Pima Student Life

Club and Organization Handbook

PimaStudentLife
pcc-studentlife@pima.edu

PimaCommunityCollege
Keep striving.

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CLUB AND ORGANIZATION HANDBOOK

General Club Information

A Student Club or Organization (hereafter referred to as club or organizations) may be formed at any Pima Community College campus with signatures of at least ten (10) currently enrolled PCC students who wish to operate within the college structure for an expressed purpose. A Student Life Coordinator or designee may make an exception to reduce the minimum member requirement. Club registration and/or renewal is necessary before the services and facilities of the college campus are available to the club. A club must not represent, nor imply, in its contracts with the college community or public that it speaks for or in the name of the college or campus.

Categories

All clubs are overseen by the Student Life Office. A club is made up of Pima Community College students who share a common interest that falls into one of the approved categories for club formation, and whose primary activity and/or service is for the College.

A club may be formed under the following categories:

- Academic/Pre-Professional
- Recreation
- Cultural
- Honorary/Service
- Special Interest

Initial Registration

Students may seek to register a *new* club at any time by submitting a *New Organization Registration* and a copy of its constitution and bylaws via PimaEngage. The petition to register as a club also must include:

- Name of the club
- Name and contact information of the student wishing to register the club
- Name and contact information of the staff/faculty advisor
- Name, Student ID numbers and contact information of at least ten (10) Pima Community College student members. (Students must be enrolled in at least one (1) credit at Pima Community College.) A Student Life Coordinator may make an exception to reduce the minimum member requirement.
- Copy of *the Proposed Goals, Objectives, and Activities Form* (To be completed and updated each semester)

The recognition process consists of review and approval by the Student Life Coordinator and the Dean of Students and/or designee. The Student Life Coordinator will notify the club's advisor in writing of campus recognition when the review process has been completed. The decision of the Dean of Students and/or designee is final.

Annual Registration

Existing or returning organizations are required to submit Annual Renewal registrations at the beginning of each academic year via PimaEngage, and this requires the same processes as the initial registration. The deadline is **September 15**, unless otherwise provided by your Student Life Coordinator.

Club Advisor

Each club must have an advisor who will assist it in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services, and will

monitor the club's accounts. The primary advisor must be a full-time faculty or administrative appointment or full-time regular staff member of Pima Community College.

Membership

Club membership shall be limited to currently enrolled Pima Community College students. To be eligible, a student must be enrolled in at least one (1) credit at Pima Community College. To be an active member of the club, a student must maintain a 2.0 grade point average. At least one member of the club must attend regularly scheduled Student Advisory Board meetings.

In accordance with Pima Community College policy, the club must comply with all applicable federal and state laws and regulations prohibiting discrimination, club membership shall be extended, without regard to sex, race, age, religious beliefs, sexual orientation and disability.

Conduct

Clubs, their members and guests are subject to local, state and federal laws, as well as Pima Community College's regulations and its Student Code of Conduct. Violations will be handled in accordance with the Student Discipline Code and Due Process Procedures set forth in the Student Code of Conduct. The Student Code of Conduct is available at http://www.pima.edu/current-students/code-of-conduct/.

Social Media

All social media postings need to be appropriate, Student Life and Public Information reserve the right to remove postings that are inappropriate. All handles must be provided to the Student Life Office when an account is created. In addition, Student Life and club advisor need to be added as an "admin" of each account. When the club becomes inactive, the Student Life Coordinator has the right to deactivate the account. Provide passwords to Student Life at http://bit.ly/SocialMediaPCC.

Evaluation (Co-Curricular Assessment)

At the end of each year, every student organization will be required to submit an "End of Year Report" that will include a summary of what new ideas were initiated, what worked and what did not, suggestions for the upcoming year, and the next year's contacts. A suggested outline will be provided by the Student Life Office mid-Spring Semester. Evaluation available at http://bit.ly/ClubEval.

STUDENT ORGANIZATION CONSTITUTION

This sample constitution is provided by the Office of Student Life (from the Center of Student Leadership and Involvement at the University of Arizona) to assist your student organization in creating a constitution that meets the standards for official Pima Community College recognition. The starred articles must be included. Article III, VI, VII, IX, & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2. **This sample must be retyped.**

Date of Adoption and/or Revision

ARTICLE I – NAME *

The name of this organization shall be: _____

The organization is a student organization at Pima Community College—_____Campus.

