



[jccc.campuslabs.com/engage](http://jccc.campuslabs.com/engage)

Club and Organization Handbook  
Updated Fall 2023

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## Center for Student Involvement

The Center for Student Involvement exists to provide an environment where students are actively involved in JCCC's co-curricular life. The CSI is the home of JCCC's more than 80 campus organizations and works to oversee and staff the Student Lounge and Campus Center.

The CSI is equipped with work and storage space for organizations, graphic design software with color printing, a spacious conference room, a relaxing lounge area, and a friendly staff actively working to facilitate networking between students.

The CSI serves as home base for Student Senate, the Quiz Bowl, and the JCCC Golden Girls Dance teams. It also features the campus' only meditation room, where students, faculty, and staff can come to refocus.

**Location:** GEB 117

**Hours:** 8 a.m. to 5 p.m. Monday through Friday

**Phone:** 913.469.7657

**Website:** Under the Student Resources tab; select Activities, Clubs and Organizations under Student Life

**Facebook:** [JCCC Student Life](#)

**Instagram:** [JCCC Student Life](#)

**Events Calendar:** Get Involved @ JCCC -> Events <https://jccc.campuslabs.com/engage/events>

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**If you have any questions regarding clubs and organizations, especially topics not covered in this manual, please contact the Center for Student Involvement.**

## **Inter-Club Council**

Inter-Club Council strives to provide an open means of communication for student organizations and advisors to share information and help each other with similar projects. Inter-Club Council is led by the Student Senate Vice-President, the Student Involvement Ambassador from the Center for Student Involvement, and two Student Senators.

Events planned may include community service projects, student organization fairs, advisor appreciation efforts, and social gatherings at the college. At least one representative from each student organization is strongly encouraged to participate.

\*Inter-Club Council meets every first Friday of the month during the fall and spring semesters in MTC 212\*\*

For information on Inter-Club Council, contact the Center for Student Involvement or Student Involvement Ambassador.

## **Policies, Guidelines, and Regulations**

## Guidelines on how to form a student organization

Student organizations are defined as groups of at least 10 members who have applied and been approved by the Student Senate. All members must be currently enrolled in classes at JCCC and in good standing at the time of recognition.

In order to gain recognition as a student organization at JCCC, the following requirements must be met:

1. Be not-for-profit in nature.
2. Comply with the college's [policy of nondiscrimination](#) in recruitment and retention of members.
3. Acquire at least one advisor from JCCC faculty or professional staff who is willing to take on the responsibility of the student organization on a volunteer basis.
4. Submit a completed New Organization Registration on Get Involved @ JCCC.
5. After being called to attend a Student Senate meeting, have a representative present the new organization's purpose, benefit to campus, fundraising, and event plans at the Student Senate General Assembly Meeting (Mondays at noon in MTC 211).
6. Be approved by the Student Senate.

All members of student organizations are expected to conduct themselves as responsible members of the JCCC community, whether on or off campus; to respect the rights of others; and abide by the [Student Code of Conduct](#), as well as local, state, and federal laws.

Contact the CSI with any questions.

## **THE FUNCTION OF STUDENT ORGANIZATION ADVISORS**

A student organization advisor is a vital part of an organization. The advisor is there to assist all members in the organization, provide history and continuity for the organization, motivate all members, and introduce ideas and perspectives to keep the organization moving in a positive direction. The student organization advisor's goal is to cultivate student enthusiasm and initiative while tempering it with a practical knowledge of the possibilities or seeking the institution's input if unsure.

### **MAINTENANCE**

- Providing continuity with the history and tradition of previous years
- Helping the organization understand College policies and procedures
- Arbitrating intra-group disputes
- Keeping the organization focused on its goals

### **GROUP GROWTH**

- Teaching the techniques and responsibilities of leadership, fellowship, and self-discipline
- Coaching the officers in the principles of group organizational and administrative practice
- Developing procedures and plans for action

### **PROGRAM CONTENT**

- Introducing new programming ideas
- Providing opportunities for the use of classroom skills where appropriate
- Extending the insights of their experiences and prior knowledge
- Acting as a resource person for acquiring outside speakers and activities for the organization

## **THE DUTIES OF YOUR ADVISOR**

- **Teaching/Coaching:** Pointing out new perspectives and directions, assisting in developing insight into problems, coaching individuals in their duties as discussion leaders and/or officers, identifying and developing potential new leaders, and assisting in upholding the standards of a collegiate-level organization.
- **Consultation on Programs:** Keeping abreast of projects or events and offering ideas freely without dominating program planning.
- **Provision of Continuity:** Informing officers of the organization's history and past programs and their outcomes.
- **Interpretation of Policy:** Informing the officers of policies, why the policies exist, and the channels to be followed to obtain exceptions or revisions.
- **Supervision:** Attending all organizational events and meetings.
- **Meeting Emergencies:** Lending assistance if called upon by the organization or the College if an emergency should arise.
- **Financial Supervision:** Assisting the organization and helping it be successful at staying aware of the nature, extent, and pattern of expenditures and income.
- **Organizational Records:** Encouraging the officers to maintain adequate rosters, records, and minutes of all club activities.
- **Information Updates:** Obtaining any corrections or changes within the structure of the organization and making sure this information is shared with the Center for Student Involvement.



## Responsibilities of JCCC student organization advisors

- ✓ Attend **all** scheduled functions, events and meetings planned by the student organization.
- ✓ Accompany the student organization in **all** off-campus travel.
- ✓ Assist the student organization in developing sound accounting procedures conducive to college policies.
- ✓ Communicate regularly with members and as needed with Center for Student Involvement personnel.
- ✓ Offer constructive criticism and guidance and uphold JCCC's policies and procedures in the student organization. Please notify the Center for Student Involvement immediately if the student organization's actions or the behavior of individual members is contrary to its general statement of purpose, violates the JCCC [Student Code of Conduct](#), or a program that is not approved by you.
- ✓ Assist the student organization in fulfilling its statement of purpose and goals.
- ✓ Work with officers to uphold the policies of JCCC.
- ✓ Encourage the members to operate within the framework approved by the Student Senate.
- ✓ Act in a consulting and advising capacity with final decisions made by a majority vote of the student organization's members.
- ✓ Keep an organization membership roster and provide member and officer updates to the Center for Student Involvement as requested.
- ✓ Encourage the members of the student organization to utilize the Center for Student Involvement as a resource.
- ✓ Approve all necessary paperwork required for room scheduling, hosting events and/or fundraisers, etc.
- ✓ Report any incidents that may be Clery Act violations or allegations of criminal activity (murder, manslaughter, sexual offenses, robbery, assault, burglary, theft, arson, dating or domestic violence, stalking, hate crimes, alcohol or drug violations, and illegal weapons possession) to JCCC Campus Police, the Assistant Dean of Student Life and Leadership Development, the Dean of Success and Student Services, or KOPS-Watch ([www.jccc.edu/kops](http://www.jccc.edu/kops)).



## Campus Security Authority (CSA) Quick Reference Guide

Frequently Asked Questions  
3/2021

### What is my role as a Campus Security Authority?

Campus Security Authorities report allegations of crime (attempted and completed), made in good faith (not false or baseless), via the JCCC established reporting structure. The role of a Campus Security Authority is vital to campus safety and compliance. This role is distinct from any additional obligations that you may have as a Mandatory Reporter under JCCC policies and procedures relating to discrimination, harassment, and retaliation, including Title IX sexual harassment.

### What is the JCCC established reporting structure?

Sexual assault, dating violence, domestic violence and stalking must be reported to a Title IX Coordinator. If any CSA (including Police) receives a report of one of these incidents, it will be forwarded to a Title IX Coordinator. Report all other types of incidents to the JCCC Campus Police Department or via the KOPS-Watch ([www.jccc.edu/kops](http://www.jccc.edu/kops)) online reporting system.

### What if I need to notify someone immediately about a sexual assault, domestic or dating violence, or stalking and it is after hours?

Report the incident immediately to JCCC Police Dispatch at 913-469-2500. Dispatch will document your information and it will be assessed for a *Campus Crime Alert*. The information and details you provide to Dispatch will be forwarded to the Police and a Title IX Coordinator.

### A student reports to me that he was assaulted on his way home from a party off campus. Should this be reported for Clery?

Yes. While CSAs need to have a general understanding of the College's Clery geography, you are not expected to evaluate whether a crime is Clery-reportable or not; you are just expected to report the incident and pertinent facts as soon as possible. The incident will be evaluated by the JCCC Campus Police Department, and others, as appropriate, to ascertain whether the incident is Clery-reportable and whether a *Campus Crime Alert* should be issued.

### How do I make a report?

- **Anytime:** Campus Security Authority [www.jccc.edu/kops](http://www.jccc.edu/kops)
- **Business hours:** phone JCCC Campus Police - 913-469-2500 or 913-469-8500 ext. 4111
- **After hours:** phone JCCC Campus Police - 913-469-2500

(Please identify yourself as a Campus Security Authority or required reporter and let them know what you are reporting and if you need a police response or not).

### Do I need to investigate to make sure a crime actually occurred?

No investigation is required by Campus Security Authorities. An incident is "reportable" when it's brought to your attention. The incident can be reported by anyone, including a third party, witness, victim, or perpetrator.

### Can the reporting party remain anonymous?

- No, if reporting a sexual assault, domestic or dating violence or stalking. At minimum, the Title IX Coordinator must be provided with the reporting party information. The Title IX Coordinator will then evaluate requests for anonymity/confidentiality in accordance with applicable procedures.
- Yes, if reporting anything else.

### What key facts must I gather to meet Clery compliance?

- **WHAT** happened (the type of crime or a description of the incident).
- **WHERE** it happened (necessary to determine if the crime falls into a Clery geographic area).
- **WHEN** it happened (helps prevent duplicates in the case of multiple reports from different sources).

(If you are unable to obtain all of the facts, please report the information you have.)

### Why is the location of the crime so important?

The location is what determines if a crime will be counted as a Clery statistic in the College’s Annual Security Report. Regardless of who the reporting party or victim is (student, employee or a third party), if the crime did not occur within Clery geography, it’s not reported as a Clery statistic. However, even if you think a crime report did not occur on the College’s Clery geography, the College asks that you report it.

### Do I have to determine if the crime or the location is Clery-reportable?

No. The JCCC Police Department will classify the crime and evaluate the location, based on the information that you provide.

### Do I need to memorize the types of Clery crimes or the Clery-reportable geography?

No. However, it is important that you understand and are familiar with what types of crimes and what locations or situations are Clery-reportable and include this information in your reports to ensure the incident is properly evaluated. Please reference your CSA training materials for detailed information on Clery-reportable crimes and geography.

### What are some examples of Campus Security Authorities at JCCC?

- Anyone with significant responsibility for students or campus activities (i.e., athletic coaches and assistant coaches, study abroad, program deans and directors, site managers)
- Faculty Advisors responsible for students outside of the classroom.
- Employees who, by virtue of their job function, have significant responsibility for assisting students or campus activities and are in a position in which they may learn of a crime (i.e., JCCC Police Department Personnel, Deans of Student Success and Services and Student Life)

### What is the list of Clery-reportable Crimes?

The College is required to disclose statistics for the following offenses that occur on campus, or in non-campus buildings or property owned or controlled by the university, and public property within or immediately adjacent to campus.

