# TABLE OF CONTENTS

**Introduction to Student Life & Student Organizations** .............................................5  
- What We Do ...........................................................................................................5  
- Top 5 Reasons to get Engaged .............................................................................5  
- How we Support ....................................................................................................5  
- Communications with Your Student Group .......................................................6  
- The Purpose of Student Organizations at MCC ..................................................6  

**Starting a New Group** ..........................................................................................7  
- Application Information ......................................................................................7  
- Approvals and Denials .........................................................................................7  
- Pending Status .......................................................................................................8  
- Writing a Mission Statement, Constitution, & By Laws ......................................8  
- Maintaining Active Status ...................................................................................9  

**Student Organization Requirements and Expectations** .....................................11  
- Rights of Student Organizations ..........................................................................11  
- Student Organization Policies ................................................................................11  
- Constitutions ..........................................................................................................11  
- Maintaining Active Status .....................................................................................11  
- How to Renew ........................................................................................................13  
- If Responsibilities Are Not Met ..............................................................................13  

**Privileges with Recognition** ................................................................................14  

**Advisor and Student Roles** ................................................................................15  
- Who Can Be an Advisor? .....................................................................................15  
- Advisor Responsibilities & Resources ..................................................................15  
  - Expectations for Advisors ................................................................................15  
  - Considerations for Advisors .............................................................................16  
- Student Roles & Responsibilities ..........................................................................16  
  - Club Council ......................................................................................................17  
- Student Organization Trainings ............................................................................17  
- Transition of Leadership Roles .............................................................................17  

**Funding Allocations, Use of Funds, & Fundraising** .............................................19  
- Start-Up Funds ......................................................................................................19  
- Self-Generated Funds ...........................................................................................19  
- Fundraising & Depositing of Funds .....................................................................20  
- Roll-Over Funds ....................................................................................................20  
- Requesting Funds from Student Organization Accounts .....................................20  
- Inactive Student Organization Accounts .............................................................21  
- Student Government Funding .............................................................................21  
  - Guidelines & Criteria .......................................................................................21  
  - Activities or Programs Eligible for Funding .....................................................22  
  - Reasons for Ineligibility of Funding ....................................................................23
Exclusions ......................................................................................... 23
Co-Sponsored Events ........................................................................ 23
Spending and Accounting for Student Government Funds ............. 24
Appealing a Finance Committee Decision ....................................... 24

**Recruitment and Membership** ....................................................... 25
  Involvement Fairs ........................................................................ 25
  Canvas and Social Media ............................................................ 25

**Event Planning** .............................................................................. 27
  Marketing and Advertising ............................................................ 27
  Films .......................................................................................... 27
  Raffles and Giveaways .................................................................. 27
  Collection and Donation Drives ................................................... 28
  Demonstrations .......................................................................... 28
  Use of McHenry County College Name ........................................ 28
  Security and Police ...................................................................... 28

**Resources for Student Organizations** ........................................... 30
  Meeting Rooms and Event Spaces ................................................. 30
  Food Services ............................................................................... 30
  Printing ........................................................................................ 30
  Poster and Marketing Requirements ............................................ 31
  Bulletin Board Posting ................................................................ 31
  The Flush .................................................................................... 32
  Digital Signage/Online Event Calendar/Press Releases ................. 32
  Additional Resources .................................................................... 32

**Policies** .......................................................................................... 33
  Travel ........................................................................................... 33
    Tip Facilitators ......................................................................... 33
    Student Participants .................................................................. 35
    Travel Funding ......................................................................... 36
    Travel Arrangements ................................................................ 37
    Prior to Travel .......................................................................... 37
    Procedures for Vehicle Use ....................................................... 38
  Food .............................................................................................. 39
    MCC Food Services .................................................................. 39
    Temporary Food Event .............................................................. 39
    Fundraisers and Food Sales ....................................................... 39
    Potlucks .................................................................................... 40
    Outdoor Grilling ....................................................................... 40

**Get Connected** ............................................................................. 41
  Student Life Office ....................................................................... 41
  Stay Connected ........................................................................... 41
**What We Do**

The Student Life Office creates opportunities that build a sense of belonging and community at McHenry County College. We want to help our students make new friends, share and develop interests, learn effective leadership skills, and have fun! Student organizations help enhance the educational process by allowing students to apply principles learned inside the classroom to out-of-class experiences.

Students can participate in more than 30 student organizations on campus or even create one of their own. The Student Life Office provides support, advising, and training for students and their organizations. We encourage students to find their passions, develop ideas, and think creatively about their student organizations.

**Top Five Reasons to Get Involved:**

1. **Develop leadership**, problem-solving, time management, and other important life skills.
2. **Make connections.** Student Life activities are designed to give students an opportunity to make new friends, connect with College employees, and enjoy the college experience.
3. **Build your resume.** Student Life offers a variety of engagement opportunities that help students build skills and develop as leaders. These activities are great additions to resumes and scholarship applications.
4. **Adjust to college.** Becoming involved in activities outside the classroom ensures that students are connected to campus and can benefit from all that MCC has to offer.
5. **Increase your GPA.** Students who are consistently involved devote more time to academics and can improve study skills such as time management. The most recent MCC statistics show that involved students have an average of at least .4 higher GPA than uninvolved students.

