

# TOMPKINS CORTLAND

COMMUNITY COLLEGE

Office of Student Activities

Student Center, 607-844-8211



Club and Organization Handbook

2024-2025





# HOW TO Handbook for clubs and advisors

The Student Club Handbook has been created for club advisors and student leaders to use as a resource for helping your organization achieve success. This handbook will provide you with information, policies and procedures needed for effective and efficient club operation. It covers areas from event planning and production as well as financial and budgeting information. Clubs who are informed and understand policies and procedures operate more effectively and efficiently.

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**The staff in the office of Student Activities is here to help you - Please contact us if you need any assistance!**

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TC3.StudentLife



tcstudentlife

## **RESPONSIBILITIES OF OFFICIALLY REGISTERED STUDENT CLUBS**

In order to retain the privileges of a registered club at Tompkins Cortland Community College, the officers, members and advisors are responsible for adherence to all:

- Rules and regulations governing student behavior at Tompkins Cortland Community College
- Rules and regulations governing student organizations established by the Faculty Student Association, Student Government Association, Tompkins Cortland Community College and the State University of New York
- Rules and regulations governing fiscal expenditures established by the Student Government Association, Faculty Student Association and Tompkins Cortland Community College
- Mission, goals and objectives of their constitutions and founding documents as well as the mission, goals and objectives of the Faculty Student Association and Tompkins Cortland Community College

The officers, members, and advisors of registered clubs also have the responsibility for observing all federal, state, and local laws and statutes.

## **POLICIES ON RECRUITMENT, INITIATION PRACTICES AND HAZING**

In order for a club to be officially recognized at Tompkins Cortland Community College, membership and participation must be available to all eligible students of the College. In addition, in order to be recognized, all clubs must agree not to discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, citizenship, military or veteran status. New York State law and college policy prohibits hazing, which includes but is not confined to, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. The same law provides that the governing document of every campus organization is deemed to prohibit the organization from engaging in hazing. It is a violation of the Student Code of Conduct for any individual or club to engage in the practice of hazing as defined above. Any such violation may result in disciplinary procedures against the involved students and club and subject the student and club to penalties that could include expulsion, suspension, restitution, probation, censure or warning. It may subject the club to the penalty of revoking its ability to operate on campus facilities.

**Organizations whose activities are in violation of any of the above rules and regulations will be subject to immediate review of their recognition status. The Office of Student Activities and the Student Government Association in consultation with the Dean of Student Life reserves the right to withdraw official College recognition, suspend financial activity or take disciplinary measures based on the findings of specific violations.**





## Why be involved in a campus club?

Research shows that involvement in co-curricular activities is a key component to a student's success.

- Offers opportunities to learn more about the campus, fosters connections to faculty and staff members, and builds loyalty to the campus
- Assists with meeting new friends and interacting with others
- Provides constructive co-curricular, social, and recreational opportunities.
- Compliments the classroom by allowing practical application of classroom concepts, theories, and principles.
- Enhances self-initiative, independence, responsibility, and time-management.
- Promotes the development of leadership skills, confidence in social skills.
- Provides practical experience in collaboration, teamwork, and being an effective group member.
- Presents opportunities for planning, managing and decision-making.

*BONUS: all of the above are things your future employer is looking for!*

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## Enhance your Co-Curricular Transcript!

A Co-Curricular Transcript (CCT) is an unofficial record generated through Campus Groups® that documents your activities and accomplishments that occur outside of the classroom during your time at TC3. Your involvement in clubs and organizations is automatically included on your CCT through Campus Groups. Becoming a club officer and attending events on the 6 Tracks helps student earn Badges on their CCTs that demonstrate leadership skills! Check out the [Badges](#) and the [CCT guide](#)!

# Student Clubs Basics



DID YOU KNOW...All student clubs must register at the beginning of every semester!

