



ANOKA-RAMSEY
COMMUNITY COLLEGE
CAMBRIDGE • COON RAPIDS

Clubs & Organizations Guide

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The information contained within this guide is subject to change. Check with Coordinator of Student Engagement and Activities for any changes and updates.



INTRODUCTION

As part of the Student Development and Engagement Department, the Student Activities Office on each campus provides opportunities for student growth through a variety of clubs, organizations, and activities to support co-curricular learning.

Our mission is to enrich the college experience for on-campus and online students through purposeful programming, clubs, organizations, and activities. The Student Development and Engagement Department strives to promote holistic development of students through social interactions, personal wellness, civic engagement, and leadership development in our diverse world.

Clubs, Organizations and Activities are funded through student activity fees. The following guide is designed for students interested in forming or participating in an ARCC club or organization and the faculty or staff advisors who support them. For further information, contact the Coordinator of Student Engagement and Activities on either campus.

This guide and associated forms are located on our college website.

To find the forms go to anokaramsey.edu → Student Resources → Forms → Club Forms

Student Clubs and Organizations

PURPOSE

Student clubs and organizations shall contribute to the development of students through at least one event or activity each semester that is open to the entire campus in order to accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics.
- Provide experience of working with groups.
- Provide activities related to classroom experiences.
- Develop professional ideals and standards through activities and events.
- Develop personal and professional friendships and associations.
- Develop members' leadership capabilities and citizenship responsibilities.
- Provide recreational experiences within the environment of the ARCC community.

PRIVILEGES

Student clubs and organizations are allowed:

- To communicate and disseminate information through campus media.
- To get assistance from staff in planning and conducting programs.
- To use campus facilities, services, buildings and property in conformity with college policies.
- To request funding from Student Life fees for programming that benefits students at ARCC.

MEMBERSHIP

Any currently enrolled ARCC students may form or participate in a club or organization at ARCC, including Postsecondary Enrollment Option (PSEO students). Membership is open with no discrimination with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression.



HAZING

ARCC prohibits any form of hazing on or off campus. Incidents of hazing should be reported through the [Student Conduct Violation Form](#). Hazing can apply to individuals as well as student groups and is defined as:

Any action taken, created or intended to produce mental or physical discomfort, embarrassment, harassment or ridicule that is directed at new or prospective members of a recognized student club/organization. Such actions may be perpetrated by an individual, an individual against an organization, or an organization against an individual.

STUDENT SENATE ROLE

The College President recognizes the Student Senate as the official representative of the students. With the exception of Phi Theta Kappa, the Student Senate has the exclusive right to charter all clubs and organizations at ARCC. The Student Senate recommends the Student Life budget to the President and has jurisdiction over a variety of matters relating to student clubs and organizations.

Student Senate is the liaison to each of the recognized clubs and organizations, and has the ability to:

- Serve as an informational resource.
- Attend club/organization meetings.
- Require follow-up for funding requests.

ADVISOR ROLE

The advisor is selected by the student club/organization members. All recognized student clubs/organizations are required to have a primary advisor who is an ARCC faculty, staff, or administrator. A student club/organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student club/organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective and encourages club/organization members. Advisors provide direction regarding event planning, following policies and procedures and are there to serve as a resource but are not considered voting members of the club/organization.

SELECTING AN ADVISOR

The importance of a club/organization advisor should not be overlooked. Advisors, through their knowledge and expertise, can be invaluable resources for a club/organization. Criteria for selection, change, or removal of a club advisor can also be included in the club constitution (this does not apply to organizations). The relationship between a student club/organization and their advisor is one built upon trust and confidence. The advisor should be willing to offer advice, and the group willing to solicit it.

ELIGIBILITY TO SERVE AS AN ADVISOR

The Office of Student Engagement and Activities is available to help you in connecting with potential advisors for your club. Advisors are extremely important in helping your club/organization keep on track. It is important to find an advisor that you have a close relationship with or one that has an active interest in your student club/organization. Ask faculty or staff members you are close with; if they cannot serve in the advisor role, they likely know of someone who can.



