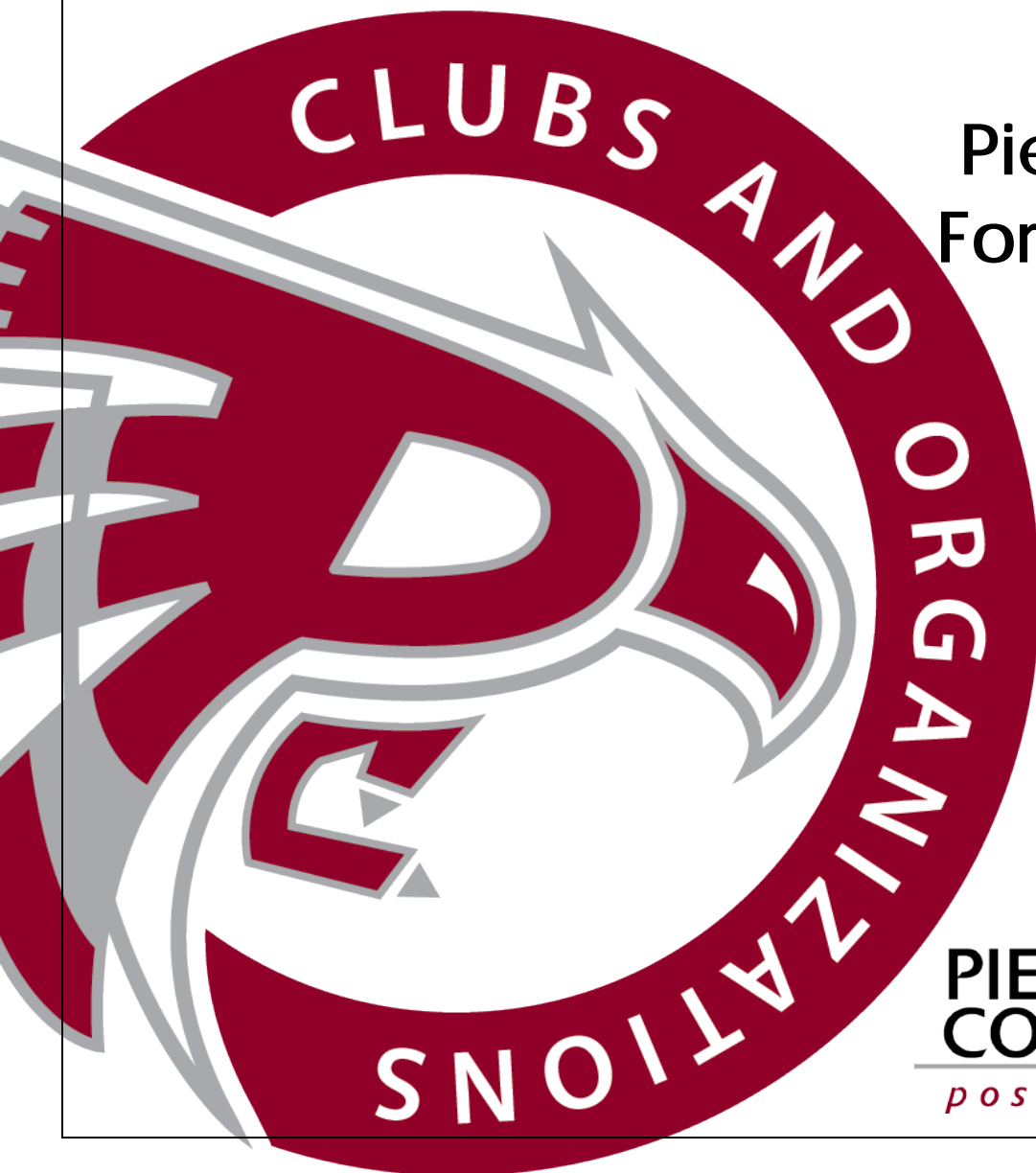


# 2020-2021

## Clubs and Organizations Handbook

*Virtual Learning Special Edition*

Pierce College  
Fort Steilacoom



# Starting a New Club in FIVE Steps:

## 1. 5 Students

Find five current students interested in forming the club.

