BRISTOL COMMUNITY COLLEGE

STUDENT CLUB HANDBOOK
WELCOME!

Thanks for getting involved at Bristol Community College!

Involvement in student activities and clubs will prepare you for personal and professional success beyond graduation. Find something you are passionate about, take a trip off campus, go to an event that seems interesting to you, or take on a leadership role in a club. Co-curricular involvement is a huge piece of your experience at Bristol. Involvement allows you to apply what you are learning inside of the classroom to your life outside the class.

We want you to find involvement opportunities where you can exercise your passion and strengths with other students that share a common interest. Student & Family Engagement staff members are confident that there is a place for you to get involved in here at Bristol, and we are here to help you make those critical connections.

We look forward to working with you!

Mike Fox
Assistant Director, Student & Family Engagement
michael.fox@bristolcc.edu
Ex: 2461
MEET THE TEAM!

Emma Montague  Director Student & Family Engagement
Michael Fox  Assistant Director Student & Family Engagement
Jeff Craig  Coordinator of Career Planning and Placement
Elizabeth McCarthy  Coordinator of Career Planning and Placement
Renata Garcia  Administrative Assistant
Amy Blanchette  Clerk I
Maurice Cyr  Staff Associate

The Student & Family Engagement team is here to provide our community with core co-curricular programming, leadership opportunities and experiences to support the holistic development of our students during their time here, and beyond.

WHAT DO WE DO IN STUDENT AND FAMILY ENGAGEMENT?

Welcome Center
Orientation
Resource Fairs
Grab & Go Meals
Community Resources
Lockers
Student Senate
Student Clubs
Social Events
First Year Experience
Family Nights

BristolEXP
Welcome Week
Club Fairs
Monthly Mobile Markets
Discounted Bus Passes
Hawk Newspaper
Student Trustee
Student Awards Night
Advocacy
CARE Team
Family Friendly Programming

Find us in G building
Email us: studentengagement@bristolcc.edu
Check out our website: BristolCC.edu/SFE
@BristolSFE
CLUB OVERVIEW

What is considered a club at Bristol?

Bristol Student Clubs (clubs) are defined as any organization whose full membership is comprised of students, with students in leadership roles for the group, that has been recognized by Student Senate. **These opportunities are open to all Bristol students.**

90+

In the past 10 years there have been more than 90 recognized student clubs at Bristol.

Clubs offer students the opportunity to pursue special areas of interest that enhance their educational experience. Involvement provides students with experiences to help them become more effective employees, responsible citizens and well-rounded individuals.

All Clubs must abide by the policies and procedures as prescribed by Student & Family Engagement. They are responsible for knowing and abiding by all college policies and local, state, and federal laws.

IF A CLUB IS NOT CURRENTLY IN EXISTENCE ONE MAY BE CREATED UNDER THE REGISTRATION PROCESS...
CLUB OVERVIEW

For accessibility and ease of access to information, our Clubs are divided into several categories including but not limited to the following:

SERVICE CLUBS
Service clubs are those who have service as a main objective. Many students who participate in service clubs are eligible for co-curricular credit and recognition for a minimum of 10 hours of service. One role an Advisor may play is to support logistics of a group community service project. Please connect with our partners in Civic Engagement for more information.

SPORTS CLUBS
Sports clubs are those whose primary purpose is to provide an opportunity for all students to actively practice and play competitive sports. We collaborate with our colleagues in Athletics & Recreation to support these initiatives and ensure all liabilities are addressed.

PROGRAM CLUBS
Clubs within this category are those organizations associated with programs of study and may be affiliated with the parent professional association. The clubs promote, sustain and support the associated program and educate students with current and future issues, trends and experiences of the profession. Although most of these clubs are open to all students, some may require the students be enrolled in the specific Program of interest.

