

Ocean County College
Office of Student Life

**Club & Organization
Policy & Procedures Manual**

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Manual for Clubs and Organizations

1. This manual, which will be updated annually, is designed to assist student clubs and organizations in their development.
2. It contains rules, regulations, and suggestions concerned with all functions of student groups.
3. This manual will be available to those seeking to establish a college organization, as well as those looking for continued assistance in meeting their organization's goals.

Contact Information

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Statement of Purpose

The Student Life Office is the center of student activity on campus. To make the most of your college experience, the Student Life Office offers over 60 active clubs and organizations for students to participate in. Getting involved outside of the classroom helps students to develop communication, management and leadership skills. We offer a wide variety of student activities to suit the diverse needs, interests and backgrounds of our students. We also offer the Student Leadership and Development Program, which gives students the opportunity to learn to manage their weakness and capitalize on their strengths, cultivate working relationships with others, and examine skills such as decision making and problem-solving.

Where we are located: Jon & Judith Larson Student Center, Building #8

On Campus Resources

Advertising

There are several methods to advertise for your club's event.

- Student Life bulletin boards are located throughout the campus and may be used to post approved flyers prior to an event. (Approval for flyers is obtained at the Student Life Office)
- The Viking News (student newspaper) offers advertising space and will publicize student events.
- WOCC (student radio station) will make announcements about upcoming events.
- The monthly What's Happening Calendar is a Student Life publication for advertisement of student centered campus events.
- An **Ocean Connect** announcement can be posted to all students with a request email sent to the Student Life Office.
- The college's social media sites can also be utilized with a request to the Student Life Office.
- Information can be posted on the TV Screens in the lobbies of College Buildings with a request to the Student Life Office. This request is then routed to College Relations, who oversees the flat panel displays.

Audio/Visual Equipment

Some AV Equipment is available through the Student Life Office. The college's Media Department has additional equipment, which can be used with a request through Student Life.

Hooper Avenue Sign

The digital sign on Hooper Ave. may be utilized to publicize activities and events. This is handled through the College Relations Office. A request can be made through the Student Life.

Club Offices

The club offices are located in the Student Center (Building #8). It has one main meeting room/common space with five smaller offices/meeting rooms for use for club business. These are shared spaces for all club leaders. The removal or rearrangement of the furniture and equipment within the office without the consent of the Student Life Office is prohibited.

Fax

The Student Life Office has a FAX machine available for student club and organization use. The number is 732.864.3881.

Interest Lists

Interest lists have been compiled from information supplied on the OCC Incoming Student Survey and from students verbally expressing an interest at the Student Life Office. The lists are distributed to each individual club to aid them in their recruitment efforts. Be sure to reach out to the interested students with meeting times, information about upcoming events and add to your club on Ocean Connect, if possible.

Mailboxes (we are working on these in the new building)

All mail comes through the Student Life Office, 2nd floor Student Center.

Mailing Procedures

Official letters from your club or organization should be mailed through the Student Life Office. Requests for envelopes and paper for mailings pertaining to approved activities can be made through the Student Life Office.

Photocopies

The photocopier in the Student Life Office may be used by student organizations for official business only. There is a ten (10) copy limit for such use. If additional copies are needed, a request can be put through Student Life and will be sent out to the campus copy service. It will be returned within 48 hours of the time it is submitted.

Electronic submissions of copy requests are welcome and encouraged.

How to start a new club

Criteria for a new Campus Organization

As you are considering the formation of a new organization on campus, certain questions should be answered regarding the objectives of the organization:

1. Is there a real need for the organization on campus or is there an existing campus organization that would serve the same purpose and objectives? If the group you are considering would only function for a short period of time, perhaps it would be better to channel the objectives in a direction that would assure continued student interest.
2. How would the organization result in constructive social development (character development) of its members?
3. Are there enough people (students and faculty) available and willing to work so that difficult problems usually encountered in starting a new organization can be overcome?

After careful consideration of these questions, a conference should be scheduled with the Student Life Office to discuss the proposed organization. The spokesperson or acting president should bring to this conference a list of prospective members and possible faculty advisor(s) as well as answers to the above questions. When the approval of the Student Life Office has been granted, the proposed organization may begin the steps necessary to be recognized by the Associated Students of Ocean County College and the Student Life Committee. A summary of the required procedures for this process follows.

