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Dear Students,

On behalf of the Student Government Association, we would like to congratulate you on beginning what we hope to be a wonderful year. We are anxious to work hand in hand with all the clubs this year, as well as the students who have dedicated their time to these clubs. The SGA's primary goal is to assist the students of Passaic County Community College.

As the year begins we are thrilled that so many of you have taken advantage of the Office of Student Activities as well as the funding that SGA provides for all the clubs. We are always excited to see new students come into the office. We are here for the students and are maintaining an open door policy while any of the elected members are in the office.

Your feedback is always welcomed and needed in order for us to act accordingly. Please feel free to email us, call us, or stop by the office if any questions arise throughout the school year. We also welcome students to attend our meetings which are held once a week, dates and times will be posted on the SGA bulletin boards outside the SGA office (room E103) and the Center for Student Success as well as on our portal page. Our Senate will also be out there within the PCCC community hoping to get your feedback!

The Student Programming Committee (SPC) of SGA will be working tirelessly to plan events. If you have any ideas for an event or trip please feel free to let us know so they can be taken into consideration. We are here for the students of PCCC and we look forward to working with as many of you as possible in the short time we have.

Yours Truly,

Passaic County Community College
Student Government Association
Email: SGA@pccc.edu
Phone: 973-684-5255
Office: Room E103
This handbook is a reference guide for all PCCC Students. The information provided will assist all registered Clubs and Organizations, current and future Student Leaders, prospective clubs/organizations, and their Advisors.

This document is designed to provide you with general policies and procedures you need in order to:

- Register a Club/Organization
- Conduct meetings
- Plan programs and events

Please Note:

*All efforts were made to include the most important and up-to-date information.

**However, the Office of Student Activities reserves the right to alter policies and/or procedures at any time.

***In the event of a change, we will do our best to communicate the information in a timely manner.
OFFICE OF STUDENT ACTIVITIES

MISSION STATEMENT

What We Do

Our mission is to enhance the student experience at Passaic County Community College through educational, social, and leadership development programming. OSA works closely with the Student Government Association, the Student Programming Committee, and clubs to provide:

Leadership development opportunities
Programs that enhance the classroom experience
Diversity initiatives

Why Students Should Get Involved

Student involvement enriches personal development and is fun. Participation in clubs and organizations enhances peer relationships, student and faculty connections, the academic experience, and skills that can help students to succeed in college and in future endeavors.
STAFF

Maria Luisa Marte, Assistant Director
Iris Miolan, Administrative Assistant
Pia Colon, Student Activities Assistant
Oswald David Jr., Student Activities Assistant

Location/Contact information
Founder’s Hall, Room E103
Main Number: (973) 684-7191
Fax: (973) 684-5843
osa@pccc.edu, www.pccc.edu/osa

Office Hours
8:30 am – 7 pm (Monday & Thursday, when classes are in session)
8:30 am – 4:30 pm (Tuesday, Wednesday, Friday)
Student Government Association (SGA)

The SGA is the official voice of the student body. It is a very important part of student life, it is governed by and for all students registered at PCCC. Each year students are elected into the SGA to serve students. They receive, review and express all concerns, questions, suggestions and ideas from students to Faculty & Administration. They also represent the interest of all students through participation in college-wide committees.

Clubs and organizations are represented in the Student Government Association through their involvement in the:

- Student Programming Committee
- SAC/Finance Committee
- SGA General Assembly

Location/Contact Information
Founder’s Hall, Room E103
Main Number: (973) 684-5255
SGA@pccc.edu
(Note: Individual office hours are posted outside of our office)
ABOUT THE SGA COMMITTEES

The Finance Committee is charged with: maintaining records of funds collected and disbursed within clubs funded by the Student Government Association; making recommendations to the Student Government Association for the allocation of club funds; and making monthly financial reports to the Student Government Association regarding club funds.

A. The Treasurer shall chair the Finance Committee.
B. Membership shall include the Treasurer from each registered club funded by the Student Government Association.
C. Each member shall be granted one vote.
D. The Finance Committee shall meet no fewer than once per month.

The Student Activities Committee is charged with: reviewing registration materials for new student clubs and making recommendations to the Student Government Association; reviewing registration of current clubs and recommend appropriate action to the Student Government Association regarding their status; and fostering communication and cooperation between registered student clubs.

A. The Vice President shall chair the Student Activities Committee.
B. Membership shall include at least one Executive Board member from each registered club funded by the Student Government Association.
C. Each member shall be granted one vote.
D. The Student Activities Committee shall meet no fewer than once per month.

The Student Programming Committee (SPC) is a sub-committee of SGA which is responsible for the planning of college-wide events & activities. This includes but is not limited to theme months, summer trips and co-curricular events. Clubs &
Clubs and Organizations are open to all current students at PCCC. In order to be recognized at PCCC each club or organization must be approved each year by the Student Government Association and the Office of Student Activities. Club registration deadlines are announced each semester.