**How We Support**

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 Activities.
Communications with Your Student Group

All active student organizations are required to have an active Canvas page (created by the Student Life Office). Student Life sends communication via Canvas announcements and via email during the academic year and as needed to presidents, advisors, and primary contacts as listed in the group’s semester registration. In addition, Student Life social media accounts actively share information relevant to student groups including upcoming events, trainings, and upcoming deadlines and opportunities.

Facebook www.facebook.com/mccstulife
Instagram @mccstulife

The Purpose of Student Organizations at MCC

- To create a sense of community in which students, faculty, administration, and staff can participate in an open educational environment.
- To help achieve a sense of identity within the College and an awareness of the surrounding community.
- To provide an opportunity for students to develop their leadership capabilities.
- To assist in direction that helps guide students toward their objectives.
- To enrich cultural and recreational dimensions of the campus.
- To encourage all students to participate in the student organizations of their choice.
- To promote community awareness and responsibility through professional conferences, chapter activities, and school and community involvement projects.
Application Information
If you are interested in starting a new student organization at MCC, consider the following before you get started:

- What is your organization’s mission and purpose?
- How will your organization serve a new campus need that is not already being served by another organization?
- Do other organizations like yours currently exist on campus?
- Will your group be sustainable beyond your time at MCC?
- Are other students interested in your organization? At least five total proposed members are required.
- Will your organization be open to any interested student?

Please note that student organizations are responsible for several policies and procedures, and organizations may not be approved due to the nature of the organization or the risk involved with participating.

Students must work with the Coordinator of Student Activities when forming a new organization and complete the new student organization proposal packet. Please note Student Life does not recognize sports clubs. Please see the Student Life Office for the appropriate materials.

Approvals and Denials
Completed new student organization proposal packets are reviewed by the Coordinator of Student Activities and the Assistant Vice President of Student Affairs. After review, approvals and denials are communicated immediately to all groups once a decision is made. Please note the review process can take up to three weeks.

If accepted, a representative of the student group and the advisor must complete the new group orientation provided by the Student Life Office in order to maintain pending status.
Pending Status
Once clubs have been approved, they go into pending status. Student organizations in the pending stage have the ability to operate like active student organizations, minus the following benefits:
- Promotion on the MCC website
- Individual student organization budget
- Financial assistance from the student government
- Travel supported by institutional funds/representing MCC

New groups are allowed to be listed in The Flush, host campus events, and participate in Student Involvement Fairs. In order for groups to reach active status, the following must be submitted to the Student Life Office:
- Constitution specific to the student organization
- Proof of consistent membership from at least five MCC students over a five-month period
- Plan for continuity semester to semester

A meeting with the Coordinator of Student Activities must be scheduled with the advisor of the organization and the executive board to review student organization documents and evaluate status of the organization.

Writing a Mission Statement, Constitution, and Bylaws
To assist in planning, a sample constitution is provided in the new student organization proposal packet. This is only to serve as a sample and is not intended to be limiting in nature. If the student organization being formed is to be an affiliate of 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 purpose, indicate the number of officers, the method of their selection, requirements for membership, and other general polices that are not subject to frequent change.

Detailed methods of doing organizational business and specific rules belong in the bylaws, or a document stating the specifics of the constitution. The Student Life Office will review student organization constitutions and bylaws and provide suggestions if necessary.
Maintaining Active Status
Active student organizations will be recognized by the following procedures:

- Submit the required student organization registration packet each Fall semester and complete the online student organization registration each Spring semester
- Maintain a current, approved constitution on file in the Student Life Office
- Maintain a student membership of at least five active members
- Maintain at least one MCC staff or faculty member serving as advisor

If the information above is not on file in the Student Life Office, the organization will not be considered active and will therefore be unable to receive the privileges given to active student organizations.

Inactive Status
If an organization does not renew by the end of October 1, the organization will not be considered a registered student organization and all privileges of active status will be removed effective immediately. This includes, but is not limited to:

- Usage of Student Life 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
Rights of Student Organizations

McHenry County College recognizes the needs and rights of students to meet outside of the classroom. Any group of students that wishes to use College facilities and be recognized by the College as an official organization must go through the guidelines of forming a recognized organization. A group is eligible for recognition if it conducts its affairs in accordance with College regulations and administrative policies and maintains purposes in accordance with the stated purposes and goals of the College.

Groups that are athletic in nature will not be recognized as clubs due to the need for appropriate supervision and risk management.

Student Organization Policies

- Organization members may NOT obligate or commit the College in any way without discussing the matter with their advisor and the Coordinator of Student Activities. The advisor and Coordinator of Student Activities will work with the organization to obtain proper approval.
- When a student organization gathers for meetings, socials, dances, service projects, community service, etc., it is representing the College. Student organizations are expected to keep this in mind during all activities and maintain a professional demeanor.
- All members of a student organization who have been chosen, delegated, or elected into a leadership role within the organization should have a minimum of a cumulative GPA of 2.5 (unless otherwise noted) the semester before, and during the tenure of the role within the organization.
- Alcohol/illegal drugs are not allowed at any student organization functions.
- 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 Student Life office.