- |  |                       |                         |
|--|-----------------------|-------------------------|
| • Murder   | • Aggravated Assault  | • Hate/Bias Crimes      |
| • Manslaughter by Negligence                               | • Burglary            | • Liquor Law Violations |
| • Sexual Offenses (rape, fondling, statutory rape, incest) | • Motor Vehicle Theft | • Drug Violations       |
| • Robbery  | • Arson               | • Weapon Law Violations |
|  | • Dating Violence     |                         |
|  | • Domestic Violence   |                         |
|  | • Stalking            |                         |

## Active Status

At the start of each academic year each organization must complete the Re-Registration process through Get Involved @ JCCC. This process allows the CSI staff to contact your organization's leadership and to promote your organization to prospective members. Re-registration is a requirement for your organization to retain **active status**.

To be recognized as an active student organization, each club must have a minimum of 10 members, have an advisor, and hold regular meeting times throughout the school year. If the student organization misses one of the above components, it becomes inactive. ***The Center for Student Involvement is here to help your organization avoid inactive status.***

To help determine whether your student organization is active, the CSI asks that all student organizations submit a Student Organization Update Form. Not only does this provide us with current information, but it also allows us to reach out to your organization if help is needed. The information on the form is used to create mailing lists and update information, including co-curricular transcripts and CSI publicity, and the website listing of all active student organizations – a great way to get your student organization exposed to incoming and current JCCC students!

When a student organization does not submit an update form, it can affect the group in several ways. When organizations do not maintain communication with the CSI, the office may believe the group is inactive and remove it from publicity. The group's eligibility to receive Student Senate funding can also be impacted, as the Student Senate Constitution states:

**Student organization Qualifications.** A completed packet must be submitted to the Vice President for verification with the Manager of Student Life and Leadership Development. A new student organization requires a minimum of one Faculty/Staff advisor for operation. A new student organization must have at least ten (10) signatures of JCCC students as prospective members to be recognized. Student organization update forms are to be turned in to the Center for Student Involvement each year to remain active. Each student organization must be non-profit in nature, and all funds made through fundraising must go to the student organization or college agency account. Each student organization must send a representative for each funding request for discussion in the General Assembly and Budget Committee meetings. Any dispute of a club or organization's validity will be resolved by the Inter-Club and Activities Council Committee. A student organization may only request funds from Student Senate after being an active organization on campus for one calendar year from date of initiation. Failure to maintain an "active" status will result in an organization being ineligible to receive Senate funding.

**Active status is defined as follows: an organization will provide a yearly update for primary and alternate contact information to the Manager of Student Life and Leadership Development.** Additionally, a reinstated organization may request funds from Student Senate following a six-month period of reinstatement at the discretion of the Student Senate Budget Committee. To be considered for funding, the reinstated organization must display active involvement on campus, as well as maintain similar values and purpose as the original body. ([Senate Constitution](#), Article VI: Student organizations, p. 9)

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If your organization advisor leaves the institution or chooses to step down as your advisor, the CSI can help you reach out to faculty and staff interested in serving as an advisor. However, it is the club's responsibility to secure an advisor. Please notify the CSI as soon as possible if you need assistance with finding a new advisor or co-advisor.

In the event your organization membership drops below 10 students, the CSI can help with new membership recruitment. Ideas for how to recruit and retain Student organization members can be found in the resources section of this handbook. Also, please feel free to talk with the Manager of Student Life and Leadership Development for further ideas.

## What is available to my student organization?

Once a student organization is approved, the Center for Student Involvement will be able to help with the following:

1. Reservations for the use of **all campus classrooms, facilities and resources** are handled through the Center for Student Involvement. Your student organization can schedule meeting rooms up to one semester in advance.
2. **Reserve table(s)** located on the 2<sup>nd</sup> floor of the Commons building for events such as recruiting new members, fundraising, sharing/distributing information, event advertising, etc.
3. **Fundraising information** is available by contacting the Center for Student Involvement.
4. Contact the CSI to request the **use of a cash box** for fundraising purposes. As the Student Life Department has a limited number, you are strongly encouraged to make reservations as far in advance as possible. The standard cash limit for the cash box is \$30.
5. **Travel policies.** Prior to departure, please contact the Center for Student Involvement for instructions regarding student travel and the required forms. As representatives of JCCC, students must follow the [Student Code of Conduct](#).
6. Student organizations may use the **photocopier, black and white and color printers** in the Center for Student Involvement. For multiple color copies or specialty documents, student organizations will need to submit a **Document Services request** to the CSI for the copies needed. Please allow 2-3 business days, depending on the type of work requested.
7. **Supplies for publicity and promotion** are offered to clubs and organizations to advertise for recruitment, events, and other special occasions. Available supplies include paper for flyers and banners, whiteboards, markers, Cricut machine, glue, scissors, etc.
8. The CSI offers shared workspaces and storage spaces for student organizations. Space is allocated on a first-come, first-served basis.
9. All promotional **flyers or posters** should be sent to the Center for Student Involvement to be reviewed, printed, and posted on designated bulletin boards. 30 posters per event are allowed and Student Life will remove any outdated or non-approved posters.

10. There is a **button-making machine** at the Student Information Desk (SC106) that is available for use during regular office hours.
11. **Advertisements and sales on campus** must be limited to fund-raising activities, that directly benefit the student organization, college, or a college division. Fundraising for personal use or gain is prohibited. Food sales must receive prior approval from Dining Services. The Assistant Dean of Student Life and Leadership Development must approve all campus advertising and sales. Approved vendors are permitted on campus subject to Student Life policy.
12. **Help and ideas for how to boost organization membership and retention.** The Manager of Student Life and Leadership Development is always available to meet with your organization to discuss ways in which you can increase membership and keep members.
13. **Inclusion on the JCCC Student organization website [Get Involved @ JCCC](#) and promotional brochures and handouts for the Center for Student Involvement.**

## **Student organization responsibilities and privileges regarding the CSI**

1. The Center for Student Involvement is available for use during business hours (Monday through Thursday from 8 a.m. to 5 p.m., Friday from 8 a.m. to 5 p.m.).
2. Student organizations will be held responsible for damage to college property and for any damage to the campus and/or the Center for Student Involvement. In the cases where damage cannot be pinpointed to an individual or an organization, the cost for damages will be divided among all student organizations occupying the space.
3. Student organizations must always maintain a clean and orderly space to ensure safety. All spaces must be cleaned by the last day of final exams. Failure to do so will result in the items being disposed of and the student organization being charged for cleaning. Food items consumed in the Center for Student Involvement should be properly disposed of.
4. It is illegal to store drugs, alcohol, weapons, and chemicals/flammables of any sort in the storage cabinets. In addition, Student organizations may not store food in these spaces.
5. Allocated storage space may not be transferred to any other Student organization or be set aside for personal use. Previous occupancy does not guarantee retention or future allocation of the storage space.
6. Keys for the storage spaces are checked out by the CSI staff. Keys must be returned to the staff after every use. If a student organization wishes, it can leave a list with the CSI of members who are able to have access to the storage space.
7. Every student organization member utilizing the CSI is expected to comply with these policies. Failure by any member to abide by these conditions may result in the loss of storage space for the student organization.
8. Abide by the Student Conduct Code found [here](#).
9. Comply with the college's [policy of nondiscrimination](#) in recruitment and retention of members.



## Meetings

A major aspect of clubs and organizations is hosting regular meetings. The meetings can range from discussing business and preparing for events to playing games or hosting team builders. Hosting regular meetings is important for several reasons:

1. Meetings help provide consistency and stability for members by giving them a regular outlet in which to meet.
2. Meetings help with recruitment and retention efforts, as your members and prospective members know where and when to find you.
3. The Senate looks at regular meetings as one component when determining funding requests.

To schedule meetings, your organization must submit their events through “Create Event” via [Get Involved @ JCCC](#). **Requests must be made with the CSI, so we can help your organization by promoting your meetings.** The earlier you submit the request, the more likely you are to get the room of your choice.

You can find the [Get Involved @ JCCC Event Request Navigation here](#).

## Commons Tables

Like events, staffing a table in the Commons is a great way for your student organization to reach out to more students on campus. Tables can be used to host fundraisers, promote an upcoming event, or recruit members.

Due to the limited number of available tables, the tabling request should be submitted at least two weeks in advance via [Get Involved @ JCCC](#). If you are doing a fundraiser at your table, you must indicate this in your event form at the same time. If you request a specific table, please note that requests are honored on a first-come, first-served basis.

Student organizations are welcome to host organizations and groups unaffiliated with JCCC. A sign indicating which group is sponsoring the organization or group will be placed on the table the day of the event. **Also noted on the sign should contain be the following statement: “JCCC clubs/organizations and third-party organizations at JCCC Tables are fully and solely responsible for all actions/transactions and views expressed.”**

Any time money is collected, two members of your organization must be present, and a cash box used. More detailed instructions regarding collecting funds can be found in the Fundraising section of this manual.

## Student Trip and Travel Operating Procedure

**Cross-Reference:** [Student Trip and Travel Policy 318.08](#)

**Applicability:** This Operating Procedure applies to travel by individual students and recognized student organizations (i) sponsored or approved by the Johnson County Community College (“JCCC” or the “College”) Office of Student Life and Leadership, or (ii) on behalf of, or with the financial support of, one or more recognized entities of JCCC (collectively, “JCCC Travel”). This Operating Procedure also applies to JCCC employees or agents traveling with individual students or recognized student organizations on JCCC Travel.

**Purpose:** The purpose of this Operating Procedure is to promote safe travel by students, student teams and recognized student organizations to events and activities.

### **Procedures:**

1. Students participating in JCCC Travel must be accompanied by at least one JCCC employee or agent acting as the event sponsor or advisor (“Event Sponsor”). JCCC will view the Event Sponsor as the party responsible for the trip, and the Event Sponsor must be designated as a Campus Security Authority required by the Jeanne Clery Crime Statistics Act for the duration of the trip.
2. A JCCC Travel Request, which identifies the students’ and Event Sponsor’s names and expenses, must be completed by the Event Sponsor for all travel. All expenses (lodging, meals, registration, transportation, etc.) being covered by the College must be paid via the JCCC Travel Card issued to the Event Sponsor.
3. A completed Off-Campus Travel Packet must be filed with the Office of Student Life and Leadership prior to departure for any JCCC Travel. This packet includes a Trip Participation List, Hold Harmless Agreements and Trip Itinerary.
4. Prior to departure, the Event Sponsor must meet with those students traveling to discuss the planned itinerary, behavioral expectations and transportation details. Each student must be presented with a copy of the JCCC Student Code of Conduct, emphasizing that students traveling on a JCCC sponsored trip are subject to the JCCC Code of Conduct as if they were on campus. This meeting also provides a good opportunity to obtain the necessary signatures for the Off-Campus Travel Packet.
5. Students and the Event Sponsor must complete any training required by the Office of Student Life and Leadership prior to departure.
6. Advisors must never be housed with students.

7. Students found in violation of the Student Code of Conduct may be sent home from JCCC Travel at the student's expense and other appropriate disciplinary action may be enforced.
8. Travel outside of the United States will require additional approval by appropriate administrator.
9. College administration may cancel travel for any reason it deems necessary, including but not limited to inclement weather conditions, travel advisories, emergencies, infectious disease outbreaks, funding or budget related matters, etc.
10. Upon completion of travel, expense documentation must be completed and submitted through the College's travel and expense reimbursement system.
11. Students traveling on behalf of JCCC or with the financial support of one or more recognized entities of JCCC are prohibited from using personal vehicles for such travel. This includes, but is not limited to, local travel to destinations such as the Kansas City International Airport and other local Kansas City metropolitan locations.
12. Exceptions to these procedures may be made by the approval of a dean over Student Life and Leadership or designee.

