the trip participants. This meeting will include a reminder about student travel policies and the completion of several online training modules (bystander, Title IX). Travel participants who miss this meeting will need to meet with the Coordinator of Student Life separately to complete the training.
   iv. Only salaried employees with approval from their supervisor will be allowed to facilitate overnight trips.
   v. Due to liability, risk, and insurance reasons, associate members and non-MCC guests are NOT allowed to attend/participate in these travel activities. This includes staying in a hotel room paid for with club funds.

2. Planning
   a. The Coordinator of Student Life can assist with arrangements such as transportation and hotel stays.
   b. If the advisor will be making arrangements themselves, please forward any confirmation details to the Coordinator of Student Life. REMEMBER THAT WE ARE TAX EXEMPT.

3. Forms
   a. Once you are starting to plan a trip, please meet with the Coordinator of Student Life to discuss logistics.
   b. Prior to the trip, each participant will need to sign a waiver.
      i. Reminder: if it is an overnight trip, a copy of health insurance should also be included.
      ii. All forms are due to the Coordinator of Student Life at least three business days prior to the trip.
      iii. The Coordinator of Student Life will ensure all forms are securely uploaded and shared with trip advisors and administrators on duty.
All MCC field trips, or activities requiring off-campus travel where students are representing the College, are considered official College events and are therefore subject to the Student Code of Conduct. All off-campus activities where students represent the College and College funds are being used must have an MCC employee present. Facilitators will be required at a 1:10 student ratio. Facilitators must be an MCC employee with approval from their immediate supervisors. Should the supervisor deem it not appropriate for the employee to travel, the Student Life Office will try to provide a trip facilitator for the group.

Responsibilities of Trip Facilitator/Advisor During Travel:
- The trip facilitator must attend all off-campus activities, excursions, conferences, etc., and is expected to travel with the student group.
- The trip facilitator shall always carry a cell phone, and the students shall be informed of this telephone number for emergency purposes only.
- In case of medical emergency, the trip facilitator shall dial 9-1-1 immediately. The trip facilitator should accompany the student to the hospital and bring along permission forms/insurance information for the student.
- Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.
  - The trip facilitator shall also comply with any rules they set forth.

The trip facilitator(s) accompanying the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the trip facilitator’s decisions and judgments and afford the facilitator common courtesy and respect due by virtue of their position as the official representative of McHenry County College. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

Student Participants
Travel and attendance at off-campus events should be viewed as a privilege. Any MCC student attending an event or excursion at which they are a representative of MCC will be bound to the terms of travel procedures. A student is defined by the MCC Student Code of Conduct and Disciplinary Process as “any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College.” Students interested in travel under the College name must be in good academic standing with a GPA of 2.0 or higher and should not have any outstanding Code of Conduct violations.
During travel:
- Students must remember that they represent McHenry County College. They are expected to behave with decorum, upholding and maintaining MCC’s reputation through appropriate professional behavior and respecting others.
- All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog.
- Students are expected to participate in all seminars, lectures, presentations, or other happenings for with the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined by the Coordinator of Student Life.
- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor). Any absences (excused or unexcused) will likely result in the student reimbursing the student organization and/or MCC for any prepaid costs of travel.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the trip facilitator(s).
- When traveling as part of an MCC excursion, participants (students and facilitators) are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without trip facilitator approval.
- If provided, participants should wear identification badges.
- Alcoholic beverage consumption will not be tolerated at any official event/program, including at event-sanctioned happy hours and the like.
- The use and/or possession of illegal drugs will not be tolerated. This includes the use/possession of marijuana in circumstances where it might otherwise be legal.
- Any additional charges to the room, or other personal expenses, will be the responsibility of the individual.
Should a student be found violating state/local laws (e.g., possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended that the trip facilitator contact/notify local authorities. Consequences and/or punishment could include anything from possible expulsion from the activity to criminal charges. Please note if a student is sent home early, the facilitator will work to ensure the student has safe transportation, but the student may be liable for reimbursing any additional costs.

Consequences may include:

1. Individual consequences through the student conduct process.
2. Organizational consequences may include:
   a. Not eligible for renewal incentives
   b. Ineligible for future funding
   c. Ineligible for future travel

Trip Logistics
Travel funding can include conference registrations, vehicle rental, admission fees, meals, and hotel accommodations. Funds for student organization travel will be covered in a variety of ways, such as student contribution, student organization budget, and Student Life/Student Government assistance.

The Coordinator of Student Life will facilitate all travel arrangements for student organizations traveling off campus. Advanced notice of travel is preferred (at least one month for day trips and 1.5 months for overnight trips). Travel arrangements will be decided based on practicality, availability, and financial circumstances.

Travel may include public transportation, college-owned vehicles, and rented vehicles. Please note with college-owned vehicles, the trip facilitator must be approved through MCC to drive. For rental vehicles, the driver(s) must be employed by the College and at least 21 years of age. MCC covers the insurance in this case. All requirements for MCC vehicles and rental vehicles must be followed. STUDENTS CANNOT DRIVE ANY VEHICLES EXCEPT THEIR OWN.