Checklist to become an officially recognized organization:

The following steps are necessary to be officially recognized by the Associated Students of Ocean County College:

1. Arrange an appointment with the Student Life Office to discuss your organization.
2. Submit a list to the Director of Student Life of prospective members and officer candidates. It is recommended that all officers of clubs and organizations hold a cumulative grade point average of 2.0, "C."
3. Select a faculty advisor(s). Every official student organization must have an advisor who will act as the representative of the College. An advisor is usually a full-time faculty member or an administrative officer of the College. The advisor is chosen, usually by the student organization, after consultation with the Student Life Office in order to avoid duplication of invitations and overloading of an individual's schedule. In the event that an advisor is not selected by the student organization, a Student Life Office Advisor will be assigned.
4. Establish a time and place for meetings.
5. Construct your budget. It will be necessary for all new official student organizations to submit a budget applicable until the end of the academic year at the time of initial approval. Thereafter, the treasurer of the organization should prepare a budget for the following academic year and submit it to the Director of Student Life no later than that specified date. All clubs and organizations recognized by the Associated Students of Ocean County College shall be required to maintain an account in the Internal Banking System administered by the Director of Student Life. Please refer to the budget section of this manual.
6. Formulate your constitution. To become operative on campus, all student organizations must have a constitution compatible with the philosophy of the College, and with Local, State, and Federal Laws. For your information, a sample constitution is part of this manual and we will be happy to assist in this creation of your constitution.

7. After your membership list, faculty advisor, and constitution are filed in the Student Life Office; your organization will be eligible to be officially recognized by the Associated Students of Ocean County College.
8. After the completion of a 6-month provisional period, the Student Life Office will take a report of all club activities. After the completion of this report, the organization will be considered officially recognized.

Determination of club status

The Student Life Office, in cooperation with the Associated Students of Ocean County College, will annually review and evaluate the status of campus clubs and organizations. A determination of a club's status will be made according to the following guidelines:

- A. Inactive Status-A club will be deemed "inactive" if at least one year of total inactivity has been experienced. At this time, the club's charter will be placed on the inactive list until reactivation procedures have been fulfilled.
- B. Active Status- A club experiences a reasonable amount of activity throughout the year. It will remain officially recognized with all rights and privileges.

Procedures for Reactivation

An inactive club or organization will be eligible for activation after the submission of the following to the Student Life Office:

1. A formal request for reactivation by the prospective members.
2. The filing of a completed Student Organization Membership Roster.
3. An active endorsement has been approved by the Student Life Committee.
4. After the completion of a 6-month provisional period, the Student Life Office will take a report of all club activities. After the completion of this report, the organization will be considered officially recognized.

Procedures for club/ organization budget approval

What is the Student Life Committee?

This is the standing Committee of the College Senate. The committee is authorized to review club and organization budget requests and make recommendations to the Vice-President of Student Affairs and the College President. The Student Life Committee is comprised of 13 voting members as follows: Two Student Life representatives, one Student Affairs representative, five elected College Senate members, and five student representatives, appointed by ASOCC.

How does the Student Life Committee distribute funds?

1. The Student Life Office compiles budget requests from the student clubs and submits them to the Student Life Committee.
2. The Student Life Committee reviews all requests and determines the distribution of the Student Fee Revenue to each club. If there are questions, representatives from student clubs will be contacted.
3. All appropriations determined by the Student Life Committee are subject to review and ratification by the Vice-President of Student Affairs and the College President.
4. The Student Life Office will notify all Student Club/ Organization Executive Boards and Club Advisors in writing by July 15th of the respective year regarding their club budget appropriation.

Budget Preparation

The standard line items have been created so clubs/organizations can initiate and record transactions efficiently. The descriptions of the line items must be properly followed in order for budget requests to be consistent.

- A. **Program Planning:** This is where you list the events that your club wants to do for the coming year. All events must be individually defined with a purpose and an itemized listing of expenses for the event. (Club and organization events will be monitored during the year by the Director of Student Life to assure the expenses comply with budget specifications.) An “Event Proposal Form”, included in this manual, must be submitted and approved before any event takes place. For your information, bus trips for cultural, educational, or recreational purposes that are *open to the entire college community* do not get included in your club budget because bus requests and advance purchase of group tickets will be funded and coordinated through the Student Life Office.
- B. **Refreshments:** This line item is for expenses related to light refreshments (ex. coffee/ cookies, cheese/crackers/fruit, etc.) for club-sponsored cultural, social, and educational programs *open to the entire college community*. You must itemize expenses for each event. **Funding of refreshments for club meetings is not permitted.**
- C. **Printing/ Supplies:** The Student Life Office can assist you with most printing and office supply needs. You may request a maximum of \$150 for general supplies that are not available from the Student Life Office. Any publicity and printing needs are to be routed to the Director of Student Life for approval.
- D. **Professional Affiliation:** Expenses, such as membership dues, related to a *group affiliation*, not individual, with a professional state, regional, or national organization must be itemized.
- E. **Recruitment/ Welcome Week:** A maximum of \$100 may be requested for recruitment of new members by club representatives during the first two weeks of the fall and spring semesters.
- F. **Interclub Projects:** A maximum of \$200 may be requested for programs co-sponsored or supported by multiple student clubs.
- G. **Miscellaneous:** This line item is designed to allow a small amount of latitude in the budget. A maximum of \$50 may be requested.