Signature on File in Policy Office

President

*Date of Adoption: 02/16/2012*

*Revised: 07/15/2021, 12/15/2022*

## Steps for Requesting Club Travel:

When traveling on behalf of or using funds from JCCC, whether local or long distance, individuals and organizations must follow the [JCCC Student Trip/Travel Policy](#). To make sure that your organization is staying in line with college policy, the Center for Student Involvement can assist you in navigating the travel process, helping reduce the stress involved by taking some of the work out of your hands. If you have any questions regarding travel, please contact the CSI.

We encourage you to plan your trip as early as possible so that vehicle requests, hotel reservations, registrations, etc. can be made early and without additional fees incurred by your organization.

1. Request as an event via Get Involved @ JCCC
  - helps inform the CSI and for data/reporting/historical information.
2. Advisor will put in a Concur Travel Request - <https://infohub.jccc.edu/toolbox-articles/travel-information-and-procedures/>
  - a) Advisors will need to list all of the students traveling, if multiple advisors are traveling all need to submit a travel request separately however only one advisor will list the students on their request.
3. Those traveling fill out the travel packet and turn into Student Life Office, COM 100 **no later than 2 weeks** prior to travelling.
4. Student Life will verify:
  - a) All students are 18 – if underage see attached form
  - b) All students are enrolled.
  - c) All students have taken the Title IX training.
5. All students traveling must complete the [Title IX training](#).
6. The advisor will book and pay for all travel accommodations on their travel card and will reconcile all expenses once they return from their trip via Concur.
  - a) For help:
    - i. Student Life
    - ii. Becky Ricklefs
7. Funding:

\*While each trip is different, please keep the following process in mind as you plan your trip: Will you rent a vehicle or have shuttle transportation? If you are flying, how much do the flights cost? What is the cost of tickets/registration/hotel rooms? Do you have enough money in your Agency Account, or will you need to request funds from Student Senate? Will students need to pay out of pocket for a portion of the costs?

- a) Club Fundraising
- b) [Student Senate Funding Request Form for current Year](#) – Can fund up to 70% of the trip cost not to exceed \$4,000.
  - If you are requesting funds from Student Senate, submit your paperwork as soon as possible since Senate Budget Requests are processed on a first-come, first-served basis.
- c) [Cultural Funding Request Form](#) – MPAC typically funds \$250 per event, can fund more upon approval from the Multicultural Programming Advisory Council
- d) Student Life has funds, if needed
- e) Individuals pay for a portion of their travel.

**Additional Resources:**

- **Vehicle Request** – To request a van for travel email - [vehiclereservations@jccc.edu](mailto:vehiclereservations@jccc.edu)
- **Driver Training** – All individuals who drive on behalf of JCCC must complete this training - <https://www.ejobapp-validityscreening.com/applicant/companies/28710/positions>. If you have any questions, contact Sandra Warner.
- **Travel Card Application** – Each advisor who travels with a club will need a Travel Card, you can find the application for that card here - [www.jccc.edu/cardapp](http://www.jccc.edu/cardapp)

## Fundraising: Money Matters

- To fundraise on campus, you must be a currently registered JCCC student organization in good standing and receive approval from the Center for Student Involvement.
- Money collected from fundraisers can be spent on programming and operational expenses for your organization. Examples include catering for events, awards, conference fees (including lodging and transportation). **Money cannot be used for personal gain.**
- If you are co-sponsoring a fundraising activity with another student organization, both groups must sign off on the application and other paperwork if necessary.
- If you are hosting a table to collect donations or to hold an activity such as a bake sale, you must submit the event through “Create Event” via [Get Involved @ JCCC](#).
- If you are hosting a fundraising event, you must submit an event request through “Create Event” via [Get Involved @ JCCC](#).
- Chance Drawings: While the state of Kansas allows non-profit organizations to host raffles, student organizations are not considered by the state to be non-profit. Clubs are encouraged to host a chance drawing instead. **Any club seeking to host a chance drawing should indicate this on the event request form** via [Get Involved @JCCC](#).
- All fundraising activities should comply with licensing and tax laws, state and federal laws, and JCCC and campus regulations. Permission shall not be granted to sell products or services that conflict with JCCC policies.
- Please note that fundraising events cannot include the sale of licensed merchandise (i.e., Coca-Cola, Pepsi, and items not intended for resale) without express permission from the license holder or advanced sales on merchandise, such as catalog orders. All food sales must receive approval from Catering.
- The use of motion pictures in a fund-raising event is subject to all applicable copyright regulations. It is a violation of the law to show a film in public without the explicit permission of the film’s copyright owner. This includes renting or purchasing a film, as that does not include permission to show the film in public. When showing motion pictures, the sponsoring organization must demonstrate that it has permission to do so. For additional details regarding copyrights, see page 33 of this manual.

- Cash boxes are available from the Student Life Office for use any time money is collected on campus. During the event, two people must always be present at the table. After the fundraiser, the cash box must be returned to the Student Life Office or Student Information Desk on the same day of the event. The person turning in the cash box will need to stay for a cash count, and at that time, he/she will be given a receipt of the funds to be deposited into the Agency Account.
- Credit and/or debit cards, PayPal, and other forms of payment beyond check or cash cannot be used for fundraising events unless the organization uses the College Marketplace system through ShopJCCC. Please contact the CSI for information on how to create a link for your event on ShopJCCC. ShopJCCC requests must be submitted at least 2 weeks prior to the event.
- **Check requests** will be handled through the Student Life Office. Check requests, reimbursements, etc., require the signature of the student organization advisor and the Assistant Dean of Student Life and Leadership Development. When requesting a check, please allow one to two weeks for processing. The forms can be obtained from the Student Life Office, COM 100. The Student Life Office may be reached at 913-469-3410.
- All expenditures must be supported with original invoices or original itemized sales receipts. Reimbursements – whether for fundraising or general club activities – may only be reimbursed for inventoriable items. An individual cannot be reimbursed with club funds for an event or activity that has not been coordinated in conjunction with the CSI. Examples of items that cannot be reimbursed include individual ingredients or components used to make an item, such as ingredients for food, beads and strings for jewelry, yarn or fabric for clothing, etc. Funds are reimbursed according to JCCC Business Office policies.
- The Foundation Office must be contacted prior to asking for donations for the gift to be tax-deductible. Working with the Foundation Office will help expedite raising money to benefit JCCC or your Student organization.
- For questions regarding fundraising, contact the Center for Student Involvement in GEB 117 or by calling 913-469-7657.



## **Fundraising: Chance Drawings**

### **Chance Drawings**

Recognized and approved JCCC student groups may conduct chance drawings to promote their sponsored activities and request donations, with the approval of the Office of Student Life. Operating procedures for chance drawings, including approvals, scheduling, cash handling, and reporting, can be found below. All chance drawings must conform to Johnson County Community College policies and State of Kansas Statutes.

### **Chance Drawing Definition**

In a chance drawing, each participant receives one ticket, each ticket provides an equal chance to win a prize, and the winner is determined by a random drawing. Tickets cannot be sold, because that would make the drawing a raffle and, under Kansas law, student organizations are not eligible non-profit organizations to be allowed to conduct raffles.

Student organizations may request a donation in connection with a chance drawing and may suggest an amount for the donation but may not require any donation to receive a ticket. Chance drawings must include the option for an individual to receive a ticket without donating. Every person who participates must have an equal chance of winning regardless of whether they donate and regardless of how much they donate, so each person may receive only one ticket. No additional tickets may be given for higher donation amounts.

Student organizations may not give chance drawing tickets to people who pay admission to attend an event, because that is charging money for the ticket. Chance drawing tickets may be given to every person who attends an event if there is no admission charge for the event. A donation may be requested in connection with the event but cannot be required. Also, chance drawing tickets may not be given out with the purchase of an item, even if tickets are offered to others who do not purchase the item. Any sale must be separate from any chance drawing.

### **Chance Drawing Procedures**

All chance drawings conducted by student organizations or other JCCC entities must be approved through JCCC's Office of Student Life to ensure that they follow college policies and state requirements.

Each chance drawing must have a Designated Organizer. The Designated Organizer must be a student organization advisor or member of the JCCC faculty or staff. The Designated Organizer should be the person who completes the Chance Drawing Application and Financial Report and works with the Center for Student Involvement to produce chance drawing tickets and any other items needed for the drawing. The Designated Organizer will be the person who selects the winner(s) of the chance drawing. If the drawing is canceled, the Designated Organizer is responsible for contacting each person who donated to offer to return the donation.

Tickets may not be offered anywhere other than the approved location(s) provided on the application. Students may not harass members of the campus community to participate in the chance drawing. If an organization is hosting a table to offer tickets, an event request through “Create Event” via [Get Involved @ JCCC](#) must be submitted.

Advertising of approved chance drawings must be in accordance with college posting rules. Chance drawings may be advertised through approved posting methods (*Policy 318.03*) and by utilizing the **jccc listserve**. Postal mail may not be used to advertise chance drawings or to distribute tickets. All advertisements must state that no purchase or donation is necessary to participate.

Chance drawings must follow JCCC cash handling procedures. Donations can only be collected at scheduled Commons tables or an on-campus event that has been scheduled and approved through the Center for Student Involvement. A cash box or cash bag obtained from the Student Life Office must be used to collect donations. Tickets may be offered through ShopJCCC, with the assistance of The Center for Student Involvement. No price will be set on ShopJCCC because the tickets are not being sold, but a suggested donation amount (or range) may be listed. The posting must have instructions for how an individual can receive a ticket without donating.

All donations must be submitted along with the cash box to the Student Life Office for deposit into the organization’s designated agency account. Organizations will receive a receipt for the amount deposited into the account.

Donations collected from chance drawings may be spent on programming, operational expenses, scholarships or donations to other non-profit organizations. Student organizations may not use chance drawings to raise funds for an individual person.

The Center for Student Involvement will generate all tickets for chance drawings. The tickets must include the following:

- name of the organization hosting the drawing
- the words “Chance Drawing”
- date, time and location of the drawing
- statement indicating if the participant must be present to win
- unique sequential ID number on the ticket and stub
- a statement that no purchase or donation is necessary to participate

All drawings must be held in public and be conducted by the Designated Organizer. All prizes must be awarded. If a winner does not claim the prize by the stated time, the Designated Organizer will

redraw a ticket to award the prize.

Prizes may not include any item prohibited in campus policy (e.g., alcohol, tobacco products, etc.)

If the prize is a cash prize, the Designated Organizer must work with the Student Life Office in COM 100 to request a check utilizing official college procedures. Please note that the winner must fill out all applicable tax and college forms prior to the check request.

Following the chance drawing, the Designated Organizer must provide a financial report, including a list of all persons winning prizes and the prizes received. The financial report must be submitted to the Center for Student Involvement within ten (10) business days of the conclusion of the drawing.

Advisors and executive members of the sponsoring organization are not eligible to enter the drawing.

The Office of Student Life reserves the right to deny any application for chance drawing due to any of the following: failure to complete an application in a timely manner; failure to comply with legal or college requirements; failure to provide a financial report for a previous chance drawing; failure to name a Designated Organizer; or if the chance drawing would duplicate, impede, confuse or overlap with any other drawings previously approved.

For questions regarding chance drawings, contact the Center for Student Involvement in GEB 117 or by calling 913-469-7657.

## **Fundraising: Crowdfunding**

JCCC student organizations have a new opportunity to raise funds for events and activities through the JCCC Foundation and the designated crowdfunding platform. Unlike most crowdfunding programs, Everyday Hero @JCCC gives participating organizations 100 percent of the funds raised.

Crowdfunding should be used by organizations who are seeking to raise large amounts of money for a specific initiative. Typical campaigns raise between \$5,000 and \$25,000. Interested student organizations should have a large group who are willing to work on the campaign, which can run up to 2 months. The designated platform will coach each organization through the process, from interview to launch. If you are interested in learning more, please contact the Manager of Student Life and Leadership Development.