Starting a Club/Organization

Any group of students wishing to form a campus club/organization must secure approval from the Coordinator of Student Engagement and Activities and Student Senate before the club/organization can be recognized as official to the college. To secure approval, a group of students must meet the following requirements:

- Be open to with no discrimination according to the “Membership” clause.
- Ensure the club/organization’s purpose benefits students and the college.
- Secure an advisor approved by the Coordinator of Student Engagement and Activities.
- Submit a [Provisional Club Application form](#) to the Coordinator of Student Engagement and Activities. Provisional clubs/organizations are extended regular privileges with the exception of access to funding under the Student Life budget process. Provisional status is temporary.

GAINING PERMANENT CLUB/ORGANIZATION STATUS

Permanent status enables clubs or organizations access to funding under the Student Life budgeting process and to sponsor events and activities that are appropriate to the special interests of their organization under the auspices of ARCC. In order to gain permanent status, clubs/organizations must submit the following items to the Student Senate and the Coordinator of Student Engagement and Activities:

- A [Roster](#) of active student members and tech ID’s, ensuring the minimum membership is at least five (5) students. An email will be sent to advisors with the link and more details regarding a deadline to submit this form.
- The [Expectations and Responsibilities form](#) – signed by the club/organization advisor and the club/organizations President/Representative.
- A copy of the **Club Charter/Constitution** and appropriate bylaws. If the club/organization is affiliated with a national organization, the national charter/constitution and bylaws must also be submitted. ([Example Charter/Constitution](#))

REVOCATION OF CLUB & ORGANIZATION RECOGNITION

With the exception of Phi Theta Kappa, the Student Senate may revoke the recognition of any club or organization if any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- No record of activity exists for the previous academic year.
- A roster of current officers or members is unavailable.

STUDENT ORGANIZATION COLLABORATION (SOC)

Student clubs and organizations can share ideas through the D2L Brightspace Sites: **Student Organization Collaboration Cambridge** and **Student Organization Collaboration Coon Rapids**.

Clubs/organizations are required to post a check-in at least once before the 15th of each month with an update of activities, meetings and/or events.

- The SOC D2L site provides an opportunity for brainstorming for club and organization events and initiatives on each campus.



- The SOC D2L site will consist of one member and one advisor from each club/organization.
- The Coordinator of Student Engagement and Activities will moderate discussions and track clubs/organizations monthly check-ins and contributions.
- Contributions and collaboration to the SOC site could impact decisions on future funding and budgeting.

If this monthly check-in requirement presents a challenge to fulfil, the club/organization advisor is responsible for contacting the Coordinator of Student Engagement and Activities to arrange a suitable alternative.

Funding and Budgeting

Student activity fees are the primary source of funding for clubs and organizations. Budgets are established in early spring for the following fiscal (July 1- June 30) year in accordance with the Student Life policy. Each spring term, clubs/organizations/activities submit an **Annual Budget Request** for the following year to be reviewed by the Student Life Budget Committee. Club/organization advisors will be notified of approved budgets.

- A [Request for Funding Form](#) must be submitted for new clubs/organizations and clubs/organizations that want to plan events above and beyond their approved annual amount.
 - Club and organization expenditures above the approved budget require prior approval from the groups advisor, the Student Senate, Coordinator of Student Engagement and Activities, and Director of Student Development & Engagement.
 - New clubs/organizations seeking funding for events and activities may also present a Request for Funding proposal to Student Senate, Coordinator of Student Engagement and Activities, and Director of Student Development & Engagement.
- Fundraising activities are limited and shall be conducted in accordance with expectations set forth by the Foundation Department and with prior approval from the club/organization advisor, Coordinator of Student Engagement and Activities. ([Application to Request Support from the Public](#))
- Funds collected and spent by clubs and organizations shall be accounted for through an agency account in accordance with college policy through the ARCC Business Office.

Money received from student activity fees are considered state funds. Therefore, certain expenditures are not allowed and include:

- Gifts or parties for club or organization members
- Tuition reimbursements
- Donations
- Alcohol
- Food for meetings
- Miscellaneous expenditures for personal benefit
- More than 50% of the cost of clothing
- ARCC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See the Coordinator of Student Engagement and Activities if written proof of tax-exempt status is needed by a vendor.



PURCHASING

For instructions on purchasing through Marketplace (preferred method), go to the Intranet under the Business Office, click “Purchasing” for tutorials or contact the Business Office.

