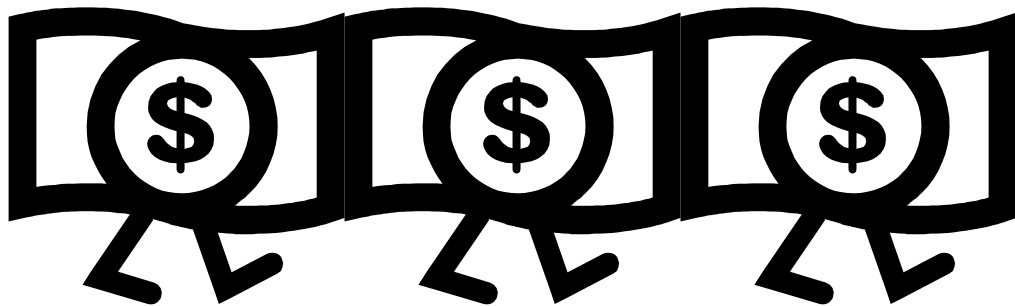


# POINT SYSTEM



## **Student Life Point System**

The Student Life Point System was established to ensure that registered organizations remain active and visible on campus. It was also formulated so that clubs and organizations could promote and participate in campus events and receive assistance at their own events. The Point System is based on a maximum of 25 points. Registered organizations can receive points through various methods. Enclosed is a point sheet listing the various ways that organizations may receive points for various activities and involvement in Student Life activities. Clubs and organizations must attain a minimum of 12 points to be considered for funding through the Student Life Point System.

This program replaced the previous co-sponsorship system. **All clubs and organizations must have a current constitution, an officer registration form, and a list of members on file to be considered a registered organization.** Clubs and organizations are required to complete their own paperwork and submit it in a timely manner. **Credit is earned according to the paperwork received by the Student Life office.** Student Life is only responsible for paperwork once it has been submitted. All completed paperwork should be placed in the point system mail box located behind the front desk in Student Life. Below is a list of approved activities.

### **Presidents' Council**

Clubs must attend four Presidents' Council each semester. Presidents Council is held once a month. Each club should send one representative. Attendance will be taken and one point will be awarded for each meeting attended. (Max points =4)

### **General Meetings**

Clubs must coordinate their own General Meetings once a month at their own convenience. Clubs will receive points for General meetings not Executive Board meetings. Minutes must be submitted with the acceptable form and if accepted, clubs will receive one point for each meeting held monthly. *Minutes will only be accepted up to one month after the date of the meeting.* (Max points=4)

### **Leadership Development**

Clubs are responsible for attending various leadership activities throughout the semester. Examples of such events are ropes courses, time management workshops, retreats; guest lectures etc. Clubs are also responsible for conducting their own leadership workshop/training. Clubs are responsible for attending two Student Life leadership activities and two club sponsored leadership events. (Student Life Sponsored Events Max Points=2, Club sponsored leadership activities/events Max points=2). Total possible points Max=4

### **Student Programming**

Clubs should be involved in student programming and are responsible for attending two Student Life sponsored events worth one point for each event. Examples of such events include lecturers, cookouts, comedy shows, etc. clubs are also responsible for their own programming and can earn one point for their own sponsored event and 1 point for a joint sponsored event with another club or organization. (Student Life Sponsored event Max points=2, club sponsored event=1, joint club sponsored event=1) total possible points max=4

### **Community Service**

Clubs are responsible for completing two service projects per semester. One service project must be sponsored by Student Life and is worth 2 points. Clubs must sponsor their own community service project each semester and is worth 1 point. Community Service projects include assisting at a

homeless shelter, beach clean-ups, etc. Community service projects must promote BCC and the organization in a positive and beneficial manner. (Max points=3)

### **Club Rush**

Clubs are responsible for attending and participating in Club Rushes held throughout the semester. Clubs should set-up an information table to recruit new members and promote events. Examples of club rushes are Welcome Week, cookouts, etc. Student Life will announce prior to an event when there will be a Club Rush and a sign-up form will be located in 46/139. **Each Club Rush is worth 1 point and clubs should attend 2 per semester.** (Max points 2)

### **Observer Article**

Clubs and organizations should strive to promote Student Life and their own activities. Clubs will receive **1 point each semester for an article in the Observer** about an event whether it is upcoming or previously held. (Max points 1)

### **Web Page/Newsletter**

Clubs should communicate with their members whether it is through a web page or through a monthly newsletter. Clubs will receive **1 point for having and maintaining a website or for issuing a monthly newsletter to members.** (Max points 1)

### **Fundraising**

Clubs will receive **1 point per semester for a fundraising campaign.** Examples are bake sales, candy sales, flower sales, etc. (Max points 1)

### **Office Hours**

Clubs will receive **1 point at the end of the semester if they can show proof that they maintained a minimum of 3 office hours per week for the entire semester.** Club hours should be visibly posted at their cubicle entrance way and hours must be submitted to Student Government Association. Hours should be typed and submitted on a 8 ½ by 11 sheet of paper (displaying club name, times, and dates). (Max points 1)