To be eligible to participate in a crowdfunding campaign, student organizations must meet the following criteria:

- Have a specific initiative in which the student organization is fundraising, such as trips to conferences or competitions, hosting campus speakers, etc.
- Seeking to raise a minimum of \$2,500 toward the event or activity
- Have a minimum of 10 people who are willing to work on the campaign (workers will be sorted into 5 teams: manager, content writing, video production, recruitment, marketing)
- Be willing to commit 8-10 weeks to working on the campaign

## Fundraising: Bake Sales

JOHNSON COUNTY COMMUNITY COLLEGE Insurance & Risk Management Bake/Food Sale and Potluck – Standard Operating Procedures (SOP)

### **Bake / Food Sales:**

Bake / Food Sales are a good way for college recognized groups and organizations to earn money to support their initiatives. However, Bake/Food Sales may present health safety concerns if basic food safety/sanitary guidelines are not met.

Bake / Food Sales do not require a county and/or state food service permit but do require prior JCCC approval. Student clubs and organizations are to secure prior approval through Student Life & Leadership. Bake / Food Sales participants should be familiar with and follow basic food safety guidelines such as those provided by the [Kansas Department of Agriculture](#).

### **The following guidelines must be agreed to and adhered to by all bake sale participants:**

- The sale organizer will maintain a list of all contributors to the sale that includes the name and contact information of each contributor and the type(s) of food they donate/provide.
- Only individuals directly associated with the student club/organization or employee group will provide items for the bake / food sale.
- All food ingredients must be pure, wholesome and free from contamination.
- Sale items are limited to shelf stable food (e.g., no cheesecakes, custards, or other items that require time and temperature control).
- Preparation may be completed in a home-type kitchen and the preparer is to maintain appropriate sanitary conditions throughout the preparation, packaging and transportation of the items.
- Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling food items. During the sale, no bare hand contact with food items is permitted.
- During the sale there is to be a minimum of two people working at the table. One to handle cash and one to hand food.
- Each bake sale item should be individually wrapped at the original point of preparation by using cellophane wrap or zip-lock baggies. Commercially prepared items must remain in their original, un-opened packaging. Re-packaging may only occur at the Bake Sale table using proper food handling procedures. Tin foil, pouch type sandwich bags and the like should not be used.
- Bake sale items should be securely covered during transport to campus. The vehicle(s) used to transport food should also be clean and maintained in good sanitary condition.
- Signage at the Bake Sale must include the statement “Homemade Food Items. Allergens may be present.”

## **Funding: Money Matters**

Student organizations have an opportunity to request funds from Student Senate and the Center for Student Involvement to supplement funds raised by the organization. Student Senate funds can be used to support conference attendance, hosting events, and other activities related to the stated purpose and goals of the organization. Funds from the CSI can be utilized to help fund events that are related to diversity.

### **Student Senate Funding Request:**

- A student organization will be eligible to request funds one year after Senate has approved it. Reinstated student organizations will be eligible to request funds six months after it has been reapproved by the Senate. The Student Senate Funding Requests are processed on a first-come, first-served basis.
- Student organizations can request up to \$4,000 per event/activity and \$8,000 per school year. Please note that Student organizations must fund a minimum of 30 percent of the total cost of the event/activity.
- Turn in the completed forms and any supporting materials to the Student Senate Advisor in the Center for Student Involvement, GEB 117. After receiving the request, Student Senate will ask for a member of your student organization to attend a Student Senate Budget committee meeting. The representative will be asked questions about the request, which will then be discussed by the Budget committee, headed by the Student Senate Treasurer. If approved, the Budget committee will make a recommendation for allotted funds. Then the request will be forwarded to the Student Senate General Assembly, whereupon it will be voted.
- Once approved, the expenditures must be incurred during the current fiscal year (July 1, 2016 – June 30, 2017), and all Senate-funded expenses must be paid by June 30, 2017. The expenses provided by Student Senate cannot pay for taxes on any items/activities. Please note that the payment of taxes is the responsibility of the student organization.

### **Cultural Event Funding Request:**

- To be considered for funding, the event should benefit the students of Johnson County Community College; have an educational focus; be aimed at creating an inclusive campus and understanding of different cultures; advance multicultural issues through academic, cultural and/or social means; have a long-term continuous impact on the campus community; be free or discounted to JCCC students; and be open to the public.
- Cultural Event Funding Requests must be turned in at least one month prior to the event. The Multicultural Programming Council reviews all proposals on a first-come, first-served basis. The council will provide funding up to \$250 per event, with the opportunity to provide more funds if approved by the council. The council has a budget of \$6,000/academic year.

## Events

Events are a great way for organizations to promote themselves to students. Events can range from friendly get-togethers and competitions to educational and multicultural presentations. If you would like help organizing an event, contact the Center for Student Involvement. If your organization is interested in hosting an event, make sure to follow the guidelines below:

- Identify what type of event you would like to host. What are your goals and expected outcomes? Who is your target audience?
- Set your date, time, and location and include alternates in the event the originals don't work for others in your group, your speaker, or the location isn't available. If your event is happening outside, plan a rain date or a rain location. Confirm that the date(s) work for your advisor(s). Advisor(s) must be present at all organizational events.
- Once you have confirmed a date, time, and location that works, fill out an event request through "Create Event" via [Get Involved @ JCCC](#). Event requests must be submitted at least two weeks prior to the event; for large-scale events, a request must be submitted at least one month in advance.
- If you are seeking additional funds from Student Senate to support your budget, submit a [Student Senate Funding Request](#) form to the Center for Student Involvement. The form must be turned in well in advance of your event, as the Senate addresses the requests on a first-come, first-served basis.
- Set your event timeline, listing what will need to occur from the time you begin setting up for the event to the time you begin tearing down after the event. Assign roles to your members to help relieve the burden of doing it all yourself.
- Once the CSI has approved the event request, make sure to publicize your event in a variety of ways – make flyers, table tents, banners, Facebook invitations, etc. Remember that all printed publicity will need to be approved by the CSI prior to posting. See the Publicity section of this handbook for more information.
- Please note that all advertisements for events must include the following disclaimer: **"The views/opinions of this event do not necessarily represent the views/opinions of JCCC."**
- Two days prior to the event, confirm that everything is still ready to go – speakers, members' roles, equipment is reserved, etc.
- On the day of the event, make sure everyone is where he/she needs to be and is doing the task(s) assigned.
- After the event, do an evaluation to determine what worked, what did not work, etc. This is especially helpful if you are planning to host the event again in the future.

## Food Policy

When having food at your student organization meetings and/or events, it is important to be aware of the JCCC policy regarding food. The JCCC Food Policy covers all food items, except those traditionally sold during bake sales (i.e., cupcakes, cookies, rice crispy treats).

JCCC Dining Services is responsible for providing all food service in public spaces at the college. *Per JCCC Catering: (Select Catering Options, p. 7)*

Any other arrangement for the provision of food service at the college must be authorized by the manager of Dining Services. Exemptions to the policy may be granted on an individual event basis if the following conditions are met:

### 1. Donated Food

Exceptions to the policy may be granted in the case of donated items when open to the public if the following guidelines are followed:

- a. The food must be prepackaged.
- b. The food must be stored at room temperature without spoilage, such as cookies and punch.
- c. The activity is held outside the JCCC Dining Services.
- d. No admission is charged for the reception.

### 2. Licensed Purveyors and Caterers

JCCC Dining Services has the right of first refusal when it comes to outside purveyors/caterers on campus. Exceptions to the policy may be granted in the case of the engagement of private, licensed purveyors or caterers if the following guidelines are followed:

- a. Private, licensed, insured caterers may be engaged only with the prior acknowledgement of the JCCC Dining Services manager and only under circumstances as are deemed cost prohibitive by JCCC Dining Services or for any other compelling reason.
- b. Private, licensed caterers may donate food only with the approval of JCCC Dining Services manager.

### 3. Food Left Over from Catered Events

Food ordered but not consumed at a catering function cannot be removed from the building/room where it was scheduled to be served. This policy is standard for the catering industry for the following reasons:

- a. **Liability:** Dining Services is responsible for the safety of all the food it prepares and serves. Food that is mishandled is very susceptible to food-borne illness. Food items must be properly chilled, stored, heated, and served.
- b. **Cost:** If additional labor and equipment would be required to package, label, store and issue these products to customers a cost would be assessed.



## Catering

When your Student organization would like to order food for an event, please include the following information in your event request through “Create Event” via [Get Involved @ JCCC](#).

If you would like to order food for a meeting, please indicate this on the event request form and include the following information:

- Estimated number of attendees
- A specific time you want catering to be set up.
- Menu requests (Please request any special dietary meals in advance. We are prepared to accommodate low-fat, diabetic, gluten-free, vegetarian, and vegan meals.)
- Any specifics on the setup – linen requests, floral, special requirements, room arrangements, etc.

**Please note that all food orders must be made at least two weeks in advance.** If limited notice is given, a late fee will be charged to your student organization by Catering. If there are any changes to an existing order, they must be made 72 hours prior to the event. Student organizations must use the CSI to order food; please do not contact Catering directly.

## Potlucks

**Potlucks: Potluck meals are addressed on page 7 of the JCCC Catering Procedures.**

<http://www.jccc.edu/student-resources/campus-life/dining-services/files/catering-brochure.pdf>

Drafted & Approved 2017/06/20 Departments or organization sponsoring “closed” potluck events may provide their own food if all the following criteria are met.

- Potluck is defined as members providing their own individually prepared food, which is to be consumed by those in attendance of such an event.
- The activity is only for department/organization members.
- The activity is held outside the JCCC Dining Service facilities.
- No admission is charged.

Additionally:

- There should be no general campus advertising of the potluck event.
- Food preparers should be prepared to answer any questions regarding food preparation and all ingredients.
- Food preparers should be aware of and provide necessary temperature control for food items needing it.
- Open flames (candles, sterno cans, etc.) are not allowed.

## Popcorn

The CSI has a popcorn machine available for Student organizations to use at events or meetings. A request to reserve the popcorn machine must be made at the time the Event or Table/Meeting Request is submitted to the CSI, and reservations are made on a first-come, first-serve basis. Prior to using the machine, CSI staff will train a member of your student organization on how to use and clean the machine, and instructions will be provided on how to return the machine after the event.

**Please note that the popcorn provided by the CSI cannot be sold as part of fundraising efforts.**

## Political Activity at JCCC

Because JCCC is supported by public funds, the college as a whole cannot support or endorse a candidate for public office or an election issue.

[College policy 427.01, "Political Activities,"](#) prohibits employees from using college time or property to promote, elect or defeat a candidate or election issue. However, student organizations that follow college guidelines may be involved in political activities on campus (such as: College Democrats, College Republicans, Student Senate, etc.).

### Resources

Use of JCCC's name, letterhead, logo and/or resources (including college computing and information technology resources, including email) for partisan electoral purposes such as solicitation of funds or other contributions in support of a political party or candidates, endorsement of candidates for public office or advocating a position with regard to a public issue (other than an authorized spokesperson on behalf of the college) is strictly prohibited.

### Candidates on Campus

As a publicly supported institution, JCCC welcomes to campus any candidate running for office during a political campaign. However, the candidates' desire to reach potential voters must be balanced against the students' ability to pursue their studies without distraction. Additionally, candidates will not be invited to participate in JCCC events (such as a commencement ceremony or building dedications) during an election year when other candidates running against them would be excluded. Political office holders and candidates will not be introduced or recognized on campus unless they are attending a formal campus event.

