

MCHENRY COUNTY COLLEGE

**STUDENT
ORGANIZATION
HANDBOOK**



Welcome (or welcome back) to Student Life at McHenry County College. Physically 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-portfolio, 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 that 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 a living document, designed to be updated and changed as necessary. Advisors will always be emailed the most current version, which can also be found on the website.

Student Life is always open to receiving feedback from those that use this handbook-students and advisors. If you have suggested changes, upgrades, or new ideas, please share.

I always love talking to students, so stop by my office or schedule a meeting anytime. However, to assure that your messages and requests are handled as quickly and accurately as possible:

- Please make all requests via email stulife@mchenry.edu or kcunny@mchenry.edu
- Copy your club advisor(s) on ALL emails regarding club matters
- I will reply to let you know that your request has been received.
 - If you have not had a response in 2 business days, please resend your requests. Sometimes things get buried in my inbox.
- I will also email if I have any follow up questions or need to provide you with additional information. Please be sure to check your STUDENT email regularly to streamline communication.

Looking forward to a successful semester,

Kara

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What is a Student Organization?

McHenry County College recognizes the needs and rights of students to meet and congregate 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 registration process.

At McHenry County College, a recognized student organization is defined as **a group of at least 5 eligible students and 1 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; ability to request campus spaces and resources; and the opportunity to advertise their events publicly (TheFlush, social media, public bulletin boards). Student organizations are also known as “clubs” at MCC, and those terms are used interchangeably throughout this document

Eligible Student: To count towards the 5 student minimum, each student must be enrolled in at least ONE (1) semester hour of a credit course and maintain at least a 2.0 cumulative GPA. Students that 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. First semester students with no listed GPA are assumed to meet the requirement.

Advisor: A full-time member of the MCC staff or administration, or a faculty member (full-time or adjunct) that has received permission from their supervisor/Dean to participate.

3 Status Levels of Organizations:

Active: This status is assigned to organizations with at least 5 eligible students, an advisor, a constitution on file, and those that submitted their Student Organization agreement by the specified date. These clubs will be granted:

- Ability 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
- Creation of an individual student organization account/budget
- Fundraising and usage of funding through student organization account/budget
- Usage of storage space in Student Life sanctioned spaces
- Ability to apply for financial assistance from the student government
- Ability to apply for financial assistance from Student Life
- Ability to travel as an organization

Pending/Probationary: This status is typically used as a new organization is being established. 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. Clubs in this category may not travel or use funding. These clubs will be allowed to:

- Reserve spaces on campus for meetings and/or events
- Have meeting times/location advertised in The Flush
- Participate in Student Involvement Fairs and other Student Life led events

Inactive: If an organization does not renew by the semester deadlines set by the Coordinator of Student Life or is found to be in violation of policies and procedures, 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 2 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, the original organization will not get those funds back.

Starting a New Organization

After exploring the active student organizations, if you do not find one to match your needs and interests, please consider starting (or reactivating) one!

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

Application Form (<https://forms.office.com/r/BZzX1iFSay>): List of at least 5 eligible students that 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.



Reactivating a club: If a club has been on inactive status for less than two academic years (fall and spring semesters), interested students may wish to 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 5 eligible members. This would allow the transfer of budget funding and the renewal process, rather than a new application.

For example, in 2021-2022 the Fruit Lovers Club was active on campus, but has since had all member's 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*.

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 on 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 too close to an already active organization or unsustainable. For example, if an idea for a club is very specific or related to a temporary trend or fad, it may not be considered sustainable over time. This is a situation in which the Coordinator can help brainstorm and workshop ideas for sustainability.

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. Students are always welcome to reserve space in a Co/Lab or gather in a public space. This does not require paperwork or an advisor.

If the application is approved, the Coordinator of Student Life will notify advisors and applicants. Upon receiving approval, the organization will enter probationary status. During the probationary period the Coordinator of Student Life may 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.

Student Life does not allow club sports/intramurals. Clubs that involve physical activity (such as martial arts and dance team) will require additional consideration and waivers due to liability and space needs.