SOCIAL CLUBS
Clubs that fall into this category are social in nature. Their purpose is to provide educational and social opportunities for all interested students. In an effort to enhance student growth and development, students will explore, experience and enjoy club activities.
When starting a new club, students must first meet with a member of Student & Family Engagement. Following that meeting, each new club will go through three stages:

**ESTABLISHMENT PERIOD**
- Meet with Student Senate representatives
- Create mission statement and constitution
- Eligible to plan and host events and meetings on campus under the advisement of Student & Family Engagement
- This period typically lasts from a month to one semester and should be used to gain membership and find an appropriate Advisor
- An amount of funding can be allocated for student clubs in the Establishment Period

**RECOGNITION**
- Once the Establishment Period has ended, new clubs may be invited by Student Senate to be recognized
- Once recognized, student clubs are eligible for seed funding through Student Senate

**REGISTRATION**
- Once recognized by Student Senate, student clubs must register their club every semester in order to be eligible for funding
- Registration takes place at the end of the spring semester or the start of the fall semester
CLUB OVERVIEW

WHO SHOULD BE YOUR ADVISOR?
An advisor is a Bristol faculty or staff member who provides support and guidance to officers and members of your club. They not only serve as a representative of the club in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages all club members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities.

WHERE DO WE FIND AN ADVISOR?
Student & Family Engagement can help identify potential advisors for your club!

When approaching a potential advisor, make certain that they have a clear understanding of your organization’s purpose as well as what would be required of them, their duties, and the time commitment involved. Don’t forget that advisors volunteer their time to support student organizations, so this can be a big commitment. If possible, choose someone who shares some of the same interests as your club and someone who you can contact easily. It is best to meet with your advisor regularly to keep them updated on the activities and decisions of the organization. Advisors can be a great resource for your club, so take advantage of their experience and insight.
REGISTRATION

ALL CLUBS MUST REGISTER WITH STUDENT AND FAMILY ENGAGEMENT EVERY ACADEMIC YEAR TO BE RECOGNIZED BY THE COLLEGE AND THUS FUNCTION ON CAMPUS. ANY CLUB THAT DOES NOT REGISTER WILL BE DEACTIVATED.

Clubs are registered once the following forms have been received and approved by Student Senate:

REGISTRATION REQUEST FORM
The advisor and the president of each club must review all statements and provide their signatures at the bottom of the form to acknowledge that they read and agree with the statements.

ORGANIZATION OFFICER LIST
Every club must have an advisor, a president, treasurer, and a secretary. If officer contact information changes, please update Student & Family Engagement.

CLUB CONSTITUTION
If changes are made to the constitution, an updated copy must be submitted. For new student organizations, a constitution must be submitted and approved before the official registration is granted.
REGISTRATION

ONCE THE CLUB COMPLETES THE FORMS STUDENT & FAMILY ENGAGEMENT WILL SUBMIT THE CLUBS' INFORMATION TO STUDENT SENATE FOR RECOGNITION. ONCE APPROVED, STUDENT SENATE WILL DEPOSIT MONEY INTO THEIR ACCOUNT TO BE USED AS SEED MONEY. THE AMOUNT VARIES YEAR TO YEAR BASED ON BUDGET.

Once Registered, all Clubs are responsible to keep track of activities and data:

Activity Sheet
Every club is expected to submit an Activity Sheet for every activity planned. This is to be done prior to the event. This includes field trips, fundraisers, etc.

End of Year Report
At the end of the academic year, each club MUST submit an end of the year report, made easier by keeping Activity Sheet records.
Registered clubs receive:

- The right to schedule and utilize campus facilities
- Use of the College's name as part of the club's name
- Eligibility for funding through Student Senate
- The right to post approved flyers and advertisements across all four campus & electronically via Student & Family Engagement
- An club email account
- Ability to conduct fundraising activities on campus
- Club information posted on the Bristol website

Registered clubs are responsible for:

- Knowing, understanding and adhering to all Student & Family Engagement and Bristol Community College policies and procedures
- Registering each year with Student & Family Engagement
- Assuring that all events and activities are consistent with the mission of the club, Student & Family Engagement and Bristol Community College
- Working with their club's Advisor and members of Student & Family Engagement
- Maintaining open membership to all Bristol Community College Students
- Actively recruiting to maintain the longevity of the club
- Updating Student Senate of any changes to the organization, it's structure or constitution amendments
- Not discriminating on the basis of race, ethnicity, national origin, gender identity or expression, sexual orientation, age, ability, class, marital status, family status, military status, citizenship status, or any other protected identity.
MEMBERSHIP

All registered Bristol Community College Clubs must be open to all full-time Bristol students.