**Classrooms:** JCCC professors or staff members may invite a candidate to visit a class or organization to make a presentation, but the candidate should do so with the understanding that he or she is not to campaign during the visit and should be vigilant and cognizant of the need for neutrality and fairness in seeking classroom visitors.

**Facilities:** JCCC facilities may not be used for political fundraising events for candidates or parties, nor may JCCC facilities be made available to the community for the purpose of holding political meetings that interfere with JCCC activities. All JCCC facilities rentals are subject to guidelines, requirements, and restrictions administered by the JCCC Scheduling Office.

**Literature Distribution:** Candidates wishing to talk with students, faculty and staff during a campaign may request to have a table in the public area of the Commons building. From there, the candidate may distribute campaign material in the public areas on campus — namely the Food Court and cafeteria in the Commons, the first floor of the Student Center and the exterior central courtyard. Candidates may not visit areas where students work with Student Services or Learner Engagement personnel, such as the Success Center, or areas where students are involved in educational activities, such as classrooms, the library or computer labs.

Each candidate may have a table for one day during the campaign. Contact the office of Student Life and Leadership Development, 913-469-8500, ext. 3410, to arrange for a table.

Placing notices in or on parked cars in campus parking lots is prohibited.

## Copyright

### From JCCC Copyright Librarian Mark Swails:

Do not use images that may, in any way, deprive the owner of something they can sell (including imager licensing rights) or could negatively affect the brand or reputation owner.

- No cover images from games, movies, TV shows, books, etc.
- No “spokes-characters” for a particular company, i.e., Mario or Mickey Mouse
- No logos, slogans or trademarks
- Limit the number of characters present on any one poster to one or two
- Include a disclaimer, when appropriate, that the production company does not endorse or support the event.
- Use Creative Commons images from sites such as Flickr, Photobucket or Creation Swap – be sure to follow the instructions for usage by the content creator.
- Do not copy images or material to avoid purchasing it, i.e., images downloaded from proprietary image libraries or copyrighted marketing materials
- Do not use images in a way the copyright owner might disagree with
- Do not sell the content
- Do not use content that has been locked or that the content owner has taken steps to control

As much as possible, use images that you own or that have been licensed for reuse. If you would like to proceed with using a proprietary image, you can either request permission or perform a Fair Use Risk Assessment. For other options, contact Mark Swails at [mswails@jccc.edu](mailto:mswails@jccc.edu) or at 913-469-8500, ext. 3773.

## Media Release

Any time a student organization has a meeting or event photographed; all participating students must have a signed media release on file. The Media Release authorizes the college to take photographs, motion pictures and/or audio recordings and for those media files to be used in promotional materials.

Prior to your event or meeting, it is recommended that all participants sign the [Media Release](#) form, which can be found in the Center for Student Involvement. Students under the age of 18 will need to have their parent or legal guardian sign the form as well. Once the form is complete, it can be submitted to the CSI or the JCCC Copyright Librarian.

## Creating and distributing flyers

Printing is among the amenities offered for clubs and organizations in the Center for Student Involvement. The CSI features black and white and color printers for clubs to print off up to 30 copies of flyers and other club-related information. We stock color paper, labels, blank business cards, and art supplies – including a Circuit machine – students can use to help with club business.

The Student Involvement Ambassador, Administrative Assistant, or Manager of Student Life and Leadership Development must approve all club and organization flyers. The CSI staff reserves the right to deny advertisements that feature inappropriate content, lack of information, copyrighted materials without permission, and any other concerns.

### **Please keep the following information in mind when creating and distributing flyers:**

- Flyers for events will not be approved before the event request has been approved.
- All flyers and posters must bear the name of the sponsoring organization.
- All club and organization publications and event advertising will need to be marked as follows:
  - For general club information: *“The views/opinions of this organization do not necessarily represent the views/opinions of JCCC.”*
  - For events: *“The views/opinions of this event do not necessarily represent the views/opinions of JCCC.”*
- Flyers to be posted on bulletin boards around JCCC can be up to 11 x 17 inches in size.
- Following approval, the CSI staff will request copies from Document Services if needed.
- After the request is placed, the organization’s flyers will be delivered to the CSI. Up to 30 can be left with CSI for posting on bulletin boards throughout campus, with the other amount distributed manually by the organization.
- Please note: Flyers cannot be handed out in any building unless the organization has reserved a table through the Center for Student Involvement.

## Campus Bulletin Boards

### JCCC-sponsored events or recognized JCCC Student organizations only

- We will display 30 flyers on the Student Activities bulletin boards throughout campus for each group.
- Information will be stamped with the date that it is posted.
- Posters will not be hung up less than one week before the date of the event.
- Postings on bulletin boards, windows, walls or other places on campus without a stamp will be removed.
- Student Life performs poster runs at least once per week. If your information is time-sensitive, be sure to submit it as early as possible.

### Off-campus events/publicity

- Student Activities bulletin boards are reserved solely for JCCC- sponsored events/publicity and student organizations.
- Off-campus organizations may bring 3 flyers to be posted on the community boards for up to 30 days.

### Roommate/Housing Postings

- Postings for vacant apartments/houses that are for rent or for sale are permitted.
- NO posting for roommate situations. This information may be placed on the JCCC website. For information, visit [www.jccc.edu](http://www.jccc.edu), and search roommates and rooms for rent, or contact the International and Immigrant Student Services office at (913) 469-7680 or [iiss@jccc.edu](mailto:iiss@jccc.edu).
- The preferred size for these postings is 8.5 x 11 inches. Postings can be no larger than 8.5 by 14 inches (legal size).

## Social Media Policy and Operating Procedure

Another great way to market your club or stay in touch with your membership is through social media. There are many different platforms to choose from and many different ways in which you can use them to reach out to the JCCC community. Whether you are looking to create a new social networking site or use your club's existing sites, organizations must abide by the College's policies and procedures regarding social media.

Social Media Policy 520.00

**Johnson County Community College**

**Series: 500 Information Services**

**Section: Social Media**

**Cross-Reference:** [Social Media Guidelines Operating Procedure 520.01](#)

**Applicability:** This Policy applies to all Johnson County Community College ("JCCC" or the "College") students and employees.

**Purpose:** The purpose of this Policy is to recognize the importance of Social Media as a communication and education tool.

**Definitions:** "Social Media" refers to online internet communities used to share information in all forms. Social Media platforms include, but are not limited to, Twitter, Facebook, LinkedIn, Instagram, YouTube, Snapchat, Reddit, third party wikis, virtual worlds, blog hosting sites, and JCCC listservs. The term "Social Media" is intended to be construed broadly to include any interactive communication technologies that may be used by JCCC students and employees.

**Statement:** The College supports the use of Social Media at the College in accordance with the Social Media Guidelines Operating Procedure 520.01 and related guidance issued by the College. JCCC students and employees must comply with all applicable federal, state, and local laws and applicable College policies and operating procedures when using Social Media.

*Date of Adoption: 08/15/2013*

*Revised: 08/15/2019, 11/18/2021*

*These Guidelines are to ensure appropriate and effective use of Social Media. The Guidelines will evolve as Social Media evolves.*

*Signature on File in Policy Office*

*President*



## **Student Organization Resources**

## How to draft a student organization constitution

Constitutions are a great guide to running a student organization. Not every student organization needs one, but for those who hold regular business meetings or are a chapter of a larger organization, constitutions provide a definition of the policies, procedures and set guidelines for the organization and authority of the student organization.

If you decide to create or amend a constitution for your student organization, please give a copy of the final constitution to the Center for Student Involvement to be placed in your organization's file as a reference for future leaders of your organization.

To create or edit a constitution, a special committee should be established. After the creation or changes have been made, the entire organization should then vote to approve the constitution.

If your student organization is a chapter of a larger organization, contact the organization to see if it offers a sample constitution that you can use to draft your own. If not, the guide below can help you. Remember that constitutions are specific to the organization, so use this as a guide but feel free to add information that is relevant to your student organization. And remember that the Center for Student Involvement is here to help. If you have any questions or need assistance, stop by the CSI in GEB 117, or email the Manager of Student Life and Leadership Development.

Article I. Name of Organization

Article II. Purpose of Organization

Article III. Membership Qualifications

A. Eligibility

B. General Membership

C. Active Membership

D. Voting Rights

E. Non-Discriminatory Clause: The organization will not discriminate against any individual on the basis of race, ethnicity or national origin, religion, color, age, gender, marital or parental status, veteran status, disability, or sexual orientation.

Article IV. Officers

A. How many officers? Title of officers?

B. Who qualifies for office?

C. What are the officer's duties? For example, the President's responsibilities should include having regular contact with the Center for Student Involvement and attending Inter-Club Council meetings, including Student Organization Orientation.

D. The Treasurer's responsibilities should include managing, maintaining records, and balancing all financial transactions.

E. What is the procedure if an office is vacated, or an officer is impeached?

F. How can an officer be impeached?

Article V. Organizational meetings

- A. Regular meetings: How often will regular meetings be held?
- B. Officer meetings: How often will the officers meet?
- C. Special meetings: Who has the authority to call emergency meetings?

Article VI. Elections

- A. How long does someone have to be an active member of the organization before he/she is eligible to run for office?
- B. How far in advance are elections announced and members notified?
- C. When do elections occur?
- D. How and when are nominations made?
- E. How are elections held? (Who votes, who counts the votes, etc.)
- F. What happens in the event of a tie?
- G. How and when are the club members notified of the results?

Article VII. Committees: Standing or Ad Hoc (applies to larger organizations)

- A. Description of each committee
- B. What are the committee's duties and responsibilities?
- C. Who appoints committee chairpersons?

Article VIII. Bylaws (applies mainly to larger organizations)

Specific rules and regulations upheld by all members. Depending on the size of the organization, bylaws may or may not be necessary. The purpose of bylaws is to clarify any parts of a constitution that can be interpreted in different ways. For example, an officer's term of office or a designated forum to hold an official meeting are two rules that apply specifically to each organization. Bylaws can be suspended only if there is a provision for suspending bylaws. Bylaws should be easier to amend than the constitution. Bylaws are usually included within the context of the constitution prior to the articles specifying the methods by which the constitution can be amended.

Article IX. Method of Amending the Constitution

- A. How will the organization accept amendment proposals for the constitution?
- B. When will the organization meet to review amendment proposals?
- C. How many times will an amendment be read before it is voted on?
- D. How many active members must be present for a vote to take place?
- E. How many votes or what quorum percentage is required to amend the constitution?

Article X. Ratification

- A. When does the constitution go into effect?
- B. When will the constitution be revised?

Article XI. Club Advisor and Role

## **How to run elections**

Throughout the school year, students will stand out as leaders. Students who perform well in all aspects of leadership should be encouraged to run for officer positions. The decision to run should not be made lightly, though, and student organization leaders should collaborate with the members to make sure they are informed on the positions and the duties the positions entail. The advisor, current and former leaders can help students determine if they should run for an office.

### **CHOOSING A LEADERSHIP POSITION**

1. Students interested in running for office should learn as much as they can about the office from as many sources as possible.
  - What is the nature of the position and the time commitments that come with it?
  - How does the position relate to the organization as a whole?
  - How long is the term of office?
  - What responsibilities come with the office?
  - How does the organization train new leaders?
  - Is it possible to mirror the person currently holding the office?
2. Encourage students to think about the skills they possess in relation to the office. Students should decide whether they:
  - Are good candidates for the position
  - Have or intend to develop the skills necessary to the position
  - Are confident in their ability and can transmit that confidence to others
  - Are sincerely interested in the growth of the organization rather than personal motivations
  - Have the time to devote to the organization and the office
3. Allow the prospective student leader to read the student organization's constitution, including the position description, and to review its files. The more information a student gathers, the better able he/she will be to make a decision.