Organization Management

Running a student club can be a lot of work. This section is designed to give your club ideas and suggestions to make the process go more smoothly.

Policies and Procedures

All student organizations must abide by MCC policies and the Student Code of Conduct. The complete document can be read at: <https://www.mchenry.edu/conduct/studentcode.pdf>. Some policy reminders include:

1. College students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct. Sexual discrimination, harassment and misconduct, as detailed in Article VI, is also strictly prohibited. (Code of Conduct, Article VI. Prohibited Conduct)
2. There is an expectation that behaviors and actions do not violate the rights and privileges of other community members; acts of disruption and obstruction for which sanctions may be imposed included, but are not limited to, the following:
 - a. Making false statements and/or providing false information to any College official;
 - b. Physical, verbal and/or non-verbal conduct which threatens or endangers the health or safety of any person;
 - c. Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the education environment or members of the College community;
 - d. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes the initiation of or participation in a hate crime as defined in Article XV.
 - e. Using electronic technology (which includes, but is not limited to: internet, e-mail, telephone, fax machines, text messaging, and instant messaging) and/or engaging in on-line behavior to disrupt, threaten, harass, and/or intimidate another member of the College community. (Code of Conduct, Article VI, B. Disrupting or Obstructing the Work and Operation of the College)

In addition...

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) If a group abuses responsibilities, fails to register on time, or does not meet general expectations, the Coordinator of Student Life will request a meeting 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.

- 6) If individual members abuse responsibilities, fail to comply with club policies, or do not meet general expectations, the Advisor and Coordinator of Student Life will meet to resolve the situation. If behavior is extreme, or continues, the student may be removed from the club and/or referred to the Coordinator of Student Advocacy.

Constitution

To be active, all clubs must maintain a current, approved constitution on file in the Student Life Office. If the student organization being formed is to be an affiliated of a national organization, the purpose and mission statement cannot conflict with the college mission statement and purpose; please work with the Coordinator of Student Life to assure that your constitution meets the needs of both MCC and the National organization.

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 policies that are not subject to frequent change. Detailed methods of doing organizational business and specific rules belong in the by-laws. Here is a resource that you may use when trying to create your constitution: <https://www.wikihow.com/Write-a-Constitution-for-a-Club>

Groups are encouraged to review and amend their constitution on an as-needed basis. By-laws should be reviewed every semester.

If a student organization wishes to amend their constitution or by-laws, 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.

To be approved, a constitution must include the following:

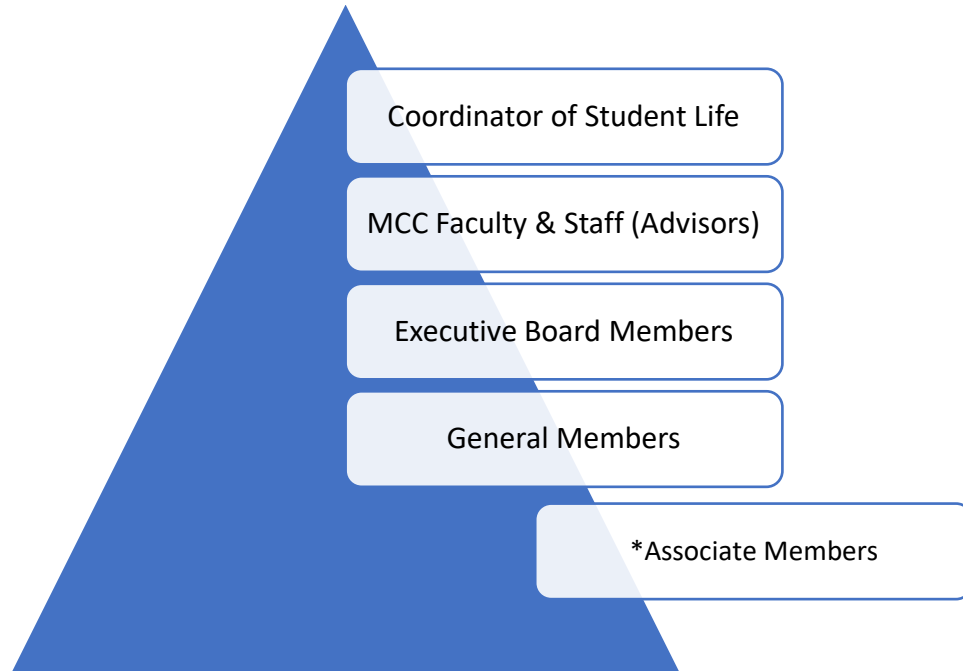
Compliance Statement: This organization shall comply with all local, state and federal laws, as well as McHenry County College's regulations, policies, and procedures. Such compliance includes but is not limited to the College's regulations related to Non-Discrimination, Sexual Harassment, and Hazing.