- H. **Equipment Maintenance:** This is primarily for Student Media. Expenses related to maintenance and repair of any machinery and equipment owned or leased by your club is listed here.
- I. **Conference and Workshop Travel:** Any student that would like to participate in a conference or convention must adhere to the following policies, procedures, and limitations governing conference and workshop travel.
- a. Value Statement: A value statement must be submitted which outlines the rationale for attending a conference or convention. The rationale should indicate how the conference/convention relates directly to the goals, interests, and objectives of the club.
 - b. Students in attendance: The number of students attending a conference or workshop should be limited to those necessary to accomplish the intended purpose. A ratio of two freshmen to one sophomore is considered the minimum standard.
 - c. Itemized breakdown of travel expenses submitted with annual budget: An itemized breakdown of travel expenses including estimated cost of registration fees, transportation, lodging, meals, number of people attending, location, and length of program must be included along with a club's annual budget request. **Failure to plan for conference and workshop travel within your annual budget request will result in a limited potential for funding.**
 - d. Expense Limitations: In order to be reimbursed, students must obtain *prior* written approval by the Coordinator of Student Activities and must submit receipts for expenses claimed.
 - i. Registration: Registration fees may not exceed \$495 per person, per conference/workshop. Exceptions are to be brought to the attention of the Student Life Committee and Director of Student Life for review.
 - ii. Lodging: No single rooms are permitted.
 - iii. Meals: In accordance with current College Policy, reimbursements will not exceed the following, inclusive of gratuities: \$40 for each full day, \$25 each partial day.
 - e. Transportation: Transportation must be via the most economical means at the least expensive rate. When traveling on official club/organization business via your own personal vehicle, you will be reimbursed according to the College's mileage reimbursement policy to include tolls and parking costs. If a club advisor is traveling with club members, a College-owned vehicle should be used whenever

possible. Contact the Student Life Office to request a College vehicle.

- f. Authorization: At least six (6) weeks prior to the date of travel, a **Student Travel Authorization and Request for Funds Form**, a copy is included in this manual, must be submitted to the Student Life Office for presentation to the Student Life Committee for approval/ disapproval.
 - g. Convention/Conference Report: A copy is included in this manual. All students attending a conference must submit this form to the Coordinator of Student Activities within fourteen (14) calendar days upon return from the convention/conference.
- J. **Fundraising**: All fundraising must be pre-approved by the Student Life Office and may only occur for a specific purpose, which must be stated on all publicity. All money generated through fundraising activities must be deposited immediately in the club account (deposit made at the Student Life Office) and its use is restricted to the purpose for which the money was raised.

Note: Do not include travel expenses in your club's operating budget. They are to be listed separately. Also, please be advised the Student Life Committee will not fund a student to attend the same national conference more than once.

What to complete and submit along with budget request:

1. **Statement of Goals and Objectives & Membership Roster:** Each club must submit a statement of its goals and objectives. This statement must include the purpose of the club, purpose for its events/programs, and what the club hopes to accomplish in the coming year. Please list the names of your club's officers and known members for the coming year.
2. **Line Item Justification Form:** This form is used to explain each budget line item requested. Use the back of the form or attach an additional sheet if necessary. All requests for funds must be made during the Spring Annual Budget Request. Requests for funds made after this period may not be fully funded.
3. **Budget Request Worksheet:** At the budget workshops held each spring semester, individual forms for your club will be distributed. This budget worksheet should be used as a tool to aid you in completing your club's request. Your "Projected Income" and "Projected Expenses" should be itemized separately. These two figures *must* be equal to each other.
4. **Capital Expenditures:** Any request for equipment, office furniture, machinery, or any item which has a lasting value, I submitting separately from the annual operational budget request. You will need to include a description of the equipment and cost. These requests should also be submitted for consideration along with your Annual Budget Request to the Student Life Committee.
5. **Deadline:** All budget request paperwork is due to the Student Life Office by the end of the spring semester on the established date put forth by the Student Life Office.

Scheduling of Events

I. General Campus Events / Student Social Events

Social events sponsored by student organizations must comply with the following regulations if the college name is to be used by the sponsoring group. A student organization may not schedule or sponsor any on-campus event, indoors or outdoors, such as a meeting, concert, play, film, lecture, exhibition, social function, etc, before:

- i. Completing an Event Proposal and clearing the date and space availability with the Student Life staff.
- ii. Having the funds to cover the costs (if any are to be incurred).
- iii. Obtaining college approval through the Student Life Office for the handling of any funds accumulated through the charges or collections in connection with the event. College facilities are not available for private gain for off campus individuals or groups. In some instances the college may allow recognized student organizations to use college facilities for fund-raising events.
- iv. If event is outside of regular business hours (M-F 8 am – 5 pm) an Advisor is required to attend.