Reasons to register your club/organization:

- On Campus Recognition
- Funding from the Student Government Association (SGA)
- Free Advertising
- Space Reservation
- Club/Organization Portal Page
- Mailbox (located in the Office of Student Activities)

The Office of Student Activities lists all active clubs on “Interest Forms” filled out by students seeking to learn more about getting involved with clubs. Clubs are provided with the contact information so that they may reach out to interested students. See Appendix VII.
Part 1: How do I start a new club?

PART 1: HOW DO I START A NEW CLUB?

1. Contact OSA to see if there is an existing club that meets your needs or interests:
   a. If no similar club exists, you may request an interest meeting to determine student’s desire to form the club.
   b. Prospective clubs will be allowed to post recruitment flyers and hold up to 3 interest meetings.

2. Once you have a group of at least 10 current PCCC students committed to working as a club you must:
   a. Elect an Executive Board
      • Attach your meeting’s minutes to show how your Eboard was elected.
   b. Select a Club Advisor, or contact OSA for assistance in finding one.
   c. Compose a Constitution (See Appendix VII for an example)
   d. Apply to be an active club by reading the “Club/Organization Guidelines” and following the steps under “Part 2: Recognition of Active Clubs/Organizations.”
Part 2: RECOGNITION OF ACTIVE CLUBS/ORGANIZATIONS

1. At the end of each academic year clubs & organizations must re-apply for the upcoming academic year.
   a. They can do so by filling out the Club/Organization Registration Form. (Available in the Office of Student Activities or at www.pccc.edu/osa).
   b. In addition, clubs are required to review and make necessary changes to their constitutions every 2 years.

2. Please Note: Club Registration Form must be resubmitted if a change is made to the Executive Board or Advisor during the course of the academic year.
Part 3: Club/Organization Guidelines

Organizations must adhere to the following guidelines or be subject to probation or suspension of privileges:

1. All members of clubs/organizations shall refrain from any practice that is physically or psychologically abusive, either intentionally or unintentionally. Members or potential members of the organization will not be put through any process that falls within New Jersey State’s legal definition of hazing:
   
   a. § 2C:40-3. Hazing; aggravated hazing
      i. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
      ii. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection a. which results in serious bodily injury to another person.

2. Clubs/organizations shall limit its Voting membership to students currently registered at Passaic County Community College.

3. Organizations shall promote good academic practices among its members and officers, including minimum GPA requirements for officers.

4. Clubs/Organizations will provide the Office of Student Activities with information requested including any changes to the constitution, the names of elected officers and of the advisor(s). The organization will also send representatives to Leadership seminars or meetings when required to do so.
5. All clubs/organizations must remain up to date with THE Student Government Association policies and requirements as they relate to student groups.

6. All clubs/organizations must practice proper collection and deposit of funds collected from any type of program – for example, events, ticket sales, fundraisers. No club shall have a separate account. Funds are not to be used for personal gain.

7. Clubs/Organizations will disclose any affiliations to organizations, clubs, societies, associations or groups outside the college.

8. Outside groups are not allowed to solicit on campus. Clubs/Organizations may partner with an outside organization for a program/workshop/event, however, the outside group may not influence or participate in the group’s decisions.

9. Clubs/Organizations will not discriminate or exclude members on the basis of race, gender, religion, color, age, sexual orientation, disability, veteran status, academic performance, marital status or national origin except as allowed by law. Groups with any kind of exclusionary policy may be denied recognition and/or funding.

10. Clubs/organizations shall not advocate views that incite or produce imminent lawless action or is likely to incite or produce such action. The organization will not engage or threaten to engage in any unlawful or disruptive activities or conduct.

11. Clubs/organization will display a willingness to comply with reasonable requests of college officials and with Passaic County Community College policies and procedures.

12. The mission and purpose of each club/organization will be consistent with the mission of Passaic County Community College.
Part 4: Advisors

Advisors have many roles – mentor, role model, teacher, to name a few. Advisors are a resource to student leaders as they offer support and are knowledgeable about school resources. Advisors also provide guidance and insight toward the development of the organization’s mission and goals.

Student leaders and advisors should discuss and come to an agreement on what role the advisor will have. Appendix I lists a checklist which will allow advisors and student leaders to begin a conversation on expectations from both sides.

Advisors must be full time faculty, adjunct professors, or full time administrators. While one advisor is required, clubs may request two advisors if both advisors are in agreement of sharing the responsibilities.

Advisor Responsibilities:

- Serve as a campus resource and support for the club members.
- Have knowledge of college policies & procedures as they refer to the organization.
- Advise members on effective programming and event planning, based on goals and expectations.
- Meet with the club members at least once each month during each semester.
- Attend on or off campus activities. The advisor is responsible for ensuring that all members of their group conduct themselves appropriately and as a representative of PCCC. If unable to attend, make sure that another PCCC faculty or administrator will be present.
- Possess a copy of the organization’s constitution as well as an updated list and contact information of club members.
- Encourage, reward and recognize outstanding work, and stress the importance of each member’s contribution.
- Search for opportunities that allow group members to grow and learn that encourage decision making.
Club responsibilities to Advisors:

- Keep the advisor fully informed of all activities, meetings, planning, budgeting.

- Inform advisor of all meetings and events ahead of time to avoid scheduling conflicts.

- Together, review the club constitution.

- Provide your advisor with a list of members and contact information.

