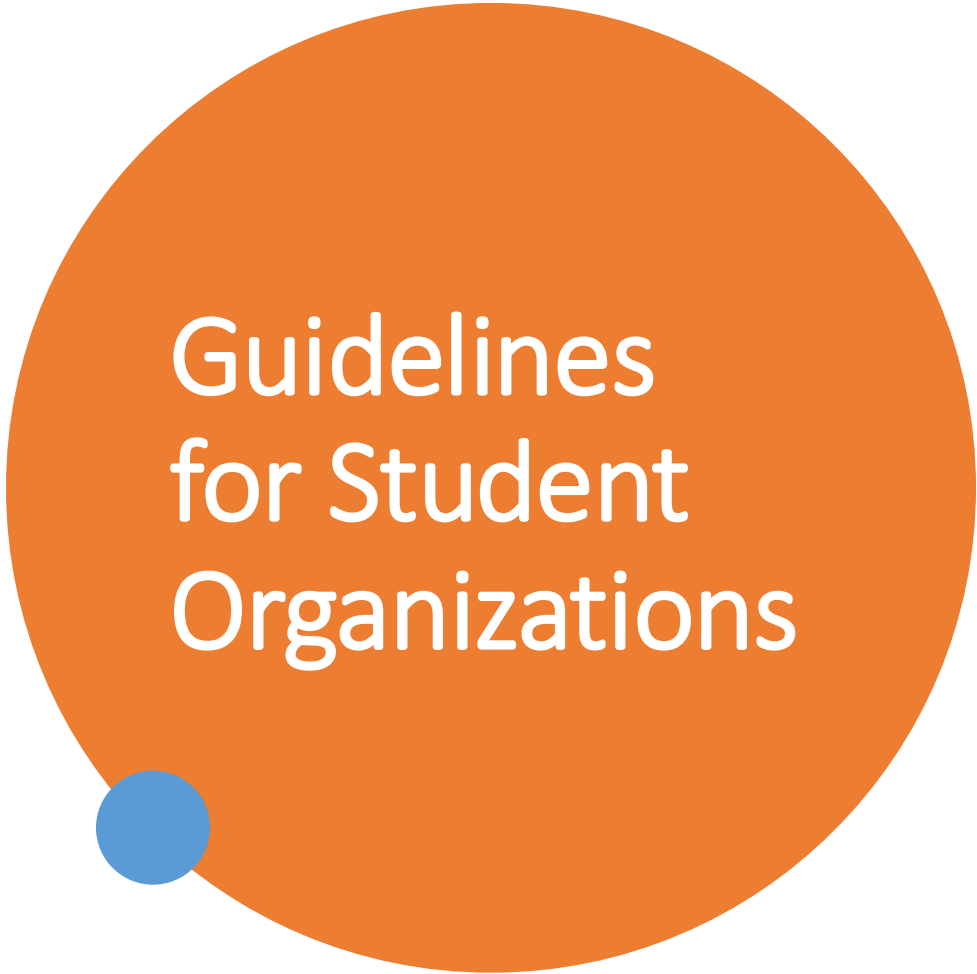


Student Organization Training



Revised 07/8/24



Guidelines for Student Organizations

- Membership in the organization is open to all registered students of the college without regard to race, color, age, national origin, religion, gender, marital status, sexual orientation, or disability. Recruitment and membership policies and practices are free of deception and coercive tactics.
- A statement of purpose, criteria for membership, rules or procedures, and a current list of officers are filed with Student Government each semester of the academic year. The by-laws of every organization shall include the anti-hazing policy of the college.
- (College Policy 6Hx2-5.13)



Club Advisors

- Must be Full-time Faculty or Staff
 - Based out of your campus*
- Provides support and guidance to officers and members of a student organization
- The advisor not only serves as a representative of the group in an official capacity, but also as an advocate for the group



Hazing: ZERO TOLERANCE POLICY

- Policy: Broward College Policy 6Hx2-5.02 prohibits any acts of hazing on or off the campus by individual students, student groups or organizations, or any other individuals or groups associated with the College as defined in section 1006.63, Florida Statutes.
- Penalty: In accordance with Broward College Procedure 6Hx2-5.02, the possible penalties for hazing include all sanctions up to and including college expulsion for individual students, and/or deactivation of a student organization.

