SGA Club & Organization Handbook 2019-2020

WHAT'S INSIDE……….

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Student Organization Basics

Starting a new club

To become an officially recognized SGA Club:

○ Fill out New SGA Club Form stating the purpose of the new club

○ List the four current executive board officers (names and addresses)

○ The name and information of the club advisor

○ Create and submit a copy of the club constitution to the SGA Parliamentarian

**Sports clubs must also submit signed copies of the Club Sports Participation Agreement from each member.

The submitted constitution must be approved by the SGA Constitution Committee and completely comply with the SGA Constitution. Once passed through the Constitution Committee, the club or organization must receive a two-thirds vote of the SGA Student Senate in order to achieve recognition.

*It is required to have at least 14 members, including the four officers, and one advisor. Each club or organization must be nonprofit, non-discriminate and run by students.

Writing a new constitution

The constitution is the most important organizational document clubs or organizations will have. It provides direction and guidance for all members, as well as outlining policies and procedures. The language needs to be clear and concise, leaving little to interpretation. Depending on the complexity of the student organization, the constitution may range from one page to many. An organization's constitution must include several important components in order for the group to function efficiently and to protect the rights of all members. Click here for a full list of the Important Components for Writing a New Constitution.

Once the constitution is created it must be submitted to SGA for their approval. It is important to keep in mind that any club or organization constitution be in agreement and support the SGA Constitution. The SGA Parliamentarian can offer any help or assistance if needed in creating a constitution.

Club/Organization Responsibilities

To maintain recognition within SGA and receive funding, there are certain requirements each club or organization must follow. They must:

1. Send its President and Treasurer to one finance meeting held each semester with the SGA Budget Finance Committee as well as any other mandated SGA club and organization meeting or workshop.

2. Keep and submit, to the SGA (via SGA@mcla.edu), a record of all meeting agendas and minutes.

3. Follow all budgetary procedures as outlined in [Financial Resources](#).

4. Submit a current list of the officers to the Coordinating Vice President and SGA Office Manager.

5. Complete any programming requirements as outlined by the constitution.

6. Adhere to the [SGA Non-Hazing Policy](#).

All information submitted to the Coordinating Vice President and Office Manager is filed in the appropriate file within the SGA Office. This helps to provide a history for future members of each club.

Loss of Recognition

If a club or organization fails to meet certain requirements, there is the possibility that they will lose recognition within the senate. Before a club or organization loses its recognition, charges must be brought before the Constitution Committee for their recommendation and then sent to the senate. A vote of loss of recognition must attain a 2/3 vote of the student senate.

A club or organization may lose its recognition or funding for any one of the following reasons:

○ Failure to abide with the SGA Constitution and its By-Laws

○ Inactivity for a period of three (3) consecutive semesters

○ Failure to meet the requests made by the SGA Student Senate regarding finances, constitutions, etc.

○ Extenuating circumstances deemed necessary by the Student Senate

Upon the loss of recognition by the SGA, the following will occur:

○ Funds accrued in the clubs' or organizations' account will revert back to the SGA's Student Activities Fee Operating Budget.

○ The club or organization will not be eligible for funding by the SGA.

○ The club or organization's name will not appear in the club booklet.

○ The club or organization will not be allowed to use any SGA services available to recognized groups.

Students interested in establishing a similar club or organization at a later time must follow the normal new club eligibility requirements as listed previously.

Club/organization advisor

The advisor must be a member of the faculty, staff or the administration and they will serve as a liaison between the college and the club or organization. It is important to keep in mind that an advisor's role is to advise, not to lead the club or organization. They are to assist the club or organization with things such as budget maintenance, creating/amending the constitution, planning programs, running meetings or solving any problems that may come up. Additionally, advisors can provide new members with the history and background of the club or organization. From year to year, often semester to semester, clubs and organizations experience some type of membership turnover. Advisors have knowledge as to why the club was founded, what its guiding principles are, as well as any traditions the club may have and can pass that along to new members. An advisor can have a very positive effect of the success of a club or organization, and because of that, members of the club or organization need to take the time to seek out the appropriate advisor.

Choosing Your Advisor

When deciding who should serve as the advisor, there are a number of factors that should be considered:

1. Their Connection to the Club or Organization

   ○ How much knowledge do they have about the club or organization and its purpose?

   ○ Are they interested in what the club or organization represents?

   ○ How much knowledge do they have about the subject of the club or organization?

2. Their Level of Availability

   ○ Do they have the time to devote to the club or organization?

   ○ How willing are they to attend meetings or programs held in the evenings or on the weekends?

3. Their Interest in Being an Advisor

   ○ How much do they want to serve as an advisor?

   ○ What experiences do they have that will make them an effective advisor?

It is important that there be open and clear communication between the advisor and the club or organization. Out of that communication should develop a relationship based on trust and respect. The advisor must be able to depend on the club or organization to act professionally and responsibly and the club or organization should be able to rely on the advisor for advice and opinions. When searching for an advisor it is very important to keep all these things in mind.