- The club/organization advisor should complete an Internal Requisition in Marketplace using approved vendors and appropriate Cost Center and Object Code.
 - When a purchase is completed, it is the advisor’s responsibility to request an invoice from the vendor, which should then be submitted to Marketplace. If the vendor does not provide an invoice, please have them complete an [ARCC invoice](#).
 - After the purchase is completed, the advisor should create a receipt in Marketplace.
- If reimbursement is required for a purchase, the club/organization advisor should complete an [Employee Expense Form](#) and submit to the Coordinator of Student Engagement and Activities. Employee reimbursement will be on a subsequent paycheck.
- If a student has paid for the activity, they should complete a [Student Expense Report](#) and submit to the Coordinator of Student Engagement and Activities. Their reimbursement will be sent to them in the mail.

Student Travel & Accommodations

Students traveling for college-related functions do so as representatives of ARCC and are required to adhere to college policies. Students must complete the following forms prior to traveling and one copy of each should be retained by the club advisor and one copy should go to the Coordinator of Student Engagement and Activities:

- [Student Travel Form](#)
- [Student Travel Responsibility Contract](#)
- [Assumption of Risk, Waiver of Liability, Indemnity, & Responsibility Agreement](#)

Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Advisor should work with students for gender and age appropriate room accommodations.
- Whenever possible, an advisor should accompany students on school-related functions.
- Internal requisitions for airfare, lodging, and registration can be done through the ARCC Business Office.

Out-of-state travel must be accompanied by an advisor and requires an [Out of State Travel/Special Expense form](#) to be submitted to the Coordinator of Student Engagement and Activities at least two months prior to travel. Advisor travel expenses must be included in the Out of State Travel/Special Expense form and Request for Funding form (if applicable).



COLLEGE VEHICLES

Clubs and organization members may use college vehicles for school related functions in accordance with college policies. Vehicle availability is limited, so arrangements should be made at least two weeks in advance through the Security Office on campus. All participants need to fill out an [Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement](#) and return it to the Coordinator of Student Engagement and Activities.

As a student and a representative of ARCC, you are expected to:

- Obey traffic laws and use driver courtesy.
- Return the vehicle clean and the interior emptied of trash.
- Return the vehicle with the gas tank at least half-full.
- Return keys and clipboard (completed usage information) to the Campus Safety and Security. If the campus is closed, lock the clipboard with keys under the driver's seat.
- Inform the Coordinator of Student Engagement and Activities of unusual occurrences related to vehicle use.

If a state vehicle is unavailable, you **may** be reimbursed for driving your own vehicle at the current rate for direct route miles.

If expectations are not followed, students may lose driving privileges.

VEHICLE USE AGREEMENT

The Risk Management Division (RMD) of the Dept. of Administration promulgated a vehicle Fleet Safety Program and Minnesota State implemented the program. The program requires that students that have been identified as potential drivers of college, state, leased, or rented vehicles have verification made of their eligibility to operate those vehicles for college business, events, or activities. Minnesota State requires that students fill out a [Vehicle Use Agreement form](#) and have the club/organization advisor also sign. RMD conducts a driving record check for all drivers of state vehicles. The Director of Safety and Security coordinates these efforts and advises the student's supervisor or instructor of the results of the driving record checks.

Special Events

Some activities or special events may require students to complete an **Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement**. A copy should be given to the Coordinator of Student Engagement and Activities and the club/organization advisor.

CLUB/ORGANIZATION EVENT CHECKLIST

- ✓ Complete Request for Funding Form to secure money if above annual approval amount (advisor)
- ✓ Reserve rooms/space on campus through the Event Management System on the Intranet (advisor)
- ✓ Do Internal Requisition if needed through Minnesota State Marketplace on the Intranet (advisor)
- ✓ Order food through campus Food Service Provider (advisor)
- ✓ Advertise the event (see suggestions in the "Advertising and Public Relations" section below)
- ✓ Complete travel forms if needed (students/advisor)
- ✓ Send e-mail to students (advisor e-mails Coordinator of Student Engagement and Activities)



- ✓ Send e-mail to faculty and staff (advisor)
- ✓ Collect feedback from participants about event (advisor/student)
- ✓ Must complete an online [Club/Organization Event Evaluation Form](#) if event costs more than \$100 (advisor)
 - The Club/Organization Event Evaluation Form can also be used for events costing less than \$100 for future event planning and tracking

ADVERTISING AND PUBLIC RELATIONS

Services for mailing, printing and copying are provided by ARCC. The advisor, Student Life Operations Assistant, or the Coordinator of Student Engagement and Activities are available for assistance.