Student Organizations can not discriminate on the basis of race, color, religion, gender, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual orientation, or any other protected status.

All students may participate in co-curricular life on campus as long as they meet the requirements Good Academic Standing as well as Good Judicial Standing. For a complete description of Good Academic Standing please reference the course catalog.
CONSTITUTION REQUIREMENTS

ARTICLE I: NAME
State the club’s official name.

ARTICLE II: PURPOSE
State the purpose of the club’s creation and its objectives

ARTICLE III: MEMBERSHIP
A: State who is eligible for membership into the club (assuring no discrimination).
C: State the rights and privileges of members

ARTICLE IV: MEETING
A: State how often meetings will be held during the academic year.
B: State procedures for calling regular and/or special meetings.
C: Safe Space Clause

ARTICLE V: EXECUTIVE BOARD
A: State the club officers and each of their duties
B: State process for filling officer vacancies within the Executive Board

ARTICLE VI: ELECTIONS
A: State officer positions that will be selected by the membership, length of term for each officer, and how many times a person may hold the same officer position.
B: State the procedures for nominations and timeline for when they take place.
C: State how nominees will present their qualifications and how and when elections are held.

ARTICLE VII: COMMITTEES/DIVISIONS
State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX: AFFILIATIONS
A: State any club affiliations with local, state, regional, or national associations/organizations.
B: State adherence to any rules by a sport governing body.

ARTICLE X: ADVISOR
State procedures to determine selection of Advisor

ARTICLE XI: RATIFICATION
State how the constitution will be approved by the membership

ARTICLE XII: AMENDMENTS
State how amendments to the constitution will be proposed and how it will be ratified.

- All Registered Student Organizations are required to have a constitution. The constitution should be the basic framework for an organization
- The constitution should include the name, organization’s mission statement, requirements for membership, officers, officer duties and selection, and general operating principles of the organization
- When writing a constitution remember to think about both the organizations long term goals and short term priorities.
- Sample constitutions are available in Student & Family Engagement
BEFORE YOU EVEN START PLANNING YOUR EVENTS HERE ARE SOME THINGS TO THINK ABOUT:

- Has an event like this happened in the past? See if you can find any research about how it went the first time.
- If you want to bring someone to campus, research and contact vendors, or performers for availability and price quotes.
- Check for conflict with major college events and other club events - The College Calendar is your friend.
- Figure out where on campus you want to host your event and see if there is space available.
- Consider audience, language, accessibility, cultural sensitivity, etc. for the event.
- Who are you going to collaborate with? Meet with other clubs or departments about working together.
- Get your members involved. What does your organization hope to accomplish this year. Brainstorm goals, ideas, and what needs you are attempting to meet on campus.
- Create a Time Line for your event. This is your To-Do List, what needs to be done and when does it need to be done by.
- It’s a good idea to discuss budget and responsibilities during preliminary meetings.
CLUB PLANNING

WHAT TO THINK ABOUT WHEN YOU ARE PLANNING YOUR EVENT:

☐ Reserve your space - Make sure that the space you are using has everything you need, including technology

☐ Create a list of member duties for the event, and work with your organization to fill these positions

☐ Create your marketing plan - What do you want to post, who’s going to make it and where do you want to post it?

☐ Does your event require a set up of furniture? Even if you just need a desk moved, create a diagram

☐ Create itemized list of supplies needed for event and where do you want to order from?

☐ Do you need contracts signed? Make sure you get them to Student & Family Engagement

☐ Do Campus Police need to be present? Give them the heads up that your event is happening

☐ Need Catering? Contact on campus catering services to see how they can help

☐ Start thinking about post-event and how you will assess the success of your event
At any given time there are many activities and events taking place. Student & Family Engagement is committed to offering support, however it is the responsibility of the individual clubs to plan, organize, and schedule their activities and events.