## 2. Faculty/Staff Advisor

Find a staff or faculty member at Pierce willing to be your club's official Advisor; *or* schedule a meeting with the Student Engagement Specialist, Walter Lutsch (*see Club Team contact information on pg. 10*) to discuss becoming an **Independent Flight** club.

## 3. Club Chartering Packet

Completely fill out and submit the Club Chartering Packet by constructing your Club Constitution, listing your founding membership/Advisor, describing your club's Purpose and Mission and attaching the student schedules of your initiating members. When you're ready, turn it in to the Office of Student Life by emailing it to the Student Engagement Specialist or Club Senator (*see Club Team contact information on pg. 10*)

## 4. Officer and Advisor Training

Have at least two (2) members designated as Club Officers attend Officer Training, as well as have your Advisor attend Advisor Training. These will be conducted by Walter (the Student Engagement Specialist) and/or the Club Senator. In the beginnings of quarters there will be scheduled trainings that multiple clubs can attend at once; but if it's later in the quarter or the scheduled trainings don't work for you, feel free to contact Walter and set up an alternate time.

## 5. Recognition

When you have completed all of the above steps you will be invited to attend a meeting of the Student Government, where your club's official recognition will be discussed. Attend that meeting to speak for your club and cheer when it's officially recognized!

# What is a club?

A club at Pierce College is an **organization** of students centered around a shared interest, passion, background, academic path, or life experience. This organization brings together students with this shared commonality; creating events and activities that support the group while developing a sense of community, shared learning and engagement, as well as contributing to and improving the Pierce College Community as a whole.

A club at Pierce College has a **mission**. Whether it is as simple as providing a place and equipment to play a group's favorite video game; or as complex as creating a student run business, a club has a purpose. For many clubs, the purpose is simply to create a social space for students to gather and discuss their common interest. For others, their mission may include: working in the community, creating art, providing education opportunities, or practicing skills. A club's mission may change over time as the group identifies other goals they'd like to pursue; or new interests to be folded into their activities and events.

A club at Pierce College is **organized**, with students serving as officers to lead the club in decision making. These officers have specified duties and responsibilities that they carry out in order to keep the club running, growing and fulfilling its mission. This could be in the form of a Club President, assisted by a Vice President and/or Secretary and/or Treasurer. But it could also be in the form of a small group of equally empowered officers serving as a council who make club leadership decisions together. Your clubs organizational structure should be tailored to what will make your club most successful.

A club at Pierce College can have a wide variety of **activities and events**. The most common are weekly or monthly meetings, where students can gather, talk, plan, play or create. But clubs can also create special events with specific focuses or activities. These events may be just for the clubs membership or might be geared toward drawing in and entertaining/educating/inspiring members of the Pierce College community or the public. A club may also travel to events, conferences or meetings organized by other groups. Conferences may invite an academically based club to speak on a given subject or to participate in educational sessions. A club may wish to travel to a culturally or historically significant site to gain new insights into a shared topic of interest or life experience.

# Responsibilities

*Above all else, Pierce College clubs are open to all students, committed to non-discrimination, accessibility and the building of community.*

Beyond that prime directive for all clubs, in order to remain active and recognized; your club is responsible for the following:

- **Maintaining regular and consistent communication with the Office of Student Life**

This includes ensuring that the Office of Student Life staff have the most current and correct contact information for your Club Officers; and that those Officers respond promptly to communication and questions from the Office of Student Life. Your club must notify the members of the Club Team about significant changes in the club, from leadership to meeting times.

- **Attending the Club Council**

As will be described in greater detail later in this handbook; the Club Council is a governing body made up of representatives from each club and lead by the Club Senator. It is a powerful force for student leadership, capable of influencing and helping to shape policy here at Pierce College; as well as being responsible for approving the use of the majority of the Club Budget.

Your club's participation in this council is essential to its function and to your maintaining status as an active and recognized club. The Club Council meets every two weeks, and each club must be represented at each meeting; preferably by one of the Club Officers but the club may select any student member of the club to be their representative.

- **Attending Club Fair**

Club Fair (which will be described in greater detail later in this handbook) is the easily one of the most important events of every quarter. Each club that is already recognized is required to participate by not only representing their club at the event but collaborating with their colleagues during Club Council meetings to plan the variety of activities making up Club Fair.