All student organizations must abide by MCC policies and the Student Code of Conduct at all times.
Constitutions
All registered student organizations are required to establish an up-to-date constitution with the Student Life Office. The constitution should be a PDF and must meet the MCC student organization constitution template. The template includes language that must be copy/pasted into the group’s constitution per College requirements. Other sections of the template offer guidelines for groups to develop or revise their constitutions as needed.

Groups must submit an updated constitution each year they complete registration. Groups are encouraged to amend their constitution on an as-needed basis as roles, responsibilities, and priorities may change. The Student Life Office will review student organization constitution and bylaws, providing suggestions if necessary.

Maintaining Active Status
Active student organizations will be recognized by the following procedures:
• Submit the required student organization registration packet each Fall semester and complete the online student organization registration renewal each Spring semester
• Maintain a current approved constitution on file in the Student Life Office
• Maintain a student membership of at least five active members
• Maintain at least one MCC staff or faculty member serving as advisor

If the information above is not on file in the Student Life Office, the organization will not be considered active and will therefore be unable to receive the privileges given to active student organizations.
How to Renew
Every registered student organization must renew their status at the beginning of each semester. Information about this process is shared via Canvas and email with all student organization presidents and advisors listed on file. The renewal process allows Student Life to continue to provide resources to the current student leaders and advisors of each organization.

To start the renewal process, each organization must meet the following three criteria:

• Have a minimum of five currently enrolled MCC students as members
• A current and up-to-date constitution and bylaws
• At least one MCC staff or faculty member serving as an advisor

If Responsibilities Are Not Met
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 Activities to resolve the issue and may be forwarded to the Office of Student Conduct should it not be resolved. Student Life has the right to disband any student organization that does not follow the policies and procedures put forth by MCC and the Student Life Office.
• Ability to reserve campus space for meetings and organization events
• Assistance with promoting the organization and its events (via posters, social media, myMCC, etc.)
• Presence on the MCC website and weekly postings in The Flush as a registered student group
• Opportunity to table at MCC Student Involvement Fairs
• Access to technology resources reserved for student groups and campus departments, such as Canvas
• Access to apply for financial assistance available to registered student groups through the Student Government Association (SGA) and Student Life Office
• Access to opening a student organization-specific budget
• Ability for storage space of organization supplies
Who Can Be an Advisor?
All registered student organizations must have an approved advisor. Any McHenry County College 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.

Advisor Responsibilities and Resources
Success enjoyed by the student activities program at MCC is typically directly related to the interest and efforts of the student organization’s advisor. These advisors provide orientation and continuity for the organization. Organizations are dependent upon the advisor to provide knowledge, guidance, and direction to the group. Advisors play an active role in helping students set up a meaningful program that is consistent with the mission of the College and the purpose of the student organization. The advisors’ roles are performed on a voluntary basis. Actual duties performed will not be compensated but can be included in the faculty/staff evaluation.

Advisors help guide the group in accordance with the purposes and ideals of the College. They do not directly control the group’s programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities of the advisor will vary depending on group needs.

Expectations for Advisors
- Guide the group in accordance with the purpose and educational objectives of the College
- Supervise the finances of the organization
- Help increase awareness of the group among both students and staff of the College
- Be familiar with the policies and procedures listed in the student organization handbook
- Attend a majority of the student organization meetings and events, as schedule allows.
It is understood that the role of an advisor is voluntary and their primary role on campus takes priority. Advisors are expected to have a conversation with their direct supervisor and have a common understanding of their role with student organizations.

**Considerations for Advisors**
- Help the officers of the organization identify potential issues that relate to ideas being considered by the organization. If an idea is inappropriate, challenge the students to consider other alternatives.
- Take an occasional chance on some less-experienced members when delegating authority.
- Periodically evaluate officers’ effectiveness within the organization.
- Encourage student leaders to enhance their skills and develop professionally, personally, and academically.

**Student Roles and Responsibilities**
Student Life requires every registered student organization to hold the following executive positions and keep an up-to-date record of any/all changes in the Student Life Office. An individual may occupy multiple roles simultaneously, though it may not be preferred. Student groups may structure themselves as best suits their needs with other roles, officers, splitting of duties, and committee/project chairs as needed.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Leads the organization, meetings, events. Serves as the organization's main point of contact. Monthly meeting with Student Life.</td>
</tr>
<tr>
<td>Vice President</td>
<td>Supports the President. Fill's in when president is unable to lead.</td>
</tr>
<tr>
<td>Secretary</td>
<td>Collect attendance at all organization meetings. Creation and distribution of agenda and minutes. Submits monthly attendance to Student Life Office.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Oversees organization’s budget and financial activity. Submits any/all funding proposals. Communicates purchase needs to Student Life Office.</td>
</tr>
<tr>
<td>Club Council Representative</td>
<td>Attends all club council meetings. Serves as a representative for their organization. Communicates updates from meetings to organization.</td>
</tr>
</tbody>
</table>
Club Council
Club Council is a 30-minute, bi-weekly meeting run by the Vice President of Student Government. The purpose of this meeting is to provide updates to all student organizations about upcoming events, policies, and procedures/updates from the Student Life Office. Student organizations are asked to provide updates on current activities the organization is engaging in, which allows for cross-organization collaborations.