Active Student Organizations

Student Life reserves the right to declare a club or organization inactive for failing to meet the following requirements:

- Completed Club Packet
- Updated Roster (every semester)
- Updated Constitution (with Student Life Template)
- Club Training (1x per year for officers)
- Required All Club Meetings (2x per semester)
- One Event/Activity Per Semester
- Monthly Club Reports
 - Monthly Meeting

Monthly Club Report

<https://forms.gle/vH2YMYdZ3TizpHhq8>

List club meeting dates *

Short answer text

Upload meeting minutes and/or photo proof *

 Add file

 View folder

Did you host an event this month? *

☐ Yes

☐ No

IN ORDER TO MAINTAIN ACTIVE STATUS, CLUBS MUST ABIDE BY THE FOLLOWING:

Constitution:

All organizations must have a Constitution utilizing the Student Life Constitution Template.

Training:

All organizations must attend Club Training. While only one member is required to attend, we encourage all executive members to be present. New Advisors must also attend Advisor Training.

Advisor Training:

Virtual or By Appointment

<https://broward-edu.zoom.us/j/95579615385>

- Friday - September 20, 2024 10:00 am
- Friday - September 20, 2024 2:00 pm

Club Training:

- | | |
|--|---|
| • Wednesday - September 25, 2024 2:00 pm | • North Campus: Building 46, Room 144 |
| • Thursday- September 26, 2024 2:00 pm | • Central Campus: Building 19, Room 104 |
| | • South Campus: Building 68, Room 191 |

Required All Club Meetings:

Two All Club Meetings will be held per term. At least one member of each organization must attend every Required Club Meeting. If a member cannot attend the required meetings, an appointment must be made within one week via Student Government. Check with your campus for these dates/time. Contact Info:

NSG@mail.broward.edu

CSG@mail.broward.edu

SSG@mail.broward.edu

Fall Club Rush:

11:30 am -1:30 pm

- North Campus, Breezeway: Tuesday, September 10, 2024
- South Campus, Breezeway: Wednesday, September 11, 2024
- Central Campus, Building 19: Thursday, September 12, 2024

To Receive Funding Clubs Must:

- Be in good standing by compiling with the Active Requirements listed above
- Host Monthly Meetings
 - Clubs must have a minimum of one scheduled meeting per month to receive funding
- Events/Activities
 - Clubs must host at least 1 event per semester to receive funding





Funding Requests & Purchases

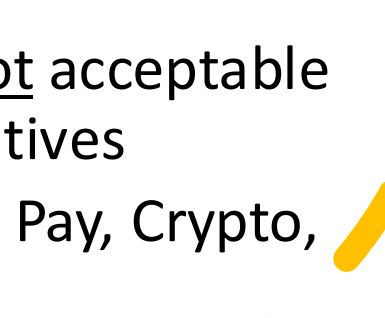
- To request funding, please complete the Fund Request Form located on the Student Life website
- Purchases can only be made by the Club Advisor, or Student Life
- If you are requesting Student Life assistance, please send us links for purchases
 - Amazon is preferred vendor
- One co-sponsorship (maximum of \$250) is allowed per academic term per club
 - Additional funding requests discussed on next slide

Additional Funding

- To request additional funding of up to \$250 you must present your request to Student Government
- Additional funding requests are made at Senate or Required All Club Meetings
- Notify your SG in advance of presentation request
 - NSG@mail.broward.edu
 - CSG@mail.broward.edu
 - SSG@mail.broward.edu



Financing & Funding: Fundraising

- Fundraising is an additional means of financial assistance for club orientations, T-shirts, travel, awards, etc. as well as getting members and students more involved
 - Director of Student Life must approve all fundraising events
 - Clubs are responsible for filling out an Event Request form to receive approval of any fundraising activity
 - No dollar limits apply to fundraising amounts or frequency
 - Only check and cash can be accepted
 - Electronic/credit card payments are not acceptable forms of payment for fundraising initiatives
 - (No Zelle, Cash App, Venmo, Apple Pay, Crypto, etc.)
- 