All travel documents and arrangements will be completed by Student Life. Trip facilitators will be included on all communication and decisions. Copies of all documents will be shared with MCC Campus Police.
Food
1. Potluck
   a. Club members bring food to share
   b. The event cannot be open to the public; club members and advisors ONLY
   c. The group must post a sign indicating that foods were not prepared in a regulated or inspected kitchen facility
   d. All cold foods should be kept at 40 degrees F or colder and all hot foods should be kept at 140 degrees F or higher
   e. Keep foods covered and protected from contamination
2. If a club is doing any kind of food fundraiser or giving food away beyond a potluck, it must be:
   a. Prepared in a commercial kitchen
   b. Individually wrapped
   c. Stored properly (cold foods cold, hot foods hot)
3. MCC Food Service
   a. Student organizations can utilize the catering menu to have food served at their meetings. Please work with the Coordinator of Student Life to arrange.
4. Outside Catering/Restaurant
   a. Student organizations are welcome to utilize local businesses for food
   b. All rules regarding purchasing apply

Movie Viewing Policy
Faculty members that are planning to show a movie in class as part of their curriculum should follow the procedures outlined specifically for them. This policy relates to the viewing of movies as entertainment, either at a student organization meeting or event.

Movies are copyrighted and protected. Without Public Performance Rights (PPR), you CANNOT show films on campus. This means that you cannot stream from your private accounts, put in a DVD, or watch from YouTube. Although it is tempting, it can result in hefty fines for MCC and consequences for individual students and/or organizations—no exceptions! This website provides detailed information: https://library.georgetown.edu/copyright/public-performance-rights.
To obtain Public Performance Rights:

STREAM FROM KANOPY
Go to www.mchenry.edu/library, select “Academic Sources,” then “A-Z Databases,” and then select “Kanopy.” You can then browse/search for a movie. When you click on the description, if there is a box that says “PRP,” that means Public Performance Rights are included and the movie can be viewed.

PURCHASE PUBLIC PERFORMANCE RIGHTS
MCC has an account/relationship with www.swank.com. To show one of these films, work with the Coordinator of Student Life at least three weeks before your proposed event. Please note, these can be expensive (around $650), and it is advised that organizations work together—along with Student Life and Student Government—to host a screening.

Contracts and Representation
Student organizations are not approved to sign any contracts. Please work with the Coordinator of Student Life for guidance on how to proceed.

Advertising
To streamline communication and ensure all students can easily learn about current events on campus, Student Life has set the following process to advertise at no cost to organizations. This process can be used to promote club meetings or individual events.

1. Student Organization emails stulife@mchenry.edu with the following information:
   a. Name of Event
   b. Date
   c. Location
   d. Time
   e. Where to go for more information
   f. Any notes on how you would like the advertisement to look

2. Student Life will then create an advertisement, and gain organizational approval, and distribute in the following ways:
   a. Website calendar (if applicable)
   b. Slide show presentation in Student Life
   c. Submit to The Flush (publication is dependent on space)
   d. Print and hang posters
      i. (10) 8 ½ x 11 posters
      ii. (24) quarter-sheets that your organization can distribute
   e. Post on our social media accounts
      i. Facebook
      ii. Instagram
If you would like to create your own flyer, please email it to stulife@mchenry.edu so it can be added to the slide show, etc. If you would like more than the standard number of copies, please include that in your email. This will come out of your club budget. Clubs that wish to advertise in different ways are welcome to do so but must respect the posting policies of the College. Student organizations are only allowed to post on Student Life bulletin boards and should refrain from posting on any walls/windows/doors. If student organizations would like to post on additional boards, students must make sure it is a community board and open for all postings. Student organizations cannot post on department boards unless permission is received.

**Collection/Donation Drives**
Student clubs that wish to hold a donation drive or similar event (blood drive) should work with the Office of Student Life to ensure consistency and fairness.

**Demonstrations**
The College affirms the right of individuals to free speech and assembly. However, this is subject to reasonable regulations as to the time, place, and manner of that activity, as necessary and appropriate to not disrupt the College’s public educational programs.

**Use of McHenry County College Name and Logo**
Approval to use the MCC name or any registered trademark or logo of the College on any apparel, giveaways, sales, or other items must be granted through the Office of Marketing and Public Relations (OMPR). The Coordinator of Student Life can serve as a resource in getting this approval.

**Security and Police**
Some events may require an MCC Police Department presence based on the nature of guest or activities. These decisions are made by MCC Police in conjunction with the Office of Student Life.
Resources for Use
It is the philosophy of Student Life to support clubs as much as possible. We have an extensive collection of items you may use for meetings and events. We ask that you use these items with respect (put it back where you found it if it runs low let us know). If there is an item you think would be beneficial to multiple clubs, please email suggestions to stulife@mchenry.edu for purchase consideration.

In the Student Success Center, you can find the following available anytime we are open:

1. Puzzles, board games
2. Button and magnet maker
3. Craft supplies

Items you can reserve by emailing stulife@mchenry.edu:

1. Popcorn machine (responsible for buying own supplies and cleaning afterwards)
2. Karaoke machine
3. Outdoor/oversized games
   a. Jenga
   b. Dice
   c. Sorry
   d. Corn hole/bags boards (multiple available if you would like to host a tournament)

Storage Bins
In addition, each club is allowed one storage bin in A252 to keep frequently used items that the club has purchased themselves. All items must fit in one bin. These bins are only stored in A252; please be respectful that this is a storage space utilized by multiple offices. Request permission before entering the space, take the bin and move it to another location to do work, and do not take/use anything that is not in your bin. The storage of bins is a privilege, not a right, and clubs may lose this privilege if they are not respectful of the staff or space.
Discipline Statement
If a group abuses responsibilities, fails to register on time, or does not meet general expectations, student group representatives will have a meeting with the Coordinator of Student Life to resolve the issue. If the issue is severe or not resolved, it may be forwarded to the Office of Student Conduct. Student Life has the right to disband any student organization that does not follow the policies and procedures put for by MCC and the Student Life Office.