ARTICLE II – OBJECTIVES *

The objectives of the organization shall be:

- To promote interest in_____.
- To provide fellowship among students, staff and faculty.
- To represent student needs and wants in regard to _____.
- To provide a forum for the presentation of innovative ideas to the benefit of the PCC community.

ARTICLE III – MEMBERSHIP * *(must be included exactly as found here; additional membership information optional)*

- Any student enrolled in at least one (1) class at Pima Community College is eligible to be an active member and may hold office.
- Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV – OFFICERS *

- Election of Officers.
  - The officers of this organization are president, vice president, secretary, and treasurer.
  - Officers will be elected by written ballot, with each active member casting one vote.
  - A majority of votes will constitute an election victory.
  - Election of officers will take place during the end of the fall semester.
  - Officers will assume office for the period of one year.
- Recall of Officers.
  - Officers are subject to recall for malfeasance in office.
  - Recall procedures will be initiated at the request of five active members.
  - A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
  - A majority of those active members (members attending at least 3 consecutive meetings) voting in a recall at the end of the hearing is necessary to remove any officer.

ARTICLE V – VOTING *

- This Constitution and By-Laws may be amended by a 2/3-majority vote of those voting, a quorum being present.
- Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI – NOT-FOR-PROFIT STATEMENT * *(must be included and stated exactly as found here)*

This is a not-for-profit organization.

ARTICLE VII – STATEMENT OF NON-DISCRIMINATION * *(must be included and stated exactly as found here)*

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, and/or veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

ARTICLE VIII – FINANCIAL OBLIGATIONS *

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE IX – STATEMENT OF NON-HAZING * *(must be included exactly as found here)*

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS * *(must be included exactly as found here)*

This organization shall comply with all Pima Community College and Campus policies and regulations and local, state, and federal laws.

STUDENT ORGANIZATION BY-LAWS (SAMPLE)

(Bylaws are a **required** part of the Student Organization Constitution)

I. Cabinet/Executive Board

A. President

Coordinates all activities of the organization.
Liaison to the PCC community.
Official representative of organization.
Calls regular and special meetings.
Presides at all meetings.
Prepares agenda for meetings.

B. Vice President

Assumes duties of president, when necessary.
Assists president in coordinating activities.

C. Secretary

Maintains accurate and current information of the organization and membership.
Assists president and vice-president to coordinate organizational activities.
Keeps accurate minutes of each meeting and forwards copies to officers. Keeps attendance records for meetings.

D. Treasurer

Liaison to Student Life Office for the purpose of organizational funding.
Maintains accurate and current accounts of all organizational funds.
Responsible for dispensing of funds in accordance with goals and programs established by organization.

II. Meetings

Meetings will be open to all organization active (as defined by organizations who have submitted and been approved through the bi-annual applications) and associate members, faculty, and Student Life representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

(This form must be retyped. The articles and a set of By-Laws must be included in all Constitutions.)

Club Advisor Information

Each club must have an advisor who will assist in establishing its goals and objectives, and in developing its programs and activities. The advisor will initiate requests for expenditures and college services, and will monitor the club's accounts. The primary advisor must be a full-time faculty or administrative appointment or full-time regular staff member of Pima Community College. Students have the ability to choose their club advisor as well as the ability to remove the advisor if necessary. If there is a problem with the club advisor and the students wish to end the advisor relationship with the club there needs to be communication with the Student Life Coordinator to determine what steps are necessary.

