

Weeks 1 and 2

The first two weeks of school can be a hectic time for both students and faculty advisors. Many students are still finalizing class schedules, figuring out transportation, and determining work schedules. Many clubs will opt not to meet during these weeks.

Weeks 3 and 4

By the third or fourth week of school clubs intending to reactivate should hold their first meeting. Club reactivation forms are typically due the 4th week of the semester. Late reactivation forms could result in penalty to the club. For new clubs, this section is a great place to start, regardless of the time of semester.

1. Running your first club meeting of the year:
 - Always create an agenda to help the club stay on track and accomplish tasks - see below
 - Bring enough copies of agenda for all members
 - Delegate someone to take meeting notes during the meeting
 - Faculty advisors should be present at **all** official club meetings

SAMPLE FIRST CLUB MEETING AGENDA

Club Name

Sept 15 / 2 p.m. - 3:30 / Campus Center Lounge

- 2:00 p.m. - Short Ice breaker game to get to know club members
- 2:10 p.m. - Confirm meeting days/times/location
- 2:20 p.m. - Complete any Club paperwork
 - Complete the Club reactivation form (for returning clubs)
 - Complete the Intent to Establish a Club form (for new clubs)
- 2:40 p.m. - Club Constitution / Mission
 - Construct a club constitution (for new clubs)
 - Review Club constitution / mission / roles (for returning clubs)
- 3:15 p.m. - Set meeting day for officer elections (president, treasurer, secretary etc.)
- 3:30 p.m. - Adjourn

2. Turn in all necessary club paperwork to the Office of Student Life
 - For new clubs: Intent to Establish a Club and club constitution
 - For new clubs: Club advisors should set up a meeting with the A.S. Club Advisor, Kelly Munson. If possible, have a club member present as well. Contact: munsonke@butte.edu
 - For returning clubs: Club Reactivation Form
3. Attend first ICC Meeting
 - ICC meetings are on the 1st and 3rd Tuesday of the month at 11 a.m. in the SAS Board Room

Weeks 5 and 6

By now your club should be ready to move beyond the formation stage and get to work! Use your next meeting times to brainstorm projects and goals your club would like to achieve this year. You should also identify the strengths and skills each club member has and delegate tasks accordingly to help move towards your club goals. While many clubs come together because of a shared interest, it is also important to honor and tend to group dynamics and development.

1. Setting Club Goals

- Make time for each club member to share their project ideas and goals for the club
- As a group, decide which projects or goals you will take on

SAMPLE CLUB GOALS:

- Increase membership to 20 members
- Fundraising goals of \$200 each semester for end of year potluck
- Hold an event on campus to raise awareness about a topic
- Attend a conference or competition
- Maintain weekly meetings for club activities (chess games, films, etc.)

2. Identifying Strengths

Understanding your own strengths as well as the strengths of your club members can help the club maximize talents and better understand members. By learning more about the strengths of members, clubs can better engage and support each other during their time together.

- Discuss how each of your strengths can benefit the goals of the club
- Discuss where club members may need support from the group

BONUS: Have each club member take the PACE Pallet strengths test to determine personal strengths and common qualities associated within each category.

Club advisors can obtain this activity from the Office of Student Life.



Campus Calendar of Events for Student Life and Clubs Online

Events posted to the campus calendar show up on the Butte College Campus Web Calendar.

To submit an event to the calendar, please complete the calendar request form found on the ICC web page.
www.butte.edu/clubs

Clubs may submit meeting times, on-going activities, or one time events to the campus calendar.
Please allow 3-5 days for items to be posted.

Questions? Contact Becca Hansen at hansenbe@butte.edu

Posters and Fliers

Posters and fliers should be made by the club. Microsoft Publisher is a useful tool for creating fliers. Most Butte College computers have MS Publisher and it is also free to students using Office 365 on personal devices.

1. Printing on Campus

- All files ready for print should be saved as .pdf
- All files should be 8.5 x 11 or 11 x 17
- Files should be emailed to **Santy Gray at graysa@butte.edu** with printing instructions (quantity, color/bw, size)
- Prints can be picked up from the Office of Student Life (usually within 5 business days)

2. Posting on Campus

- All posters must be stamped for approval from the Office of Student Life
- All posters come down at the end of the month
- All posters must contain: Club name, Club contact, event date/time/location (if applicable)

PRINTING PRICES on Campus

**Printing costs can come directly out of club accounts*

• Letter Size (8.5 x 11)

- Black and White - Free
- Color - 15 cents/copy

• Tabloid Size (11 x 17)

- Black and White - 15 cents/copy
- Color - 17 cents/copy

Banners and Table Cloths

Banners and custom table cloths are great for hanging off club tables, events, or parades. These items are purchased off campus and typically cost between \$100-\$200. Contact the Office of Student Life for more information on this process and suggested vendors.