When planning activities and events, clubs and organizations must adhere to Bristol rules and regulations. There are policies and procedures in place to assist in the coordination including but not limited to the following:

**Scheduling On-Campus Events and Activities**

Plans must be made (at least) **two weeks in advance** through the Events Scheduling Office. Staff will discuss the needs of the organization and determine the availability of the requested location. A Club Space Request Form must be completed. The Space Request Form should include: brief description of the nature of the event, time and date, type and location of the requested space, the equipment or services that you will need. If the event will occur outside of a standard classroom, please create a diagram detailing the setup of the room, and attach it to the request.

The organization will be responsible for any and all accrued expenses.

When completed, please submit Request Form to the Event Scheduling office for approval. Upon approval, you will receive a confirmation of the event.
It is important for clubs to have the opportunity to publicize their meetings, activities, and events. Clubs are able to advertise through the use of flyers, posters, and messages on the Campus Monitor System. Please read the policies on posting flyers around campus and/or content on the monitors.

Flyers and Posters

All materials posted on the campus must be reviewed, approved and stamped by Student & Family Engagement before they may be posted. Postings include any information tacked, tied or stapled to any surface on campus. The normal size of posting is 8½" x 11" or smaller; limited larger postings are permitted. Materials may only be posted on designated bulletin boards and may not be posted on bulletin boards designated for college use or departmental use only. Bulletin board space is available on a first come, first served basis. All users of college bulletin boards are expected to respect the materials posted by other individuals and organizations and may NOT cover any existing posted material.

To ensure that all individuals in the college will be able to fully participate in College-sponsored events, please use the Bristol access statement graphic on any flyers or posters you create.

This statement reads as follows: If you need accommodations to access this program email ODSaccess@bristolcc.edu or call ODS 5086782811 ext 2955. It can be obtained on the college’s web site at the following link:

For access, contact:
Office of Disability Services
508.678.2811 ext.2955
ODSAccess@BristolCC.edu
CLUB PLANNING

Flyers and Posters

Posters must clearly indicate the name of the responsible organization and contact person, the expiration date, as well as required disability contact information. The maximum length of time any posting may be displayed is two weeks. The sponsoring group should remove all flyers within two (2) days after the event deadline. Approval of subsequent requests by an individual or organization to post materials may be negatively impacted by any failure to comply with this or any other college policy.

Materials may not be distributed or posted in the following locations:

- On parked vehicles
- In elevators or around the elevator doors or buttons
- On glass doors and/or windows
- On stairs or in stairwells
- Over fire doors, exit sign
- On any electric light fixtures or switches
- At Bus stops
- On any emergency call boxes
- On any outside area
CLUB PLANNING

Campus Monitor Messages

The hallway monitors serve as an electronic bulletin board for announcements that relate to the general College community. The message stream is run electronically from the office of Media Services. Messages can be posted regarding class cancellations, campus events, and student activities, general and emergency messages. A Campus Monitor Message Request Form must be completed by the organization and submitted to the Linda Viveiros in College Communications in room D101 or via email to Linda Viveiros@BristolCC.edu. This form can be found on page 55 or in Public Folders. Please submit the form at least two days before the message is scheduled to begin. All messages should have a start and end date.

Only messages from organizations affiliated with the College, including student groups, are accepted. Messages on the monitor should contain information relating to on-campus announcements and activities of a timely nature. Partisan messages of any sort, personal greetings, or messages from off-campus organizations are not accepted. However, partisan groups with an on-campus affiliation may announce events or invite attendance to meetings, etc., using the monitors. The College reserves the right to determine appropriateness, timeliness, and frequency of any message, and to refuse to post any message that does not adhere to this standard.
FINANCES

Clubs are expected to follow proper budget and expenditure procedures. All financial paperwork must be completed and signed by an organization officer and its advisor. It is the responsibility of the student leaders and advisor to follow proper bookkeeping guidelines.