Role of the Student Club Advisor

- Inform
  Serve as an informational resource to help members come together as a group, learn how to work together, and to set and accomplish goals. The advisor should serve as a communication bridge between the students and the campus by getting to know the involved students and offering information that will help them succeed.
- Support
  Provide support and guidance to the students as they learn how to balance the new skills and abilities they are developing through activities, and their academic goals. Advisors are in a unique position to encourage the development of initiative, responsibility and leadership in the club's members.
- Guide
  Ensure that club members are informed about and are properly using the campus and college policies and procedures required to conduct local business. Advisors should also be familiar with the Constitution and Bylaws of the club and be prepared to help the students follow and interpret these as needed. The effective and wise advisor is one who will render advice when it is requested and offer counsel when it is required.
- Listen
  A primary purpose of student clubs is to give the students a voice. Listen to the students and help them discover their voice. What are their interests? Their concerns? How can the club assist them and other students to pursue their interests? What can they do to begin turning their concerns into positive action?
- Maintain Accountability
  The students are learning about teamwork, accomplishing goals and the essentials of running a club. Support them in maintaining high levels of professionalism, integrity and respect for themselves and others. Help the students learn and practice personal accountability. Accountability includes budgeting, financial controls and following through on tasks.
- Provide Signature Authority
  Each club may establish a club account through the college and maintain a budget and cash flow. The advisor can work with the club's leadership on maintaining financial records and supervise financial transactions and the handling of club funds. The club's advisor has signature authority on club accounts; two authorized signatures are required for the expenditure of club funds.
- Represent Campus/Pima Community College
  As a representative of the Campus and Pima Community College, the advisor has an opportunity to help the students demonstrate the mission and ideals of the campus and the college in their purpose and goals. Advisors can play an active role in assisting students to set up a meaningful program that is consistent with the purposes of the group and the aims of student success.

- Supervise
  Advisors are responsible for proper supervision of meetings and activities planned by the club's members. Experience has shown that the most effective campus groups are those whose meetings are regularly attended by the advisors. Although the students should be encouraged to provide their own momentum, they are often the first to point out that they need a guiding hand from time to time.
- Co-Curricular Assessment
  Pima Community College and Student Life are committed to educational achievement and improvement through ongoing assessment of student learning.
- Student Club Travel
  If the club is interested in traveling as a group for a purpose in line with Student Life's mission, the club advisor and club president (or other designated officer) will schedule a meeting with the Student Life Coordinator to learn about and understand the Student Travel Application and processes.

Advisor Duties

- Complete annual club/advisor training and evaluation.
- Ensure club co-curricular assessment paperwork is completed, as necessary.
- Attend club meetings and activities.
- Review and approve club goals and objectives for submission each year.
- Work closely with the Student Life Coordinator to ensure that all college policies are followed and that all club activities are communicated to the appropriate authorities.

Support and training for club advisors is available through the Student Life Office. Feel free to discuss ideas and club issues with the Student Life Coordinator or designee. Campus Administration is committed to an effective Student Life program, and is supportive of student clubs and their role in a dynamic neighborhood community college.

Tips for an Effective Club

How can your student members and clubs become great?

- Meet Regularly
  This is absolutely essential for all groups. Even if your group is seasonal, it is a good idea to schedule regular meetings. These can be weekly, bi-weekly, or monthly, but make sure you meet. If you have a scheduled meeting, make sure to keep it. There is nothing worse or more frustrating to a new member than to show up to a meeting that has been canceled. If you do have to cancel a meeting, CALL EVERYONE! Inform the Student Life Coordinator when the meetings are, and if the meeting has been cancelled.
- Have an Agenda
  Meetings are most effective if everyone knows what is going on, so have your executive board create an agenda. It can be a simple one, or an elaborate one. Include Roll Call Minutes, Old Business and New Business. Start and stop on time. Allow everyone to participate. By having a set format, everyone will be able to keep track of what's going on, and will know when it will be covered. Publish, and distribute minutes to all members as a way to inform everyone.
- Create a Sense of Belonging
  As with any group or team, each and every person needs to feel wanted. If a new member shows up to your meeting and is not welcomed, he or she will most likely not return. Be sure to contact all members regularly, and most of all, be a friend to them. By doing this, each and every person feels a sense of belonging and will ultimately contribute to the team.
- Do What you Say, Say What you Do
  A good team member always follows through. That could be calling another member, attending an event or sending a thank-you note for the club. What is important is to do what you say you are going to do. If you cannot make it, or cannot do what you said, call someone to help you. When your group does good things, you can feel so proud that YOU DID IT!
- Recruit New Blood
  This is a must for any group because people come and go. Talk with other students; invite them to your meetings or your activities. There are lots of people who just want to be asked. Take the chance; the worst they can say is no – and if they say yes, you have a new member to introduce. It is a win-win situation. Give it a try.
- Get Involved in Campus Activities
  Studies show that students who are involved in activities do better in school because they learn to manage their time. Whether you get involved in a club, Student Advisory Board, a campus committee or district project – you will benefit, and so will PCC. The more well rounded your extra activities are, the more well rounded you (and your resume) will be.
- Know when to Say 'No'
  We all get over-involved sometim, so be prepared to say "I am too busy." Getting involved in everything can be easy to do, but soon it is very possible for stress levels to rise, grades to slip and moods to change if you become overextended. Take time to evaluate what your priorities are, and ask for help. Get others involved, and share the load. Work together.
- Spend Time in Student Life
  This is necessary because so many things originate from the Student Life Office. Some Student Life offices have computers, graphics programs, supplies, phone and friendly faces. Club members may use the desks for projects. Clubs can hold their meetings in the office. Check with the Student Life Coordinator or the office aide when the office is available to have a club meeting.