The Role of the Advisor

The advisor plays an important role within the organization. During the initial stages of the advisor/organization relationship it is very important that expectations are discussed and that the role the advisor is going to play within the organization is decided upon. If changes take place during the course of the year, either on the part of the advisor, or the group, the role may need to be renegotiated and redefined.

See Role of the Advisor Worksheet that club members may want to use when working with their advisor. This form is designed to help members of the group and the advisor discuss the various roles the advisor may have. By ranking the different expectations of an advisor, members can arrive at a clear and agreed upon role of the advisor.

Once an agreement has been reached between the advisor and the group it may be helpful to put that agreement in writing. "Here is an example of an advisor's contract that may be used". If ever a problem arises, this contract can be referred back to help answer any questions. If a written contract is used, the advisor should be given a copy and one should be kept with other club or organization files.

Each club or organization will use their advisor differently depending on their expectations and needs, but there are some minimum expectations that each group should have. Click here for a list of The Expectations and Responsibilities of the Advisor.

Member Responsibility

Clubs and organizations play an important role in the advisor/groups relationship. Members need to supply their advisor with all the information they need in order to be successful. Just as clubs and organizations should be able to rely on their advisor, the advisor should be able to rely on the group. The following are ways that clubs and organizations can help their advisor.

○ Provide the advisor with information about the club's activities and structure (if the advisor is new)

○ Inform the advisor of meeting times

○ Keep the advisor updated on the club's financial situation

  ○ Bring the club's plans and problems to the advisor's attention

○ Make use of the advisor's background and knowledge

  ○ Invite the advisor to activities

  ○ Make the advisor feel welcome and a part of the group

  ○ Show appreciation for the advisor's services

○ Distribute the minutes of all meetings and other club or organization materials (constitution, rosters, etc.)

○ Be willing to discuss any dissatisfaction members have with the advisor

There may be times when the relationship between the group and advisor simply is not working. If, after attempts have been made to resolve the conflict and the situation has not changed, the Coordinating Vice-President should be contacted so that they may help. Sometimes the problem may be a simple communication issue that can be solved easily. Other times it may not be able to be fixed. In those cases, a new advisor may need to be found and the Coordinating Vice-President can assist in that process.

There are no set definitions of expectations, rules or blue prints to a successful advisor. A good advisor is an advocate, challenger, counselor, educator, encourager, historian, listener, problem solver, supporter and role model. Each advisor's style will depend on the person and the club or organization. Communication between each is essential for a successful relationship.

Van rental

Contact the SGA Office Manager for MCLA van reservations. Please note that the College has a limited number of vans available for clubs and organizations to use so plan ahead. All Travel Forms (See Travel Policy below) MUST be filled out for any/all van reservations.

When MCLA vans are unavailable SGA recommends "Enterprise Rent-A-Car." In order to do this the SGA Office Manager must be contacted and they will work with the rental agency. No club or organization should rent any vehicle on their own. Any club or organization that does rent a vehicle on their own will be responsible for all costs and will not be reimbursed.

Procedure for MCLA Van Reservations:

1. Anyone driving the vehicles must be certified through Public Safety. Anyone not driver - certified through Public Safety will be unable to use the vehicles. To become Van Certified you must be 20 years of age and have a minimum of two years driving experience. In addition, you must complete an "orientation" program as well as conduct a "road test. Contact Public Safety for more information concerning the training sessions.

2. Vehicle requests and reservations for all clubs or organizations must be approved by and go through SGA.

3. A Travel Requisition Form must be filled out for all vehicle use, regardless of where you are traveling. A roster of participants should be included on the SGA approval form to be submitted to Public Safety at the latest by the day before the event along with a typed itinerary.

4. Keys must be picked up and returned to the Public Safety Office, along with the approval form issued by SGA.

5. All drivers must show a valid driver's license before he/she is given the keys to the van.

6. Every driver is issued a pin number for gas purchases only. Students charging non-gas items will be responsible for those charges, face disciplinary hearings and may forfeit future vehicle use.

7. Each driver is required to fill out and turn into Public Safety at the return of their trip, a Vehicle Mileage Form

Car rentals

If an MCLA van is not available for the dates/ times a club wishes to travel and there are no other dates that the trip can be changed to; a rental car can be requested through Amanda Schuler in CC316.

The driver must be at least 21 years old and supply a copy of their drivers license.

The largest vehicle that can be rented is a 12 passenger that requires someone at least 25 years of age to operate and no one under the age of 18 is allowed to travel in this vehicle per Enterprise Rent-A-Car.

NOTE Clubs must note that they are responsible for paying out of their club budget for the car rental.

Hotel reservations

Overnight travel must be approved prior to looking into hotel options. Once approved reservations can be made through the SGA Office Manager.