II. Outdoor On-Campus Events

- a. Facilities for outdoor events are available, but must be scheduled with the Student Life Office staff at least four (4) weeks prior to the event.
- b. It is unlawful to engage in any action that would impede the normal instructional or administrative process of the college or disrupt any normal college function. Such activities may be scheduled only in areas and at hours that will neither interfere with nor disturb classes or normal operations of any college offices.

III. How to Schedule a Meeting Room:

- a. Schedule with the Student Life Office Administrative Assistant, who will send the request through R25 and receive confirmation from the Master Scheduler. Do this well in advance (minimum 2 weeks).
- b. Please vacate the room at the time initially indicated. If the meeting is to be cancelled, the Student Life Office should be notified as far in advance as possible so the room may be released for use for other purposes.

Club Events continued...

General Policies Regarding College Representatives

- College representatives are not required for on-campus events held during the regular business hours for the college. However, a student leader from the sponsoring organization should be charged with the responsibility of assuring appropriate conduct by all in attendance and for proper use of college facilities and equipment.
- A college representative must be present at any scheduled, recognized social activity on campus held by any student organization that would commence after 5:00pm Monday through Friday and all day Saturday and Sunday.
- A college representative is defined as a faculty member or staff member of the college who serves on site as a monitor. The advisor of the group should be invited to serve as a college representative for its events, but the advisor is not automatically the college representative, and the group should not expect the advisor to serve in this capacity for all of its events.
- It is the responsibility of the student leader to make contact with and arrange for the college representative to cover the event.
- Since college representatives are expected for the duration of an event, they should be advised of the hours of the event in advance. Event/program times should be strictly observed, so that the college representative may be free to leave at the time agreed upon.

College Policies pertaining to social events on campus

- **Smoking**
Ocean County College is a smoke-free campus. Smoking is prohibited on campus.
- **Alcoholic Beverages**
The use or possession of liquor on the college campus is strictly forbidden. If someone is found drinking an alcoholic beverage during an event, the college representative on site should be immediately notified.
- **Drugs**
The illegal use, possession or sale of drugs is a violation of the law and existing college policy of Ocean County College. Individuals found violating the above regulation during any event will be brought immediately to the college representative on site, who will notify campus security and, if necessary, campus security will notify local law enforcement agencies. A report will be submitted

to the Vice President of Student Affairs who will recommend the appropriate course of action.

- Medical Emergencies
In the event of an emergency or an emotional distress situation during an event, call security (Ext. 2200).
- Student ID Cards
All students are required to have a valid OCC Student ID card. Cards are validated each semester by campus security. Students should be prepared to present their ID card at any college sponsored function.

Student Organization Responsibilities

- An “Event Proposal Form”, (of which there is a sample in the Forms section) must be submitted and approved before any event takes place.
- The Student Life Office should be advised of any plans, within four weeks of the event to approve and coordinate the function with all college support services.
- The students responsible for the event should plan to arrive at least a half hour prior to the event. The students should remain in close communication with the college representative on-site and inform them immediately if any problems or issues should arise.
- The responsibility of maintaining order during an event and clean-up after the event is over lies with the sponsoring student organization.
- A postmortem meeting should be scheduled with the Student Life staff and the student leader(s) responsible for the event as soon as possible after the event has occurred. This will be helpful in planning future events.

Basic Principles in Planning an Activity

- ✓ Brainstorm ideas
- ✓ Select a program that will cover broad student interest
- ✓ Consider the date, day, and best time of the week
- ✓ Advertising campaign: flyers, social media, etc.
- ✓ Decorations and Refreshments
- ✓ Technical and Transportation requirements, if any

Tips for Successful Event Planning

Questions to ask before launching a new event

1. Will the campus community like and respond to it? Does it include the “sizzle” needed to attract people?
2. Will the news media think it is worth reviewing?
3. Will it produce the returns we have set as goals?
4. Do we have the resources and capabilities to carry out the event (budget, volunteers, staff, enthusiasm, time, and organizational ability)? Will it produce the returns we have set as goals?
5. Is the timing right? Does it conflict with other events happening at or near the same time?
6. Has the event (or something similar) been done at other institutions? How has it worked and what can we learn from it?
7. Does the event have staying power? Is it something we can launch and then expand year after year?

Taken from *Terrific Tips 2*

Guidelines for Fundraising

- Students must have a specific purpose for fundraising. This purpose should be prominently displayed at the fundraiser event. Once monies have been raised for a specific purpose or cause, you may not use the funds for another purpose.
- Clubs may fundraise for the purpose of supporting or funding club events and/or travel related to the club's purpose.
- Any proceeds from a fundraiser are to be deposited at the Student Life Office immediately following the end of the fundraiser. If this occurs when the Student Life Office is closed, arrangements to drop off the money **must** be made in advance. **No club member is allowed to take fundraised monies home.**
- Any expenses allocated with a fundraiser, except for bake sales which is addressed below, may only be reimbursed from the proceeds of the fundraiser and can only take place **after** the proceeds have been deposited through the Student Life Office. **No money is to be taken from the proceeds at the point of the fundraiser to pay anyone or to pay for anything.** Reimbursement requests can be made using the Authorization for Payment Form following the proper procedures, which includes submitting proper receipts.
- Bake Sales are a popular activity for fundraising. With appropriate notice, the Student Life Office is happy to provide letters to clubs to use to seek donations of baked goods from area grocery stores, bakeries, bagel places, coffee houses, etc. We cannot reimburse club members for purchasing baked goods or purchasing products to make baked goods for bake sales from student fee money (your club's operating budget). Club members are welcome to purchase items and do baking for the bake sale, and then donate these items for the sale. Otherwise, club members can be reimbursed from the proceeds deposited to your club's account after the sale takes place.