- Support Leadership Opportunities
  People who are willing to take a risk are the same people who succeed in life. Serving as an officer not only looks good on a resume, but it provides leadership experiences that are so valuable in life. You learn how to delegate, how to sell ideas, how to mediate discussions, and how to run a meeting. You also learn to take on responsibility and how to deal with people. GO FOR IT!
- Have Fun!
  Too many times, people get involved for the wrong reasons – status, fame, glory, and not for the right reasons - fulfillment, social connections, and personal interest. You should always like what you are doing. People who dislike their jobs tend to have a higher stress level, are more irritable and tend to have a poor outlook on life. Avoid this at all costs!

By following these tips, you will have a most enjoyable experience in your club, and will grow to really appreciate all your experiences. Always keep in mind that involvement in a club may be a lot of hard work, but in the long run the experience will be well worth it.

Breaking the Ice

Icebreakers and "Getting to Know You" exercises develop an environment that reduces anxiety and allows individuals the opportunity to get acquainted with each other. Icebreakers are fun, release tension and are designed for indirect interaction. Icebreakers are not encounter sessions. Icebreakers may be used with any group that exhibits signs of anxiety in any initial stage of development (i.e., first meetings, program boards, etc.).

Icebreakers should not be used to avoid dealing with anxiety but rather to provide your members with a less threatening environment. A non-threatening environment initiated at the start of group club and development may lead to a more open and compatible situation during the entire lifespan of the group.

Icebreakers and getting acquainted exercises:

- Can be excellent devices for helping members feel more comfortable with themselves and with others in the group.
- Break up the "cliques," invite people to form random groupings, and help individuals meet others in a non-threatening and fun way.
- Set the tone for the time a group will be together. Icebreakers encourage people to feel "safe" and evoke lots of laughter. When people laugh, tension decreases.

Specific Icebreakers/Getting to Know You Exercises:

- Human Treasure Hunt: Find someone who is a transfer student, owns cross-country skis, has been to Europe, wears contacts, is wild about chocolate ice cream.
- Knots: Form a circle by placing hands in the middle of the circle; grab someone else's hands (other than the person on either side of you). Without letting go, try to untangle the "knot."
- Coat of Arms: Members create their own Coat•of-Arms by filling in information about themselves using words or drawings. Information can include hobbies, hometown, major, favorite family members, five or ten year goals, favorite book, etc.
- Forced Choice: Ask members to stand in the middle of the room and have them move to either side to indicate their choice.

More like a Cadillac or a Volkswagen?	More yes or no?
More like the present or the future?	More like a tortoise or a hare?
More like a saver or a spender?	More like a student or a teacher?
More like a roller skate or a pogo stick?	More here or there?
More like a New York or Colorado?	More intuitive or rational?
More like a bubbling brook or a placid lake?	More like an apple or an orange?

- **Additional Icebreaker/Getting to Know You resources are available at your Student Life Office**.

Orientating New Members

Developing and conducting a club recruitment campaign is very important. Yet, as we know, retaining these members is another matter entirely. All too frequently groups skip any form of orientation and just place their new recruits directly on committees or club projects. Although involvement is crucial to the longevity of the group, understanding the club and its goals and objectives, structure, norms and taboos is equally as important. New members are more likely to make significant contributions to the club when they are oriented to the responsibilities and privileges of membership.

As new members are added, update the Club Roster on PimaEngage.

A successful club orientation program should include:

- Club history, traditions, and programs
- Assimilation of new members into the club
- Rights and responsibilities of members
- Club governance, operating policies and procedures
- An overview of campus services, activities and programs for student clubs
- Information about any support groups or affiliations the group may have

When planning your orientation program, keep the word AIM in mind (**A** cquaint, **I** nform and **M** otivate).