It’s recommended to meet with Student & Family Engagement to go over specifics of club budgets each semester.

ALL CLUBS HAVE 2 ACCOUNTS:

1. The first account is the one where college finances are deposited. This account includes Senate and college allocated funds.

2. The second account is where monies collected from dues, fundraising and donations are deposited. *It is imperative that these funds are immediately deposited into this account.*
FINANCES

Deposits to Agency Accounts

All funds raised and/or received by or for an Agency Account must be deposited in the Student Accounts Office in accordance with the College’s policy. As an agency of the Commonwealth of Massachusetts state law requires all funds be deposited with 24 hours of collection. Maintaining such funds as a change fund in a desk drawer is inappropriate. Collecting funds and disbursing straight from those funds is inappropriate. All receipts must be deposited to the Agency Account, and all disbursements must be expended from the Agency Account. Please note all deposit should be verified, especially those that have loose coins. Several agency accounts have similar names and functions. To ensure credit is applied to the proper agency account, deposits must indicate both the entire Club name and Account Number.
FINANCES

Need a little more money?

SEED MONEY

$XXX will be deposited into the account of the clubs who submit the required registration paperwork.

INCENTIVE PROGRAM

$XXX will be deposited into the account of the clubs and organizations who do **ALL FOUR** of the following prior to May 1:

1. **MARKET YOUR CLUB**
2. **HOST ONE EDUCATIONAL ACTIVITY**
3. **ONE ACTIVITY THAT BENEFITS THE CLUB**
4. **HOST A COLLEGE WIDE EVENT**
FINANCES

A Club who qualifies for INCENTIVE FUNDING could do something like this:

Marketing:
- Facebook
- Events Calendar
- Web Page
- Brochure

One Educational Activity Examples would include but not be limited to the following:
- Sponsor a training
- Bring in a speaker
- Do a voter registration drive
- Promote a program
- Oxfam or other anti-poverty activity
- Provide information on an issue

One Activity that Benefits the Club Examples would include but not be limited to the following:
- Recruitment Efforts
- Club Fairs
- Fundraising Efforts
- Attend Leadership Training
- Attend Organizational Training (facilitate a meeting, minute-taking, treasurer reports, etc)

One College Wide/Community
- Participate in Family Nights/Open House
- Sponsor a dance, karaoke, a movie
- Organize a college-wide social event (Like the cardboard canoe races)
- Organize a window decorating contest
- Participate in a service activity
- Participate in a Clothing/Toy/Food Drive
- Collaborations with other Clubs and/or Organizations
FINANCES

Keep in mind:

All funds will be allocated on a “first come, first serve” basis. The Senate intends to administer funds until the funds are depleted in their account.

There is no guarantee that funds will be available.
FINANCES

BUDGET REQUESTS

If a club wishes to request additional funding from the Student Senate, they should complete and submit a Budget Request Form:

- Student & Family Engagement will forward the request to the Senate and arrange a date for the request to be heard at a Senate meeting.
- The organization must send a representative to the meeting so that they can explain their budget request. After the presentation, the representative will leave the meeting so that the Senate can discuss the merits of the request. They will vote to approve or deny the request. Student & Family Engagement will notify the Advisor and student leaders of the Senate decision.
- Senate will consider the submission of required forms such as Activity Reports and End of the Year Reports from the previous year, as well as the current year, in their budget decisions. The Senate is also interested in the organization’s fundraising efforts.
- If approved, the fiscal department will deposit the money after receiving a copy of the Senate meeting minutes. Please allow ten (10) to fourteen (14) days for this to occur.

The Senate is under no obligation to approve the organization's request. They consider each request individually without comparison to decisions made in the past or to other clubs.
FINANCES

REQUEST FOR EXPENDITURES

A Request for Expenditures (RFE) form must be completed in order to purchase an item or service or to reimburse for expenses. This is a 3 part carbonless form. **Do not make copies.** Additional forms may be obtained from Student & Family Engagement, Student Accounts or any divisional office. The RFE is completed whenever funds are expended.