- Respect the advisor’s time and contributions.

- Speak to your advisor about the group’s goals, concerns, suggestions, or questions. Your advisor is there to assist you make the most of your extracurricular participation.
Part 5: Planning your program

Club/organizations members, in consultation with their Advisors should consider the following steps:

- **Determine purpose of event:** How does the program relate to the mission of your organization? Is there a need for the program? Who is your audience? What will the audience learn?

- **Determine date/time/location:** When are club members able to attend? When are other students able to attend? What type of space or room is best suited for your event?

- **Determine duties of club/organization members for the program:** (For example, who will be responsible for the budget, advertising, submitting forms, decorating, checking in attendees, handing out evaluation forms, other duties)

- **Prepare Budget:** What will expenses will your group incur? (For example, food, decorations, etc). Who will obtain price quotes and/or Performance Contracts?

- **Advertise:** How will you advertise? Who will be responsible for publicizing your program?

- **Selling Tickets:** (if applicable to your event) Who will design the tickets? Who will submit them for approval? When will you sell them? Who will sell them?

- **Day of Event/program:** Do club/organization members know their duties? Who will pick up the cash box and/or evaluation forms? Who will sign in attendees?

- **Post-Event:** Was all money deposited with the Office of Student Activities? Do you need to send out thank you notices? Were all items returned (ex. Cash box, evaluation forms)
Part 6: Event/Program Policies & Procedures

Student groups are encouraged to plan educational, cultural, and social programs that relate to the group’s mission and goals. All events planned on or off campus by a registered student organization must be approved by the Office of Student Activities.

Guidelines

- Activities Forms are due at least 3 weeks in advance. Longer lead time (at least 4 weeks) is necessary for participation in off campus events, parties, or events involving 75 people or more, or for events requiring significant preparation such as special (or contracted) entertainment, rental of equipment, extensive room set-up, etc.
- Events/Programs are not permitted during Final Exams.
- All forms for spring events must be submitted by April 1.
- All reservations should be confirmed as the date approaches.

The Office of Student Activities reserves the right to refuse any reservation not made with enough lead time.

Space Reservations

Only student organizations that have been granted registered status may reserve campus facilities. Reservations must be requested at least 3 weeks in advance. Longer lead time (at least 4 weeks) is necessary for participation in off campus events, parties, or events involving 75 people or more, or for events requiring significant preparation such as special (or contracted) entertainment, rental of equipment, extensive room set-up, etc.

To reserve a space, please submit a completed Activities Form. (Available in the Office of Student Activities)

All set-up needs must be made at that time as well, such as those for catering and media. The Office of Student Activities and Facilities reserve the right to alter set-up requests to best serve the needs of the event and Facilities Staff.
Available Spaces include (pending availability, set up requests, etc):
Classrooms at all campuses
Broadway Lobby, Lobbies at Passaic Academic Center, Wanaque Campus
Paterson Room (Main Campus)
Cafeteria (7:30 pm to 10 pm) (Main Campus)
Student Conference Room (in the Student Activities area)

**Attendance**
Student groups having programs should have all attendees (students, guests, etc) sign in so that accurate record of participants may be recorded. The Office of Student Activities will provide Sign in Sheets for your events. The sign in sheets must be returned to the Office of Student Activities, a copy will be placed in your club binder. Groups hosting evening events/parties should review the section on page 19 to review ID policy.

**Advertising**

- **Flyers**

Flyers/posters or any advertising material must clearly state:

- Date
- Time
- Location
- Ticket price (if applicable)
- Sponsoring organization
- Who to contact for further information (for example the Office of Student Activities, Advisor, Club President’s portal email address)
- If the event is a fundraiser, the benefitting organization must be clearly stated.

To submit your material for approval, send it via email to OSA@pccc.edu or bring a draft to the Office of Student Activities.

All materials must be posted on designated bulletin boards. Flyers must be approved and stamped by the Office of Student Activities (for club meetings/events) or by the Dean of Student Affairs office (all other postings). Flyers are only good for 30 days from date stamped.

Once the approval is granted you may bring no more than 30 hard copies to the Office of Student Activities for stamping or you may pick up a request form to have copies made at the Docu-Center. Your club/organization account will be billed for the cost of copies.
Postings hung in other locations (such as elevators, doors, stairwells, etc) will be removed and discarded. The Office of Student Activities and Facilities will review bulletin boards to make sure all announcements, flyers are approved and current.

Bulletin Boards are located in:

Main Campus -
Academic Hall
Computer Technology Center (CTC)
Founders Hall: 1st Floor, 2nd Floor, 3rd Floor
Game Room
Memorial Building
Hamilton Building
Prudent Building
2 Market Street

The Office of Student Activities will send copies of flyers, per club request, for posting at Passaic, Wanaque and the Public Safety Academy.

**Email**

Clubs may request to have an email blast sent out to the campus community and/or to all students’ portal account. Clubs may send their message to osa@pccc.edu. Emails will be approved and sent out on behalf of the club by the Office of Student Activities.

**Alcohol**

Passaic County Community College is a dry campus. The possession or use of alcohol or other controlled substances by student organizations or their members during an event is prohibited on campus.