ACQUAINT your recruits to both the club and to each other. Knowing the ins and outs of the group is only one aspect of being in a club. It is important to note that people join groups for many different reasons such as:

- Wanting to get involved
- Learning new skills
- Making friends
- Having a good time

INFORMING your members should include the club's history, purpose and structure. If there are written records, be sure to give everyone a copy. In addition, include club charts, officer descriptions and a complete membership list. If you do not have a written history, have the group write one. The following will be helpful in starting this project:

- Ask membership to tell what they know about the club
- How the group was formed
- When and where it started
- What past members were like
- Programs and/or services they offered
- How the club was structured
- How the club has evolved over the years
- When recording this information, utilize your creativity and think up interesting chapter titles

It is important to remember that this is an oral history and that you are recording people's perceptions about the group. Although these may be inaccurate, they are important because they color how people feel about the group. This collective writing of your group's history also provides the leadership with the opportunity to dispel myths and rumors that may be brought up.

MOTIVATE your members and get them excited about the group. Provide time for returning members to meet the new recruits and share ideas and expectations. Below is a good exercise for both your returning and new members. Have the group break into groups of old and new members to discuss the following:

Outgoing Members

- What accomplishments are you most proud of?
- What advice would you offer to new members?
- If you had your year to do over again, how would you do it differently?

New Members

- What would you like this club to mean to you one year from now?
- What would you like to ask the old members?
- What goals would you like to accomplish this year?
- What problems do you anticipate and how would you solve them?

Spend at least 15 minutes in your group discussing these questions. When time is up, gather together as one group and report what you discussed. It is often most effective to have the outgoing members report first, followed by the new members.

Finally, it is important to find out what the new members' interests are and what skills they bring to the group. Using this information, try to give them tasks that will successfully use their talents. Further, give them a reason to be committed. Whenever possible, recognize members' accomplishments, both publicly and privately. If they report to a committee chair, be sure to let their superior know about their contributions.

By including the above suggestions in your new members' orientation program you will discover that you have built group cohesion and by following these tips you will ensure:

- New members know the club and are able to articulate purpose
- Members understand their rights and responsibilities to self and club
- Leadership and discipline

Goal Setting

Goals are statements describing exactly what your club wishes to accomplish. They are the ends towards which your efforts will be directed. Goals help define your club, they give direction, and help assist your club in avoiding mild chaos. They can help motivate members by clarifying and communicating what the club is striving for. They are also great for membership recruitment by allowing potential members to know what your group is all about. However, it is very important to review these goals periodically and it is very normal to change them from semester to semester or even year-to-year. The timing will depend on your particular club.

When reviewing your goals, you should keep in mind the following:

- Do they fit with the overall purpose of the group?
- What is the status of membership at this point in time?
- How does the group stand financially?
- What new programs can realistically be accomplished?

Your goals should be **SMART**:

SIMPLE
MEASURABLE
ACCOUNTABLE
REALISTIC
TRACKABLE

(*SMART Goal Templates – Appendix A)*

Objectives are descriptions of exactly what is to be done in order to meet and reach your goals. They are concise, clear statements of exactly what you plan to accomplish. They are short-term, measurable, and attainable over a specified period of time. It is quite normal to have several or even quite a few objectives for each goal.

Many leaders wonder why goal setting is so important. Goals could be considered time savers by helping members and leaders become aware of problems in time to develop solutions. They help clubs plan ahead and be prepared. But best of all, they are a basis of recognizing accomplishments and realizing your successes. They are a basis for recognition and celebration.

Brainstorming

Brainstorming excites and motivates everyone involved in your student club. Exchange as many ideas as possible; the more you have to choose from, the better your final choice. You can use brainstorming for almost anything: themes, program ideas, problem solving, publicity, slogans, group goals, etc. The rules for brainstorming are simple.

First . . . set the stage:

- Set a time limit of 5-10 minutes, depending upon the complexity of the issue and the size of the group.
- The best group size is 3-15 people. If you have more, break into two or more groups and brainstorm simultaneously.
- The question or issue must be one to which all participants can speak. A facilitator is often helpful to get things started. It is important to focus on only one issue.
- Record all responses on a dry-erase board or big sheets of newsprint so everyone can see them; don't record the name of the person suggesting. Record only key words and phrases, not word for word.