## **RUNNING AN ELECTION**

1. Read your constitution to clarify election procedures. If your organization does not have a constitution, check with the student organization advisor to see how elections have been managed in the past.
2. Always leave adequate time between elections and the time when the new leadership assumes their roles so that the outgoing officers can train the incoming officers.
3. Notify members 4-6 weeks before elections about the process and the procedures for nominating candidates.
4. Establish an election committee or chair to oversee the election process. The committee/chair should be impartial, not someone running for election. The committee/chair will establish the guidelines for the election meeting.
5. Give adequate time for people to nominate themselves. Make sure to advertise this process very well. To help people determine if they want to run, publish officer duties and/or host an informational meeting. Encourage potential candidates to meet with outgoing officers.
6. Publicize the elections through mail, flyers, and the internet. Do not forget to invite your advisor.
7. At the election meeting:
  - Make sure only voting members are present.
  - If possible, have preprinted ballots available. Include a write-in spot for anyone who declares his/her intent to run at the last minute.
  - Give the candidates 3-5 minutes each to speak about why they are running and their qualifications.
  - After voting, the election committee/chair should count the votes.
  - Establish procedures for a tiebreaker in the event one is needed.
  - Notify all members of the organization and the advisor of the results within 24 hours.
8. Work with your advisor, outgoing leaders, and the Manager of Student Life and Leadership Development to plan orientation and training for the new officers.

## **Leadership Transition**

Unlike four-year schools, it is necessary for all student organizations to have a structured leadership transition process in place to ensure that the students who will be assuming leadership have all the information necessary to continue building upon the student organization's success. A transition process allows student leaders to plan in advance of the coming semesters and not feel rushed or stressed about how to lead the student organization.

The transition process should begin when the student organization first starts talking about elections and end several weeks into the new officers' term. In order to make the process successful, incoming and outgoing officers must know that participation in the transition process is an essential obligation of their role and to the success of the organization.

The student organization advisor should collaborate with the outgoing officers prior to elections to determine how they will move forward with the transition process. The following information, if applicable, should be a key part of the transition plan:

- Student organization history and organizational calendar
- Constitution and by-laws
- Organizational goals and objectives from previous years
- Officer descriptions, detailed roles, responsibilities, and expectations
- Manuals, evaluations of previous projects, and programs
- Previous minutes and reports
- Resources, student organization advisor, and Manager of Student Life and Leadership Development
- Information on departments or student organizations that have helped to co- sponsor events
- Previous programming paperwork and sample flyers
- Financial records, summary of expenses, and copies of processed vouchers
- Membership lists with member phone numbers and emails; website, Facebook and Twitter passwords; etc.
- Update contact information in the Center for Student Involvement

## **Leadership Training**

1. Training should be led by the student organization advisor, knowledgeable outgoing officers, and experts on any of the topics below.

Topics may include:

- Different leadership styles
- Communication styles
- Conflict resolution
- Team-building strategies
- Problem solving
- Decision making
- Time management

2. Skill-building sessions and exercises may be facilitated by outgoing officers, student organization advisor, and knowledgeable incoming officers.

Topics may include:

- Programming procedures
- Assessing member interests
- Establishing learning outcomes and program evaluations
- How to conduct meetings, goal setting, writing minutes, preparing agendas
- Recruitment ideas

The information listed here is a guide for groups to use. As each student organization has different goals and objectives, the individual topics may change based upon what the student organization needs. If your organization needs help determining how to transition to new leadership, please contact the Manager of Student Life and Leadership Development.

## Parliamentary Procedure

Parliamentary procedure is a time-tested method of conducting business at meetings and public gatherings that can be adapted to fit the needs of any organization. It means there is a democratic rule, flexibility, protection of all rights, and a fair hearing for everyone. While not every organization will use parliamentary procedure when meeting, those who do hold formal business meetings can use it as a guide to ensure that their meetings run smoothly and effectively. Over the next few pages, we will help make this process a little clearer for anyone who wants to use parliamentary procedure.

## Parliamentary Terms

- **Addressing the chair:** Getting the chair's attention by saying "Madam Chairwoman" or "Mr. Chairman"
- **Agenda:** Order of business for a meeting
- **Adjourn:** To end a meeting
- **Announcing a vote:** In announcing the vote on a motion, the chair reports on the voting, stating which side won; declare the motion is adopted or lost; and state the effect of the vote or order its execution – "The ayes have it; the motion carries" or "There are 14 votes in favor, 3 against, and 1 abstaining."
- **Carried:** Passes or adopted; used to refer to affirmative action on a motion
- **Chair:** The presiding officer or leader of a meeting or committee
- **Convene:** To open a session
- **Expunge:** To eliminate part of a motion by crossing out words; never erase the original text as it may be needed for meeting minutes
- **Germane:** Closely related to – amendments and debate must be germane to the question at hand
- **Having the floor:** Having been recognized by the chair to speak
- **Immediately pending question:** The last motion stated by the chair
- **In order:** Correct, according to the rules of parliamentary procedure
- **Main motion:** A motion before the organization bringing a new subject upon which action is desired
- **Majority:** More than half of the votes cast by persons entitled to vote, excluding abstentions
- **Minutes:** Written record of the meeting's business
- **Motion:** Proposal by a member, during a meeting, asking the organization to take a particular action
- **Nominate:** To propose an individual for an office
- **Obtaining the floor:** Receiving permission to speak
- **Orders of the day:** Agenda for the meeting



- **Parliamentarian:** The officer available to answer questions regarding the order of business, the constitution of the organization, or the order of procedures
- **Pending question:** A motion awaiting a decision
- **Plurality:** When 3 or more candidates are running for the same office, it is the largest number of votes given to a candidate
- **Point of information:** Request of information concerning a motion
- **Precedence:** Take priority
- **Previous question:** Motion which, if adopted, orders an immediate vote
- **Proxy:** A person authorized to vote for another
- **Question of privilege:** Permits a request or main motion relating to the rights and privileges of the assembly or members to be brought up for immediate consideration due to its urgency – for example, a motion to close the door/window to block outside noise so people can hear
- **Quorum:** The minimum number of members who must be present at a meeting for business to be conducted
- **Recess:** A brief intermission
- **Recognize:** To allow someone to obtain the floor in order to speak
- **Rescind:** To repeal, annul, cancel or revoke formally
- **Resolution:** Motion used to express the sentiment of a group, which typically begins with “resolved that...”
- **“Rising vote:** A vote taken by having members stand
- **Roll call vote:** The vote of each member is formally recorded in the minutes
- **Second:** To indicate support of a motion “I second the motion”
- **Unanimous or general consent:** A method of taking action on a motion without a formal vote when the presiding officer perceives that there is little or no opposition to motion before the organization. The chair calls for objections; if no objection is heard, the motion is adopted. If there is an objection, the motion is brought to a formal vote.
- **Voice vote:** A vote taken by having the members call out “aye” or “no” at the chair’s direction
- **Yield:** To give the floor to another speaker or motion taking precedence over what is being considered

## **Standard Meeting Agenda**

- I. Call to Order  
(The chairperson says, “The meeting will please come to order.”)
- II. Roll Call  
(Members will say ‘present’ or signal they are present when their names are called.)
- III. Adoption of the Agenda and Minutes
- IV. Reports of Officers
- V. Report of Committees  
(Reports are given first by the standing, then campus-wide, and ad-hoc.)
- VI. Special Orders  
(Important business previously designated for consideration at the meeting.)
- VII. Old Business  
(Business left over from the previous meeting.)
- VIII. New Business  
(Introduction of any new topics to be considered)
- IX. Open Forum  
(Informing the Senate of other subjects, announcements and upcoming events.)
- X. Adjournment

## **Transacting Business at a Meeting**

- A. Quorum
  - a. Quorum is the minimum number of members who must be present at a meeting for business to be conducted
  - b. An organization, in its established rules (constitution), may define its own quorum
  - c. In the absence of an established rule, quorum will be the majority of the entire membership (for an organization with twenty members, quorum would be 11 members)
- B. Obtaining the Floor

- a. Before a member can speak or make a motion, he or she must obtain the floor, where the chair recognizes the member as having the sole right to be heard at that time
  - b. If two or more members seek to speak at the same time, the member who addressed the chair first after the floor was yielded should be allowed to speak first
- C. Introducing Business (Making Motions)
- a. Business may be introduced by an individual member or committee
  - b. Business is always introduced in the form of a motion
- D. Seconding a Motion
- a. After a motion has been made, another member, without obtaining the floor, may second the motion
  - b. A second implies that the seconder agrees that the motion should come before the organization, not that he/she favors the motion
  - c. A motion made by a committee requires no second since its introduction into the assembly has been approved by the majority of the committee
  - d. The purpose of a second is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced
- E. Placing a Motion Before the Assembly
- a. After a motion has been made and seconded, the chair repeats the motion verbatim, thus placing it before the assembly for debate and action
  - b. During the interval between making the motion and restating it, the maker of the motion may modify or withdraw it by stating his/her intention to do so; after it has been restated by the chair, it is officially before the assembly and must be dealt with as is appropriate (adopted, rejected, postponed, etc.)
- F. Debate
- a. Every member of the organization has a right to speak on every debatable motion before it is acted upon; this can only be interfered with by a motion to limit debate
  - b. All discussion must pertain to the pending question, not to whether or not it should be adopted
  - c. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly
  - d. In an organization with rule regarding the limit of speeches, a member cannot speak more than 10 minutes without consent from the organization; permission can be given by unanimous consent or a motion to extend debate
  - e. No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken desires to do so

- f. Unless the rules are suspended, a member who has spoken twice on a particular question on the same day has used his/her right to debate that question for the remainder of the day
- g. During debate, no member can attack or question the motives of another member
- h. The maker of a motion, although allowed to vote against it, is not allowed to speak against it

#### G. Amendments

- a. Before a motion has been restated by the chair, the presenter has the right to modify his/her motion or withdraw it completely. After it has been restated, a motion may only be modified by an amendment
- b. There are six ways to amend a motion:
  - i. Add words, phrases or sentences at the end of a motion
  - ii. Insert words, phrases or sentences
  - iii. Strike words, phrases or sentences
  - iv. Strike and insert words, phrases or sentences
  - v. Strike and add words, phrases, or sentences
  - vi. Substitute whole paragraphs or an entire text
- c. Only two amendments (primary and secondary) can be pending on a main motion at any time
- d. Discussion of an amendment must only relate to the whole amendment, unless the whole motion is involved by substitution
- e. An amendment must be germane to the question under consideration

#### H. Voting

- a. Unless special rules apply (see the organization's constitution), a majority decides. A majority is more than half of the votes cast by people entitled to vote, excluding blank ballots or abstentions.
- b. Unless otherwise stated, voting should be held by voice vote
- c. If the presiding officer is a member of the assembly, he or she can vote as any other member does when the vote is by ballot. In other cases, the presiding officer can – but is not required to – vote whenever his or her vote will affect the result, most typically as a tiebreaker.
- d. A member has no right to explain his or her vote during voting, since that would be the same as debate, which should have occurred earlier
- e. Any member may request a division of the assembly (vote retaken to verify the results) if there is uncertainty as to the results of the vote

#### I. Announcing a Vote

- a. In announcing a vote on a motion, the chair should do the following:
  - i. State the results of the election
  - ii. Declare that the motion is adopted or lost
  - iii. State the effect of the vote or order its execution
- b. For a voice or rising vote in which no count is taken, the chair may say, "The ayes have it, the motion carries, and (the event) will occur."