NOTE NO CLUB SHOULD RESERVE/BOOK A HOTEL WITHOUT THE SGA OFFICE MANAGER.

Fundraising

- Any club or organization on campus must receive approval to fundraise prior to the event.

- Applications are available and submitted in the Student Development Office, Campus Center 310. You can also download the form online here.

- Fundraising includes, but is not limited to the sale of:

oTshirts and other articles of clothing

oGlasses/ Cups

oFlowers

oFood items

oRaffle tickets*

*If a club or organization decides to hold a raffle, after receiving approval, they must provide a date of winner selection and the process that winner will be chosen. In addition, the winner must be announced once chosen and sign a form stating they received what they won.

Advertising Resources

Campus Center monitors

Clubs are able to request their flyers for an upcoming event to be placed on the Campus Center Monitors in the Marketplace. This is another great PR option for getting the information out to students.

This request can be placed and used for up to 2 weeks prior to the club event. Clubs just need to send a JPEG or PDF version of their flyer to studentdevelopment@mcla.edu.

Campus Center Bulletin board

Clubs are able to request the bulletin board located in the Campus Center Marketplace. This can be used as a PR tool or even used for a club event.

Clubs must fill out the Non-Classroom Space Request Form.

This request can be placed up to 2 weeks prior to the club event.

If your request is available, you will receive an EMS confirmation in your campus mailbox. If you have any questions, please email studentdevelopment@mcla.edu.

Campus Center Banners

Clubs are allowed to reserve space to hang a banner in the Campus Center Marketplace to advertise their event. This is another great PR option for getting the information out to students.

Clubs must fill out the Non-Classroom Space Request Form.

This request can be placed and used for up to 2 weeks prior to the club event.

If your request is available, you will receive an EMS confirmation in your campus mailbox. If you have any questions, please email studentdevelopment@mcla.edu.

Supplies to create a banner are available in the SGA Office CC316. Once your request is confirmed, clubs may take the banner to the Student Development Office CC310 to get it stamped for content approval. Clubs may then hang their banner.

Mailroom Posters

At the beginning of each academic year the SGA Coordinating Vice President reaches out to the SGA Club E-boards asking if they would like a spot in the Mailroom to hang a club poster. These spots are numbered and clubs that have responded to the CVP will receive confirmation with which number they have been assigned. These spots are chosen at random and posters can be hung up to the right of the club's assigned number. The space size for each poster is approximately 2 ft x 2 ft.

Supplies to create a poster are available in the SGA Office (CC316).

Social Media/ Presence

Presence

Presence (formerly known as Check I'm Here) is an event app where all on campus events as well as some community events are advertised to the MCLA Community.

Club Presidents and PR Chairs have access to their club page on the app. They can keep track of attendance and participation at each event or meeting they have. Also as a main point clubs

can add events and flyers which once approved will be shared out. Please make sure the flyer is in a JPEG format.

If you have not done so, make sure to download the "MCLA Events" App so you know what's happening around campus!

Social Media

Most SGA Clubs have social media accounts that help advertise their club to new students, be a way to reach out to current members, and connect with alumni. These are listed on the MCLA Website under Clubs and Organizations.

MCLA connects through Facebook, Instagram, Twitter, YouTube, and Flickr.

If your club creates or updates their social media accounts and would like it added to the list please send the link to the SGA Office Manager at SGA@mcla.edu.

Announcements on Portal

Another place where clubs can advertise is on the Student Announcements section of the MCLA Office 365 Portal Page.

You can click on the Student Announcements title that will bring you to a list of all the events others at MCLA have posted about. At the top there is a link to add a new announcement. Just add your title, the information of date, time, etc. and the last date the announcement should be up for.

Advertising Requirements

All posters, flyers, table tents, and banners must be approved by the Student Development Office (Campus Center 310) prior to being displayed. Approved materials will receive a stamp highlighting an expiration date. Any type of publicity that is put up around campus without a stamp from the Student Development Office will be removed.

Once approved, staff from Student Development will post the flyers throughout the campus in buildings including the Campus Center, Murdock Hall, Bowman Hall, and Mark Hopkins. RPS will post in Berkshire Towers, Hoosac Hall, and the Flagg Townhouses. Stamped advertising materials may only be placed in these specific campus areas and bulletin boards. If they are in any other areas, they will be removed unless previous arrangements have been made with the Student Development Office.

Each official college bulletin board may have one flyer/poster per specific event, like a dance or meeting, posted. Bulletin Boards within classrooms are not available for general posting.

Banner space in the Campus Center may be used on a first come/first serve basis by filling out an Non-Classroom Space Request Form. It is the responsibility of the sponsoring organization to remove banners within 24 hours following the event. Banners may not be larger than 5 ft. x 8 ft.

Time Frame

Advertising materials are allowed to be hung up for a maximum of three (3) weeks.