Each active student organization is required to have one student member serve as their Club Council Representative. This student must maintain active membership in both the student organization in which it represents and Club Council meetings. All Club Council representatives must uphold a 2.5 cumulative GPA. Should a student organization be unable to provide a consistent Club Council representative, members of the organization can rotate in attending Club Council to ensure the organization is represented.

Student Organization Trainings
Student Organization trainings are offered each semester and are an important part of a student organization’s development. Each student organization is required to have at least two executive board members and their advisor present. Trainings will focus on roles and responsibilities, policies and procedures, and leadership development.

Transition of Leadership Roles
Should an organization’s leadership roles change after student organization trainings are offered, the outgoing leaders and advisor(s) are responsible for the transition of knowledge to the new leadership. Should additional assistance be needed, the Student Life Office can provide trainings one-on-one or during an organization’s meeting.
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 recognized student organization will have an MCC account to hold self-generated funds. Student Life staff can provide account statements as often as needed, but an organization treasurer is highly recommended. Funding is available through the Student Life Office and Student Government. Each academic year, student organizations can submit a registration packet to Student Life. Student Life will then allocate $50 to student organizations upon completion of this packet and attendance at the mandatory training(s). Additional funds can be requested through Student Government and the Student Life office.

**Start-Up Funds**

Student Life has jurisdiction in the matters of student welfare and financing of College student organizations. All NEW student organizations who are recognized through the Office of Student Life shall receive seed money of $50 after active status has been awarded.

Student organizations maintaining active status are eligible to receive up to $50 a year for following all necessary steps to register with the Student Life Office. Please see “How to Maintain Active Student Organization Status” on page 12 for details.

**Self-Generated Funding**

In trying to establish a fair and consistent self-generated funding policy, it is important to realize what “self-generated” money is. Self-generated money is generated by an organization—it is not money that is given by Student Life and/or Student Government. This self-generated money is carried over from year to year and is used for special events or activities that the organization needs to fund over the course of the year. Since the money is self-generated, the organization has the right to spend it as they see fit (as long as it is in compliance with College policies). Some of the circumstances for spending self-generated money may include:

- Paying for a special gift for someone in the group
- Pizza party, social, and/or service events
All money that is self-generated should be deposited in a College account as quickly as possible through the Student Life Office. These funds may not be deposited off campus. All funds spent must be approved by the organization advisor and Coordinator of Student Activities.

**Fundraising and Depositing of Funds**

Each student organization is allowed to fundraise for self-generated funds. All fundraisers must be approved by the Coordinator of Student Activities. With any cash exchange, students must use a money box provided by the Student Life Office, and no change will be provided. Students must pick up and drop off the money box at the Student Life office daily. Students are not allowed to take cash with them. The student returning the cash/checks will complete the deposit slip with a Student Life employee. Both parties will sign the slip to confirm the amount collected. All monies will be deposited daily into the student organization’s account. Student organizations will be limited to two on-campus fundraisers per semester, with no limit on external fundraisers at local businesses. Any checks must be made out to McHenry County College and must be dated within one week of deposit.

**Unspent Funds**

Fund balances in student accounts unspent at year end will be available to be drawn down in the following year with appropriate budgeted requests. All student organization accounts maintain the same account number annually.

**Requesting Funds from Student Organization Account**

When student organizations need to access to their funds, they must complete the student organization purchase/payment request form. MCC does not distribute cash. Instead, all funds removed from the account will be by a check or supplies will be paid using a College credit card.

The requirements for requesting a check/purchase are as follows:
- All purchases must be made through the Student Life Office. Reimbursements are not guaranteed.
- All information must be completed on the purchase/payment request form.
**Inactive Student Organization Accounts**
Any student organization with an account that has been inactive for two academic semesters (summer not included) will have its funds removed and placed into the Student Life general account. This includes any fundraising dollars. Should an organization with the same name be recognized in the future, that organization will not get those funds back.

**Student Government Funding**
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 that will be spent accordingly as approved by the SGA Finance Committee. From this budget, the SGA will review requests from student organizations and allocate the funds based on specific guidelines and criteria. The Student Government will ensure that the event does not conflict with another student activity or function.

All student organizations requesting funding are required to submit a funding proposal form.