The serving of alcohol at all off campus events is prohibited except where the event is held at an establishment owned and operated by a licensed and insured third party vendor. It is the responsibility of the organization’s leadership to ensure the responsible and legal use of alcohol.

**Catering**

A Catering Request form must be submitted with your Activities Form if you have budgeted for beverages/foods/snacks. You may check menus and prices with Food Services or the Office of Student
Activities. An estimated cost for beverages/food will be provided.

If Food Services cannot provide the items requested, the club will be permitted to use an outside vendor. If the club would like to use an outside vendor for items that can be provided by Food Services, they must first seek permission from Food Services by sending an email to James Hornes, Director of Food Services, jhornes@pccc.edu with a copy to osa@pccc.edu

Outside vendors must provide a Certificate of Health with their price quote.

Chaperones

Advisors or an approved designee must be present for all club/organization events. The Office of Student Activities must approve all chaperones if the advisor(s) cannot attend the program.

Decorations & Set up

All set ups and decorations must be in accordance with fire and safety codes. For example, Balloons are not allowed, and all electrical cords must be safely taped down or not pose a safety hazard. Doors, exit signs, stairways may not be covered up or blocked. Event attendance may not exceed the capacity of the room.

Evaluation Forms

How will you know if attendees gained new knowledge? How will you know if attendees enjoyed the program? The Office of Student Activities encourages all student groups to hand out evaluation forms at the end of any program. Stop by the office to pick up the Event Evaluation copies prior to your event. The completed forms should be dropped off to the Office so that results can be tallied.

Evening Events/Parties

Events past the normal college working hours must seek special permission from the OSA at least 4 weeks prior to the event.

- Evening events may incur additional expenses for Facilities, Sheriff's Officers, etc.
- Advisors or approved chaperones must be present for the entirety of the event and until all guests have left the building.
- Club members are responsible for signing in guests, checking ID’s, ticket sales, and other duties as listed in this handbook.
• The event organizers and club advisor must meet with the Office of Student Activities Director or Assistant Director at least a week before the event to review procedures.

**Guest Policy**

Attendees under 18 must be accompanied by and signed in by a parent or guardian. Clubs sponsoring parties may not have guests under the age of 18. A current PCCC student may purchase up to 2 guest tickets for parties or programs. Guests must show proper identification upon arrival to the program. The sponsoring student is responsible for guests and their behavior and must remain at the event until their guest leaves. The Office of Student Activities reserves the right to change the guest policy as needed for different events.

**Movie Viewing Policy**

❖ **Movie Copyright Compliance in Non-Teaching Activities in Schools**

Under the "Educational Exemption" copyrighted entertainment movies may be shown in a school without copyright permission only if all criteria are met:

• A teacher or instructor is present
• The showing takes place in a classroom setting with only the enrolled students attending
• The movie is used as an essential part of the core, current curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus.)
• The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV

*For specific requirements, please reference The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; Section 110(i), or consult a copyright attorney.*

Student clubs/organizations desiring to show films must secure permission from the holder of the copyright.
*****Contact the Office of Student Activities for more information or for assistance in purchasing the rights for a public showing of a movie/video.*****

Raffles

Raffles are considered illegal without a permit from the New Jersey Legalized Games of Chance and Commission. Contact the Office of Student Activities for more information.

Security

The Office of Student Activities in conjunction with the Office of Public Safety, reserves the right to determine and/or adjust staffing levels to meet the security needs of any event. Events open to the public require a Sheriff’s Officer. Evening events may also require additional security. The cost of the Sheriff's Officer will be billed to the club. Events that take place past normal college building hours will be billed for security and building staff to stay late.

Off-Campus Programs/Events

Clubs planning or attending an off campus program must meet with the Office of Student Activities to determine requirements and seek approval.

Vehicle Requests

Clubs or Organization needing transportation to a conference/program or event on another campus must notify the OSA when submitting their Activities Form. Advisors or approved chaperones may drive the club/organization members to and from the program. The club/organization may also elect to request a driver from Public Safety, however, this will depend on the availability of Public Safety Drivers and timing of the request. If a driver from Public Safety is used, the club will incur a fee. Please consult with the Office of Student Activities to determine the availability and fee, at least 4 weeks before the program.
Preparing your club’s budget

Each student club is allocated a budget set by the Student Government Association. Funds are to be used for activities that relate to a club’s mission.

Prior to spending club funds, the groups should decide what you want to accomplish per semester or academic year. Once your goals have been set you can begin to

- Plan ahead your events & expenses associated with each activity
- Research costs, compare prices, obtain price quotes
- Prepare your budget

For example, to plan the best use of your funds, after researching costs, estimate expenses for a semester’s events (this is a sample budget and not based on real numbers):

<table>
<thead>
<tr>
<th>Preparing A Budget</th>
<th>Fall Events</th>
</tr>
</thead>
</table>