- **Tracking the Club's Budget**

As part of your Clubs organizational structure, member(s) of your club should be designated as in charge of tracking your club's budget. Your club is required to independently notate the funds obtained by the club, whether through donation,

fundraising, sales or allocation from the Club Council. Expenditures, whether made through an advisor or on your behalf by the Office of Student Life, must be tracked and subtracted from the club's available budget. At the end of each quarter, you will be required to submit your estimate of the club's remaining funds. At the end of an academic year, this budget tracking becomes even more essential, as funds allocated from the State are tied to the fiscal year and will not "roll-over" between academic years.

- **End of Quarter Reports**

At the end of every quarter, clubs are required to submit an End of Quarter Report. This will include information on the club's meetings and events, current roster, budget estimates and feedback. In addition to the ongoing communication between your club and the Office of Student Life's Club Team, this End of Quarter Report gives Student Life vital demographic data that allows our team to better adapt our services and programming to the needs of all our clubs. It is also your chance to give feedback on the club system, changes that have been made or that you recommend; as well as discuss struggles/successes from the previous quarter and plans for the next.

**Failure to meet any of the above responsibilities** will result in the club being designated as **Inactive**. It will no longer be considered a recognized club at Pierce College until such time as it has been reinstated by the Office of Student Life. Any remaining funds will be frozen, clubs will be unable to access club materials, request space on campus or funding from the Club Council. The club's leadership will need to contact the Student Engagement Specialist and/or Club Senator to arrange a Reinstatement Review.

## Funding

While much of the activities and meetings held by clubs can utilize only pre-existing college resources; funding provides clubs the opportunity to create large events, travel, expand the scope and scale of activities, and much more.

*Clubs at Pierce College are not given a regular disbursement of funds.* Any funds a club receives over the course of a year are requested or earned by the club. At present, the only source of additional funds is our Club Council, but in future years, fundraising opportunities may be developed.

Because Club Council is funded by S&A Fees, they are considered State Funds:

**State Funds** are any monies coming from the College or other State agency. These include S&A Fees (which come from student tuition). These will primarily come from the Club Council.

Because they are related to the State and our education resources; State funds have strict guidelines and rules about how they must be used. In relation to club activities, these funds are to be used to enhance a club's activities and events, improve accessibility for all students and provide resources/materials for the club. State Funds *are not* to be used to purchase items that will be given to individuals with the rare exceptions of prizes for large events or competitions. For more information on State Guidelines for use of these funds, see the Killian Outline.

## Club Council

As mentioned previously in this handbook: the Club Council is a governing body made up of representatives from each club and lead by the Club Senator. As stewards of the majority of the overall Student Life Club Budget, this council is charged with responsibly and ethically disbursing their funds to the clubs of Pierce College. The Council (and therefore each Club Representative) is trained extensively on the their responsibility as a council, the ethical use of State Funds; as well as how these funds should be used to best enhance and grow the club system at Pierce College.

The Club Council meets on Mondays, every other week, and during this time of Virtual Learning, these meetings take place over Zoom.

*Requests must be submitted by end of day the Wednesday prior to the meeting in which you'd like your request to be discussed. Any requests submitted after this deadline will automatically be tabled and considered for the following meeting's agenda.*

*To request funds from the Club Council:*

- You'll need to meet with your Advisor to discuss the request. You do not need to ask for their permission to make a request to the Council, but they do need to be fully aware of any requests made; and they will be able to advise you on how best to make this request.
- An Officer in the club will fill out the **Club Council Request Form**, in its entirety. They will submit the form by the Wednesday prior to the Council meeting in which your Club would like the request to be considered.
- Your request (if it meets requirements and your club is considered active) will be added to the agenda, which is sent out the Friday before every meeting.
- At the Club Council meeting, your item will be discussed when we reach its position in the agenda; at which time your Club Representative will give a basic summary of the request and answer questions from the Council.