**Guidelines and Criteria**
The Finance Committee 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 must turn in proposals at least two weeks before the scheduled activity/event.*

The basic criteria are:
- **Active Membership at MCC:** The student organization must be meeting on a regular basis at MCC, clearly have a mission statement for the group, have completed all necessary registration paperwork through the Office of Student Life, and have consistent representation at Club Council meetings.
- **Indicate Type of Activity/Event:** The activity/event must be described in detail including how the members will play a part, promotional plans, etc.
- **How this Activity/Event Will Benefit the Entire Student Body:** A description must be included of how this activity/event will include and benefit students at MCC and identify the scope of the benefit.
Any student organization wishing to request funds should turn their completed proposal into the Student Life Office located in the Student Success Center, A247. All completed forms will be communicated to the SGA Finance Committee. The Finance Committee will review each proposal and make a decision based upon the listed criteria and available funds in the requesting student organization’s account. Please allow one week from submission for proposals to be reviewed.

Once a decision is made, the Finance Committee will communicate this decision to the organization. It is then the responsibility of the student organization to initiate all necessary paperwork. To release funds from a student organization account, the student organization must complete the student organization payment request form.

**Activities or Programs Eligible for Funding**
The term “program” is used in a generic sense to include any activity, event, service, or expenditure undertaken by an organization that is potentially funded by the SGA Finance Committee. Funding is limited to programs that correspond to the mission of the College. Priority funding will be given to those programs which are open to all members of the College community, and which correspond to the mission of the organization. Non-programs, such as conferences, leadership programs, office supplies, equipment, or start-up money for fundraisers may also be requested. Student organizations are not guaranteed to receive the amount requested. Please note there are many factors that go into a decision.
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

Exclusions

Funds will not be allocated for the following except as specifically described. Organizational funds generated through internal dues and fundraisers may be spent for these items, but they are not funded by Student Government:

- Salaries, wages, and honorarium shall not be funded except 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 may not be funded except for the printing of certificates by McHenry County College.
- Equipment purchases may be funded only if 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.

Donations cannot be made to individuals, charities, or other organizations.

Co-Sponsored Events

To file a proposal for co-sponsorship funding:

- Only one standardized form should be filled out.
- One organization must sponsor the proposal. This organization will be responsible for the oversight of the event and will file all check requests for the program.
- All requests must list the name of the program and adhere to all the guidelines stipulated for general budgets.
Spending and Accounting for Student Government Funds
Once an organization receives funds from student government, it is responsible for abiding by the rules regarding spending and accounting described below and the rules set forth by McHenry County College. Once organizations are allocated funds by the Finance Committee they must:
• Spend the funds only on the specific item within the program funded. As the demands of the program dictate, organizations may vary the amount spent on each item slightly, so long as the entire amount spent is on the program and on the items funded.
• If the event or item for which funding is allocated no longer occurs, the appropriate amount of money will be deducted from the allocation.
• It is advised that a written post-summary of any events is drafted and presented by the organization’s executive board to the Student Government Association.

Appealing a Finance Committee Decision
Any organization that submits a budget has the right to appeal decisions made concerning their allocated money. The president/treasurer of the organization should contact the current treasurer of Student Government expressing via email their wish to submit a formal appeal. A meeting with the Finance Committee and the coordinator of student activities will be set up so the president/treasurer may appeal the original reasoning, after which a decision will be made by the committee in consultation with the Coordinator of Student Activities.
Student Life supports barrier-free general membership in all registered student organizations. An inclusive and barrier-free student organization is defined as one that has no extraneous barriers to general membership (i.e. applications, interviews, membership fees, auditions, academic class restrictions, questionnaires). This should allow general members full participation in meetings, events, and other organizational activities. Applications and interviews for organizational leadership (i.e. chairs, arrangers, and the like), may be used to determine specific leadership roles/positions within the organization, but not as a requirement or prerequisite for general membership engagement. In-person new member recruitment for all registered student organizations is prohibited during Welcome Weeks and prior to the scheduled Student Involvement Fairs each semester. Executive members and advisors will receive information about this process via email. Incoming students may contact you via email, social media, directly, or by other means looking for information about your organization. It is perfectly fine to respond to and engage with new students when they have initiated the interest in your group. Organizations in violation of this recruitment restriction may be denied privileges and services provided by the Student Life Office.

**Involvement Fairs**
The Student Life Office coordinates two annual Student Involvement Fairs. The first occurs during the third week of the Fall semester, and the second occurs in the third week of the Spring semester. Groups must respond to communication regarding table requests to guarantee their group’s participation in the fair. While participation in the fairs is not mandatory for registered student organizations, they have proven to be the best way to recruit new students!