Fundraising Examples

- Club dues (only if nationally affiliated)
- Flower Sale
- Garage Sale
- Portrait Sketching
- Social with Donations at the Door
- Tutoring
- Walk/Run Race
- Bake Sale (purchased items only; no day-old food; individually packaged)
- Balloon Sale
- Bike-a-thon
- Book Sale/Exchange
- Bowl-a-thon
- Business Sponsorship
- Car Wash



Club Accounts and Deposits

- Student organizations may not keep fundraised dollars in off-campus bank accounts
 - Clubs must deposit fundraising money into an established "agency" account
 - If your club does not have one, or you are unsure, the Office of Student Life can assist in helping you establish one
- All collected dollars must be deposited into the Cashier's Office within 48 hours of your event
 - ONLY Club Advisors can handle and deposit funds



Gambling Prohibited

NOTE: As a general matter, raffles, lotteries and other "drawings by chance" are considered a form of gambling and prohibited by law in Florida. Certain exceptions are made for nonprofits, and laws concerning this must be strictly adhered to by student organizations.

Event Planning: Logistics

- 3 Step Process:
 - Fund Request form is submitted by Club Member at least (2) weeks in advance
 - The Club *Advisor* approves the request, and then submits a Facilities Request
 - - This will include the room layout and set-up information
 - The form then gets routed to the Director of Student Life for final approval
- Consider all logistics:
 - Set-up & clean-up (tables, chairs, etc.)
 - Food & drinks [no alcohol allowed]
 - Outside organizations/vendors



Event Planning: Marketing

- Flyers, Banners, and Posters
 - Permission must be obtained from the Office of Student Life and Development before posting any notices on campus
 - All promotions must contain the name of the club/organization responsible
 - Flyers may not be placed on automobiles, windows, doors, etc. at any time
 - All advertisements must be removed no later than 48 hours after the event



Event Planning: Marketing

- The Observer
 - The Observer is the Broward College's newspaper
 - This is a great form of advertising that can be utilized to announce events campus-wide
 - Advertising Request Forms can be submitted to theobserverbc@gmail.com



Event Planning: Social Media

- All advertising and publications must be approved by Student Life
- Social Media
 - Social Media accounts can be created, but should follow District Marketing guidelines
 - Meaning that NO mention of Broward College should be listed in your profile or they will be deleted
 - Good Example: @MMI @PSA @PsychClub
 - Bad Example: @MMIBrowardNorth @PsychClubBrowardCollege
 - Student Life will promote any approved club activity through our platforms
 - Simply email me a PNG or JPG of your flyer for approval and posting

CERTIFIED LEADER PROGRAM

SEMINAR LOCATIONS:

NORTH- BLDG 46, RM 144
CENTRAL- BLDG 19, RM 104
SOUTH- BLDG 68, RM 191

FOR MORE INFO CONTACT:
STUDENTLIFE@BROWARD.EDU

LEADERSHIP SEMINARS:

- MONDAY, SEPT. 23RD AT 12:30PM
- TUESDAY, OCT. 1ST AT 2:00PM
- WEDNESDAY, OCT. 16TH AT 12:30PM
- THURSDAY, OCT. 24TH AT 2:00PM
- WEDNESDAY, NOV 6TH AT 12:30PM
- THURSDAY, NOV 14TH AT 2:00PM

3 STEP CERTIFICATION:

- ATTEND 3 LEADERSHIP SEMINARS
- COMPLETE 8 LEADERSHIP JOURNAL ENTRIES
- COMPLETE SOFT SKILLS

BENEFITS:

- GRADUATION STOLE
- LEADERSHIP CERTIFICATE
- PROFESSIONAL DEVELOPMENT
- PERSONAL EXPLORATION
- BUILD YOUR NETWORK
- RESUME ENHANCEMENT



Questions?