Membership: As a community college we are an open access institution. At minimum, membership must be open to all individuals that 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 5 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.

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 & requirements are met. They provide leadership training and development. The Office of Student Life acts as a gatekeeper to assure that clubs are successful and in compliance. 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 something, PLEASE ASK. This requires clubs to have extensive contact and communication with Student Life, which can best be accomplished by emailing: StuLife@McHenry.edu

Advisors: Club constitutions should list the specific details of advisor selection and roles for the group. In general, advisors:

- Provide basic management and continuity for clubs;
- Support their specific organization by ensuring that all policies are followed;
- Act as a liaison between the student club and the College;
- Contribute knowledge, guidance, and direction to their club;
- Recognize that holding a club office can be a rewarding experience if students learn to assume responsibility through the process of active participation;
- Advise the officers and members on developing and implementing programs which allow the club to fulfill its purposes and objectives;
- Are present at all meetings, events, and activities unless otherwise approved by the Coordinator of Student Life;

- Are responsible for the integrity of the club financial account, which includes seeking approval from the Coordinator of Student Life before any money is spent.

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. Organizations may choose to have multiple advisors, in which case only one needs to be present at a particular meeting/event.

Requirements for advisors:

- Club advisors may be any faculty or full-time staff member or administrator currently employed by the College.
- All advisors must receive approval from their supervisor on Dean.
- Advisors must attend and/or complete required trainings.

If there are conflicts among club members and advisors, the Coordinator of Student Life can help facilitate resolution, or the possible replacement of an advisor. Advisors are VOLUNTEERS and may step down at any time by having a conversation with the Coordinator of Student Life to determine a transition plan for the club.

Executive board (not required): Some casual groups do not require or benefit from having an executive board. Other clubs may not have individuals willing or eligible to serve in these roles. 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.

This information should be described in the constitution, which should be reviewed regularly to better understand the executive officer titles, roles, and election processes.

If an organization chooses to elect an executive board such as President, Vice President, Treasurer, Secretary, details must be clearly outlined in the constitution. Constitutions should define whether a member can serve in more than one role (secretary AND treasurer for example) and any other executive positions required to manage the club, such as Events Coordinator. If the organization has additional criteria such as length of membership in the organization, prior service to the organization, etc., those requirements should be specified in the constitution and bylaws. In addition to providing club leadership, specific expectations of the executive board should be listed in the constitution; sample responsibilities are included below.

The constitution should also include specifics about elections and transition plans. For example, any procedures or requirements for the nomination of candidates should be specified in the organization's constitution and/or bylaws. Most organizations hold elections annually or each semester. The constitution should also include procedures on filling officer vacancies. Details on reasons and processes for removing officers should also be laid out.

ROLE	RESPONSIBILITIES
President	Leads the organization, meetings, events. Serves as the organizations main point of contact. Should work with the Secretary to create agendas for meetings.
Vice President	Supports the Presidents. Fills in when the president is unable to lead.
Secretary	Collect attendance at all organization meetings and events. Create and distribute the agenda and meeting minutes. Submits minutes to StuLife@McHenry.edu
Treasurer	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.
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General members: Any currently enrolled student that 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. Please note: there is NOT a GPA requirement for general members, however a club must have at least 5 participants with a qualifying GPA (2.0 cumulative and semester) to remain active. Any club trip, activity, or event must be open to all qualified members; if space is limited a process should be implemented to assure that everyone has equal opportunity. Remember that your club must allow ANY currently enrolled student access to membership without any need to apply or be approved. Organizations that have blocked membership to eligible students may face consequences.