**Canvas and Social Media**
Student organizations are required to have an active Canvas page created by the Student Life Office. Canvas pages will include the Coordinator of Student Activities, student organization advisors, and organization members. Canvas pages will be set up in a self-enroll format and should house student organization constitutions, agendas and minutes, and be used for ongoing communication.
The Student Life Office consistently uses Facebook and Instagram for campus event promotion, organization promotions, and student engagement. If you have information that you would like to see posted on one of Student Life’s social media sites, email stulife@mchenry.edu with detailed information, including any links or photos that may accompany the desired post. Any student organizations that have their own social media platforms must share login information with the student organization advisor and the Student Life Office.
Student organizations are encouraged to plan on- and off-campus events throughout the academic year that support their organization’s mission. Any student organization interested in hosting an event outside of their regularly scheduled meeting time and location must complete an event request form. Event request forms must be completed by a student and signed by the organization’s advisor. Completed forms should be submitted to the Student Life Office at least two weeks prior to the requested event. Any form submitted that is not completed by a student and/or is requesting a date less than two weeks in advance will be automatically denied. Once an event request form is submitted, please allow 24-48 hours for all appropriate approvals to be given. Once an event request is approved or denied, communication will be sent via email to the student contact listed on the form. A student organization’s advisor must be present for any event planned after 4:30 p.m., Monday–Friday.

**Marketing and Advertising**

The Student Life Office will assist student organizations in marketing meeting times and events via The Flush, posters/flyers, social media, etc. All marketing materials must be approved by the Student Life Office and are the responsibility of the organization to distribute. Student organizations are prohibited from marketing any event that has not yet been approved by the Student Life Office.

**Films**

Student organizations interested in hosting a film showing for a general audience must work with the Coordinator of Student Activities to secure appropriate copyright. Student organizations hosting a film screening without appropriate approvals will be at risk for copyright penalty and fined.

**Raffles and Giveaways**

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 student group events or be part of student group event advertisements.

Groups offering prizes with any cash value must maintain a record of amounts awarded, names of recipients, dates, and reasoning for offering prizes associated with an MCC event. Documents can be filed with the Student Life Office to ensure security and proper archiving.
Collection/Donation Drives
All campus-wide collection and donation drives will be facilitated by the Student Life Office to ensure consistency and fairness. Donation drives will be held on a monthly basis and will be items specific to the needs that are requested. Each month, the item(s) collected will be based on the requests that the Student Life Office receives.

Demonstrations
The College affirms the right of individuals to free speech and assembly, subject to reasonable regulations as to time, place, and manner of that exercise, as are necessary and appropriate within the context of the orderly and reasonably unimpeded conduct of the College’s public educational programs.

Use of McHenry County College Name
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 MCC Marketing Department. This approval will be facilitated by the Coordinator of Student Activities.

Security and Police
Some events may require an MCC Police Department presence based on the nature of guests or activities. These decisions are made by MCC Police in conjunction with the Office of Student Life.
RESOURCES FOR STUDENT ORGANIZATIONS

Meeting Rooms and Event Spaces
Each organization will have access to the Student Success Center meeting rooms and locations. These meeting rooms are reserved on a first-come, first-served basis, and priority will be given to student organizations. Other campus spaces (classrooms, commons, breakout rooms, etc.) can be requested, but cannot be guaranteed available. Student organizations are only able to reserve space in one building per day. Furthermore, a student organization cannot reserve the Cafeteria patio if they have already reserved the Cafeteria or Commons. Exceptions can be made with the approval of the Coordinator of Student Activities.

Food Service
If an organization would like to request catering/food for a meeting and or event, students must complete the purchase/payment request form and submit it to the Student Life Office. Student Life will work with the organization to facilitate food orders. Any catering/food request must be completed a minimum of two weeks prior to date needed. Student Life will not process requests submitted with less notice. Rare exceptions will be made to this timeline. Please see our food policies for more information.

Printing
Student organizations will submit documents that need to be printed to the Student Life Office. Student Life will then review and send the request to the Duplication Center. Color ink will not be printed on colored paper. Only Student Life staff can submit or pick up student organization duplication materials. Completed jobs will be given to the student organization who is then responsible for distribution. Costs for organization flyers and posters will be covered by the Student Life Office. All other printing needs will be covered by the student organization’s budget (brochures, programs, etc.).

When requesting copies, email the following information to the Coordinator of Student Activities:
- Number of copies (maximum of 100 per event)
- Black and white printing or color printing
- White paper or colored paper
- Date copies are needed by (allow a minimum of three business days)
**Poster and Marketing Requirements**

All club marketing material must follow the following guidelines to be printed through the MCC Duplication Center. *Posters marketing club meeting times must be 8.5x11” or smaller.*

- Finished file sizes should be either 8.5 x 11” or 11 x 17”.
- All text, images, etc. should be at least ¼ in. away from the edge of the page.
- All files should be converted to PDF before sending to ensure that fonts/images are embedded.
- Duplication Center printers do not support borderless printing. If you have a background color, be aware that it will not print to the edge of the paper.
- If using images from the internet, please ensure the resolution is high enough so it isn’t grainy or pixelated when it prints.

**Bulletin Board Posting**

All promotional material must be approved by the Student Life Office. Student organization members will be responsible for posting and removing all materials posted on the bulletin board. Student Organizations are only allowed to post on the Student Life bulletin boards across campus 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. *Postings are only allowed to be posted for two weeks.*

All bulletin board postings must include a date, time, location, and contact information. Only one posting per event/meeting is allowed on each board, and signs cannot be posted on walls/windows/doors/etc.
The Flush
Student organization meeting times and events can be published in the weekly Flush. The Flush will not print general advertising for student organizations. Submissions for The Flush will be based off event request forms submitted by the student organization. Any additional information must be emailed to TheFlush@mchenry.edu by Wednesday at Noon to be considered for the following week. Please state announcements exactly as you wish them to appear in The Flush. Student contact information will not be printed. Events submitted via email will not be posted if an event request form was not received by the Student Life Office.