- c. For a vote in which an exact count is taken, the chair may say, “There are fourteen votes for and 15 votes against. The motion is lost, and (the event) will not occur.”
- J. Adjournment
  - a. A motion to adjourn may be made by any member. It may be made during other business, but a speaker should not be interrupted.
  - b. A motion to adjourn should not be made when the assembly is voting or verifying a vote
  - c. If the motion to adjourn is voted down, it may be made again only after additional business has been conducted
  - d. The motion to adjourn is out of order when the assembly is arranging the time and place of the next meeting
  - e. When there is no further business to be brought before the assembly, the chair, instead of waiting for a motion, may simply adjourn the meeting

### **Summary of Steps in Handling a Motion**

1. A member rises and addresses the presiding officer
2. The presiding officer recognizes the member
3. The member states the motion
4. Another member seconds the motion
5. The presiding officer restates the motion, thus placing it before the organization for consideration
6. The assembly may discuss the motion, if debatable, and amend the motion, if amendable
7. The presiding officer takes the vote
8. The presiding officer announces the result

### **Tips on Parliamentary Procedure**

- Since the secretary is responsible for keeping accurate records of the business, the chair may require that main motions, amendments, or instructions to a committee be in writing
- No member should be present in the assembly when any matter relating to him/herself is under consideration
- A question cannot be postponed beyond the next regular meeting. If the question is not taken up by the end of the next meeting, it dies.
- Abstentions do not count in tallying the vote; when members abstain, they are, in effect, only attending the meeting to aid in meeting quorum
- Everyone present at the meeting has an obligation to obey the orders of the presiding officer. Members, however, can appeal the decision of the chair, move to suspend the rules or move a reconsideration depending on the circumstances

of the chair's ruling. A member can make the appeal or motion regardless of whether or not the order applies to him or her.

- The chair is not under obligation to entertain any motion, even if it is in order. Any absurd, obstructive, offensive, or trivial motion may be ruled invalid by the chair, regardless of whether or not it has been seconded. This includes all motions.
- Do not object to the consideration of an unsuitable main motion unless it is clearly offensive. Instead, move to postpone it indefinitely. This provides you with an opportunity to argue against further consideration of the main motion quickly and forcefully.
- Although an amendment can be amended (a secondary amendment), there cannot be an amendment to an amendment to an amendment (no third degree or beyond amendments).
- A "friendly amendment" is a special kind of amendment whereby the motion is amended by general consent if the main motion's sponsor agrees to the proposed amendment.
- A point of order applies only to a current violation of Parliamentary procedure. It may not be applied to a past decision or action. Past violations must be appealed, rescinded, or censured.
- An objection to consideration of a motion is in order, even after the motion has been seconded, as long as debate on it has not started.
- A point of information is not to be used as a means to dispense information. It should be used only to ask a question.

## **Confrontation 101**

### **How to deal with problem people**

#### **Accept**

When someone exhibits disruptive behavior, begin by accepting what the person is doing – do not ignore. Acknowledge the action; describe the behavior without evaluating. Check out your perceptions. *Example:* Someone makes a loud noise in disapproval of a particular suggestion. “Ann, it looks as though you do not believe we’ll be able to agree on this. Am I correct?”

#### **Legitimize**

You do not have to agree with the problem person, just acknowledge that it is legitimate to have a different point of view. *Example:* “Joan, I know you are concerned. Decision making can be frustrating.”

#### **Defer**

Record the person’s concern on the group memory (or minutes) and return to the point of business. *Example:* “I understand your concern, but let’s give this a chance, OK?”

#### **Graduated Response**

In dealing with problem people, always begin with the most subtle and least threatening interventions. Start low key – escalate if necessary, saving direct confrontation as a last resort. *Example:* someone talking too much

#### **Initial Intervention**

- Look directly at the person
- Thank them for the contribution
- Call on someone else

#### **If the person continues...**

- Move closer physically
- Invade his/her private space
- Look him/her in the eye
- Turn away, call on someone else

#### **If the disturbance continues...**

- Confront: “What is going on, Jo? Why are you dominating the meeting and not giving others a chance to talk?”

#### **As a last resort...**

- Confront in front of the group: “It is my opinion that you are dominating the meeting. Do the rest of you feel the same way?”

## **Confrontation 101**

### **Suggestions for Handling Some of the “Problem People”**

#### **The Attacker**

This person launches personal attacks on another member of the group. If two of them are arguing, interrupt by physically moving between them, getting them to talk to you rather than yell at each other. Ask questions such as “What’s all this about?” and “What’s the problem here?” Use the rest of the group to refocus on ideas rather than individuals and return the meeting to order.

#### **The Backseat Driver**

This person keeps telling you what you should be doing. As a leader/facilitator, you should request suggestions from the group and follow them. If the suggestions get out of hand, point out that there are many different styles of facilitation and many ways of approaching a problem.

#### **The Busybody**

He/she is always ducking in and out of the meeting. In chronic situations, confront this person ahead of time explaining how the interruptions disturb the flow of the meeting. Get the busybody to make a commitment to the meeting time, then you will have some leverage if the individual resumes the behavior.

#### **The Broken Record**

He/she keeps bringing up the same point over and over. Say, “Yes, I know that point is important to you. We have recorded it in the minutes.” If the individual is really worked up over the issue you could suggest, “Why don’t we take three minutes now to hear what you have to say, so you can let go of it. We want you to be able to free your mind so you can move along with us through the rest of the meeting.”

#### **The Dropout**

This person sits at the back of the room, doesn’t say anything, doodles and/or reads other things. This person is more disrupting to the leader than the rest of the group. During a break, ask him/her why he/she is not participating.

#### **The Early Leaver**

Do not confront this person in front of the group. Find out later why this disruptive behavior continues. At the beginning of the meeting check to see if everyone can stay until the end.

#### **The Gossiper**

This person introduces hearsay and gossip into the meeting. Check out the information immediately, saying “Do you know that for a fact?” or “Can anyone else verify that?” “Defer the issue until after the information can be obtained or take a short break to make a phone call.



### **The Head shaker**

This person displays nonverbal behavior that disagrees in a dramatic and disruptive manner. Eye rolling, crossing, and uncrossing legs, slamming books shut, pushing chairs back, madly scribbling notes, etc. Sometimes the person is unaware of his/her behavior. Address the behavior by confronting the person. For example, you could say, “Steve, I see you’re shaking your head. Looks like you disagree. Do you want to share your reactions with the rest of the group?”

### **The Interpreter**

This person is always speaking for other people. “What Bob is trying to say is...” If Bob is in the middle of talking, jump in quickly and say, “Hold on a minute Adam, let Bob speak for himself. Go on Bob; finish with what you were saying.”

### **The Interrupter**

Deal with this one immediately. People will be watching to see if you are really going to be neutral, assertive, and protective of the group. “Hold on Joan, let Donna finish what she was saying.” You must be impartial and fair in your interventions. Try making an interrupter be a secretary or recorder – taking notes is a good exercise in listening.

### **The Know-It-All**

This person uses credentials, age, length of membership, or past positions to argue a point. Acknowledge this member’s expertise once but emphasize why the group is considering the issue.

### **The Latecomer**

After the meeting ask why he/she is late so frequently. Do not lecture. Make sure your meetings begin on time. (If at the appointed hour only a few people have arrived, let them decide when to begin.) Do not stop the meeting to review for latecomers; acknowledge his/her presence and tell him/her to catch up by reviewing the minutes of the meeting.

### **The Loudmouth**

This type of person dominates the meeting. He/she is often a senior member or past leader of the group, which makes dealing with him/her even more difficult for the current leaders of the group. Try moving closer and closer and maintain eye contact, then immediately shift your focus, and call on someone else. Cut in, “How do the rest of your feel about that?” Deal with this person outside of the meeting. Often this type of person needs to blurt out ideas as soon as they come into their heads. Suggest that they take notes or serve as a recorder for the group.

### **The Whisperer**

This person is constantly whispering to a neighbor and is one of the most irritating of the problem people. Try walking up close. If a lot of whispering is going on, try saying “Hey, let’s keep a single focus here! We won’t be very productive if people are going off in different directions.” Ask a couple of whisperers “Do you want to share what you’re talking about with the rest of the group? If not, why don’t you go outside the room and talk? We still have a lot of things to accomplish here.” Try to separate the chronic whisperers from each other ahead of time.

## Social Networking

Social networks are a fantastic way to connect with students, faculty, staff, and departments at JCCC. Not only can you share information with your current members, but you can reach out to other students, spreading your organization's reach.

Many of JCCC's organizations have accounts on social networking sites such as Facebook and Twitter. You can even find JCCC Student Life on those two sites. If you're not already following us, what are you waiting for? We use our [Facebook](#) and [Twitter](#) to keep students aware of important information and deadlines. We also use them to share ideas for fundraising, leadership lessons, and much, much more.

Below are ideas for how to make social networks work for your organization (adapted from the *Social Networking Success* presentation led by Jason Baldwin and Mindy Kinnaman at the NACA Regional Conference in October 2009):

- **Membership Drives:** Host membership drives at organization fairs (Clubs and Orgs Day, Campus Kickoff and Campus Craze) and at campus-wide events. Reserve a table and add students to your social networking sites on the spot.
- **Add-A-Friend Campaigns:** Have your organization friend your campus friends. Post meeting times on your wall or in your Twitter feed and encourage your friends to join you.
- **Word of Mouth:** On all of your organization's publicity, include a link to your social network sites. Pass out information like business cards, magnets, or sticky notes with the links. Finally, use table tents or buttons to share the news on where people can find your organization on social networking sites.
- **Viral Campaigns:** Use video teasers to promote upcoming events, or link to sites off Facebook and Twitter that can give information on your event. Also, don't be afraid to turn your event into a trending topic. Just add a #, ex. #MulticulturalNight.
- **Mid-Event Promotions:** Give live updates throughout your event. If you can, post photos or video footage with the message that it's not too late to attend!
- **Collaborate:** Team up with other organizations on campus – and definitely with the CSI as we would love to promote your event! – to help advertise your event to other students.
- **Don't limit yourself!** These are simply a few ideas to get your working in the right direction. Never be afraid to take advantage of the many different ways social networking can help your group grow!

## Publicity / Promotion

Publicity is one of the most important components of being a successful student organization outside of hosting regular meetings and continuous recruitment of members. Publicity varies from print to digital to word of mouth to anything else you can think of. How well you publicize your organization, and its activities will determine how successful your organization will be.

Some things to keep in mind with publicity:

- ❖ **Mix it up** – Use multiple methods of publicity to get your message across.
- ❖ **Give it time** – Advertise well in advance and space out the different types of advertising you utilize to make it the most effective.
- ❖ **Know your audience** – Advertise to the people you want to bring in, where you are most likely to find them.
- ❖ **Think outside of the box** – How often do you notice an 8 1/2" x 11" poster on plain, white paper? Make your publicity stand out from the rest. It may take longer to make, but eye-catching advertisements will pay for themselves.
- ❖ The Center for Student Involvement must approve all publicity.
- ❖ If you want to use Document Services to create or print your promotional materials, please make sure to do so well in advance. Visit with the CSI staff to get started.

Plenty of ideas can be found on the following pages, but if you are ever stuck for ideas on how to promote your organization and its activities, please see the Manager of Student Life and Leadership Development.

## What is publicity?

From [www.m-w.com](http://www.m-w.com):

### publicity

noun

**1:** the quality or state of being public.

**2 a:** an act or device designed to attract public interest; *specifically:* information with news value issued as a means of gaining public attention or support **b:** the dissemination of information or promotional material **c:** paid advertising **d:** public attention or acclaim.