1. Movie Night

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie Viewing License</td>
<td>$250</td>
</tr>
<tr>
<td>Flyers to advertise</td>
<td>$10</td>
</tr>
<tr>
<td>Snacks (Chips &amp; Soda)</td>
<td>$100</td>
</tr>
<tr>
<td>(1.00 X 50 for small bags of chips, 1.00 X 50 for cans of soda)</td>
<td></td>
</tr>
<tr>
<td>Door Prize</td>
<td>$10</td>
</tr>
<tr>
<td>Estimated budget</td>
<td>Total: $370</td>
</tr>
</tbody>
</table>

2. Lecture & Debate

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for Speaker</td>
<td>$250</td>
</tr>
<tr>
<td>Flyers to advertise</td>
<td>$10</td>
</tr>
<tr>
<td>Catering ($6.00 x 50 people)</td>
<td>$300</td>
</tr>
<tr>
<td>Estimated budget</td>
<td>Total: $560</td>
</tr>
</tbody>
</table>
A student club Treasurer is:

- responsible for keeping track of expenses and income in an excel spreadsheet
- responsible for checking with the Student Government Association to verify that their budget spreadsheet is in line with the Office of Student Activities records. Treasurers are encouraged to review their records with the Student Government’s treasurer least once a month during the monthly finance meetings.

**Sample Excel Spreadsheet**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Expense (Debit)</th>
<th>Revenue (Credit)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/11</td>
<td>Starting Balance</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>9/15/11</td>
<td>Food for movie night</td>
<td>$100</td>
<td></td>
<td>$900</td>
</tr>
<tr>
<td>9/15/11</td>
<td>Movie Licensing Fee</td>
<td>$200</td>
<td></td>
<td>$700</td>
</tr>
<tr>
<td>9/19/11</td>
<td>Copy of flyer</td>
<td>$3.00</td>
<td></td>
<td>$697</td>
</tr>
<tr>
<td>10/15/11</td>
<td>Movie Night-Ticket Sales</td>
<td></td>
<td>$103</td>
<td>$797</td>
</tr>
</tbody>
</table>

**Remaining Balance:** $900

Clubs may request additional funding from the Student Government Association or may co-sponsor programs with other student clubs.
Fundraising &/or Selling Goods

Student organizations may sell items or sell tickets to a club program to benefit a specific cause or to simply raise funds for their budget. If selling a food item, it must be approved by Food Services.

The benefitting organization or club must be clearly stated on advertised material, at the program, and on any tickets sold.

Funds deposited may only be used for the items/organizations for which they were collected.

Purchasing Goods or Services

Student groups may seek to purchase items or services for their programs.

➢ To order goods:

- Clubs must submit at least two (2) price quotes for merchandise they wish to order.
- All quotes for goods or services (promotional items, DJ’s, speakers, etc) must include back up information, for example, the “About Us” page from the vendor’s website.
- Once approved, the merchandise will be ordered by the Office of Student Activities. Students or Advisors may not order or pay for items on their own.
- Requests for merchandise from third party vendors must be submitted well in advance as delivery dates must be taken into account.

Vendors must:
- Have a NJ Business Certificate on file or submit their Tax ID number with their quote.
- Must be willing to receive Purchase Orders as the college will not pre-pay for any item or service.
The following must be stated on price quotes:

Name of Company
Contact Person
Address
Phone
Website

<table>
<thead>
<tr>
<th>Item Description, Unit Cost</th>
<th>Example: White T-shirt with group name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 shirts @ 10.00 EACH</td>
</tr>
</tbody>
</table>

Delivery specifications:
Time Frame | Example: Overnight Shipping
Shipping & Handling/Delivery fee | Example: $50 SHIPPING/HANDLING

Tax | Tax exempt form submitted

Total | $150

➢ For services (for example DJs, outside presenters/lecturers):

- The provider must use the PCCC Performance Agreement, which can be picked up in the Office of Student Activities. Students and Advisors are not permitted to sign contracts or make verbal agreements.
Ticket Sales

Student organizations may not sell advanced tickets to their events.

Tickets must:

- Be numbered up to the maximum anticipated attendance or capacity of the event space
- Include a tear-off feature
- State event name, date, time, location, ticket price and sponsoring organization. If the event if a fundraiser, the benefitting organization must be named
- Be given to the Office of Student Activities for final approval before being released to club members or advisors to be sold

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date, Time, Location</td>
<td>Ticket #</td>
</tr>
</tbody>
</table>

Sponsored by: ____________
Fundraisers must include benefitting organization

Ticket 
No Discounts, Refunds, or Exchanges.
Students must show valid PCCC ID. Guests must show valid ID.

(Tear off Stub)

Selling Tickets at the Door

Club members and Advisors selling tickets must pick up a Sale List from the Office of Student Activities to record names, student ID number, and phone numbers of those purchasing tickets.

Clubs are encouraged to pick up a cash box from the Office of Student Activities prior to the event.

Deposits

All clubs must deposit any money collected immediately after an event or, if the event was held past the normal college working hours, a deposit must be made within 24 hours. A Collection of Funds form will be filled out when the funds are received in the Office of Student Activities. A copy will be given to the club member making the deposit.
Once the Office of Student Activities has deposited the funds to the Bursar’s office, the club will receive a copy of the bursar’s receipt.

**Checks**

Checks should be made out to *Passaic County Community College* and reference the activity or club name.