Monthly activity calendars or activities occurring on a weekly basis throughout the semester may be allotted a one month posting maximum time frame.

Materials may be resubmitted for re-posting if desired.

Other long term flyers may have the posting time extended with the approval of the Student Development Office.

Copying/ Flyer printing

Black and White Copies using the Copy Center

There is no charge for black and white copies. Flyers can even be printed on colored paper from SGA or the Copy Center.

Clubs can send or bring one copy of the advertising material to either the SGA Office Manager Amanda Schuler, Director of Student Activities & SGA Advisor Jenn Labbance, or the Assistant Director of Student Activities Natty Burfield for approval.

Once copies are approved, a copy request form or email must be sent to the copy center with the flyer/poster. The copy center will not process any copies without a signed request form or email approval from those listed above.

Once copied, all posters/flyers must follow the guidelines for Flyer Distributing/ Posting below.

Color Copies using the Copy Center

Color copies are 20 cents per copy. Clubs and organizations can use their club budgets for these copies.

Clubs can email or bring one copy of the advertising material to the SGA Office Manager Amanda Schuler only for approval.

Once copies are approved, a copy request form or email must be sent to the copy center with the flyer/poster. The Copy Center will not process any copies without a signed request form or email approval from the SGA Office Manager.

Chargeback forms will be processed through Amanda Schuler for those clubs or organizations that print color copies. An open order can be processed for clubs that do frequent color copying.

Once copied, clubs must pick up their posters/flyers from the mailroom and follow the guidelines for Flyer Distributing/ Posting below.

Flyer Distribution/ Posting

Student Development needs 18 copies of size (81/2 X11) or (11x17) flyers to post in the general campus buildings.

Residential Programs and Services in Townhouse 89 will take either 35 copies of (81/2 X11) or 26 copies of (11X17). Once approved, flyers will be distributed to the Residence Directors who will then pass the flyers on to the Resident Advisors in the RPS buildings to post.

The Student Development Office and RPS will not make copies of any flyers/posters.

Flyer making resources

Here are a few different program options on where clubs can make flyer designs for events and club information for free:

○ Microsoft Word

○ Microsoft Publisher

○ Canva.com

○ PosterMyWall.com

○ Adobe Spark

○ FlyerForFree.com

○ My Creative Shop Flyer Maker

○ Foto Jet Flyer Maker

PLEASE NOTE: Some of the websites listed will still have some design templates that cost money, but they all have templates that are free to use and download.

Travel

In order for a club or organization to travel they must complete three items 3-4 weeks prior.

1. Student Travel Form

2. Travel Requisition Form

3. Itinerary (can be created on your own in a word document)

Each trip is evaluated on the following criteria:

○ Timing of travel: season, dates, day of the week and time of day

○ Length of driving time without breaks: 3.5 hours maximum without a break

○ Number of campus vehicles that is reasonable for travel to one location -Student representatives and if Advisor will be present

○ Travel requests should be submitted at least 3-4 weeks in advance of their trip date to be sure conversations that are needed for each request can be had prior to approval

Large Group Travel:

Maximum vehicle approval is 3 college vans per destination. Only trips within a 10-15 mile radius may be approved for use of up to 4 vans if available. Must have specific circumstances for this type of travel. Usually permitted in trips of an average 55-mile radius, if more than 24 students traveling. Bus rental is encouraged and often required.

Trip Advisors

Though every trip encourages an advisor to be present it is not always required. A club advisor or a sanctioned "trip advisor" will be noted on each travel form.

Trips that may need an advisor present include those that are:

○ Traveling past a 55-mile radius

○ Traveling out of state

○ Traveling overnight

○ Attending a conference

○ Attending an event at a venue that might serve alcohol to 21+ (i.e. Hockey, Baseball, Basketball games, etc.)

○ Using rental vehicles away from the campus for more than 12 hours

○ Traveling to a destination where potential dangerous or very physical activity is taking place such as skiing, night hiking, rock climbing, or other outdoor/indoor activities

Other Important Notes:

○ Other factors may be noted based on details of request.

○ Clubs can do overnight trips as long as they have advisors present.

○ If you are traveling greater than 200 miles, you will be billed mileage for van use.

○ During Basketball Season it will be challenging to get vans and van drivers.

○ PLAN AHEAD IF YOU ARE PAYING VAN DRIVERS - All drivers need to be hired through the Human Resource hiring management process. Drivers will not be paid if policy is not followed. See the SGA Office Manager for details.

Club Resources

CVP Newsletters?

How to run a meeting

A club or organization meeting is one of the most important and most frequent events each group will hold. Due to that it is critical that the meetings be useful and effective for all the members. Meetings help to set the tone, standards and expectations for the group but can sometimes be counterproductive.

Everyone dreads attending a meeting if it is going to be boring, unproductive, or will last too long. With a bit of preparation and advance planning, meetings can be extremely successful.