**Related Words:** ad, advertisement, commercial, message, plug, promotion, spot, word; banner, bill, billboard, placard, poster, sign; advertising, marketing, propaganda; pronouncement, publication, release; broadcast, bulletin, dispatch, newscast, report, story; testimonial, write-up.

## A FEW HINTS:

- You can never do too much to publicize your event.
- Always take into consideration your intended audience. Where are they going to see your publicity? How can you reach them other than flyers?
- Sit down and brainstorm about how you think you can reach students. What things do you personally pay attention to on campus? What things do you ignore?
- Make a plan of attack for your publicity. A good round of publicity will use at **LEAST** two ways to reach the intended audience.
- What ways can you publicize?
  - Flyers on bulletin boards.
  - Other bulletin board decorations.
  - Write on dry-erase boards (the CSI has a few you can check out).
  - Newsletter-style advertising.
  - Wear buttons. Make extras to hand out to students.
  - Word of mouth – tell your friends, talk to students as you walk through the campus, and ask them to pass it on.
  - Give out handbills.
  - Put table tents up in the Commons.
  - Hang a banner in the Commons.
  - Leave flyers in the Center for Student Involvement
  - BE EXCITED ABOUT YOUR PROGRAM!!!! Excitement is infectious. If you are excited and invested in what you are doing, other people will also be.

### Some basic tips for planning your publicity:

- Bigger is better...this may not always be true, but keep in mind that, if something is abnormally large for its location, people will be more likely to look at it.
- Color is better than black and white. Find a way to add color to your flyers or banners.
- Use flyers sparingly – everyone uses flyers, and yours can easily disappear in the crowd. If you do use a flyer, make it visually different than the other flyers it will be hanging by.
- Three dimensions are better than two.
- Location, location, location!
- Advertise in advance! Two (or more) rounds of publicity is the best way to go!
- Advertise in the Commons.
- Pay attention to wording, spelling, etc.
- Use a readable font!
- Catchy titles!
- Keep it short – too many words will not be read.
- Use good headlines – most people won't get past that point!

### Publicity Ideas – Standard and...watch out, a few creative ones too!

- Email
- Send an e-vite
- Facebook invitations
- Use unusual types of paper (toilet paper, paper towels, wrapping paper, tissue paper, newspaper, tracing paper, overhead sheets)
- Hand-written invitations
- Post-it notes
- Pictures of students in flyers (with their approval)
- Progressive signs – make it cryptic and add information to it every day
- Reminders on dry-erase boards
- Fold/cut paper into new shapes – triangle, circle, parallelogram
- Use props related to the activity (i.e., plastic spoons for an ice cream social)
- Make a collage using magazines and newspapers
- Decorate your organization's bin with information, themed decorations, etc.
- Spell it out with pennies, buttons, popcorn kernels, etc.
- Make a "lift me" flap and put information underneath
- T-shirts
- Create a fictional character to advertise all of your events – for example, name him Bob and use him in all your publicity; another example would be giving an inanimate object a personality and using it to advertise; use the JCCC mascot Jean Claude
- Use black paper and gel pens
- Create a calendar to post all events
- Use candy to advertise – attach mailing label to it with event information
- Use balloons
- Hand out personal invitations to people while using a table in the Commons
- Use an itty-bitty font on a huge piece of paper
- Cut up other people's *old* flyers and use them as a border for yours
- Put notes in mailboxes of staff who may be interested in your event
- Print labels and stick advertising to them
- Create magnets – get old business magnets and glue your advertisement to the front and pass out to students
- Use playing cards
- Use paper plates or cups

# Recruiting

## Where to Start

Club officers need to develop a membership recruitment plan that fits the needs of their club. Clubs add new members continuously throughout the year. However, a minimum of two times annually a club should “roll out the red carpet” and give people the opportunity to join during a Membership Recruitment Meeting (Seek Meeting or Information Meeting).

The club’s leadership should select two (or more) regular meeting dates during the year designated as Membership Recruitment Meetings. The key to a successful Membership Recruitment Meeting is planning. There are four action steps the board should take when planning a membership drive / recruitment meeting.

- **Step One**—Appoint a Membership Chairperson. The club president, with the board’s approval, appoints a membership chairperson. It is imperative that your club has one member in charge of managing all aspects of the recruitment drives/ meetings.
- **Step Two**—Develop a Plan with Goal(s). The club board of directors, along with the membership chairperson, establishes a membership plan of action. This plan can be specifically for the next recruitment drive or for the entire year. The board should evaluate the club’s current membership, anticipate any deletions, and develop a goal for the number of new members the club needs to recruit. We suggest setting a goal that achieves an overall year-end increase and also setting a stretch goal to increase the club’s membership by 20% annually.
- **Step Three**—Allocate the Funds. Once the goal and dates for recruitment meetings are approved, the board also needs to budget funds to cover incidental costs, such as meals, snacks, prizes, promotions, postage, etc.
- **Step Four**—Promote and Announce. The club president announces to the club the new member goal and the date(s) set for the recruitment drive(s). The principle behind promoting the goal is to give members a sense of ownership in the outcome. In turn, they are generally more involved in bringing prospects to the Recruitment Meeting.

## Club Officers “Lead by Example”

The best way to achieve the new membership goal is to lead by example. The president and the other club officers need to bring prospective guests into the club during the year and especially during membership drives. This shows that they are committed to the goal and motivates members to also bring prospective guests to the meetings/projects and especially the membership meeting.

## **Where Do We Find New Members?**

When recruiting people to join your club there are two options:

- Invite people you know to visit/join
- Canvas the campus and invite people to visit/join

Simply stated, recruit people the members know or recruit people the members don't know. Club publicity through newspapers, radios, TV, and websites informs the public about your club and is therefore a great awareness avenue. However, realize that few people come knocking on your door even if the club has an open-door invitation at all meetings/projects/socials. Understand that it is important to give prospects the opportunity to visit, learn about, and join your club. To accomplish this, you have to invite the prospects and most importantly ASK them to join!

There is no substitute for enthusiasm – it will inspire your recruitment campaign, motivate your fellow members, and inspire your visitors to stay!

## Recruitment Ideas

- Planning is critical: Any membership growth program will benefit by careful planning. Clubs that have a clear-cut plan with step-by-step plans for proceeding often find their efforts to be highly successful.
- Engage the entire club in membership activities: Involving the whole club in a membership drive keeps motivation high and helps all club members feel a sense of responsibility toward the health of the club. One of the most popular methods to involve the entire club is to have each member name one potential new member to invite to a meeting or event.
- Create a New Member Committee to educate and guide new members. The committee can conduct orientation activities, which introduces new members to the club and helps them become involved in activities.
- Recruitment Nights are Successful: Popular worldwide, recruitment nights are an excellent way to reach a large group of prospective members at one time. These events don't have to be at night or a traditional sit-down dinner meeting to be successful. Clubs have held teas, potlucks, barbecues, buffets, Friendship Days or Family Fun Days.
- Have a booth at Campus Kickoff! It's a great way to talk to people.
- Offer a giveaway, such as a t-shirt when you pay your dues. This is something physical that they can hold onto right away.
- Make Meetings Fun: During each meeting have something different, whether that be food, icebreakers to get everyone introduced, awards, door prizes, or photo slideshows of past events.
- Every other month hold a presentation featuring a timely topic and well-known speaker. Club members are encouraged to invite guests for the evening, and after the event participants can engage in an idea exchange. Information about the club can be presented at each of these bi-monthly events.
- Public relations is very important: Keeping a high profile in the community is essential for successful membership efforts. People want to join organizations with positive public images. Clubs with strong public relations programs have found that it reaches over to their membership efforts as well.
- Host a community service event to show that your organization cares. Host a food, clothing, toy, or toiletry drive; give a day of service at a local non-profit organization.



- Team up with other service organizations at your school, not only will this help you do more service, but you can also get people to join your group. Honoring specific groups of community members can successfully raise awareness of a club and boost membership.
- Give prospects a first-hand look at service: Inviting prospective members to help with a service activity allows them to personally see the impact of your club and often leads them to want to become a part of your club.
- Target marketing is a good way to focus efforts: Identifying a specific group for invitation helps focus efforts and resources.
- In order to stand out, your posters need to be bold and simple – do not try to fit too much on or over-complicate it with too many words, pictures, or cartoons.
- Audio-Visual presentations make an impact: Whether they are videos, PowerPoint presentations or DVDs, many clubs successfully utilize these presentations to explain their club to prospective members.
- Don't limit yourself when it comes to advertising. Utilize every source your group has access to – Facebook, Twitter, flyers, posters, letters to non-members, chapter T-shirts, newsletter, visiting classes, etc.
- Create business cards with your group's contact information and meeting times. On the back, handwrite upcoming events. Pass the cards out to prospective members. Not only do they get general information, but they have a built-in reminder of what you're doing on the back.
- Never give up: Clubs with successful membership development initiatives consistently look for new members. Not every person asked will say "yes," but it is essential to not become discouraged and to keep asking!

## Retaining Members

- Cliques are bad. If you see someone new at a meeting, go out of your way to talk to them. Make people feel accepted and comfortable. Just remembering someone's name can be the difference between whether or not they join.
- Have a fun meeting once a month. People will be more likely to come to meetings if you just have fun, instead of just talking about business.
- Have goodies, such as cookies or other treats.
- Have service hour goals. When your club reaches a certain number of hours, have a party to celebrate. Also do the same thing for individual members. Offer a certificate or a prize when you reach a certain number of hours. Also, you can have a club award for the person in your club who does the most service hours during the year.
- Have socials at least once a month.
- Go to Campus Events, movies, sporting events. They're usually free or inexpensive.
- When a prospect attends his/her first meeting, the club secretary should send by mail a follow-up letter from the club president. This letter should be mailed the day after the meeting. If the follow-up letter is emailed, it should be sent directly from the club or club president's email address.
- If your club has a newsletter or emails meeting minutes, sending that information to prospects who visited your club keeps the door open for membership. Therefore, add all prospective members to email or mailing lists for two to three months after they visit your club. Be sure to list in the newsletter the names of all guests who visited the club. More importantly, after the membership meeting or anytime a new member joins, list the names of all new members who join in the newsletter.
- Each prospect who attends a Membership Meeting, but declines to join the club, also should receive a letter from the president. It should thank him/her for attending and invite him/her back to future meetings.



**Bake Sale Items Form**

Name of Organization: \_\_\_\_\_

Date and time of bake sale: \_\_\_\_\_

Location of sale: \_\_\_\_\_

This form must be submitted to the Center for Student Involvement immediately following the bake sale. (Copy this page and include additional pages as necessary):

Donor (name, address & phone number)    Items:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Johnson County Community College Media Authorization & Release Form –Student

As a participant in a JCCC Club/Organization, I (*print name*) \_\_\_\_\_ authorize Johnson County Community College and its employees or agents (collectively, “JCCC”) to take photographs, motion pictures and/or audio recordings of me. I agree to my image, voice and/or likeness being used in all forms of print and electronic media publications and/or video productions for purposes related to the educational mission of the college, including research, education and the publicity, marketing and promotion of educational programs for the college (the “Material”).

I acknowledge that JCCC will be the copyright owner of the Materials and my image, voice and/or likeness becomes the sole and exclusive property of JCCC, and that JCCC may copy, modify, create derivatives, archive and otherwise use my image, voice and/or likeness in any Material. I release JCCC from any and all liability arising out of the use of my image, voice and/or likeness, including without limitation any claims arising out of my right of privacy or right of publicity. I am participating on a voluntary basis and no compensation will be paid for this use.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Address City/State/Zip

***If the participant is under 18, the parent or guardian must also complete the following:***

I am the parent or guardian of the person whose image or voice may appear in the Materials, and I give my consent and authorization as set forth above.

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Address City/State/Zip