All RFE’s must be signed by the club advisor as the requestor. It is then taken to Student & Family Engagement for the Director’s approval. If the form is completed correctly and there is a proper budget the Director will approve the form and forward the RFE to the Accounting Department.

FOR REIMBURSEMENT

- Put the name, address, and social security number of the person or business being reimbursed on the VENDOR section. The check will be made out to whoever is listed as VENDOR.
- Every RFE must have a Social Security Number (or student ID #) if the check is being made out to a person or a Federal ID Number if the check is to be made out to a business.
- **Sales tax cannot be reimbursed. The only taxes that can be reimbursed are room tax and meal tax.**
- Every RFE must be accompanied by a receipt.
- Check off the Paid Receipt Attached box.
- The club account number should be listed on the RFE.
- Give a brief description of the purchase.

FOR PAYING A BILL:

The process for paying a bill is the same as for reimbursements with the following exceptions: The RFE must be accompanied by an invoice and you should check off the Bill/Invoice Box.

FOR ISSUING A PURCHASE ORDER

The club prepares the RFE the same as described above. The requester should check off the Issue Purchase Order box.
FINANCES

KEEP IN MIND...

- If the request is over $1,000.00, a Vendor Selection Summary Form must be prepared and attached to the RFE.
- Quotes or written bids must be solicited from vendors unless the item can be purchased from a Massachusetts Higher Education Consortium (MHEC) contract or other State contract.
- For purchases costing between $1,000.00 and $2,000.00, it is College policy to obtain written quotes.
- For purchases totaling $2,000.00 or more, written bids must be obtained. To initiate the bidding process, contact the college’s purchasing office. Once a vendor has been determined, the organization will be asked to fill out a Results of Bidding form. This form will be forwarded to the purchase agent, along with the completed Vendor Selection Summary form and the completed RFE.

At the time the Purchase Order is created in the Accounting Department (which takes at least two days), the encumbrance will be created and will appear on the organization’s Monthly Expenditure Reports. At this time the requester (the organization’s advisor), will be mailed a Pink Receiving Slip. When the goods or services are received, the requester should sign the Pink Receiving Slip and forward it back to the college’s purchasing agent. They will then release the Purchase Order for payment and the Vendor will be paid. At this point, the encumbrance is liquidated and the actual expense is charged.

If the Purchase Order is an emergency, please put a Fax Number on the RFE to help expedite the process.
STATE MANDATES

By state mandate, we must provide the Massachusetts Hazing Law, to be followed by all Clubs and enforced by Advisors and administrators

MASSACHUSETTS HAZING LAW
COMMONWEALTH OF MASSACHUSETTS
GENERAL LAWS 269:17, 18, 19

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED.
Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.
The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING.
Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.
269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report
Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

Bristol Community College, in cooperation with the Commonwealth of Massachusetts, is required to inform every student of the prohibition against hazing.
Student Organization Registration Request Form

Organization Name: ____________________________
Academic Year: ____________________
Estimated Number of Members: ____________
Meeting Day & Time: ____________________
Is this a new club? ____________________

Organization Objectives:

Constitution Template
Club Constitution File Upload: ____________

The Student President and the Staff Advisor must read each of the statements below and check each box.

---

Open the links below in a new browser tab or window to prevent losing form data.

---

(b) (click to sign)
Student President: ____________________ Date: ____________
Staff Advisor: ____________________ Date: ____________
Student and Family Engagement: ____________________ Date: ____________

Save Progress  Submit Form

CLICK HERE to access the Club Registration Dynamic Form
PAPERWORK

Sample Paperwork

CLUB OFFICER LIST

Student Organization Officer List
Student and Family Engagement Office

Organization Name:  Academic Year: 

Advisor Information

Name:  Email Address:  Bristol Phone Ext. 

Please complete ALL contact information for all organization officers.

President:
Vice-President:
Secretary:
Treasurer:

Student ID (900 #)
Email Address

List other organization officers below.

Title  Name  Student ID (900 #)  Email Address

Please submit this form as officers change.