Associate members: Some student organizations may be open to non-students, but this is not required. This is often a way for non-students to still enjoy fellowship and benefit from guest speakers. If the organization allows non-enrolled students, or non-advising members of the faculty or staff, they should be considered associate members; they will be unable to hold office, vote, or count towards the 5 required eligible members. There should be clear expectations of who can serve as an associate member (for example: only former students, anyone in the community), what events they can attend (such as: all meetings or only guest speakers), 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 when a guest speaker is presenting, but does not vote. In addition, when the Math Club decides to use their funds to purchase new calculators for everyone, AP is not qualified to receive one, nor are they able to travel with the group on outings.

Special note about membership: *While clubs are required to allow any enrolled student to join their organization, an individual's membership can be restricted or revoked if their behavior goes against the values of the club or the Student Code of Conduct. If situations arise that you feel merit this type of action, the Coordinator of Student Life should be notified immediately. Based on the circumstances appropriate actions will be taken. This may include mediation with the Coordinator of Student Wellness or disciplinary action by the Coordinator of Student Advocacy.*

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.

- 1) Student organization presidents and executive boards are required to attend. These trainings are open to all students, whether they represent an organization or not.
- 2) This training provides an opportunity for Student Life to communicate any changes that may be implemented.
- 3) 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, the Coordinator of Student Life can help arrange it. Below are a few of the topics available:

- 1) Robert's Rules of Order
- 2) Team Building
- 3) Budgeting
- 4) Diversity, Equity, Belonging, Inclusion
- 5) Running Elections
- 6) Creative advertisements
- 7) Community partnerships

Scheduling Meetings

- 1) Set a meeting time
 - a. Tuesdays-Thursdays are usually the most active days on campus
 - b. Make sure that 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) The use of college facilities by a student organization for meetings, fundraisers, or events must be scheduled through Student Life. **Advisors should not request rooms themselves as this can lead to confusion and misinformation.** Email stulife@mchenry.edu
 - 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 cause potential disruption to classes. An alternative location will be proposed.
 - b. All campus spaces should be used respectfully and responsibly.
 - c. All space requests must be received AT LEAST 3 BUSINESS DAYS IN ADVANCE
- 3) If possible, set up a Zoom link or other option for those that wish to join virtually
- 4) Create publicity
 - a. Clubs are authorized to create their own marketing materials, but 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 by 11 fliers and 48 quarter sheet advertisements.
 - ii. Student Life will post the fliers; clubs may pick up the quarter sheets and distribute as they wish.
 - iii. Student Life will submit the information to TheFlush (publication is dependent on the policies of TheFlush 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.
 - 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 1/2x 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
 - i. Not necessary to follow these 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, 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 should be maintained by the club in a centralized location that can be accessed if a leader or advisor leaves/moves on from MCC.
 - d. Clubs may distribute minutes in any other way that they would like, such as posting on Canvas.
- 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 instructors for ice breakers/get to know you activities. Please contact Stulife@McHenry.edu for a full list and description. At least 2 business days beforehand, email with which activity you would like to use and how many people you anticipate. Supplies will then be waiting for you in the Student Resource Center (A247). After the meeting, please return instructions and any unused supplies.
- 4) Use your club meeting to resolve any business matters
 - a. Treasurers report
 - b. Elections
- 5) Your club may decide to bring in guest speakers to share their expertise or experience around a topic relevant to your group.
 - a. Please email the Coordinator of Student Life at least one week prior to this occurring to:
 - i. Assure 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.
 - 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 usage. 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 by Student Life.
- 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 "Food for Meetings"
- 9) 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 "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 the concerns form. 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 MCC's Office of Marketing and Public Relations (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." The Coordinator of Student Life can help you connect with OMPR.