**Complimentary/Reduced Tickets**

A club may request complimentary or reduced price tickets to a program for students involved in the planning or administration of such program. Clubs and organizations must seek approval by submitting to the Director of Student Activities the name of the group, event date, and student’s name and ID number prior to tickets being sold.

Student Government members and Student Ambassadors may also be granted complimentary or reduced tickets for events they have planned or administered.

**Part 8: Resources**

**The Docu-Center**

Organizations wishing to duplicate postings or other printed materials may do so by using the Docu-Center, located in Founders’ Hall. Clubs should complete a Requisition form available in the Office of Student Activities. The cost of the copies will be deducted from the club’s budget. All forms must be signed by a staff member in the Office of Student Activities.

All student organizations must abide by any applicable copyright laws.

**Poster making**

The Office of Student Activities has a poster maker for use in advertising campus events and posting information. The machine is for general use and there is no charge for its use, however there is limit of 4 posters per event. Posters will be ready in 3-5 business days, They cannot be made immediately upon request.

Posters must follow the guidelines outlined in “Advertising” section.
Part 9: Leadership Development

Conferences

The office of Student Activities is committed to helping student’s personal and leadership development so that these skills can be applied to present and future endeavors. The Office of Student Activities will seek out opportunities to send students to conferences that are relevant to their extra-curricular participation. Students selected to attend conferences must be in good academic and disciplinary standing. Priority will be given to students who are returning to PCCC for the following semester. Upon return from a conference the attendees must submit an evaluation form.

Leadership Seminars

Leadership development is a process of skill building, team building, and personal development. The Office of Student Activities will host “Leadership Conferences” at the beginning of each semester for members of clubs/organizations, prospective clubs/organizations, interested students, and advisors. At the conference students will be introduced to policies, procedures, resources and engage in various activities related to personal and group development.

Workshops

In addition to Leadership Seminars at the beginning of every semester, other seminars/workshops for student leaders will be announced at the start of each semester. If a club/organization would like to request a specific workshop for their membership, please contact the Office of Student Activities.
Appendix I: Advisor Expectations Checklist

Listed below are some expectations which can be negotiated between student leaders and their advisor. This form is designed to help advisors and officers arrive at a clear and mutually agreed upon advisor role. The advisor and the officers of the organization each check off the items they feel are an essential duty of the advisor and then meet to compare answers and discuss any differences. For items that are determined not to be the responsibility of the advisor, it is important to establish whose responsibility it will be.

___ Attend all club/organization meetings
___ Attend organization’s events – on campus or off
___ Assist in preparing the agenda
___ Ability to call emergency meetings of the officers
___ During meetings, inform officers and members about possible violations of College policies.
___ During meetings, inform officers and members about possible violations to club constitution and bylaws.
___ Provide personal viewpoint during discussions at meetings
___ Be quiet at meetings unless asked for input
___ Review minutes before they are distributed
___ Participate in goal setting process
___ Provide feedback to officers on progress toward goals
___ Coordinate workshops based on topics chosen by the officers
___ Research and present leadership development opportunities available on campus
___ Explain college policies and procedures to the membership
___ Cancel events when advisor believes they are poorly planned
___ Instill teamwork, cooperation, and collaboration within the officers and membership
___ Engage in conflict mediation when conflict arises among officers or membership
___ Speak on behalf of the organization to the campus community
___ Speak on behalf of the organization to the general public
___ Assist with mediating conflicts with the University administration, other organizations, or other entities
___ Attend all elections
___ Provide officers feedback on each candidate
___ Count all ballots with non-candidate student
___ Receive copies of all official correspondence
___ Review and proof all official correspondence before being distributed
___ Other ____________________________

Adapted from Butler University and San Jose State University
http://www.butler.edu/involvement/advisors/advisor-expectations-checklist
http://www.sjsu.edu/getinvolved/soal/org_advisors/
Appendix II: Activities Form

OFFICE OF STUDENT ACTIVITIES
CLUB/ORGANIZATION ACTIVITIES FORM

Please note: This form is to be submitted to the Office of Student Activities, E103, at least 3 weeks in advance of proposed activity. Longer lead time is necessary for off campus events or events requiring significant preparation.

Club/Organization: ___________________________________________________________ Today’s Date: __/__/__

Requested by: ___________________________________________ Phone/Email __________________________

Name of Event: ______________________________________________________________

Event Date: __/__/__ (First Choice) Event Date: __/__/__ (Second Choice)

Description of Event: __________________________________________________________________________

Type of Event: (choose one) Meeting Program Community Service Other: ____________________________

Location: (choose one): Main Campus PAC WAC PSA Other: ____________________________

Room (s) Requested: __________________________________________________________________________

Room Set up Request: __________________________________________________________________________

Catering Requested: (please circle) Yes No If Yes, Catering request must be attached.

Media Requested: (please circle) Microphone Laptop CD player DVD/VHS player Projector

Transportation Requested: (choose one): Charter Bus “max 49pp” Shuttle Bus “max. 14pp” Passenger Van “max 14pp”

Event Begins/Departs: __:__ am/pm Event Ends/Returns: __:__ am/pm

Driver Requested (please circle): Yes No

If No, name of Faculty/Administrator who will drive: ________________________________________________

*If there is an expense for this activity, price quotes and/or performance agreement must be attached.