District Announcements

District Announcement emails are sent to all faculty and staff on campus every Monday and Wednesday.

District announcement submissions may **only** be sent by the club faculty advisor. Instructions to send a district announcement may be found here: <http://www.butte.edu/feeds/da/MiscItems/Darequest-10-17.pdf>



Tabling on Campus

Tabling without Submitting a FUR

A Facilities Use Request (commonly called a FUR) is a form that is typically filled out when departments or clubs hold any sort of activity on campus. However, clubs may table on campus without needing to submit a FUR if the following criteria is met:

- Tabling location will be in the Campus Center (First floor lobby, First floor Lounge, Cafeteria) or anywhere outdoors (excluding walkways, landscaped areas, doorways, etc.)
- Tabling will occur during normal campus operating hours
- Non-district persons will NOT be present
- Tabling does not require FPM services, space rearrangement, or notification of Campus Police

Steps to table on campus without a FUR

- Contact the Office of Student Life and provide the date/time/campus location for tabling. At this time indicate what equipment will be needed (see available equipment below)
- On the tabling day come to the Office of Student Life to pick up (and sign-out) items.

When the internal FUR process is required

Club Advisors should follow the internal FUR process if any of the following is true of their club activity. www.butte.edu/departments/fpm/facilityuse.html

- Additional facilities equipment is needed (audio/visual, dining services, additional tables, etc.)
- Space rearrangement is needed
- Clubs wish to table in buildings other than the Campus Center (ie Arts, AHPS, CHC, etc.)
- Non-district persons will be present
- Campus Police needs to be notified

**If your club intends to hold a large activity, demonstration, or event, please notify the Office of Student Life so we may provide guidance to our campus policies and procedures for large and/or public events.*

Student Life Equipment

The Office of Student Life has the following equipment available for clubs to use for events, activities, or team building activities. Clubs should contact the Office of Student Life for instructions on how to borrow items.

- 6 ft folding table and chairs
- Pop-up shade tents
- A-frame (sandwich boards)
- Sports equipment (soccer ball, Frisbee, hula hoops, ladder ball, limbo, football, bean bag toss)
- Inflatable lounge chairs (air sofa)
- iPad mini
- Square (for accepting credit/debit card payment on a device)



WHAT IS THE INTER CLUB COUNCIL (ICC)

The Inter Club council consists of a student representative from each official club on campus. The ICC offers a means for clubs to collaborate and share ideas that can be helpful to any club. The ICC may plan Club Socials, Food Drives, Club Promotion Days, or other activities specific to clubs. During ICC meetings, ICC representatives hear and vote to allocate funds to clubs that make requests. The ICC oversees approximately \$10,000 of club funds each year. The ICC is governed by the ICC Bylaws and uses Robert's Rules of Order to run meetings. Each ICC meeting also has the ICC Advisor present.

The Inter Club Council leadership team consists of the following elected student positions and ICC Advisor

- ICC Director, serves as a liaison between the ICC and A.S. board
- ICC Vice Chair, serves as parliamentarian and fills in for the ICC Director when absent
- ICC Communication Officer, provides clubs with news and updates
- ICC Treasurer, tracks and reports spending of ICC funds
- ICC Advisor, professional staff at Butte College to oversee process and spending

Election to these leadership roles happens each spring semester within the ICC.

WHO IS PART OF THE INTER CLUB COUNCIL?

Each official Butte College club should designate an ICC representative to attend ICC meetings on behalf of their club. Clubs may rotate members if scheduling is an issue. Participation in the ICC is not mandatory; however, it is required in order for your club to apply for ICC or A.S. funding and to participate in ICC or A.S. sponsored activities. Failure to attend ICC meetings could result in a club's inability to receive ICC funds.

WHEN DOES THE INTER CLUB COUNCIL MEET?

All ICC meetings are held in the SAS Boardroom (3rd floor) from 11 a.m. - 12:15 p.m. Meetings are held the 1st and 3rd Tuesday of each month. Check www.butte.edu/clubs for a calendar of meeting times.