# Officer Registration Form

**Club/ Organization:** \_\_\_\_\_

**Current Number of Members:** \_\_\_\_\_ (Please attach member list)

Advisor: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I agree to serve as advisor to \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Organization/Club Officers** (Make copies of this sheet if additional space is needed)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **FOR STUDENT LIFE USE ONLY**

Date Rec'd: \_\_\_\_\_ Term: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Pts logged: \_\_\_ Y \_\_\_ N

Comments: \_\_\_\_\_

# Constitution Form

Club/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

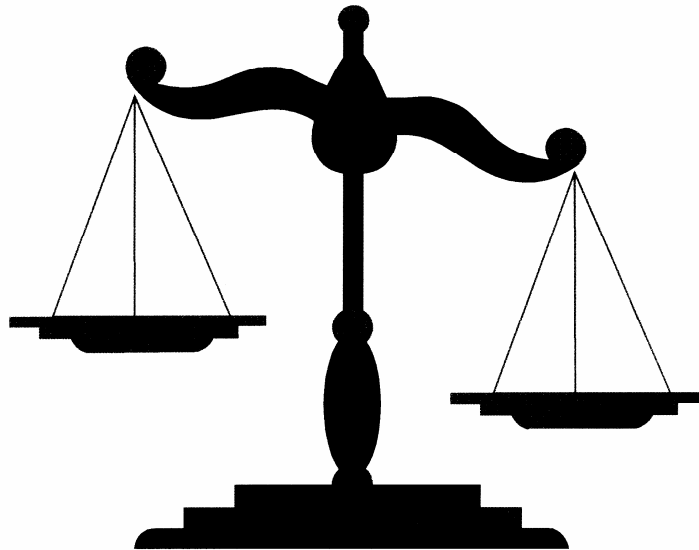
Position: \_\_\_\_\_

Email: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date Constitution was approved/ amended/ reviewed \_\_\_\_\_

- Please attach a copy of your club/organization constitution with by-laws.
- Please note that the constitution should be updated and reviewed each year.
- Constitution must reflect the date it was reviewed or amended by your organization.



**FOR STUDENT LIFE USE ONLY**

Date Rec'd: \_\_\_\_\_ Term: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Pts logged: \_\_\_Y\_\_\_N

Comments: \_\_\_\_\_

**This form must be turned in to Student Life- Bldg 46/133. Contact (954)201-2909 if you have any questions.**

# Universal Document

**Club/Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

## Sponsorship Information (check one)

- Student Life Sponsored
- Club Sponsored
- Cosponsored with Student Life or another club/organization

## Event Information (check one):

- Leadership Development (ropes course, retreat, workshops, lecturer etc)
- Club Rush (welcome week, cookouts etc)
- Student Programming (cookout, comedy show, lecturers etc)
- Fundraiser (bake sales, candy sales etc)
- Community Service Project (beach cleanup, any form of volunteering)
- Special Project/ Event Report

**Event Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

- Why is this event/project useful and important? How does it benefit BCC?
- Please attach names of members that attended. Include total amount of people.

**FOR STUDENT LIFE USE ONLY**

Date Rec'd: \_\_\_\_\_ Term: \_\_\_\_\_ Staff Initial: \_\_\_\_\_ Pts logged: \_\_\_ Y \_\_\_ N

Comments: \_\_\_\_\_

# Media Report

Club/Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Office: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Advisor: \_\_\_\_\_

## Media/Communications Information

Choose One:

**Observer Article**

- Please attach a copy of the article.

Date of issue: \_\_\_\_\_

**Web Page**

- Please attach a copy of the opening page of the website.
- Please include the date when website was last updated.

Date of last update: \_\_\_\_\_

**Newsletter**

- Please attach a copy of the newsletter.
- Please include the date the newsletter went out.

Date of newsletter: \_\_\_\_\_

**FOR STUDENT LIFE USE ONLY**

Date Rec'd: \_\_\_\_\_ Term: \_\_\_\_\_ Staff: \_\_\_\_\_ Pts logged: \_\_\_Y\_\_\_N  
Comments: \_\_\_\_\_

# General Meeting Minutes

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

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Person completing Form: \_\_\_\_\_

## Executive Members Attended

## General Members Attended

**Please attach club/organization minutes to this form. Forms will not be accepted without minutes.**

### FOR STUDENT LIFE USE ONLY

Date Rec'd: \_\_\_\_\_ Term: \_\_\_\_\_ Staff: \_\_\_\_\_ Pts logged: \_\_\_Y\_\_\_N

Comments: \_\_\_\_\_

## **Redeeming Points**

Points earned for the fall semester will be used to determine funding for the spring semester and vice versa. At the end of the semester the total number of points earned by all clubs will be calculated and then divided into the total number of dollars allocated for the system.

To redeem all money that was earned, clubs and organizations must complete a Request for Advance Funds sheet and submit it to Ashley Turner in Student Life. All money earned can be used for a variety of projects and activities including travel, office supplies, parties, food, etc.

If your club or organization needs the funding ahead of time please submit the form at least one month prior to the event. Please keep ALL receipts and turn them in to Ashley.

The following page is an example of a Request for Advance Funds form. Forms should be filled out correctly and completely. Clubs must fill out section 1, 2, and 3. The advisor must also sign section 4 where the form asks for the payee signature.

ALL money must be spent the semester it is allocated for and does not carry over into the next semester.