At the request of the organization, Student Life will create a Canvas shell for the group. Details on how to use this resource will be shared with you, if interested. **All advisors, executive board members, and any other interested student should join the Student Life START HERE Canvas shell (<https://mchenry.instructure.com/enroll/39NB9L>) Please note that this is a change from previous semesters, and this is the ONLY Canvas shell where Student Life will post general/applicable to all club announcements.**

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.

Funding/Financial Information

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. Student organizations are NOT authorized to have an outside account at a private bank.

Each ACTIVE club has a total of three MCC accounts (one for year to year roll over, one for deposits, and one for expenditures) and treasurers/advisors can request a balance sheet at any time. The MCC fiscal year is July 1-June 30th. All expense paperwork must be submitted no later than the day before May commencement; spending may begin August 1. Please note: If an organization is listed as "inactive" for more than 2 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, the original organization will not get those funds back.

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 (if the purchase is in compliance with College policies). All club purchases must be facilitated through the Coordinator of Student Life.

A special note for student clubs associated with a national organization: The club may provide the option for members to pay dues to a national organization for increased benefits/access, but dues cannot be required for membership in the campus club.

Earning Money:

There are a few ways a club can add funding to their account:

- 1) Student Life sponsored incentives

- a. Clubs are eligible to receive \$50 a semester by completing requirements:
 - i. Requirements and deadlines will be clearly communicated and may include:
 - 1. Attending training
 - 2. Filling out paperwork
 - 3. Participating in student involvement events
- 2) Direct donations
 - a. 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 that it gets deposited correctly and that the donor gets any relevant tax documents.
 - b. All checks must be made out to McHenry County College. The “memo” line of the check should identify the club.
- 3) 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 via email to StuLife@McHenry.edu AT LEAST 3 weeks in advance. This allows time for proper planning and advertising. This process also assures that fundraiser dates do not conflict with each other or other campus events.
 - a. Student organizations will be limited to two on-campus fundraisers per semester, with no limit on external fundraisers at local businesses.
 - b. Please note: at this time Student Life does not have the capacity to process digital payments/donations. We are working to find a solution to accept credit cards/PayPal/Zelle/Venmo. When and if this process is finalized it will be communicated to all student organizations.
 - c. On campus
 - i. Discuss idea with the Coordinator of Student Life
 - ii. No homemade baked goods. See “Food” section.
 - iii. If any supplies are needed, these purchases will come out of the club budget (see Spending Money)
 - iv. A cash box and start up change may be requested at least 3 business days before the event
 - v. All space requests must be received AT LEAST 3 BUSINESS DAYS IN ADVANCE; Co/Labs can be reserved on-line.
 - d. Off campus
 - i. Ex. McAlister’s Deli
 - ii. Share details with the Coordinator of Student Life
 - 1. Approval is not necessarily needed but we like to know what is going on.
 - iii. Remember to not sign any contracts; if this is requested please speak to the Coordinator of Student Life.
 - iv. 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 show 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:

Funding is deposited in club accounts through the Records and Registration office. To deposit money:

- 1) (Preferred) Bring the money in an envelope with your club name and amount of money to the Coordinator of Student Life, who will deposit it
- 2) If the Coordinator is not available, you may take your club account number and the money to the Records and Registration office. If you do this, you must inform the Coordinator of Student Life and provide a receipt for the deposit.

Spending Money:

ALL FUNDS SPENT MUST BE APPROVED BY THE ORGANIZATION ADVISOR AND COORDINATOR OF STUDENT LIFE. PLEASE DO NOT SPEND MONEY WITHOUT PRIOR APPROVAL!