- The Council will deliberate on your request; with individual members making proposed motions to be voted upon. As the requestor, *your Club Representative will abstain from proposing a motion and voting.*
- If approved, the funds approved by the Council will be transferred into your Club Account and you will then work with the Club Team to use these funds for your events, activities and materials. *See Purchasing Section below.*

## Purchasing

### Items/Supplies

During this period of virtual and distanced learning, clubs do not have much need of their normal items or supplies. And in any year; ordering and sending items to an individual students home is a major ethical concern. If your club wishes to purchase items for the clubs future in-person use, they may be ordered and shipped to the Office of Student Life for storage.

Most items and supplies are purchased by order of the Club Council after a request to the Club Council has been approved. These items are ordered and paid for by the Office of Student Life, with the cost being deducted from your club account. You will be sent a copy of the receipt for any items ordered on your behalf.

Items purchased with Club Council funds; while used by the club that requested them, are ultimately the property of the college and Student Life, and subject to State Ethics rules in regards to their use. These items are to remain on campus at all times unless a special request to take them off campus has been made and approved by the Club Team and Director of Student Life.

### Services

Especially while we are distanced from campus; online activities are an essential part of club interaction. If your club wishes to purchase an upgraded membership to an interactive service or tool; this can be purchased on your behalf by the Office of Student Life. A clubs online accounts with paid services *are required to be linked to a club-specific email address* that can be maintained by the club; as opposed to any one individuals personal or student accounts. It is strongly recommended that you use a general club email account for all online accounts, such as social media. This makes it less likely that ownership of these accounts will be lost during a change in leadership of the club.

## Planning and Creating Events

Creating regular events that suit the needs of your club and its members is one of the most fundamental roles of a club leader. And right now, while we're unable to meet on campus; listening to your membership and determining the events and activities that are right for them is the key to success.

## **Regular Meetings**

The backbone of most student clubs is regular weekly or bi-weekly meetings. A regular time and place that club members can depend on for inspiration, community, entertainment and relaxation. Especially while socially distanced; creating a regular schedule for your meetings is the key to retaining your members. Ad-hoc, constantly changing meetings can confuse your members and lead to students not attending.

Zoom is a powerful tool to try and recreate the feeling of an on-campus meeting; but it isn't the only one. Services like Discord, Facebook Messenger, Whatsapp, Slack and many more provide text communication for groups that is not restricted to a specific date and time. Gaming platforms like the Pierce College Minecraft server or various Steam multiplayer games create common activities and entertainment for a group. Talk with your club members; determine what mix of online spaces will keep your members connected and engaged.

If your club would like to request a Pro Zoom link through the Office of Student Life; which will allow for a large meeting to last beyond an hour, please reach out to **Walter Lutsch, the Student Engagement Specialist** (*see Club Team contact information on pg.10*).

## **Club Events**

Beyond meeting regularly, clubs have the resources and opportunity to create phenomenal events for the Pierce College Community. And even when we can't meet physically, there are a variety of ways to engage large groups online. Ensure that you are planning ahead and determining what online services you'll be using. Again, if you are in need of upgraded accounts on behalf of your club in order to more effectively engage the community; contact the Office of Student Life to discuss potentially obtaining these accounts.

## **Promotion through Student Life**

One of the greatest roadblocks on the way toward a thriving club that is well integrated into the community is lack of recognition. Clubs are always needing to promote their club and their mission; as new students come to campus who won't have seen previous Club Fairs or posters or events that featured your club.



But you don't have to be doing all of your promotion and marketing alone. The Office of Student Life and your Club Team can assist with everything from help designing posters and logos to sharing your events on social media. Reach out to your Club Team for more information.

# Club Training and Recruitment Events

## Club Fair

Held in the second week of every quarter, Club Fair is an entertaining, welcoming and informational multi-day event. At its core, it is about showcasing our full complement of clubs to the Pierce College community. On top of that, it serves as a club-lead entertainment fair with activities, games, arts and crafts, etc. All of which help welcome students back to campus at the beginning of the quarter. Whether your club is returning or just forming, it is the most pivotal recruitment event of the quarter, as many students learn about our roster of clubs by visiting this event. Each club is required to attend and will be assigned a table.

The first Club Fair of the year is planned exclusively by the Club Senator and Student Engagement Specialist; with activities, decorations and themes reflecting the feedback from previous years. But the Winter and Spring quarter Club Fairs are planned collaboratively between the Club Council and Student Life Club Staff. The allocated budget is assigned to various activities, decorations, food, etc. by the Club Council. This not only provides valuable event planning experience to club leaders, but the participation of each club helps shape this massive event and contribute to the experience of students coming back to Pierce College each quarter.