Digital Signage/Online Event Calendar/Press Releases
The Student Life Office will post student organization events on digital signage and online event calendars if deemed appropriate, with at least two weeks’ notice prior to the event date. Events will be entered when you submit an event request form and it is approved. If your event is open to the community, the Office of Marketing and Public Relations (OMPR) will create a press release. Send event information to the Student Life Office and a request to OMPR will be submitted. OMPR will only assist with press releases for student organizations. Student Life/student organizations are responsible for all other promotions.

Additional Resources
The Student Life Office has several resources available for use by student organizations. Should your organization need material for meetings or events, Student Life will provide what is already on campus or purchase materials. To utilize any of the following, a request to the Coordinator of Student Activities must be submitted at least one week in advance. Additional resources include, but are not limited to:

<table>
<thead>
<tr>
<th>Popcorn Machine</th>
<th>Button Makers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry Erase Boards</td>
<td>Craft Supplies</td>
</tr>
<tr>
<td>Prize Wheel</td>
<td>Table Cloths</td>
</tr>
<tr>
<td>Cash Boxes</td>
<td>...and more!</td>
</tr>
</tbody>
</table>
Travel
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. Organizations interested in traveling off campus must obtain approval from the Student Life Office prior to any travel arrangements being made. Requests should be submitted as soon as possible, at least one month prior to travel.

Trip Facilitators
All off-campus activities where students are representing 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 supervisor. Should the supervisor deem it not appropriate for the employee to travel, the Student Life Office will provide a trip facilitator for the group. Only salaried employees with approval from their supervisor will be allowed to facilitate overnight trips. The trip facilitator agreement must be completed and signed by both the employee and their advisor prior to any travel arrangements made.

Responsibilities of Trip Facilitator 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 carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only. The Student Life Office can provide a College cell phone if necessary.
- In case of medical emergency, the trip facilitator shall dial 9-1-1 immediately. The trip facilitator should accompany the student to the hospital emergency room, if possible.
- 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(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 him/her the common courtesy and respect due by virtue of his/her 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**

Any MCC student attending an event or excursion at which they are a representative of MCC will be bound to the terms of travel and 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.” Due to liability, risk, and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

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.

**Responsibilities of Students During Travel**

- Students must remember that they are representing 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 which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the Student Life Office.
- 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 pre-paid costs of the 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, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without trip facilitator approval.
- Identification badges will be worn by each participant at all times (if available).
- Alcoholic beverage consumption will not be tolerated at any official event/program.
- The use and/or possession of illegal drugs will not be tolerated.
- Any long-distance telephone calls, 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 the trip facilitator contact/notify local authorities. Consequences and/or punishment could include anything from possible expulsion from the activity to criminal charges.

This is also a Student Code of Conduct violation and will be discussed with the Student Conduct Office as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler’s own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the student organization and/or by the Student Life Office.

**Travel Funding**

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: student contribution (at least $10 for day trips, $25 for overnight), student organization budget, and Student Life/student government assistance. Student organizations will be required to cover at least 25% of the travel costs, student contributions, and/or student organization budget. Trip facilitators will notify students of necessary financial arrangements in advance.
Travel Arrangements
The Coordinator of Student Activities will facilitate all travel arrangements for student organizations traveling off campus. To arrange travel for student organizations, the Student Life Office will need a list of interested students and the trip facilitator agreement. Advanced notice of travel is preferred—one month for day trips and one and a half months for overnight.

Preferred priority for transporting students is as follows:
- Public transportation (bus, train, airplane) if financially feasible. Arrangements for air travel may be made by the Student Life Office through an agent or online only after the event and travel have been approved through the appropriate approval process.
- College owned vehicle. MCC owns several vehicles which hold 7–15 passengers. Students cannot drive college vehicles.
- Rented vehicle. If this occurs, the Student Life Office will work with local vendors. Driver(s) must be employed by the College and at least 21 years of age. MCC covers the insurance in this case. Students cannot drive rented vehicles.

All travel documents and arrangements will be completed by the Student Life Office, including the trip facilitator(s) on all communication. Copies of all documents will be shared with MCC Campus Police, on file in the Student Life Office, and copied for the trip facilitator(s).

Prior to Travel
At least two weeks prior to leaving on the trip, the trip facilitator shall provide the Student Life Office with the following forms completed by each participant:
- Off-campus travel group form
- Off-campus participant form/waiver
- Conference delegate agreement (for conference trips only)
- Copy of health insurance (for overnight trips only)

The trip facilitator and student participants must meet with a Student Affairs employee to become familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant College travel policies.