Club/Organization Submission Agreement:
President’s Signature/Date: ________________________________________________________________
VP/Treasurer’s Signature/Date: ______________________________________________________________
Advisor’s Signature/Date: ________________________________________________________________
Office of Student Activities Signature/Date: ____________________________________________________

(OSA Only) Approved: Yes No, reason: __________________________________________________________
Appendix III: Club Registration Form

PASSAIC COUNTY COMMUNITY COLLEGE
CLUB/ORGANIZATION REGISTRATION FORM

In order to be recognized at PCCC each club and/organization must be approved each year by the Student Government Association and the Office of Student Activities.

Please note that there should be at least (3) three elected board members (President, Vice President and Treasurer or Secretary), who are in good academic and disciplinary standing. A full-time PCCC faculty member, adjunct professor, or full-time administrator must serve as an Advisor; there must also be a minimum of 10 members listed (current PCCC students only). This form must be resubmitted if a change is made within the board membership, or Advisor during the course of the semester or academic year.

I. Organization Name: __________________________________________________________

II. Term (Semester or academic year): Fall _______ (year) Spring ________ (year)

III. Executive Board

President: __________________________ Student ID: __________________________
Phone: ___________________________ Email: ________________________________

Vice-President: _____________________ Student ID: __________________________
Phone: ___________________________ Email: ________________________________

Secretary: __________________________ Student ID: __________________________
Phone: ___________________________ Email: ________________________________

Treasurer: __________________________ Student ID: __________________________
Phone: ___________________________ Email: ________________________________

IV. Advisor(s)

I agree to serve as Advisor/Co-Advisor of the student club/organization named above for the Fall______ -Spring______ semester/academic year. I have read the Advisor responsibilities outlined in the Student Clubs & Organizations Handbook. If for any reason I decide to resign as Advisor, I will notify the President of the organization and the Office of Student Activities as soon as possible.

Advisor Name : ___________________________ Signature: __________________________
Phone: ___________________________ Email: ________________________________
V. Compliance Agreement

We the undersigned members of the ___________________________ club/organization, agree to comply with the Office of Student Activities policies and procedures listed in the Student Clubs & Organizations Handbook. We will abide by all local, state, and federal laws as well as college regulations. We acknowledge that failure to meet requirements & follow laws and policies may result in probation or termination of our group’s recognition and/or privileges.

By signing below, all Executive Board and Club Members acknowledge they have read and understand the compliance agreement.

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Please return this form to the Office of Student Activities, Room E103.

For office use: Academic/Disciplinary check _____  SGA Approval _____  rev. 8/10
Appendix IV: Collection of Funds Form

Collection of Funds Form

Name of Club/Organization ______________________________________________

Event ______________________ Date of Event __________________________

Was this a Fundraiser for Charity?     ____Yes     ____No

If Yes, for What Organization?
____________________________________________________________________

Please list any items sold and amounts charged:
____________________________________________________________________
____________________________________________________________________

Total Amount Collected $_______________________

*By signing below you certify that the above information is correct to the best of your knowledge.

President/Treasurer ________________________________

Office of Student Activities ________________________________

Deposited into account #: ________________________________

White Copy ------------- Pink copy ------------- Yellow Copy
File             Club/organization              Advisor


Appendix V: Community Service Verification Form

Club & Organization Community Service Verification

Club Member and position

Name of Club/ Organization

Name of Project

Date Completed Hours Completed

What did you enjoy the most about this experience? What did you enjoy the least?

Organization Representative Signature:

Return form to the Office of Student Activities.
VI. Interest Form

PCCC Student Activities Interest Form

Name___________________________________ Student ID# ________________

Tel # ____________________ Portal E-mail address_________________________

Circle the clubs that you are interested in: (All clubs were active within the past year)

- Alliance of Educational Opportunity Fund Students of New Jersey
- American Sign Language Club
- Cheerleading Club
- Christian Fellowship Club
- College to Career
- ECISC (Engineering Computer Information Sciences) Club
- Human Services Club
- LGBTS Club
- Lions Club
- Math Organization
- Mixed Martial Arts Club
- Modern Visual Culture Club
- Muslim Students Association
- Nursing Student Organization
- Passaic Activities Club
- Phi Theta Kappa (GPA requirement)
- Radiography Club
- Science Club
- Sociology Club
- Student Ambassador Program (Application requirement)
- Student Government Association, (GPA requirement)
- Student Programming Committee, (GPA requirement)
- Visions Student Newspaper

If you are interested in Women’s/Men’s Basketball, Men’s Soccer or Women’s Volleyball please contact Athletics at 973-684-7192

Please return this form to Student Activities, Room E103

(Back Side of Form)

Sample questions to ask club members:

1) What’s the purpose of the club?
2) How long has the club been around?
3) When and where does the club hold meetings?
4) Are meetings mandatory?
5) What type of activities/events does the club organize?
6) How can I join?
Appendix VII: Performance Agreement

For and in consideration of the sum of $__________ the undersigned (Performer, Speaker, Artist, hereafter referred to as "Artist") herein agrees to perform as follows:

Name of Performer: ____________________________________________________________

Title of Performance: __________________________________________________________

Description of Performance: ___________________________________________________

Date of Performance: __________________________________________________________

Time of Performance: __________________________________________________________

Place of Performance: __________________________________________________________

Upon full and faith performance as recited above, the Office of Student Activities of Passaic County Community College of New Jersey herein agrees to pay to said artist by a Passaic County Community College check the sum of $__________.