(click to sign)

Person Submitting This Form  Date

Student and Family Engagement  Date

CLICK HERE
to access the
CLUB OFFICER LIST
Dynamic Form
# Sample Paperwork

## Club Space Request Form

**BRISTOL COMMUNITY COLLEGE**  
Student and Family Engagement  
Fall River Campus, Room G101  
774-557-2222  
StudentEngagement@bristolcc.edu

<table>
<thead>
<tr>
<th>Club Name:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Person making request:** Emma Montague  
**Phone Number:**  
**Email Address:** emontague11@bristolcc.edu  
**Club Advisor Name:**  
**Event Name:**  
**Event Description:**  

**Type of Room:**  
**Anticipated Attendance:**  
**Date of Event:**  
**Setup Time:**  
**Start Time:**  
**End Time:**  

Food served?  
Set-up Needed?  

If yes, please attach diagrams/ setup details here:  

<table>
<thead>
<tr>
<th>Number of Tables:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Chairs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Signage:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside Signage:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Visual Needs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Needs:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Clubs must be active in order to secure space for meetings and events.  
* Space can not be secured with less than 72 business hours notice.  
* Submit the completed form to the Student and Family Engagement Office.

![CLICK HERE](Dynamic Form) to access the CLUB SPACE REQUEST FORM
PAPERWORK

Sample Paperwork

CLUB ACTIVITY SHEET

Club Activity Sheet
Student and Family Engagement

Complete one activity sheet for each club activity. Submission of this form might affect funding.

Club Name: 
Club President: 
Club Advisor: 
Club Activity: 
Activity Date: 
Type of Activity:  — Please Select — 

Purpose of Activity: 
Location of Activity: 

Expected Attendance: 
Is there food involved? 
Estimated Cost of Event: 

Is the event open to the public? 

Special needs and/or circumstances: 

Other activity information: 

(Check to sign)
Person Submitting This Form: 
Date: 

Student and Family Engagement: 
Date: 

CLICK HERE to access the CLUB ACTIVITY SHEET Dynamic Form
## Club End of the Year Report
### Student and Family Engagement

### Club End of the Year Report Form

**Student and Family Engagement**
Fall River Campus, Room G101
714-257-8222
StudentEngagement@bristolcc.edu

<table>
<thead>
<tr>
<th>Academic Year:</th>
<th>Please Select –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Name:</td>
<td></td>
</tr>
<tr>
<td>Club President:</td>
<td></td>
</tr>
<tr>
<td>Club Advisor:</td>
<td></td>
</tr>
</tbody>
</table>

List all activities that the club participated in or sponsored:

<table>
<thead>
<tr>
<th>Name of Activity</th>
<th>Date</th>
<th># in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- (click to sign)

Person Submitting This Form: ___________________________ Date: __________

Student and Family Engagement: ___________________________ Date: __________

- [Save Progress] [Submit Form]
TIPS FOR MOTIVATING OTHERS

MAKE THE TASK INTERESTING
No one wants to be bored. Make sure each of your clubs is engaged by creating fun and interesting things for them to do throughout the semester.

SET CLEAR GOALS
Define what you want to learn, what you want your members to learn - and think about how you’ll get there.

COMMUNICATE HIGH EXPECTATIONS
You can’t expect the best results if you don’t communicate belief in your members and leadership. Use communication to let others know what you expect from them, and follow up.

BE ACCEPTING
There will be a ton of students from all different backgrounds, cultures, & experiences who want to join your club. Make sure you provide a space that is welcoming for each of them, and won’t trigger any negative thoughts, experiences or behavior.

USE POSITIVE REINFORCEMENT
Let your members and leadership know when you think they have done something awesome! Everyone loves positive feedback!

TEACH COOPERATION
Be a role model of what working on a team looks like for your members. Show them that regardless of differences, we can all work together.

BE ENTHUSIASTIC
College is awesome, especially when you find something to be involved in. Your verbal and non-verbal cues are important to your members, so make sure you look like you love your club and Bristol as much as you do.