Meetings have many purposes. They give members a chance to discuss goals and keep updated on current events of the organization. They provide an opportunity for the group to pull

resources together for decision making. In addition, meetings provide an opportunity for members to come together and get to know each other. Careful planning and thorough follow-up can help make the meetings successful and productive.

Advance Preparations

1. Prior to planning the meeting, be sure to book a space on campus and get confirmation.

2. Be sure that all persons involved have been informed of the day, time and place of the meeting. It is preferred if all members have two weeks notice to block out their time.

3. Check with everyone who is to give reports or speeches at the meeting to be sure that they are prepared and have everything they may need.

4. See that the meeting place is in order, that the necessary materials are handy, and that there are enough seats for everyone.

5. Hold an E-Board member meeting, prior to the full group meeting, to review topics and reports to put in an agenda. Check with all officers to see if they have anything to report or add.

6. Prepare an agenda with the input of the E-Board and be sure that the Secretary has a copy. Click here for an Example Agenda to help you create one.

7. Arrive early for the meeting. The example set by the E-Board will be followed by others.

Effective Meetings

1. If possible, have a regular time and place for the meetings each week. This will help members of the group keep a consistent schedule and routine. It also makes it easier for the group members to remember the meeting.

2. Greet members and make them feel welcome. If the budget allows, serve light refreshments: they make members feel welcome and comfortable.

3. Have copies of the agendas available for all members when they arrive. If possible, hand out the agendas in advance of the meeting. This will provide the members the opportunity to review and prepare for what is going to be discussed.

4. Start the meeting on time. It is not fair to those who arrived on time to wait for those who are late.

5. Stick to your agenda.

6. Have the Secretary take minutes. Minutes should be read at the following meeting for approval.

7. Follow Robert's Rules of Order, or a modified version. (See "Parliamentary Procedures" section below.)

8. Be a role model by listening, showing interest, appreciation and confidence in members.

9. Establish committees or various subdivisions for on-going projects. Have each committee chair report their progress at future meetings.

10. Summarize agreements reached and end the meeting on a positive note.

11. End the meeting on time. Do not drag out the meeting. Inform people of when the meeting will end and stick to that time.

After the Meeting

1. Write up and distribute meeting minutes within a few days of the meeting. Send copies of minutes to those who did not attend the meeting so that they are kept informed.

2. Hold a meeting with the E-Board to discuss any problems or questions that may have come up during the meeting. Put together a plan for the next meeting.

3. Follow-up on delegated tasks. It is important to check that everyone is following through with their responsibilities.

4. Put any unfinished business on the next meeting's agenda.

Parliamentary Procedures

Parliamentary Procedure is a set of rules for conducting a meeting. It allows everyone to be heard and make decisions without confusion. It means democratic rule, flexibility, protection of rights and a fair hearing for everyone. Given its nature, parliamentary procedure can be adapted to fit the needs of any club or organization.

For a detailed set of rules, consult *Robert's Rule of Order* and *Parliamentary Procedure at a Glance*. Click here for the Basics of Parliamentary Procedure

Recruitment & Retention

Recruitment Tips

○ **Goals-** Set some recruitment goals. How many members can your club reasonable have? What common interests should your members have. Quality of membership is just as important as quantity.

○ **Advertise-** Get your flyers on the bulletin boards and campus center monitors.

○ **Social Media-** Use your clubs' Facebook page and also share the post to all the Facebook Class pages for optimum exposure.

○ **Activities-** Have something fun to do at your meetings or have snacks. People are most likely to come if you're doing something different and unique.

○ **Co-Sponsor-** Work with other clubs to get your name out there.

○ **Tabling in the Campus Center-** This helps students see that you're an active club and meeting someone from the club is often the little push that finally brings them to a meeting.

○ **Annual Student Activities Fair-** Participate in the annual President's Ice Cream Social and Student Activities Fair. The SGA Office Manager will email all clubs at the start of each Fall Semester.

5 R's of Retention

1. Give them Responsibility

○ Fill out paperwork

○ Make a flyer or banner

○ Assign them a task for an event

○ Sign up to bring a snack or game for every meeting

2. Have and enforce Requirements

In order to become an official member:

○ New members have to come to a certain number of meetings

○ Help with at least one event or participate in at least one performance

3. Give out Rewards

○ Reward requirements with FREE T-SHIRT

○ "You Rock" or "Shining Star" passed around every meeting

○ Highlight them on social media

○ Thank you cards after helping with an event

○ Give out candy for participating during meetings

4. Assign a Role Model/Mentor

○ Partner someone who is new with a longer-term member

○ Update each other if one misses a meeting

○ Can accomplish "Responsibilities" together

○ Act as a mentor and help when facing challenges

○ Prepare for future e-board member or loyal general member

5. Help build Relationships

○ Team building activities or outings

○ Volunteer together

○ Sign up for competitions together (i.e. fashion show, art show)

Successful officer transition

Interested in being on the E-Board of one of your clubs? Well there are two important items to keep in mind while deciding.