Benefits and privileges afforded to registered student clubs include:

- The use of TC3 facilities and services
- Recruitment table at the Fall and Spring GET CONNECTED Fairs
- The right to use the College name/logo in conjunction with the name of your club
- Inclusion of club events on the Campus Groups Calendar
- Ability to reserve TC3 meeting and event space on campus and have access to support services
- Office space (and use of office supplies) in the Leadership Lounge in the Student Center
- Ability to apply for funding for programs and travel through the Student Government Association
- A listing on the College web site & inclusion in TC3 Facebook & Instagram postings
- Ability to raise funds for your club or for a charitable cause

All clubs must:

- Have an active membership consisting of currently enrolled Tompkins Cortland students who have paid an activity fee with elected officers including **a President and a Treasurer**
- Prohibit any form of hazing or other physical or mental abuse or harassment and discrimination of membership on the basis of race, religion, color, creed, national origin, sex, age, marital status, disability, sexual orientation, veteran status, socioeconomic status, political affiliation or any other basis
- Have an advisor who is a TC3 or FSA paid employee

# Club Parameters



## **If you want to do any of these things, then you need to be a STUDENT CLUB**

- Exist as a partner organization to an academic program or campus department (i.e., Sport Management Club, Nursing Club, etc.)
- Travel as a group to a conference or for an educational experience.
- Exist as a chapter of a regional or national organization. (i.e., Habitat for Humanity, American Red Cross, etc.)
- Host or present educational or social programs to the campus community.
- Fundraise money for a cause or for the club.
- Receive funding from the Student Government Association (SGA).
- Meet weekly, or on a more regular basis in a campus classroom or other facility.

## **STUDENT CLUBS NEED TO:**

- Complete the registration process required at the beginning of every semester.
- Secure/ keep an advisor and submit a completed advisor contract with their registration paperwork fall semester.
- Participate in leadership trainings civic engagement programs as directed by the Office of Student Activities and SGA.
- Elect a President and Treasurer

## **If you want to do any of these things, then unfortunately you ARE NOT ALLOWED**

- Create a club that has the same activity as an existing Tompkins Cortland Athletics team. This is due to NJCAA policy.
- Host a high liability program such as sky diving, horseback riding, etc. TC3's insurance company does place some restrictions are certain higher risk activities.
- Create a club that has an identical mission to another club that already exists.



# Starting a NEW Club



Fill out this Student Activities form on Campus Groups:

## **New Club Request Form**

**Step 1** Students wishing to form a new club on campus must hold TWO initial meetings for recruitment and to gauge campus interest.

**Step 2** After an evaluation of the interest generated from the meetings, get an idea of who might be willing/able to serve as officers for the club, and secure the interest of an advisor.

**Step 3** Draft your club's constitution. All student clubs at TC3 must have a constitution. (There is a sample constitution provided in this packet.) Submit your draft constitution to the Director of Student Activities, either electronically or in paper form.

**Step 4** After you have drafted your club's constitution, it must be reviewed by the Director or Assistant Director of Student Activities. They will work with you to critique it and be sure that it is in compliance with the accepted standards. Once approved, you may fill out the rest of your Club Registration Forms on Campus Groups.

**Step 5** Complete the Club Registration Forms. You need to submit:

- Final version of the Club Constitution (which has been pre-approved by the Director or Assistant Director of Student Activities.)
- Executive Board Roster
- Advisor Agreement

**Step 6** When you return your forms, schedule a meeting between the group executive board and the Director or Assistant Director of Student Activities. At the meeting, you will discuss the club's organizational goals and be introduced to the resources available in the Student Center for all clubs.

**Step 7** Congratulations! You're a new student club at TC3! Now get to work!!

# Registering a Club

## At the start of each semester

Fill out these Student Activities forms on Campus Groups:



**Executive Board Roster**

**Advisor Agreement**

**Step 1** Advisors and/or any available students must participate in the GET CONNECTED Fair for the purpose of recruiting new members. At the beginning of each semester, the club advisor/officers will be emailed the date of the fair and asked to register.

**Step 2** Club Officers should request a room for the club's weekly meeting by sending an email to the Student Activities Office ([activities@tompkinscortland.edu](mailto:activities@tompkinscortland.edu)) and cc'ing the club advisor. Clubs should hold their first meeting and select officers according to the process described in their constitution.

**Step 3** Club Officers, once selected, must submit the EXECUTIVE BOARD ROSTER. Each club is required to have a President and a Treasurer, but other officers can be selected per club needs.

**Step 4** Every club should also review the club's constitution and document any changes by submitting a new CONSTITUTION TEMPLATE if needed.

**Step 5** The Club President and the Advisor must review and sign the ADVISOR AGREEMENT form and submit it to the Office of Student Activities.

**Step 6** Club officers should sign up for a meeting with staff in the Office of Student Activities. At this meeting, clubs should be prepared to discuss planned programs and activities, ask any questions about policies and forms, and request specific training.



# How To Use Campus Groups



Campus Groups is our Student Engagement Platform that allows students to see events, join clubs, and grow their Co-curricular Transcripts.