PERSONALIZE YOUR WORK
Get to know your members and leadership and. Play off their strengths and interests. Use this information to personalize your conversations, tasks, and more.

ENCOURAGE FEEDBACK
Make it apparent that you want to know how you’re doing. Make your members comfortable enough to approach you with any feedback they may have.
LEADERSHIP & STUDENT DEVELOPMENT

GET STUDENTS INTERESTED

An INTEREST MEETING is held to see how many students are interested in your club across campus.

At the meeting you will want to explain:

- The purpose of the club and what it is really about.
- What you are all about. The goals for the club and what you want to accomplish during the year.
- What the time commitment will be for the group.
- Events you would like to hold. Do some brainstorming.

Also, at the meeting you will want to find out:

- Who might be interested in having some sort of leadership role in the group.
- What are good times for the group to meet.
- What types of things the group would be interested in doing or participating in for the year.
- Any ideas that they have for the club.

Keep it casual
Let students share their voice and be invested
Food always helps...
LEADERSHIP & STUDENT DEVELOPMENT

DEVELOPMENTAL VECTORS IN COLLEGE

ACHIEVING COMPETENCE
Students will begin to develop intellectual, physical, social, and interpersonal competence. A sense of confidence also develops during this time.

MANAGING EMOTIONS
Students learn to become aware of feelings, trust them, and express them appropriately.

BECOMING AUTONOMOUS
Students will stop looking for reassurance and approval, but will understand they exist in a larger world and things are not done in a vacuum. When this competency is developed, students will be able to cope with problems without seeking help, and make decisions independently.

ESTABLISHING IDENTITY
College is often the time where students find themselves. Through a process of self-discovery, students will establish a personal identity, and become comfortable with who they are.

FREEING INTERPERSONAL RELATIONSHIPS
Individual relationships become more centered and comfortable, with all parties seeming to be on equal footing. Students will recognize the importance of relationships, and the importance of maintaining self within those relationships.

CLARIFYING PURPOSE
Students will begin to establish goals and priorities in their lives.

DEVELOPING INTEGRITY
Students evaluate their own morals, values, and beliefs; and establish a guideline for how they will live their life. Individuals begin to understand that very little is black or white, but rather many shades of grey. Students will not only tolerate those who differ from them, but come to understand and appreciate those differences.

Chickering, A.W. (1969)
Education and Identity, San Francisco: Jossey-Bass
In 1965, a psychologist named Bruce Tuckman said that teams go through 5 stages of development: forming, storming, norming, performing and adjourning. The stages start from the time that a group first meets until the project ends.

Because student organization membership changes annually it is easy to see that Bruce Tuckman’s developmental stages of groups: forming, storming, norming, and performing is a recurring event as is adjourning when the school year ends.


https://blog.infodiagram.com/2018/06/7-group-development-ppt-chart-ideas.html
Ideally, you should make a list each morning of everything that you want or need to do for that day. Do not plan every minute and don’t even think about which task is most important. Just write them all down. Some people find it more helpful to list their “things to do” in 5 to 7 day groupings. In this way they can plan for longer projects and get a better sense of their week. Whichever method you choose, keep in mind everyone has good and bad days. Don’t scold yourself if you don’t accomplish everything; just add the uncompleted tasks to your next list and get them done.

After you have recorded these “things to do,” go back over the list and rewrite in priority order which things you need/want to do at the top and less important/pressing tasks at the bottom. Another option is to use a grading method with your list. For example, mark those things you need/want to get done immediately with an A+ while those things that are less important with a C. Keep in mind due dates, commitments you have made, and whether or not these tasks involve others. If the items are for class, it is important to consider how much of the final grade they are worth. How you choose to prioritize is a very personal matter. What is important is that you are responsible with your priorities.

The last thing to do is to take this list and begin to work these “things to do” into your schedule. Don’t plan every minute of your day. Remember to leave room for breaks, socializing, and those unexpected things that pop up. There’s no use making a schedule that is impossible to follow. Try these suggestions, see what works best, and then be sure to integrate them into your lifestyle. Learning effective time management now will help you throughout your personal life and professional career.