Clubs and organizations may advertise using campus media, including:

- Bulletin Boards, Posters or Table Tents—The Student Life Operations Assistant or Coordinator of Student Engagement and Activities is available to assist with designing flyers/posters. Flyers and posters will be approved and posted by the Student Activities Office.
- Anoka-Ramsey Community College tablecloths and easels are available for checkout from the Student Activities Office.
- Student Newspaper – (CR) - The Campus Eye Office (SC177) or (CC) – The Ink Spot (E203A).
- Linked Blog—submit to Margie Schlueter in the President’s Office (C261) at margie.schlueter@anokaramsey.edu
- E-mail—The advisor must submit all e-mail requests to the Coordinator of Student Engagement and Activities
- Facebook, Twitter, Instagram, & Snapchat — Submit requests to the Marketing Department
- Community Newspapers—submit requests to Fia Prpic in the Public Relations Office (SC123) at fia.prpic@anokaramsey.edu
- Add to College Events Calendar at events@anokaramsey.edu
- Put on TV Monitors (Marketing Department)

ARCC EVENTS PLANNING TEAM (EPT)

The Events Planning Team for each campus is a group that helps brainstorm, plan, market and execute events and activities.

- The ARCC EPT will consist of at least three students and the Coordinator of Student Engagement and Activities on each campus.
- Members of the ARCC EPT are expected to attend campus events and to help execute events whenever possible.
- Student members can be work study students or volunteers. (Volunteers are eligible for Student Leadership Stipends at the end of each semester.)
- Members of clubs/organizations are encouraged to participate in the ARCC EPT.
- The ARCC EPT will meet at least two times per semester to carry out their event planning and marketing duties. The Coordinator of Student Engagement and Activities will call meetings.
 - Students in clubs/organizations who are interested in this leadership opportunity should contact the Coordinator of Student Engagement and Activities.

STUDENT LEADERSHIP STIPEND



Student Leadership Stipend recognizes the contributions of student leaders at Anoka-Ramsey Community College. Awards ranging from \$50-\$500 are determined every semester and granted to student leaders based upon a committee's evaluation of the student's leadership, level of involvement, breadth of involvement, and effect of contribution to campus life and community during the most recent term. Applicants need to be actively enrolled at least half-time (six or more credits), and meeting or exceeding the college's satisfactory academic progress standards. Applications are available and due toward the end of each semester.

MOVIE/FILM COPYRIGHT POLICY

Students must obtain the appropriate permission prior to showing a film or movie on campus. You cannot rent a movie and show publicly on-campus without obtaining a copyright license for the showing. Please see the Coordinator of Student Engagement and Activities if you have any question about this.

What the law says:

- The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.
- This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.
- The movie studios who own copyrights and their agents are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.
- Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

Access and Resources

Clubs and organizations have access to resources including support from the Coordinator of Student Engagement and Activities. The Coordinator on each campus oversees all clubs/organizations and can provide guidance and support along with the club/organization advisor.

The College provides clubs and organizations with office space to work on activities and event projects. Offices are generally equipped with local access telephones and computers, which are to be used for club/organization related activities only. Contact the Coordinator of Student Engagement and Activities or club/organization advisor for access. Offices should be kept locked when not in use.



Coon Rapids Campus	
Coordinator of Student Engagement and Activities	SC173
Clubs and Organizations Office	SC175SC 175
Phi Theta Kappa	SC175
Student Newspaper	SC177
Student Senate	SC174

Cambridge Campus	
Coordinator of Student Engagement and Activities	E203C
Clubs and Organizations Office	E203A
Phi Theta Kappa	E203E
Student Newspaper	E203A
Student Senate	E203D

COMPUTERS

To use the computers, please log on with your own StarID and password.

FACILITY RESERVATIONS

Other than the designated office space, to reserve a room for meetings or events, the club or organization advisor needs to contact the event & room schedulers on campus or login to the online room reservation software, Events Management System (EMS), to book a space.

- EMS URL: <https://minnstate.bookitadmin.minnstate.edu/Default.aspx>

Club and Organization Member Survey

The **Assessment of Student Learning** is a central part of the mission of ARCC. The Student Development and Engagement Department values the learning that takes place both in class and through participation in co-curricular activities. As a member of a club or organization, students are asked to respond to a survey. This information is intended to continually enhance programming at ARCC and will be used for research purposes. A link will be emailed out to students listed on club/organization rosters for this online survey.