Second . . . set the ground rules:

- Do not discuss ideas - you'll do that later.
- Do not criticize, praise, evaluate, or judge.
- Be spontaneous - no hand raising, just call out.
- Repetitions are OK.
- Quantity counts. Set a specific number of ideas to be obtained.
- Build on each other's ideas.
- Enjoy the silences - often the best ideas come out of them.
- It's okay to be outrageous, even silly.

Third . . . make good use of members' creativity:

- If several groups brainstorm the same idea, put the lists on the wall and let everyone read each other's work.
- Group ideas into related categories for review.
- Decide which ideas are most promising and which can be eliminated. This may be done with a system of pluses and minuses.
- Rank in order from the most promising to the least promising.
- Select ideas with the greatest potential and with the highest-ranking priority for implementation or refinement by committee.
- Be sure to utilize the ideas generated. It is extremely demoralizing for a group to invest its time, energy and creativity only to have its ideas disappear. On the other hand, seeing an original idea come to fruition is extremely rewarding.

Group Decision Making: Combining Your Energies

Student club members and leaders make decisions in the group all the time. The decision making process can be stressful because some members see it as a form of power, some people cannot bear the idea of losing an argument, and some people simply do not like to make decisions.

Decisions are an important part of group life, and you may wonder how your group could improve in this area. All groups, clubs, executive boards, and committees go through a development process. This cycle is most likely repeated every year when new members join at the beginning of the fall semester.
Understanding the process will help you as a leader.

There are four stages of development (Tuckman, 1965). If you understand these stages, you can combine your energies and reach a group decision.

- FORMING: finding and establishing a place in a new club, determine goals and purpose, get to know each other.
- STORMING: communication problems occur, members compete with each other, splinter groups form, hidden agendas surface, team begins to set boundaries.
- NORMING: members identify and agree on roles for solving problems, feedback is high and well received, team confidence is high, appreciation, trust and respect build.
- PERFORMING: team is collaborative and interdependent, high confidence and task accomplishment, high motivation and morale members find solutions to problems, support levels are high, members care about each other.

The goal is to get your club to the level of performing. Once your club is at that level, group decision-making is an easy process.

Since members possess the essential ingredients for the solution of all disagreements, group decisions should be based on all the members' input. Certainly, if there are decisions that only take a few people to make, it may not be necessary to involve the entire group.

Group Consensus Guidelines

Effectiveness in communication is of paramount importance in the consensus decision-making process. You can enhance your group communication by paying attention to the following "DO's and DON'Ts".

DO:

- LISTEN, not only to the words, but to the rationale being offered.
- PURSUE your point and be persistent if you have good information.
- MANAGE your time effectively, relative to the number of decisions that are being made.
- INVOLVE all team members to ensure use of their knowledge and experience.
- STRIVE for the best answer. Thinking in cause-and-effect terms avoids dealing only with symptoms.

DON'T:

- Argue for the sake of winning your point. You may learn something by being open-minded.
- Give up on your conclusion simply to avoid conflict. Let objective reasons or sound information prevail.
- Allow the group to get hung up on a specific item -- move on and come back later.
- Compete by assuming that someone must win and someone must lose. Look for the best alternative.
- Resort to voting. This tends to split the group into winners and losers. Sometimes this may be necessary, but be cognizant of its effect on the group.

THE LEADER'S ROLE

This approach to group decision-making places the leader in a particular role in which he/she must cease to contribute, avoid evaluation, and refrain from thinking about solution or group products. Instead, the leader must concentrate on the group process by assuming responsibility for accurate communication between members.

The way decisions are made testify to the degree of effectiveness of a group. Here is a list of facts about effective and ineffective groups:

EFFECTIVE GROUPS

- Generate more ideas than individuals
- Have a high level of participation
- Develop a climate where members can be relaxed, open and direct
- Are task-oriented

INEFFECIVE GROUP MEMBERS

- Pool ignorance and misinformation
- Eject non-conforming members
- Force members to comply or compromise
- Engage in "groupthink"
- Take action because they cannot think of any reason not to

EFFECTIVE GROUP MEMBERS

- Defer to members who they are certain have the facts
- Form loyalties to their own group
- Encourage and support other group members
- Mediate differences in the group

INEFFECTIVE GROUP MEMBERS

- Give in on items they are sure of
- Oppose or block decisions without cause
- Dominate discussions

By following these tips concerning group work and achieving consensus, your group can avoid the negative aspects and enjoy the reward of knowing your group has done its best to achieve a true consensus.