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from 11 a.m. - 12:15 p.m.
On the 1st and 3rd Tuesday of each month**



CLUB Travel

All official club field trips and excursions must be approved as outlined in the Travel Guidelines for Student Organizations and Clubs. This documents is available on the ICC webpage and in the Office of Student Life. Most travel forms must be completed a minimum of 2-6 weeks prior to the dates of travel. For this reason, we ask that your club set-up a club travel meeting with Santy Gray in the Office of Student Life as soon as possible regarding your trip!

CLUB ACCOUNTS

Please contact Santy Gray with the Office of Student Life for information regarding:

- Balances
- Deposits
- Reimbursements
- Setting up accounts (new clubs)

Santy Gray

Student Life Secretary
(530) 895-2428
graysa@butte.edu
Campus Center 145



5 to 6 Weeks Before Semester Ends

Your Club should be using the final weeks of the year to properly wrap up projects and tasks.

Final meetings should be used to determine and discuss the following:

- What tasks need to be finished before the year ends to wrap up projects for the current year.
 - This may include any reimbursements, travel, or other club account housekeeping.
- Who is leaving / Who is returning
 - If an advisor is leaving - use these weeks (and your current advisor) to begin your recruitment of a new faculty advisor. Having this in place now for the following year is helpful.
- Who is interested in leadership roles for next year?
 - If a current club president or other officer is leaving, use this time to mentor or train members that may be interested in a leadership role in the following year.
 - Consider taking a leadership position in the ICC

3 to 4 Weeks Before Semester Ends

Your Club should be using the final weeks of the year to properly wrap up projects and tasks.

Final meetings should be used to determine and discuss the following

- Release: Pass on any password/account info, portfolios/paperwork, materials/items, etc. if needed
- Reflect: What went well this year and what could be done another way?
- Relax: Plan an end of the year party or simple get together. You likely worked hard all year - take time to get together to have some fun!

1 to 2 Weeks Before Semester Ends

By the final two weeks of the semester most students are focused on finals and summer vacation! Most clubs will opt to not meet during this time.



ELIGIBILITY

Club Advisors must have part or full-time faculty status and be employed each semester of their advising duties. If no faculty are available, a manager may serve as the Club Advisor with their supervisor's permission. Two or more faculty/management may advise a club together as Co-Advisors. Co-Advising is a great way to split up the responsibilities of supporting a club. Co-Advisors will both be listed as club contacts and will also split the stipend amount.

EXPECTATIONS

- 1. CLUB MEMBERSHIP.** Our club will be open to all Butte College students regardless of gender, race, color, gender, sexual orientation, ethnic or social or national origin, class or property, generation, features, languages or dialect, religion or belief or personal philosophy, political opinion or persuasion, membership of a national or indigenous group, birth, or abilities.
- 2. EXPECTATIONS.** We have read and am familiar with the Club Packet. We understand and accept the regulations and responsibilities regarding student organizations and general student conduct at Butte College. Specifically, we understand that alcoholic beverages may not be served or consumed at any formal or informal gathering of the student organization we represent - including to individuals that meet the federal drinking age.
- 3. ELIGIBILITY.** In order to stay in good standing and retain voting privileges and funding eligibility from the Inter Club Council, we understand that our organization must be represented at ICC meetings each semester. ICC meetings are held on the 1st and 3rd Tuesday of the month from 11 a.m. - 12:15 p.m. in SAS boardroom (3rd floor). We understand that Faculty advisor(s) must be present at all official club meetings.
- 4. INTEGRITY.** As leaders of an accredited student organization, we recognize that we will be trusted with decisions and resource allocations on behalf of the entire student body. We will use allocated funds only in a manner consistent with the policies and procedures. We will work to create an inclusive environment for all club members and will not tolerate disreputable acts of others. Furthermore, we will conduct all club business in a professional manner.

Resources

The Student Life Office has a wealth of resources for advisors and club members. Stop by or contact the ICC Advisor for information on topics including: advising tips, leadership, group dynamics, group development, team building activities, conflict, fundraising ideas, event planning and more.

ADVISOR STIPENDS

Advisors will receive a stipend monthly starting the second semester of club advising (the first semester is probationary). To receive a stipend, faculty must fill out the required district forms at the beginning of each semester. If faculty are sharing the responsibilities with other advisors, the stipend will be split equally among them. If faculty are advising more than one club, the stipends will be combined.

CONTACT AND SUPPORT

Kelly Munson - AS/ICC & Student Life Advisor
Santy Gray - Student Life Secretary
Becca Hansen - Student Life Marketing