Also, the Business Office often requests a justification of expenses. For example, a copy of the advertisement, a list of people in attendance. Please save relevant documentation in case this is necessary. Clubs can use their funding with prior approval. There are two ways to do this:

- 1) PREFERRED Coordinator of Student Life purchases requested items for the club: Let the Coordinator of Student Life know what you need (at least 5 business days, but the more time the better) via EMAIL (kcunny@mchenry.edu)
 - a. Craft supplies, food for a meeting, donation to an organization on your behalf
 - b. Generally, I shop at Sam's Club and Jewel. I will try to honor your requests regarding specific brands/flavors/sizes but am unable to guarantee this. Think of me like an Instacart shopper... give me suggestions for replacements, or tell me to not get anything if they don't have exactly what you want.
- 2) NOT PREFERRED Club member or advisor pays for items and requests reimbursement (not guaranteed), still requires PRE APPROVAL
 - a. Prior to approving this, the Coordinator of Student Life must 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). This may take additional time to process.
 - i. The Coordinator of Student Life will give instructions on the best way to purchase items, including MCC's tax exempt status.

- b. Submit receipts (remember we are tax exempt) to the Coordinator of Student Life for processing. If state sales tax is paid, the person will not be reimbursed for that tax.

For trips, the Coordinator of Student Life will work directly with the advisor to determine how to pay.

Student Government Funding Requests

Active student organizations can request funds through the MCC Student Government Association (SGA) to help support their campus programming or club/organization needs. SGA receives funding based on tuition fees to help fund student organization on campus. From this budget, the SGA will review requests from student organizations and allocate the funds based on specific guidelines and criteria. The SGA has access to funding that can help fund student organizations. The funding must be requested by organizations and will allocate the funds based on specific guidelines and criteria.

To access this funding, please attend 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 with planning 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, clearly have a 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 prior history of spending funding irresponsibly (as determined by the club Advisor and the Coordinator of Student Life).

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 Coordinator of Student Life.

Event Planning 101

Student Life encourages clubs to design and host things that are social, fun, and increase students' sense of belonging on campus. Event planning is a great way to develop leadership skills, and students should be taking primary responsibility for planning and executing events, but the Coordinator of Student Life and club advisors are happy to help at any step of the event planning process.

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 "let's have a potluck at our next meeting," while others require a lot of advanced planning, for example "let's hold a dance!"

Think like a journalist: Why? Who? What? Where? When? How?

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 trying to just have fun?

Who is your audience?

Just club members? All of campus? The entire community? Remember that 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 lots of great ideas but work together to narrow down what is practical.

What is your budget?

If your event requires start-up supplies or food, how much is in your club budget? How much are you willing to spend? Can you request additional funding from other clubs/student government/student life?

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, what activities will be held. If you select an outdoor space, do you have a back-up location for rain or would the event be cancelled? a.

All space requests must be received AT LEAST 3 BUSINESS DAYS IN ADVANCE.

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?

How?

Now that you have worked through most of the preliminary stuff, 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.

Timelines and to-do lists

You've had some great conversations and have a solid vision for the program ahead. Now it is time to create a list of all the things that need to be accomplished, when it 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. And don't forget tasks for after the event, such as cleaning up, making sure vendors get paid, 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. A sample program planning checklist has been included and can be adapted for your event.

Travel

MCC is located very close to two major cities, packed with restaurants, museums, cultural experiences, shows, and more. Student Life encourages students to get out and explore. When you start thinking about travel, utilize the same methods you would for event planning, recognizing that there will be some additional tasks and policies to follow. Travel should be planned well in advance and support the club's purpose(s), which may include personal and professional development opportunities.

All MCC activities requiring off-campus travel are considered official College events and are therefore subject to the Student Code of Conduct. The Coordinator of Student Life tries to assure that all trips are conducted in ways that are consistent and offer the greatest likelihood of student safety.

Trips will be unique to each club and situation, but in general, trips are classified in three different ways: Casual Meet-ups, Day trips, Overnight trips.