Conflict is inevitable in any interpersonal relationship or among members of any group. While we encounter various types of conflict in many of our life situations, we often feel a lack of confidence and vision of what is appropriate to do. Most students find the conflict in their personal relationships already quite stressful,

thus any conflict within student organizations becomes overwhelmingly unbearable. Those who have lower tolerance level for anxiety often choose to leave the organization.

Why do we shy away from dealing with our conflict? It is often because many of us were raised to believe that conflict is something to be avoided, an experience of failure. However, conflict does not have to lead to failure, or even to the termination of a relationship. We all come to see and experience the world in a different way, and we all have different ideas about what is best for "my group" or "our group". Recognizing this fact can help free us from the negative conclusion that conflict is a signal of failure. It is actually a signal that change is needed, and even possible.

Ability to manage conflict is probably one of the most important social skills an individual can possess. This is designed especially to assist you in developing this skill. Specifically, it has three purposes.

- To help you raise the consciousness of the different ways in which people deal with conflict.
- To help you increase the awareness of your own style to conflict management.
- To discuss a constructive method of conflict management which will not only lead to greater satisfaction of both parties involved, but also promote growth and development of your group.

These are several styles of conflict management that people use, some of which are more effective than others.

- Competing
  An individual pursues his or her own concerns at the other person's expense. This is a power-oriented mode, in which one uses whatever power seems appropriate to win one's own position: one's ability to argue, one's rank, or economic sanctions. Competing might even mean standing up for your rights, defending a position that you believe is correct, or simply trying to win.
- Accommodating
  The opposite of competing. When accommodating, an individual neglects his or her own concerns

to satisfy the concerns of the other person; there is an element of self-sacrifice in this mode. Accommodating might take the form of selfless generosity or charity, obeying another person's order when one would prefer not to, or yielding to another person's point of view.

- Avoiding
  The individual does not immediately pursue his or her own concerns or those of the other person. The Individual does not address the conflict. Avoiding might take the form of diplomatically sidestepping an issue, postponing an issue until a better time, or simply withdrawing from a threatening situation.
- Compromising
  The objective is to find some expedient, mutually acceptable solution that partially satisfies both parties. It falls on a middle ground between competing and accommodating. Compromising gives up more than competing but less than accommodating. Likewise, it addresses an issue more directly than avoiding, but does not explore in as much depth as collaborating. Compromising might mean splitting the difference, exchanging concessions, or seeking a quick middle-ground position.
- Collaborating
  The opposite of avoiding. Collaborating involves an attempt to work with the other person to find some solution that fully satisfies the concerns of both persons. It means digging into an issue to identify the underlying concerns of the two individuals and to find an alternative that meets both sets of concerns. This is clearly the most effective approach of conflict management. Specifically it will produce the following results:
    - Both sides win
    - Mutual respect
    - Continuing effort of both parties
    - Satisfaction
    - Both parties feel enriched rather than belittled

Using the COLLABORATING APPROACH to deal with conflict in student organizations:

1. Diagnosis is definitely the starting point -- determining the nature of the conflict.
   - Is the issue a value conflict?
   - It is extremely difficult to negotiate when the conflict is in the philosophical arena. An example: a dispute whether alcohol should be prohibited in a fundraising dance.
   - Is the issue a difference of expectations for each other?
   - The extent of understanding this type of conflict lies in the fact that each of us has different expectations that grow out of our experiences with the organization.
   - Therefore, when we interact with others whose expectations have grown out of their own unique experiences with the organization, conflicts arise.
2. Initiating is the second step.
   - The most effective way to confront another in a conflict situation is to state the tangible effect a conflict has on you. Example: "We have a concern in our committee. Due to your stand on keeping a low budget for the officer transition retreat, we are unable to have the retreat off campus, which is the desire of most members."
3. Active listening is the third step - negotiators must be capable of hearing the other person's point of view.
   - While listening, do not think about how to reply in order to persuade.
   - Argument-provoking replies should be avoided.
   - Active listening involves paraphrasing or restating what the other says. Idea or content

should be considered as well as feelings.