Roles of the Club Advisor

The Advisor

The advisor should possess knowledge and skills useful to a particular group and a willingness to serve with commitment and enthusiasm. By accepting the advisorship, the advisor indicates his/her interest in the objectives of the organization and in the activities by which the organization plans to attain these objectives.

The Mutual Advisory Concept

Briefly, “mutual advisory” means that individuals or organizations contemplating action, which may affect another person or group, should consult with one another before implementing their plans. This serves to keep all concerned persons informed, promoting better programs through improved communication. The group that follows this concept will be rewarded with improved interpersonal and inter-group relations and improved programs. The advisor can best see to it that the “mutual advisory” concept is applied. **All student activities and programs require consultation with the Student Life Office before any commitments, dates, contracts, expenditures, and announcements will be initiated.**

Responsibilities of Advisors

The nature of the relationship of the advisor to the group will vary not only with each organization, but from time to time within the group. However, in all cases, the advisor is not the leader of the organization; this is always a student.

Club advisors perform a vital role in insuring that the club experience will be meaningful to students. The most successful clubs are usually those in which the advisor takes an active interest in the group. It is essential that club advisors are fully aware of their responsibilities to be effective.

1. Be responsible for providing continuity within the group from year to year.
2. Assist in the training of new officers.
3. Provide assistance in the planning of the overall programs and generating realistic alternatives based of available resources.
4. Encourage democratic functioning while being careful not to dominate the group.

5. Be well informed on all plans and activities of the group through attendance at meetings and frequent consultation with the officers.
6. Assist the President and Treasurer in the justification of all expenditures. Insure that the club budget is prepared and implemented properly.
7. Assist the group in maintaining the current records required by the Student Life Office; for ex. membership rosters, meeting minutes, financial records, annual budget requests, program financial statements.
8. Interpret for the group College philosophies and policies when assisting the group with the planning of its programs.
9. Chaperone or monitor club programs in the evening or on weekends.

Contact with Advisor

Generally, contacts with the organization will take place in two settings: (1) discussions with the executive board, and (2) attendance at meetings and other group activities.

Responsibilities and Techniques for Advising the Club President

- Agenda- This is a good vehicle for discussion with the president and the planning of the agenda for the next meeting of the organization. This will not only provide a working structure for conducting the organization's meeting, but can serve as a point of departure between you and the president for the discussion of other areas.
- The president can make or break the organization. His/her influence is and should be even greater than that of an advisor. Quite obviously, he/she deserves a major share of your attention.
- Assistance to student leaders should include: fostering healthy attitudes concerning their role in the organization, and providing them with the sort of straightforward information they need to plan and carry out specific programs.

What the President Can Expect of the Advisor

1. Assistance with advance planning, especially with regard to long-range goals and short-term projects.
2. Information on the history of the organization and sources of information for the solution of problems of financing, scheduling and the like.
3. Attendance at meetings and functions.
4. Representation at staff and faculty meetings when the organization is involved.
5. Help in the improvement of leadership techniques.
6. Assistance in the evaluation and correction of committee action.
7. Freedom to call you in times of emergency.
8. Knowledge of the rules under which the organization operates and informing him/her of potential violations before they happen.
9. Periodic meetings to review concerns that the president/ editor/ station manager may want to discuss.
10. The assurance that you will function as **advisor** to the club and not executive officer.

What the Advisor Can Expect of the President

1. Full and current information regarding the activities of the group.
2. Copies of the agenda and minutes of each meeting.
3. Consultation prior to the initiation of any major activities.
4. A minimum of three (3) president-advisor meetings scheduled by him/her during each semester.

Some Thoughts on Effective Advising

1. Point out factors bearing on the students' ideas, but don't squelch them.
2. If an idea is unacceptable, try to present alternatives.
3. Try to keep the meetings informal.
4. If the president starts off by asking, "What should we do?" or "What do you think?" rephrase the question and hand it back to him/ her, You are there to assist, not to solve the problems for the president.
5. Encourage the president to take an occasional chance on some less proved members in delegating authority.
6. Pause with the president periodically to evaluate his/her effectiveness as a leader.
7. The advisor does not use the group to pursue his/her own self interest.