**How to login:** You can find Campus Groups on the my.tc3.edu homepage, located on the left-hand side at the top of the second column. You will use your TC3 login.

## Club Officer How To's:

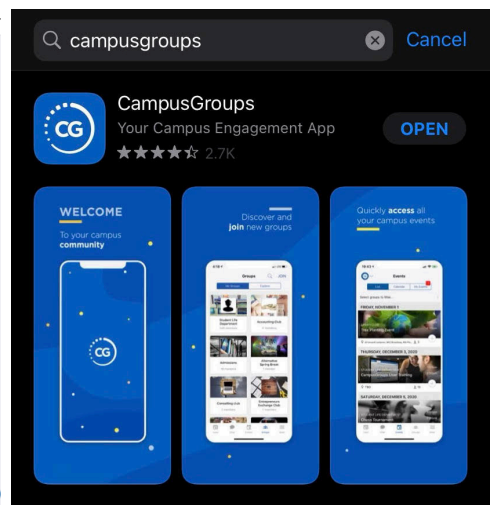
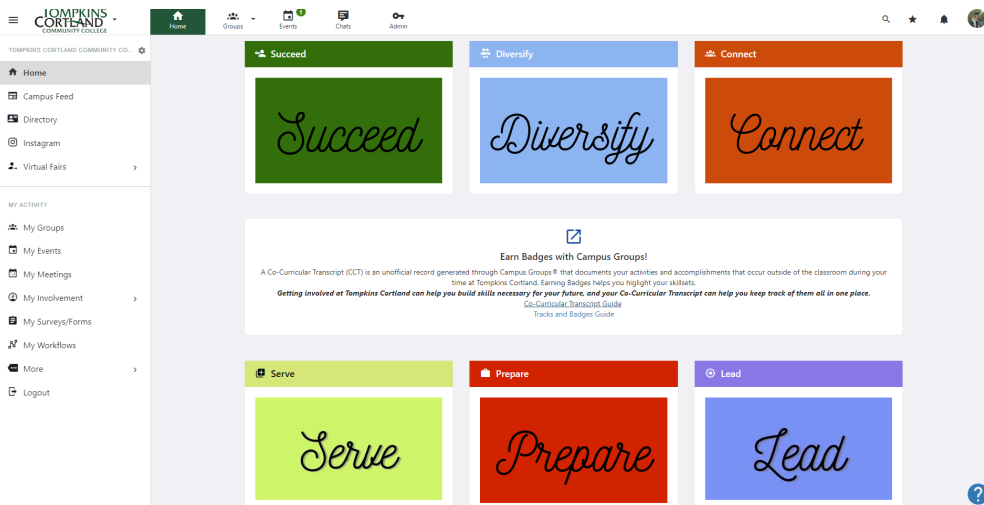
- [Create An Event](#)
- [Add Club Officers](#)
- [Manage Club Settings](#)
- [Send an Email to Club Members](#)

## How To's for Students:

These forms may be beneficial to share with students interested in joining your club

- [Access your CCT](#)
- [Register to an event](#)
- [Join a Club](#)

We will also provide training for club officers and advisors that will be scheduled in the Fall and Spring semesters. An informational video is also uploaded to our website and explains basic Campus Groups information.



# How to PLAN A PROGRAM



**PROGRAM PROPOSAL FORM** Each time your club plans a program, you will need to submit a Program Proposal Form. If you are seeking funding for your program from SGA or need to access Club funds, then you will need to also complete the PROGRAM FUNDING PORTION. **PROGRAM PROPOSAL FORM**

*This form is due **THREE WEEKS** before your event date!!!*



<p><b>Reserving the Space</b></p>	<p>You are responsible for making sure the space you need is reserved. Keep in mind that spaces like the Forum, Student Center, and certain classrooms are in high demand and you will want to reserve well in advance. If you need assistance reserving a space, work with Student Activities.</p> <p><b>Room Reservation Form</b></p>
<p><b>Ordering the Food</b></p>	<p>All prepared food must be ordered from American Food &amp; Vending. When your program proposal form is approved, e-mail Student Activities a summary of your catering request. We will work with AFV to get the food ordered for your event. You are responsible for following up to ensure the delivery of catering.</p> <p>Food such as chips, drinks, snacks, etc. do not need to go through AFV. Purchases approved for reimbursement must be tax exempt.</p>
<p><b>Campus Police</b></p>	<p>You may be required to request the presence of Public Safety at your event. If this is the case, you will need to work with Student Activities and Campus Police to be sure the staffing is appropriate. Events that will require the presence of Public Safety include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. If you anticipate more than 100 people in attendance</li> <li>2. You require cash protection</li> <li>3. This is classified as a late night event – end or clean-up time is scheduled for after 11pm</li> </ol>
<p><b>Performer or Speaker Contracts</b></p>	<p>Any contract for services (speakers, entertainment) with a non-campus vendor must be reviewed and signed by the Director of Student Activities at least two weeks in advance of the program.</p>
<p><b>Funding Criteria</b></p>	<p>SGA will fund up to a maximum of \$2000 per program. Event Criteria: is it open to all TC3 students, is it aligned with the mission of the club, was it successful in the past or is it a new event?</p>