- 1) **Casual Meet-ups:** non-structured activity; example: some members of the Math Club want to go bowling.
 - a. Each member is assuming their own liability in getting to the location and is responsible for any costs; therefore, these events do not require paperwork or permission from Student Life.
 - b. An advisor does not need to be present
 - c. Students must arrange their own transportation
 - d. There can be no use of club funding, club name
 - e. Events can be attended by family, friends, and associate members.
- 2) **Day trips:** structured activity that does not require overnight accommodations; example: the Math Club wants to attend a competition at the College of Lake County.
 - a. These events require permission from Student Life, which begins by completing a trip planning form.
 - i. These must be submitted at least 2 weeks prior to the event, though the sooner the better.
 - ii. Trip approval is not guaranteed if logistical details cannot be confirmed in time.
 - b. An advisor must be present
 - i. Trip facilitators (advisors) will need to receive permission from their direct supervisor regarding whether hours can be flexed or overtime approved if outside of normal working hours.
 - ii. Facilitators will be required at a 1:15 student ratio.
 - iii. Should the club advisor not be able to attend, the Student Life Office will TRY to provide a trip facilitator for the group, but this is not guaranteed.
 - c. The Coordinator of Student Life will work to arrange transportation (bus, campus vehicle).
 - i. Travel arrangements will be decided based on practicality, safety, availability, and financial circumstances.
 - ii. 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.

- iii. While not recommended or preferred, students may drive their own vehicles on such trips.
 1. The College does not have liability or automobile coverage for students driving themselves or other students to club sponsored events. Automobile insurance policies held by the students are the primary and only policies covering them from injuries to themselves or others, as well as damage to their vehicles or other vehicles.
 2. Students who choose to ride in a private automobile are doing so of their own free will.
 3. Intentions to drive themselves and/or ride with another student should be listed on the trip waiver.
 - d. A date will be assigned by the Coordinator of Student Life for which a completed attendance roster will be due.
 - i. If applicable, participants GPA, conduct status, and other requirements will be checked/confirmed.
 - e. All participants must complete and submit a Travel Form at least 2 business days prior to the trip to the Coordinator of Student Life.
 1. A digital copy will be made for access by College administrators
 2. The trip facilitator (advisor) will carry paper copies during the trip and then submit to the Coordinator of Student Life upon return for proper filing.
 - f. The Coordinator of Student Life will work with the club and advisors to finalize all financial details.
 - i. Work with the location in advance to pay
 - ii. Determine who will pay and what reimbursement options will be available
 - iii. 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.
 - iv. Any personal expenses will be the responsibility of the individual
 - g. Due to liability, risk, and insurance reasons, guests/visitors are not allowed to travel with the group.
 - i. 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.
- 3) **Overnight trip:** structured activity that will require participants to be gone for more than one calendar day; example the Math Club wants to attend the National competition in New Orleans.

- a. These events require permission from Student Life, which begins by completing a trip planning form.
 - i. These must be submitted at least 6 weeks in advance, though the sooner the better.
 - 1. Exceptions may be made if a club suddenly becomes eligible for a travel opportunity.
 - ii. Trip approval is not guaranteed and is dependent on Cabinet approval AND the ability to confirm logistics.
- b. An advisor must be present
 - i. Trip facilitators (advisors) will need to receive permission from their direct supervisor regarding whether hours can be flexed or overtime approved if outside of normal working hours.
 - ii. Facilitators will be required at a 1:10 student ratio.
 - iii. Should the club advisor not be able to attend, the Student Life Office will TRY to provide a trip facilitator for the group, but this is not guaranteed.
 - iv. Any cost for the advisor will be paid for from the club funding
 - v. *Whenever possible, even if the 1:10 ratio is maintained, if there is only one facilitator attending, Student Life would like a second facilitator to accompany the group. This is not required, and all expenses for this second person will be paid by Student Life.*
- c. The Coordinator of Student Life will work to arrange transportation (bus, plane, campus vehicle)
 - i. Travel arrangements will be decided based on practicality, safety, availability, and financial circumstances.
 - ii. 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.
 - iii. All participants must always travel together
 - 1. Exceptions may only be made with permission from the Assistant Vice President for Student Affairs
- d. The Coordinator of Student Life will work to arrange accommodations (hotels, meals, registration)
 - i. Students will generally be assigned 2 to a room.
 - ii. The Coordinator of Student Life will work with students to ensure all accessibility/gender accommodations are made.
 - iii. 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.
- e. A date will be assigned by the Coordinator of Student Life for which a completed attendance roster will be due.