Special Financial Considerations

- The advisor should be aware of the rules, protocols, and procedures governing the use of student fees.
- Student fee money may not be used to provide refreshments at club meetings.
- Student fee money can be used for refreshment only for special events, programs, and activities that are *open to the entire college community* and have also been specified as a line item request to the Student Life Committee.
- A club budget is for a fiscal year (July 1-June 30). At the end of the fiscal year, the balance of the budget is deposited in the College Center Building Fund. Fundraised monies carry over to the next year.
- Any money collected by an organization (fundraised, regional, national dues) should be deposited immediately in the organization's account through the Student Life Office.
- All financial transactions must be arranged by check with receipts.

Forms

Ocean County College Office of Student Life

Application for recognition as an official Student Organization

We, the undersigned members of the Associated Students of Ocean County College, hereby petition for the establishment of the organization described above and confirm that we will be members of the organization if it is approved.

Signature 1. _____ 6. _____
Print Name _____
Student ID # _____

Signature 2. _____ 7. _____
Print Name _____
Student ID # _____

Signature 3. _____ 8. _____
Print Name _____
Student ID # _____

Signature 4. _____ 9. _____
Print Name _____
Student ID # _____

Signature 5. _____ 10. _____
Print Name _____
Student ID # _____

Action: _____

Director of Student Life Date

ASOCC President Date

Faculty Advisor Date

Date of Final Action

Sample Constitution

Ocean County College
Office of Student Life

- Article I Name and Purpose of the Organization
- Section 1 State the name of the organization
Section 2 State the purpose of the organization
Section 3 State whether there is an affiliation with a State,
Regional, or National organization.
- Article II Membership
- Section 1 State who may belong; shall be accessible to all full
time and part-time students upon payment of Student
Activities Fees in said semester.
Section 2 State how membership shall be elected.
Section 3 What vote is required.
Section 4 State the penalties imposed for the neglect of duties
and/ or nonpayment of dues.
- Article III Officers
- Section 1 Designate the officers, president, etc.
Section 2 Define the duties of the officers.
Section 3 Define the date of election, length of term of office, and
method of election.
- Article IV Meetings
- Section 1 State how often meetings shall be held.
Section 2 State the provisions of special meetings.
- Article V Executive Board
- State who shall comprise the executive board.
- Article VI Committees
- Section 1 State the names of various standing committees. (Use
separate headings if the duties are considerable.)
Section 2 State the means of forming special committees.

Sample Constitution (continued)

Article VII Parliamentary Authority

State textbook the will be used as a reference guide by the organization.

Article VIII Quorum

State the number of members needed for the quorum.

Article IX Amendments to the Constitution

Section 1 State the method of amending.

Article X Organizational Monies

All monies of the organization shall be kept in the Internal Banking System maintained in the Office of Student Life. (State who will be allowed to withdraw funds.)

Article XI Organizational Operations

This organization shall abide by all applicable rule and regulations of Ocean County College and under the privileges of the Student Government Association and the Student Life Office.

Note: Please submit a hard copy along with an electronic copy to the Office of Student Life.

**OCEAN COUNTY COLLEGE
STUDENT CLUB/ORGANIZATION MEMBERSHIP ROSTER
(INCOMING OFFICERS FOR 2010-11)**

NAME OF CLUB/ORGANIZATION: _____

Name of Club Advisor(s): _____

What is the purpose of your club? _____

What are the Club's Goals & Objectives for the coming year? What do you hope to accomplish?: _____

CLUB PRESIDENT: _____ **STUDENT ID#** _____

HOME ADDRESS: _____

PHONE (_____) _____

EMAIL: _____

VICE-PRESIDENT: _____ **STUDENT #** _____

HOME ADDRESS: _____

PHONE (_____) _____

EMAIL: _____

SECRETARY: _____ **STUDENT #** _____

HOME ADDRESS: _____

PHONE (_____) _____

EMAIL: _____

TREASURER: _____ **STUDENT #:** _____

HOME ADDRESS: _____

PHONE (_____) _____

EMAIL: _____

Ocean County College
Student Life Office

OCC Student Clubs and Organizations Membership Roster

INSTRUCTIONS: This roster must be filed in the Student Life Office no later than the fourth (4th) week of classes, each semester, by all officially recognized OCC student organizations. A minimum of 10 OCC students must sign below in order for the organization's status to be considered active.