Procedures for Vehicle Use
Due to liability, risk, and insurance reasons, use of personal cars for College-sponsored travel will generally not be approved. Please see the coordinator of student activities for parameters.
The Student Life Office will coordinate vehicle travel for student organizations, including campus vehicles, rented vehicles, and bus rentals. For all vehicle use, the trip facilitator will be the designated driver, as students are NOT allowed to drive under the MCC name.

**Rules for Use of MCC Vehicles**

Trip facilitator(s) must review and sign the “Rules and Procedures for Using College Vehicles.” Trip facilitators will work the Facilities Office to complete the appropriate approval and paperwork. The College requires trip facilitators and students to adhere to those rules and procedures in order to minimize the risk to students and to minimize liability exposure.

College vehicles will be parked in the D Building parking lot by the greenhouse. The 12-passenger van will be parked outside the A Building gymnasium. The parking spots will be identified with College vehicle parking signs. Vehicles are to be parked in the same area when returned. Any accidents or vandalism must be reported immediately upon occurrence, or upon return of the vehicle, to the Facilities Office and Student Life.

The insurance card and driver’s manual are located in the center console of each mini-bus and van. In the event of an accident or vehicle problem, the Road Assistance 24-hour number is also located in the center console. The primary consideration is always the safety of the students.

- All drivers must hold a current and valid driver’s license and must be at least 21 years of age. Readable copies of the driver’s license must be submitted to appropriate personnel in the Facilities Office at least two weeks prior to the scheduled trip. If a copy of the driver’s license is not received by the two-week deadline, the van reservation(s) may be cancelled.
- Driver(s) should conduct a visual safety check of vehicles(s) before leaving campus (e.g., lights, turn signals, brakes). If any driver is involved in an accident with the College’s vehicles, their driving privileges will be suspended until an accident investigation is concluded.
- If the van/bus is reserved for a field trip, passengers must be instructors or students registered for class(es). Friends and relatives of instructors and/or students are not allowed to travel on MCC vehicles.
- All drivers must be employed by the College as either regular payroll employees or as contractual employees and paid out of departmental funds.
Keys and completed checkout forms should be returned at the same time the vehicle is returned. If the Facilities Office is closed, keys can be deposited in the drop box outside the office or left with Campus Police. If the keys are not returned within three days, a $20.00 fee for the mini-buses and the 12-passenger van will be charged to the appropriate departmental account.

All vehicles must be cleaned inside upon return. Personal belongings and garbage (fast food bags, pop cans and cups, sandwich bags, etc.) must be removed. Failure to return the vans in a clean condition could result in the user’s department account being charged for the man-hours necessary to clean the vehicle.

The trip facilitator(s) is responsible for internal vandalism to the vehicle. If the vehicle is vandalized by a person using the vehicle (e.g., kicked in vents, ripped off arm rests), the appropriate department account for the group(s) using the vehicle could be charged for necessary repairs.

Food
Student organizations hosting events/meetings requiring food should work with the Student Life Office to coordinate.

MCC Food Services
Catering can be ordered from the MCC Food Services Department. A catering menu can be found on the MCC website. Some special requests can be accommodated.

Temporary Food Event
A temporary food event is any event serving or selling food that is outside of the normal business of the Food Services Department of MCC (a licensed foodservice operation). Examples include food fundraisers, “free” food items given away, ice cream socials, or any event where outside caterers, restaurants, or food contracted vendors are used. All foods must be obtained from approved sources (meaning a licensed food distributor or establishment). CANNOT BE HOMEMADE.

Fundraisers and Food Sales
If your group is interested in selling food items, all items must be from an approved/licensed food distributor or vendor. Bake sales are NOT permitted on campus. If all items are prepackaged in individual portions for service/sale—and are not potentially hazardous—then no permit is needed.
Potlucks
Hosting a potluck means you are not charging for the food/beverage that is available and no Health Department inspection or permit is required. Student organizations are only allowed to host potlucks within club meetings. Potlucks should NOT be open to the public or students outside of your organization, and a sign should be posted indicating that the food was not prepared in a regulated or inspected kitchen facility. All cold foods should be kept at 40 degrees Fahrenheit (or colder), and all hot foods should be kept at 135 degrees Fahrenheit or higher. Food should be kept covered to protect from contamination.

Outdoor Grilling
If your group is interested in grilling, the Food Services Department of MCC can provide everything you need. They can obtain a temporary permit to perform supplemental outdoor grilling according to all requirements of preparation and service outlined by the Department of Public Health.
GET CONNECTED

Student Life Office
- Student Success Center, A247
  (815) 455-8550
  stulife@mchenry.edu
- Fall/Spring Hours
  Monday–Thursday, 8 a.m.–5:30 p.m.
  Friday, 8 a.m.–4:30 p.m.
- Summer Hours
  Monday–Thursday, 7:30 a.m.–5:30 p.m. (June and July only)

Stay Connected
Facebook  www.facebook.com/mccstulife
Instagram  @mccstulife
Disclaimer: The Student Organization Handbook’s content is accurate as of July 2021. Please refer to the MCC website for the most up-to-date information.