# How to PLAN A PROGRAM

Helpful Tool: [Student Activities Event Planning Guide](#)

## When to use the Program Proposal and Funding Forms

USE THE FORM IF:	YOU DON'T NEED THE FORM IF:
<ul style="list-style-type: none"><li>• You have a contract with a speaker or a performer</li><li>• You are requesting money from SGA</li><li>• It is a program outside of your regular meeting time</li><li>• You are planning to hold it in the Forum, Student Center, or Athletic Facility</li></ul>	<ul style="list-style-type: none"><li>• It is a no cost event, or</li><li>• It's a program that takes place at your regular meeting</li></ul> <p>**Remember to report ALL club events/programs on the End of Semester reports!</p>

You are welcome to collaborate with other clubs, but please remember to follow the above guidelines!

### CLUBS & INACTIVE STATUS

A student club is deemed inactive with three consecutive semesters of any combination of the following:

- Lack of required paperwork on file
- Lack of events, programs, or regular meetings
- Lack of participation in civic engagement activities
- Lack of active members
- Notification of 'bad standing' for two consecutive semesters

*To be reactivated, new members must go through the process for registering as if it is a new club.*



# How to Remain in Good Standing



CLUB OFFICERS: Be sure to check your TC3 email regularly – this will be the primary form of communication for important information from the Student Activities office!

*Clubs should aim to be in good standing at all times. Only clubs deemed in good standing with the Student Activities office are eligible for funding from the Student Government Association (SGA). Club advisors and officers will be informed of a 'bad standing' status at the beginning of each semester.*

For a Student Club to remain in GOOD STANDING, these guidelines will be followed:

- 1. FALL & SPRING SEMESTER PAPERWORK:** turn in all required registration forms as requested at the beginning of each semester.
- 2. PARTICIPATION IN FALL & SPRING FAIRS:** Each club is required to staff a recruitment table at the fair hosted by the Student Activities office at the beginning of each semester.
- 3. HOST FALL & SPRING OPEN HOUSE:** Each club is required to staff an open house in the 3 weeks of the semester promoting the club for potential new members. Date/time/location should be submitted to the Student Activities Office at the beginning of each semester.
- 4. FALL & SPRING OFFICERS MEETING:** The officers of each club are required to meet with staff in Student Activities at the beginning of every semester.
- 5. PARTICIPATION IN CIVIC ENGAGEMENT:** All clubs are required to participate in at least 4.0 hours of civic engagement activity if requesting SGA funding. E-board must be present at minimum.
- 6. LEADERSHIP TRAINING:** Club officers are expected to participate in any club officer trainings.
- 7. CLUB OFFICER LUNCHEON:** At least one club officer is required to attend the monthly Student Activities Club Officer luncheon.
- 8. SGA SENATE:** At least one member from the club is required to be on the SGA senate.
- 9. END OF SEMESTER REPORTS:** Club officers are emailed an electronic link at the end of every semester so that they can provide a summary of club activities to the Student Activities Department. Each club is expected to complete the electronic report in the Fall and the Spring.

# How to Volunteer as a Club



Fill out this Student Activities form on Campus Groups:

## **Civic Engagement Proposal**

**Civic Engagement Requirements** Clubs are required to participate in (4) hours of community service each semester. At a community college, we have an important responsibility to give back to our Tompkins and Cortland communities. We also want every student at TC3 to learn the importance of giving back and being involved.