This roster is for: Fall semester _____ Spring Semester _____

Organization's name: _____

Listing of all members (members must be currently enrolled students):

Name (type or print clearly):	Student ID # :
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Submitted by: _____

Title: _____

Date: _____

CLUB AND ORGANIZATION
BUDGET REQUEST
LINE ITEM JUSTIFICATION FORM

ORGANIZATION
NAME: _____

LINE ITEM:	JUSTIFICATION:	COST BREAKDOWN:	TOTALS:
PROGRAM PLANNING:	(GIVE A BRIEF DESCRIPTION OF EACH EVENT YOUR CLUB IS PLANNING TO DO)		
	*Attach a separate sheet if necessary	TOTAL PROGRAM EXPENSES:	
REFRESHMENTS: (TO ACCOMPANY PROGRAMS)			
PRINTING/SUPPLIES:	AUTOMATICALLY INCLUDED	150.00	150.00
PROFESSIONAL AFFILIATION:			
RECRUITMENT/WELCOME WK:	AUTOMATICALLY INCLUDED	150.00	150.00
INTERCLUB PROJECT:	AUTOMATICALLY INCLUDED	200.00	200.00
MISCELLANEOUS:	AUTOMATICALLY INCLUDED	50.00	50.00
EQUIPMENT/ MAINTENANCE:			
CONFERENCE & WORKSHOP TRAVEL: (TO BE HELD UNTIL REQUESTED FROM STUDENT LIFE)			

**NOTE: DO NOT INCLUDE THIS
FIGURE IN YOUR TOTAL
BUDGET FIGURE.**

NAME OF ORGANIZATION:
CLUB PRESIDENT:
CLUB ADVISOR:

NUMBER OF MEMBERS:
DUES:

GENERAL OUTLINE OF PROGRAMS (2017-18)

INCOME:
STUDENT FEE ALLOCATION:
DUES:
FUND RAISERS (ITEMIZE):

OTHER INCOME (ITEMIZE):

TOTAL INCOME:

EXPENSES (ITEMIZE):

	FROM	FROM
	STUDENT	OTHER
	0.00	

TOTAL EXPENSES: 0.00 0.00 0.00

GENERAL OUTLINE OF PROGRAMS (2018-19)

PROJECTED
INCOME:
STUDENT FEE ALLOCATION:
DUES:
FUND RAISERS (ITEMIZE):

OTHER INCOME (ITEMIZE):

TOTAL PROJECTED INCOME:

PROJECTED EXPENSES (ITEMIZE):

	FROM	FROM
	STUDENT	OTHER
	0.00	

TOTAL PROJECTED EXPENSES: 0.00 0.00 0.00

OCEAN COUNTY COLLEGE

OFFICE OF STUDENT LIFE

STUDENT CLUB/ORGANIZATION EVENT PROPOSAL
(IF EVENT IS APPROVED, FACILITIES REQUEST FORM MUST BE SUBMITTED, and WORK ORDER IF NEEDED)

Club Name _____

What is the event? _____

Why are you having this event? _____

Target Audience for Event (circle) OCC STUDENTS FACULTY/STAFF GENERAL PUBLIC

Day & Date of Event _____

Time of Event _____ am/pm to _____ am/pm Location of Event _____
(Circle one) (Circle one)

Have you submitted a room request (R25 form)? Yes ___ No ___

Club Member in Charge of Event _____

What are your expenses? _____

(refreshments, _____

speaker fees, etc.) _____

Sub Committees	# of Volunteers Needed	Names of Confirmed Volunteers
Set Up	1 _____	2 _____
	3 _____	4 _____
Publicity	1 _____	2 _____
	3 _____	4 _____
Staffing of Event	1 _____	2 _____
	3 _____	4 _____
Clean-Up	1 _____	2 _____
	3 _____	4 _____

APPROVALS:

Are you committed to attending this event? Are you committed to attending this event?
(Circle response) YES NO (circle response) YES NO

Club President Signature _____ Date _____ Club Advisor Signature _____ Date _____

Assistant Director of Student Life _____ Date _____



R25 Room Request

Complete this form to request a room on campus for a club sponsored meeting, event, or activity. Submit to the Student Life Office. You will be notified within 48 hours of confirmation receipt for your room reservation.

Date submitted: _____

Club/Org.: _____

Type of Event: _____

Date(s): _____
(Day & Date)

(When requesting multiple dates list each date)

Times: Start: _____ End: _____

Submitted by: _____

Email: _____

Phone # or ext.: _____

Comments:



OCEAN COUNTY COLLEGE FACILITIES/SERVICES REQUEST FORM

(TYPE OR PRINT FIRMLY)

Sponsoring Organization: _____

Date(s) of Event: _____ Day(s) of Event: _____

Hours from _____ to _____ Number of Persons: Maximum: _____ Minimum: _____

Type of Event: _____

Building: _____ Room(s): _____
(Please list only ONE building - fill out separate forms for each additional building requested.)

Note: College Center Cafeteria/Solar Lounge furniture may not be moved out of the room.