1. Think about why you want the position. What can you bring? This will help you develop your ideas and goals for the position

2. Consider all the commitments you already have. Do you have the time to commit to the position? You can write out your commitments and the approximate time they will take in a week. This will help you determine if you have the time for the basics of the position in addition to all the extra work you'd want to do to accomplish your goals.

Click here for a complete list of E-Board Transition Tips including a checklist and how to get started! Also, here is a Transition Guide for your E-Board to complete and update each year!

Editing Existing Constitution

If any SGA club would like to add or edit their constitution they may do so through the SGA approval process at any time.

If a club hasn't updated their constitution after 3 years, the club will be required by SGA to review and edit/update it as needed.

Clubs will work with the SGA Parliamentarian (reference Student Representatives) and Constitution Committee to make sure the wording and information in the constitution is clear and that it is still in agreement with and supports the SGA Constitution.

Once the constitution is reviewed by the club, it is submitted to the SGA Constitution Committee. If they have any changes or requests to the constitution, it will be sent back to the club E-Board to approve these changes. Once the club and the SGA Constitution Committee approve, it will then be sent to the SGA E-Board for proofing. Finally, it will be sent to the SGA Senate where they will have one (1) week to review the club constitution and vote on its approval.

PLEASE NOTE: This process will take a few weeks to complete.

Event Planning Resources

Request Campus Space

Clubs and organizations may request classroom or non-classroom spaces on campus for their weekly meetings for 1 semester or for a specific event they are having.

Please submit these requests at least 1 week in advance.

Classroom Space Request

If your classroom request is available you will receive an email confirmation. If you have any questions, please email classroomrequests@mcla.edu.

Non-Classroom Space Request

If your request is available you will receive an EdMS confirmation in you campus mailbox. If you have any questions, please email studentdevelopment@mcla.edu

Request Tabling and Banner Space

Clubs and organizations that would like to reserve a table or banner space in the Campus Center Marketplace can fill out the Non-Classroom Space Request Form. Tabling can also be reserved in Bowman Hall using this same form.

Please submit these requests at least one (1) week in advance

If your request is available you will receive an EMS confirmation in your campus mailbox. If you have any questions, please email studentdevelopment@mcla.edu.

Requesting Media and Tabling services

When requesting media and/or catering services:

1. Fill out the Non-Classroom Space Request Form.

2. Contact the representative from either Media Services or Aramark to confirm your request. Reference "Important Contacts" on Student Organization Basics for the names and contact information for the respective representatives.

Please submit these requests at least one (1) week in advance.

If your request is available you will receive an EMS confirmation in your campus mailbox. If you have any questions, please email studentdevelopment@mcla.edu

Speaker/performer contracts

PLEASE NOTE: No club shall officially agree to any service without first communicating with the SGA Office Manager.

If a club would like to hire any individual or company (known as a " vendor") for any form of service the club will need to fill out a MCLA Contract for Services Form.

Once completed, clubs will work with the SGA Office Manager to send the contract to the vendor to originally sign the document and send back with a filled out W9 Form for the MCLA Administration and Finance Office to cut a check.

Due to this process and the college process *this contract must be turned in three (3) weeks in advance* to guarantee a timely payment. This is very important if the vendor requests the payment the day of the service.

Equipment Rental

Similar to Media Services, clubs and organizations may borrow or "rent" certain equipment from SGA or Student Development. The items listed below may be reserved through the SGA Office Manager. Each item comes as it is so some may require clubs to purchase their own supplies to use them.

○ 2 Fender Kits (Speaker Sound System) - includes all electrical cords and an auxiliary cord

○ 2 Microphones - includes cord to plug into sound system

○ 2 Microphone Stands

○ Popcorn Maker

○ Panini Press

○ Hot Water Dispenser

○ Blenders

Dance policy

If clubs are interested in having a dance on campus they will need to follow the guidelines of the [Dance Policy](#).

Dances on campus are normally a larger event and due to that they require extra procedures to be in place. Outlined in the policy are different levels categorizing which steps a club will need to take depending on the level of dance they are putting on. It is also a helpful tool in planning this type of event by providing tips and essentially a checklist of everything that may be needed or useful in having a successful dance.

Food Policy

Clubs that use their funds to purchase prepared food during meetings or events must supply a list of the attendees with the receipt to the SGA Office Manager. If the event is open to the entire MCLA Community to come or the Public and is not categorized as a dance, a list is not needed. Any questions, contact the SGA Office Manager.

Screening films on campus

Clubs that wish to have a movie night or screen a film and have not purchased the rights to that film must request and hold the event in the MCLA Sullivan Lounge. Clubs must fill out the [Non-Classroom Space Request](#).

Please submit these requests at least one (1) week in advance.