- i. Participants must have at least a 2.0 cumulative and semester GPA and no pending code of conduct issues.
 1. Exceptions may only be made with permission from the Assistant Vice President for Student Affairs
 - f. All participants must complete and submit a Travel Form and copy of their health insurance card at least 5 business days prior to the trip to the Coordinator of Student Life.
 1. A digital copy will be made for access by College administrators
 2. The trip facilitator (advisor) will carry paper copies during the trip and then submit to the Coordinator of Student Life upon return for proper filing.
 - g. The Coordinator of Student Life will work with the club and advisors to finalize all financial details.
 - i. 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.
 - ii. Work with the location in advance to pay
 - iii. Determine who will pay and what reimbursement options will be available
 - iv. Any additional charges to the room, or other personal expenses, will be the responsibility of the individual
 - h. Before an overnight trip, the Coordinator of Student Life will set up a meeting with the trip participants to cover:
 - i. A reminder about student travel policies and the completion of several online training modules (bystander, title ix). Travel participants that miss this meeting will need to meet with the Coordinator of Student Life separately to complete the training.
 - i. Due to liability, risk, and insurance reasons, guests/visitors are not allowed to travel with the group.
 - i. This includes meeting a participant on site and sharing a hotel room.
 - j. All current MCC travel policies apply.

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.
- 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.
- The trip facilitator should maintain communication with the Coordinator of Student Life to navigate any trip disruptions or other concerns.

Expectations of Students During Travel:

- 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.
- Any MCC student attending an event or excursion with a club is representing MCC and is 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.
- 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) may result in the student reimbursing the student organization and/or MCC for any pre-paid costs of travel.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the trip facilitator(s).
- If provided, participants should wear identification badges.
- Students are expected to participate in all seminars, lectures, presentations, or other proceedings for which the purpose of the event or excursion is intended. Failure to do so may subject the student to disciplinary measures as determined by the Coordinator of Student Life.
- 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.

Participants who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct. Consequences may include:

- 1) Individual consequences through the student conduct process.
- 2) Organization consequences may include:
 - a. The club being put on probation
 - b. Not eligible for renewal incentives
 - c. Ineligible for future funding
 - d. Ineligible for future travel

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 assure that the student has safe transportation, but the student may be liable for reimbursing any additional costs.

Miscellaneous

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. Post a sign indicating that food was 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 or events. Please work with the Coordinator of Student Life to make this happen.
- 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, or put in a dvd, or watch from YouTube. I know it is tempting but 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

On the MCC library website under “A-Z Databases” select “Kanopy.” Browse/search for a movie. When you click on the description, next to the run time if there is a box that says PRP, that means Public Performance Rights are included and you can view the movie.

PURCHASE PUBLIC PERFORMANCE RIGHTS

MCC has an account/relationship with <https://www.swank.com/>. To show one of these films, work with the Coordinator of Student Life to request, AT LEAST 3 WEEKS BEFORE THE PLANNED 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

In an effort to streamline advertising to make sure that all students can easily learn about current events on campus, Student Life has set the following process at no cost to organizations. This process can be used to advertise 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 TheFlush (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 flier, please email it to StuLife@McHenry.edu so that we can get it added to the slide show, etc.

If you would like more than the standard amount of copies (10 8 ½ x 11 and 24 quarter sheets), 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 should work with the Office of Student Life to ensure consistency and fairness. Student Life may limit the dates or length of a collection drive to avoid the confusion of multiple drives occurring at once.

Demonstrations

The College affirms the right of individuals to free speech and assembly. This is subject however 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. Please consult with the Coordinator of Student Life and your advisor as additional guidelines may apply.

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 that 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 that you think would be beneficial to multiple clubs, please email suggestions to StuLife@McHenry.edu for purchase consideration.

In the Student Resource Center, available anytime we are open:

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

Items that 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 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.

Statement on Respect and Expectations

If representatives of a group, or club as a whole abuse responsibilities 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 forth by MCC and the Student Life Office.

NOTES/QUESTIONS FOR THE COORDINATOR OF STUDENT LIFE