*Approved: _____
Facility Coordinator

FOOD SERVICES: (Explain in Detail) _____

SAMPLE

*Approved: _____
Facility Manager

FINE ARTS CENTER: LIGHTING House Stage SOUND (Microphone(s) No. _____)

Technicians (Not provided without a charge)

*Approved: _____ Technical Supervisor *Approved: _____ Director of Fine Arts Center

MEDIA SERVICES REQUESTED: (Check Appropriate Boxes)

- | | | |
|--|---|--|
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Audio | <input type="checkbox"/> Extension Power Cord |
| <input type="checkbox"/> Laptop Computer | <input type="checkbox"/> Computer Audio | <input type="checkbox"/> Discuss Any Special Needs with Media Services (ext. 403) Prior to Ordering |
| <input type="checkbox"/> VCR/ DVD Player | <input type="checkbox"/> Sound from Video | |
| <input type="checkbox"/> Portable Screen | <input type="checkbox"/> PA System with _____ Microphones | |
| <input type="checkbox"/> Transparency Overhead | <input type="checkbox"/> CD/Cassette Player | |
| <input type="checkbox"/> Slide Projector | | |

*Approved: _____
College Media Technician

SECURITY/PARKING: Private Cars - Lot Number Buses - Lot Number _____

Comments: _____ *Approved: _____
Security

MAINTENANCE: (Please specify any room modifications. EXPLAIN IN DETAIL. Attach hard copy of room diagrams to this form)

Work Order No. _____ *Approved: _____
Facilities Management

SIGNATURE OF APPLICANT: _____

Extension: _____ Date: _____

Applicant Please Note: For any student club/organization event, a completed copy of this form with all approval signatures affixed must be sent to the Student Life Office.

* **Distribution:** Sign, take a copy and pass to the next department. Last person to sign off is requested to send the original white copy to the Facility Coordinator. The Facility Coordinator will send a completed copy with signatures to the applicant.

OCEAN COUNTY COLLEGE
OFFICE OF STUDENT LIFE

STUDENT TRAVEL REQUEST FOR AUTHORIZATION & FUNDS
*(must be filed 6 WEEKS prior to event) (*see instructions on reverse*)*

CLUB/ORGANIZATION: _____

CONFERENCE/CONVENTION: _____

DATES: _____ PLACE: _____
(include departure & return dates) (city and state)

REASON FOR ATTENDANCE: _____

A. STUDENTS ATTENDING: *(attach additional sheet if needed)*

<i>Full Name</i>	<i>STUDENT ID # REQ'D</i>	<i>Home Phone</i>
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1. _____

2. _____

3. _____

4. _____

5. _____

B. ITEMIZED EXPENSES:

REGISTRATION FEE: \$ _____ x _____ people = \$ _____

\$ _____ x _____ people = \$ _____

HOTEL NAME & FED TAX ID#: _____

ROOM RATE: \$ _____/night for _____ nights for _____ people = \$ _____

\$ _____/night for _____ nights for _____ people = \$ _____

\$ _____/night for _____ nights for _____ people = \$ _____

MEAL REIMBURSEMENT:

_____ Partial Days of Travel @ \$30.00 _____ x _____ people = \$ _____

_____ Full Days of Travel @ \$50.00 _____ x _____ people = \$ _____

****INSTRUCTIONS****

a) Request to travel must be submitted and authorized by the Director of Student Life BEFORE any monetary commitment is made. Plan early for best travel & hotel accommodations. b) Late registration fees WILL NOT be paid through use of student fees. c) A Conference/Convention Report Form must be filed at the conclusion of the trip by each student attending. d) Students MUST submit receipts for ALL expenses upon conclusion of the trip to the Office of Student Life. e) The Student Life Committee WILL NOT fund a student to attend a national conference/competition/event more than once for the same club.

TRAVEL: (per person cost of airfare, train, bus, shuttle, mileage reimbursement, etc.)

\$ _____ x _____ people = \$ _____

\$ _____ x _____ people = \$ _____

OR

Mileage _____ miles @ 54.5 cents/mile = \$ _____

C. Additional Notes: _____

TOTAL FUNDS REQUESTED FROM CONFERENCE BUDGET:

\$ _____

SIGNATURES ARE REQUIRED BELOW TO APPROVE TRAVEL:

Club President Authorization

Date

Club Advisor Authorization

Date

Director of Student Life

Date

(Last updated 01/18)

OCEAN COUNTY COLLEGE
OFFICE OF STUDENT LIFE

CONFERENCE/CONVENTION REPORT

(to be completed by all students attending conferences and/or conventions)

NAME: _____

CONFERENCE ATTENDED: _____

DATES: _____

PURPOSE OF CONFERENCE: _____

1. PROVIDE A BRIEF DESCRIPTION OF EACH WORKSHOP ATTENDED:

(continue on the reverse side, if necessary)

2. HOW WILL YOU APPLY WHAT YOU LEARNED HERE AT OCC?

(continue on the reverse side, if necessary)

THIS FORM MUST BE SUBMITTED TO THE OFFICE OF STUDENT LIFE WITHIN 14 DAYS OF THE DATE(S) OF THE CONFERENCE/CONVENTION. ATTACH ALL RECEIPTS FOR REIMBURSEMENT TO THIS FORM.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT STUDENT LIFE, 255-0348.