More events tailored to clubs may be created by the Office of Student Life throughout the year, so check your student and club emails regularly for updates.

## Advisors/*Independent Flight Clubs*

The position of Club Advisor is an important and valued one. Many of the most successful clubs at Pierce College are those in which the advisor is an active and engaged figure within the club. An Advisor's primary role is to support, inspire, and empower club leaders; developing their leadership skills and self-confidence while providing a safe and supported environment. At the same time, Advisors provide an attentive element of guidance for the clubs members as well, listening and engaging with the students in attendance to better provide the club's leaders with an accurate perspective of how the club is functioning.

Some of the important learning outcomes Advisors seek for students within the club are:

- Learn and practice leadership skills
- Grow in artistic, technical, and social skills
- Develop friendships and build community
- Contribute to the life of the campus by providing activities and/or services
- Connect with faculty and peers along academic pathways and interests
- Build an environment that inspires and empowers students

Advisors support the club and its leaders by checking in on important deadlines and forms, ensuring that the clubs leaders are informed on procedures and policies. While a clubs leaders are responsible for all forms and paperwork, they are also encouraged to review those forms with their Advisor. Advisors should always be updated by the clubs leadership about requests to the Club Council, the current meeting schedule, and other important updates about the clubs activities.

### **Advisor Responsibilities**

- Attend Club Advisor Training every academic year.
- Attend all club events held outside regular college business hours, including weekends and holidays.
- Have a thorough knowledge of the club's constitution
- Have a commitment to student leadership development within the club.
- Promote professionalism within club membership.
- Be knowledgeable of Student Life policies and procedures as they pertain to clubs, including Financial this handbook, Guidelines on the Use of Services and Activities Fees (aka Killian Outline), and Student Rights and Responsibilities Policy.
- Provide oversight and advising for decision making related to spending club funds.

If either club leaders or advisors need support or more information about advising, they can always reach out to the Club Senator or Student Engagement Specialist.

### **Independent Flight Clubs**

For some, selecting and approaching a staff or faculty member about being an advisor can be a barrier. And more importantly, there are clubs and club leaders who function more effectively independently; with the added responsibility enhancing their

leadership experience.

For those clubs who feel up to the task of operating without a standard advisor; you may apply to be an Independent Flight club. This would replace a normal staff/faculty advisor with the following model:

- A minimum of three check in meetings (one a month) per quarter with either the Student Engagement Specialist or Club Senator.
- Mandatory Legacy Documents for each Officer Position turned in to the Club Team at the end of every academic year *or* when an Officer vacates a position.

Application to become an *Independent Flight* club involves two steps:

- Contacting **Walter Lutsch, the Student Engagement Specialist** and arranging an application meeting.
- Formally applying by signing the *Independent Flight Application Agreement* at the end the Club Chartering Packet.

If the applying club is not approved, they agree to resubmit the last page of the Chartering Packet with a signed Advisor agreement before their club will be considered for recognition.

## Your Student Life Club Team

**Clubs and Organizations Senator – Jinya Jiang – [jjiang@pierce.ctc.edu](mailto:jjiang@pierce.ctc.edu)**

The Clubs and Organizations Senator is your representative on the Student Government. They report on the club system as a whole, advising the Student Government on the needs of clubs, their leaders and members. They can assist and advise you on a wide range of topics, from getting a club started to finding new members to requesting funding. They also want your feedback so that they can more accurately represent you to the Student Government, administration and departments across campus.

**Student Engagement Specialist – Walter Lutsch - [jlutsch@pierce.ctc.edu](mailto:jlutsch@pierce.ctc.edu)**

The Student Engagement Specialist is the professional staff member tasked with overseeing the club system at Pierce College. They handle the behind the scenes paperwork of contracts, payments and reservations that make club events and activities happen. They can also advise you on the more complicated or nuanced issues and questions about running a club; from travel to contracting speakers and large events. They also advise the Club Council, as well as advising those clubs that are part of the *Independent Flight* program.