***NOTE: Clubs that actively participate in some form of civic engagement will be given priority for travel and programming funding. Clubs wishing to start a new service initiative are eligible for up to \$300 in starter funds.***

The Office of Student Activities provides several easy opportunities for clubs to perform service right here on campus. Listed below are some of our regular campus events and initiatives:

CAMPUS BLOOD DRIVES



VOTER REGISTRATION



ANNUAL FOOD DRIVE



Community Organizations to Get Involved with:

[Tompkins Rural Racial Justice Network](#)

[Panther Pantry](#)

[Cortland Volunteer Opportunities](#)

# How to Travel as a Group



Fill out these Student Activities forms on Campus Groups:

[Travel Proposal](#)

[Travel Roster](#)

<b>Step 1</b>	Submit the TRAVEL PROPOSAL & FUNDING REQUEST FORM <u><a href="#">Please note, these forms must be submitted at least three (3) weeks prior to your trip. LATE REQUESTS WILL NOT BE CONSIDERED.</a></u>
<b>Step 2</b>	Submit a copy of your trip itinerary as well as any documents that support your funding request (i.e. hotel room rates, proposed airfare rates, etc.) to the Student Activities Office.
<b>Step 3</b>	The Student Activities office and the SGA Budget & Finance committee will review all travel and funding requests and notify you within one week of your submission date. The SGA committee only meets once per week, and your request will be reviewed at the next available meeting.
<b>Step 4</b>	When your request is approved, you will receive an email from the Assistant Director of Student Activities to set up an appointment. At this meeting, be prepared to provide all backup documentation, make final purchase and reservations, and confirm travel details.
<b>Step 5</b>	Complete <b>FINAL TRAVEL ROSTER</b> , any required <b>PERSONAL VEHICLE FORMS</b> , your <b>TRIP CHAPERONE AGREEMENT</b> , and <b>TRIP PARTICIPATION FORMS</b> from each person traveling.

*It is preferable for a club to pick one point person to handle all club travel arrangements, complete all the paperwork, and follow through on any additional requests for information. It is helpful if this person is either the club treasurer or the student that is coordinating the trip for the group. It is not appropriate for the advisor to complete these forms.*

Please also refer to the FSA of TC3 Financial Procedures manual for additional important financial procedures and details.



# How to Travel as a Group

## TRAVEL TIPS AND TIDBITS:

**FUNDING CRITERIA:** The Budget and Finance committee of SGA will meet weekly with staff from the Office of Student Activities to review all travel requests. The following criteria are used to determine the level of funding allocated:

1. The number of students participating on the trip
2. Trip location and distance from Dryden, NY
3. The description of the trip's connection to the club's mission
4. If anyone in the group is representing TC3 in an official capacity or presenting a workshop at a conference
5. The number of students returning to TC3 for future semesters

<b>Advisor Funding</b>	Student Activities/SGA will cover the cost of one (1) advisor per trip. Please document all expenses associated with the advisor's participation on the ADVISOR section of the <b>TRAVEL FUNDING REQUEST FORM</b> . Additional Advisors attending must secure other funding to participate.
<b>SGA Funding</b>	SGA will only fund the following items: <ul style="list-style-type: none"><li>• Transportation costs (vans, airfare, bus, charters, etc.)</li><li>• Hotel costs</li><li>• Registrations and/or admissions fees</li></ul>
<b>Club Revenue</b>	Club revenue is either rollover dollars, monies generated from a fundraiser, or a per person fee that you charge each person participating on the trip. Club revenue can be used to cover any other costs associated with the travel.

**ACADEMIC AND JUDICIAL STANDING:** Please note that the Office of Student Activities and the Office of Campus Police will use the provided travel roster to verify the academic and judicial standing of all participants. Students not meeting standards will be contacted by either department directly and may not be able to participate on the trip.



# Promoting Your Club or Organization

We help to manage the TC3 Student Life Instagram, Twitter, and Facebook accounts and post information there regularly. We can include information about your club events if you email the details to [cmg033@tompkinscortland.edu](mailto:cmg033@tompkinscortland.edu) or [lt028@tompkinscortland.edu](mailto:lt028@tompkinscortland.edu) at least a week before the event.

So, LIKE US at <https://www.facebook.com/TC3.StudentLife> and follow us @tcstudentlife

When posting on social media, we ask that you follow all community guidelines and remember that you are a representative of Tompkins Cortland CC - please post accordingly!

**THE HUB/TABLING** Sitting at a table in a high traffic area is a great way to generate interest in your club, recruit new members, and promote your programs. Please send requests for tabling to [lt028@tompkinscortland.edu](mailto:lt028@tompkinscortland.edu) with the preferred location, date, and time and a brief description of whether you're recruiting new members or promoting a program.