The parties herein expressly agree and acknowledge that this agreement shall not be enforceable against the Office of Student Activities or any associated student organization of Passaic County Community College of New Jersey unless said agreement is executed by the Director of Student Activities of Passaic County Community College of New Jersey.

* All contracts must receive final approval by the Vice President for Finance & Administration.

This agreement contains the sole and entire agreement between the parties. Any waiver or modification of the same must be effectuated in writing and signed by the parties.
Additional provisions: (a rider may be attached for signing)
______________________________________________________________
______________________________________________________________
______________________________________________________________

Student Activities Director / Date                                Performer, Artist / Date
______________________________________________________________

Address:________________________________________________________
__________________________________________________________
__________________________________________________________

Make check payable to: __________________________________________
Telephone #________________________________________________________
Fed. I.D./Soc. Sec. #_________________________________________________

Sharon Goldstein                       Jacqueline Kineavy                 Steven Hardy
Dean for Student Affairs             VP Academic /Student Affairs          VP Finance & Administration
Appendix VIII: Preparation of a Constitution and/or Bylaws

Preparation of a Constitution and/or Bylaws

Every constitution and/or set of bylaws has certain principals in common. Use these guidelines to create your organization’s governing document. Contact the Office of Student Activities for further assistance.

Constitution of (Name of Organization)

Article I  Name
The name of this organization shall be ________________________________

Article II  Purpose
Section 1: The purpose of the ____________ club is to ____________________

Article III  Officers
Section 1: Officers serving as the Executive Board shall be the President, Vice President, Secretary and Treasurer.

Section 2: The term of office of Executive Board members shall be for one academic year.

Section 3: Executive Board members must be in good academic and disciplinary standing with the institution.

Section 4: The Advisor shall be a full time or adjunct faculty member or full time Administrator. The advisor may not vote in organizational matters.

Article IV  Membership
Section 1: Membership is open to any student.

Article V:  Election of Officers
Section 1: Election of officers will occur at the last meeting of the spring term.

Section 2: Each member in attendance at the last meeting of the spring term shall be accorded one vote per office.

Section 3: All elections will be held by secret ballot.

Section 4: A simple majority vote will constitute an officer election.

Article VI:  Meetings
Section 1: All meetings will be held once a week at a day/time to be
determined by the organization.

Section 2: All members must attend a majority of the meetings held during
the year to be eligible to vote at officer elections.

Article VII Amendments
Section 1: Amendments to this constitution shall be adopted by a two-third
vote of the members present at a regular meeting following the meeting at
which the proposed amendment was distributed.

Adapted from Dunkel, N. W., Schuh, J.H, *Advising Student Groups and Organizations*,
1998
Appendix IX: Preparation of a Meeting Agenda and Minutes

Meeting Agenda’s and Minutes should follow the format below:

Club Name

Date

I. Call to Order : (Time) (President)

II. Roll Call (secretary)
    (List all in attendance)

III. Approval of the minutes

IV. Officer and Advisor reports
    President
    Vice President
    Secretary
    Treasurer
    Advisor

V. Discussion of Unfinished Business

VI. New Business

VII. Issues

VII. Announcements

IX. Adjournment

Clubs/organizations are encouraged to include ice-breakers at your first several meetings so that you can begin to know your club members names and interests.
Appendix X. Visions Article Request Form

**Visions Article Request Form**
Phone: 973-684-5288  
Fax: 973-684-5843  
Advertisement Email: visionsads@pccc.edu  
Article Emails: news@pccc.edu  
Passaic County Community College  
1 College Boulevard  
Paterson, NJ 07505  
May be found at: http://www.pccc.edu/visions

Date of Request: _____________________________

Urgency of Publication: __________________________________________
(If you are advertising a club or trip, ie: - is your article time sensitive?)

Event Date: (if applicable): _______________________________  
Event time: (if applicable): ___________________________

Contact Person: ____________________________________________

Office Hours: _______________________________________________

E-mail: _____________________________________________________

Phone Number: _____________________________________________

Would you be willing to meet with one of our Visions’ reporters for an interview?  
Circle one: Yes / No

What is the best way to reach you to schedule an interview?  
Circle one: e-mail / Phone

Person filling out this form (if different from Contact Person):

________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Background or Historical information, websites, etc. that may help our reporters prepare their
article._________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Are you willing to be quoted? Yes / No

Do you have a photo to submit? Yes / No

Are you requesting a photographer too? Yes / No

Disclaimer: Visions’ staff will do their best to meet the campus needs based on staff numbers and availability.

**NOTE TO CLUBS:** Please be aware that if your event has a cover, you need to provide a paid entrance to one writer and one photographer to your event. Please let Student Activities know of your decision to pay for us.