If your request is available, you will receive an EMS confirmation in your campus mailbox. If you have any questions, please email studentdevelopment@mcla.edu

SGA Office supplies

SGA clubs and organizations have access to the following supplies in the SGA Office (CC316). If you have an idea of other supplies that might be useful for the SGA Office to have, please contact the SGA Office Manager.

○ 2 Computers

○ 1 Color Printer

○ 1 Black and White Printer

○ Colored Paper

○ Rack with Colored Paper for Posters and Banners

○ Closet Space for Club Storage

○ Storage Bins (1 per SGA Club)

○ Small and Large Binder Clips

○ D8 Batteries

○ Scotch and Duct Tape

○ Push Pins

○ Staplers/ Staples

○ Note Cards

○ Post-Its

○ Scissors

○ Hole Punch

○ Small and Large Paper Clips

○ Pencils

○ Glitter and Glitter Glue

○ Glue and Glue Sticks

○ Paint/ Paint Brushes

○ Rulers/ Meter Sticks

○ Stickers, Googly Eyes, and Pipecleaners

○ Mini Cups

○ Washable Markers

○ Dry Erase Markers

○ Sharpies

○ Pencils

○ Highlighters

Co-sponsorship

When planning events Clubs may be interested in co-sponsoring with SGA, departments on campus, or each other. Co-sponsoring is a great way to connect different groups on campus together, collaborate with similar groups on an event, and even share resources like funding, volunteers, and supplies.

Co-Sponsoring with other Clubs/Departments

Clubs that decide to work with other clubs or departments on campus will need to fill out the Co-Sponsorship Form Club-Club and turn it into the SGA Office Manager.

This will help to keep accurate records for the groups that agreed to work together and provide certain resources for an event. Even if one club is donating some funding to another club for an event, this form is needed to be filled out and signed by both groups so the SGA Office Manager may have approval to officially transfer those funds over. (Please see "Donations" under the Financial Resources tab for more information.)

Co-Sponsoring with SGA

Clubs that would like to work with SGA will need to fill out the SGA Co-Sponsorship Form and turn it into the SGA Office Manager.

It is important to turn this form in *at least 3 weeks in advance* to the event so it may go through the SGA process below:

1. Once the SGA Treasurer receives the form from the SGA Office Manager, they will bring up the request to the Budget Finance Committee (BFC) that will review the request and come up with a recommendation for SGA.

2. Clubs will be updated the status of their request during this process and need to be prepared to answer follow up questions via email or even in person at a BFC meeting.

3. The request then goes to the SGA meeting where the Senate has a week to review and then vote the following meeting with the club present. Again the club will be updated and invited to the SGA meeting when the Senate discusses and votes.

Budget Processes

Once recognized by SGA, clubs and organizations are eligible to request monies through the SGA Treasurer. Funding allows members to enhance their club or organization in many ways. They may use the money to attend a conference, bring in a speaker, purchase items, or have food at their meetings. New clubs will not have access to a budget until they have been active for at least one year. Should a new club need financial assistance, they may seek the support of other clubs or approach the SGA Treasurer for funds, who will then present the request to the Senate.

The amount of funding an existing club or organization receives is determined by the SGA in the Spring of each year. Once funds are distributed, clubs and organizations are responsible for maintaining their budget and any expenses/paper work that that needs to be processed. It is the responsibility of the SGA treasurer to assist any club or organization that may need help with this process.

Funding

The more active a club or organization, the more funding the are likely to receive. Money appropriated to clubs and organizations is based upon the following criteria:

1. Club Membership/Participation

The number of consistent members a club has as well as the number of active nonmembers who participate in the activities of a club will be taken into consideration when funds are distributed. For example, clubs and organizations such as the Student Activities Council (SAC), the Beacon and WJJW receive larger amounts of funding because they serve a larger number of students.

2. Club Activity

Clubs that are active on campus, sponsor major campus events and hold sufficient and consistent meetings to organize and plan those events will receive more funding than those that do not. The number of activities and events a club holds per semester will heavily weigh in how much funding that particular club receives, which is why it is critical that they keep the Coordinating Vice President informed of all their events. Past performance also plays greatly in how much money a club or organization will receive.

3. Adhering to Constitutional Provisions

All clubs and organizations will be accountable to both their individual constitution and SGA's. Those clubs and organizations that do not follow the constitutions or guidelines may have their budgets frozen.

4. Maintaining Communication

Clubs and organizations that maintain an open line of communication between their club and the SGA will fare best in regards to funding. Since SGA is responsible for distributing funds, it is critical that they are kept aware of all activities. Meeting minutes, copies of event advertisements and any other relevant information should be given to the Coordinating Vice President's mailbox.

Budget Procedure

To maintain recognition within SGA and receive funding, there are certain requirements each club or organization must follow. They must:

1. Send its president and treasurer to one finance meeting held each semester with the SGA Budget Finance Committee as well as any other mandated SGA club and organization meeting or workshop.