**FLYERS/BULLETIN BOARDS** There are bulletin boards in the main building, extension centers, and residence halls. Submit your poster to the [Internal Posting Form](#) (<https://cglink.me/2cf/s94566>). Once approved, we will send your posting the Copy Center to be printed and hung up on the bulletin boards around campus. The cost of print will be charged to your club. If you are creating your own poster:

- Posting should be 8 ½ x 11
- Posting should be turned in at least 5 working days before you want the poster hung.
- Posting should include a QR code to your page or event on CampusGroups.

Posters, advertisements, etc., should only be placed in the designated areas of the campus. No posting is permitted on painted, wooden or glass surfaces or on bathroom walls or partitions. Cleaning staff is instructed to remove any postings which are not in approved areas. Blanket leafleting of the parking lots is prohibited. Chalking the campus is prohibited. Only on-campus clubs and departments are permitted to leaflet the tables on campus. Flyers are permitted on the dining hall tables but they will be removed at the end of each day.

**Now you have all the tools to start a club and remain in good standing! Reach out to us with any questions, we can't wait to see the impact your club has at TC3!**

# Additional Club Information

## **BAKE, MERCHANDISE SALES and FUNDRAISING**

All proposed fundraising requires a meeting with the Assistant Director and Director of Student Activities to discuss method of fundraising and logistics.

### **Sale of food items may not take place in the cafeteria or fireside café**

Bake sales may be scheduled for the front lobby of the main building.

Student club members may request this space by e-mailing [lt028@tompkinscortland.edu](mailto:lt028@tompkinscortland.edu) and copying your advisor on the email. Please include the date you are interested in and the hours you will be operating. Your request should be made at least three days in advance of the sale. Advisors may also request this space using the same procedure. There are specific policies in place for the operation of bake sales on campus.

A cash box can be made available through Student Activities if requested at least 48 hours in advance. The box will have ample supply of coins and bills and must be returned immediately at the conclusion of the sale.

Bake Sales are for baked or packaged goods only. Recognized organizations are permitted to reserve space and offer foods that are not "potentially hazardous." Avoid ingredients that are subject to spoilage.

"Potentially hazardous" foods means any food that consists in whole or in part of milk/milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, cooked potato, cooked rice or other ingredients including synthetic ingredients, in a form capable of supporting : 1. rapid and progressive growth of infectious or toxigenic microorganisms or 2. the slower growth of *C. botulinum*.

Electrical appliances and extension cords are not permitted to be used during any type of sales. The table for sales held in the front lobby can be found underneath the main lobby staircase. It is the group's responsibility to take the table out and to return it at the conclusion of the sale. There will be one 8 ft. and one 6 ft. table available for use. The deposit from proceeds of the sale must be made within 24 hours of the sale. The deposit should be made in the Office of Student Activities.

**FOOD AT EVENTS & MEETINGS** American Food & Vending has contracted with the College and has the exclusive right and/or right of first refusal with several exceptions to operate all college related and catered services on campus, including food vending services. Please reach out to American Food & Vending for QUOTES only for your events. Student Activities staff will confirm the order once your budget is approved by the SGA Finance Committee.



**IF YOU WANT FOOD AT YOUR PROGRAM – COMPLETE THE FOOD SECTION ON THE PROGRAM PROPOSAL FORM. IF YOU WANT FOOD AT A MEETING – HAVE YOUR TREASURER COMPLETE THE GENERAL FUNDING REQUEST FORM.**

On the form please be sure to have details about your event: confirmed date, time, location, attendance, budget figures and menu ideas. Catering menus and costs will be generated through American Food and Vending. They can create special and ethnic menus/meals and will work with groups on menus designed to fit within a budget.

If American Food cannot meet your special food/beverage requirements, permission may be granted to use an off campus caterer. The off campus Caterer must provide a copy of their caterer's license/permit and communicate with the on-campus American Food and Vending manager regarding expectations and guidelines. This must be done no later than seven days prior to the event or activity. Failure to do so will result in an event without food. The caterer as a licensed food vendor will serve food that has been prepared in a kitchen certified or licensed by the local Health Department. Homemade prepared items are not permitted to be served to the general public.

At a club meeting where the participation is limited to the membership, food can be brought from home. Permissible items include home baked goods, pre-packaged snack goods, bottled soda, water, juices, doughnuts and items that do not contain ingredients subject to spoilage. ***For non-catered events, all food and related items must be cleaned up and disposed of immediately after the event by the group or the group will be subject to a cleaning fee.***