2. Keep and submit, to the SGA email SGA@mcla.edu, a record of all meeting agendas and minutes.

3. Follow all budgetary procedures as outlined in Financial Resources.

4. Submit a current list of the officers to the Coordinating Vice President and SGA Office Manager.

5. Complete any programming requirements as outlined by the constitution.

6. Adhere to the SGA Non-Hazing Policy.

All information submitted to the Coordinating Vice President and Office Manager is filed in the appropriate file within the SGA Office. This helps to provide a history for future members of each club.

Purchase orders

To request money for supplies, food or any other need your club or organization may have, Purchase Orders must be filled out and submitted to the SGA Office Manager at least three weeks in advance. Last minute requests will not be processed unless considered an emergency. Budget line information may be obtained through the SGA Office Manager.

Under no circumstances should members of a club or organization use their own money for any purchases without prior permission from the SGA Office Manager or the SGA Advisor. Reimbursements will not be allowed, unless prior permission has been granted. Should a club member use their own money, a refund will not be issued.*

Club funds are for purchasing whatever a you need to stay operational but the type and cost of certain equipment will need prior approval to decide whether that purchase is necessary.

When filling out Purchase Orders, the following items must be kept in mind:

a. Any purchase of more than $2000.00 must be sent out to bid by either three phone bids or three submitted written bids. These bids are processed through the Treasurer's Office. Since the bidding process may be time consuming, it is recommended that four weeks are allowed.

b. Anyone making purchases without authorized approval through Purchase Orders, will assume personal financial liability for those purchases. SGA will not be held responsible or reimburse the individuals who do so, unless, prior approval from the SGA Office Manager or the SGA advisor has been obtained.

c. Each Purchase Order must have a receipt in order to be paid. Anyone who does not submit a receipt will assume full financial responsibility. After the event or purchase, receipts should be turned into the SGA Office Manager.

Contract for services

Anytime there is someone providing a service to the club or organization, (speakers, performers, referees, trainers, etc.) a Contract for Services Agreement must be filled out with the appropriate signatures. If presenting the check to the service provider on the day of service, it is critical that these forms are processed at least three weeks prior to the event. Failure to do so may mean that performers will not receive their payment.

Only fill out a contract for services if you are hiring someone from outside the college. If you are looking to hire and MCLA student you will need to do it through the MCLA employment page. Faculty and staff can also be hired but to do so you should contact Amanda Schuler, the SGA office manager.

Credit card

The SGA college credit card may be signed out by all SGA affiliated clubs that have received funding for the current academic year in the SGA Office CC316 for basic purchases.

This card is first come first serve and includes a tax exempt form when signing out. Most businesses will accept this form and may request it. You are allowed to give them the form should they ask but please let the SGA office know so they can replace the form later.

Walmart card

The SGA Walmart card may be signed out by all SGA affiliated clubs that have received funding for the current academic year in the SGA Office CC316 for basic purchases.

This card is first come, first serve and comes with a tax exempt card specifically for Walmart. When you are at Walmart you MUST hand the cashier the TAX EXEMPT CARD before they scan your items at checkout.

Giftcards and prizes

When giving out gift cards or other prizes, clubs must always turn in a Prize Winner Form. A template for this is available on the forms page but clubs may also submit a typed list of prize winners if they prefer.

Donations

Clubs/organizations are allowed to donate up to $150.00 to co-sponsor an individualized (not open to entire MCLA community) event or program from one MCLA club/organization to another MCLA club/organization or department.

Clubs/Organizations can donate unlimited funds to co-sponsor an event or program that is open to all MCLA community members.

Clubs/organizations are allowed to donate total fundraised amounts to any club/organization or department. This essentially means that a club may fundraise for another club/organization or department.

Clubs/organizations are allowed to donate/purchase items up to $50.00 of club money (from their budget) to co-sponsor an individualized (not open to entire MCLA community) event or program. Funds can be transferred from one club to any club/organization or department.

Gifts: Clubs are allowed to purchase gifts, gift cards, etc. but may not exceed $50.00 to recognize someone who has gone above and beyond to help the club advance or succeed.

Fundraising

Any club or organization wishing to hold a fundraiser must receive permission prior to the event. The Fundraising Activity Application must be filled out and turned in to Student Development CC310 for approval at least 2 (two) weeks prior to the event date.

Any club or organization wishing to hold a fundraiser must receive permission prior to the event. The Fundraising Activity Application must be filled out and turned in to Student Development CC310 for approval at least 2 (two) weeks prior to the event date.

Fundraising includes, but is not limited to, the sale of t-shirts and other articles of clothing, glasses, cups, flowers, food items, as well as raffle tickets.

Clubs will receive a confirmation email prior to the event date approving or denying their request and next steps.

All fundraising revenue must be submitted to the SGA Office Manager, Room 316 of the Campus Center for deposit into your club account.