4. Problem-Solving is the final step
   - Clarify the problem -- After the above steps, each party should have a clear idea about what is the issue.
   - Talk about what is needed or wanted (be clear on facts and information).
   - Generate a list of possible solutions. While doing this, let go of the solutions that you thought you had. This is the opportunity to be creative!!! The best negotiator makes the other side feel good.
   - Start by thinking "how can I make the other side happy?"
   - Decide together on the best solution acceptable to all parties. Do not try to persuade or coerce.
   - Plan the implementation of the solution, Make assignments of who, what, where, when and how.
   - Plan an evaluation or review of the solution after a specified period of time.

All five styles of conflict management obviously have advantages and disadvantages. When dealing with conflict in personal relationships, any of these types may be useful and necessary in certain situations. However, the last style, collaboration, is highly recommended for dealing with conflict in student organizations. It has the most promise of resulting in something satisfactory to both parties. People often feel proud of themselves and feel a sense of personal power when they use this method. It is a sign of integrity and self-confidence when one is able to use this method with patience, regardless of how difficult the situation may be.

TWO issues you may encounter with when confronting a conflict:

1. People who will not negotiate - some people refuse to negotiate because they want to protect their special interests and privileges. Here are a few steps to use when dealing with the types of people:
   - Start to negotiate anyway.

     Explain why it is in their best interest to negotiate, and why it is worthwhile for them to deal with the existing problems between you.
   - Talk about problems that are theirs and how the collaboration will help solve them.
   - Make it their problem.

2. When trust is an issue - here are a few suggestions for this problem:
   - Be trustworthy. Do what you said you would do.
   - Find a higher value you both agree on. For example, you both want to project your group image.
   - Listen
   - Make an agreement in such a way that you know when it is carried out.
   - Start small
   - There are people who simply can't or won't trust you, but do your best anyway.

Member Motivation

The key to member motivation lies in the extent to which you, as a leader, give the members what they are looking for in a club. How can you determine what the members of your club really want? Chances are, there is no single answer to this question. In fact, there may be as many answers as members.

Look to each individual member's reason for joining your club as guidelines to what he/she wants to gain from group involvement.

- To meet people and make new friends. Motivate them by involving them in tasks that require working closely with others (committees, events, etc.).
- They strongly believe in what your club represents. Motivate these individuals by encouraging them to voice beliefs, opinions, and invite them to speak at meetings, seminars, etc.
- A social outlet to learn or explore something new. To motivate these members, try planning programs and events that appeal to their curiosity (or better yet, ask them to assist you in the planning of these activities).
- Associated with their major or future career. You could possibly motivate these members by providing the opportunity to practice developed skills or gain ones.
- To have a place where they "belong" - where they feel satisfied and needed. Providing opportunities for these people to make contributions to the club is an especially important means of motivation. It is important to note that you should acknowledge their accomplishments frequently and publicly. Let them know and feel how important they are!

The following methods have universal applications. Try these with your new members:

- Use people's names often - a person's own name is the sweetest sound in the world.
- Give titles and build prestige into the job.
- Use team-building exercises to strengthen loyalty and commitment.
- Sponsor contests and give rewards!
- Involve members in goal setting and decision-making within your club.
- Be courteous and respectful at all times.
- Keep your members well informed!
- Clarify your expectations of members and their expectations of you!
- Be honest, fair and consistent. Be an impartial leader.
- Provide honest feedback - praise their successes publicly and privately. Give constructive criticism to help them learn from mistakes.
- Provide individual attention and demonstrate that you understand members and accept their strengths and weaknesses.

Motivating your members comes from inner needs, personal drives and goals. It is your task as a leader to tap into these and supply an outlet for their fulfillment. The rest is up to your group members. Listen

- Make an agreement in such a way that you know when it is carried out.
- Start small
- There are people who simply can't or won't trust you, but do your best anyway.

Meetings

All student clubs are encouraged to establish a schedule of regular meetings and to publicize the dates, times, and locations of these meetings. Club advisors can make room arrangements on their own unless assistance from the Student Life Office is requested; notification of the meeting must be given to the Student Life Office. Meetings shall be open to all interested members of the college community whether or not they are, or intend to be members of the club.

(*Sample Meeting Agenda*)

Sample Meeting Agenda
Club Meeting Agenda (Sample Outline)
I. Call the Meeting to Order (President)
II. Roll Call (Secretary)
III. Guests (President)
IV. Officer Reports:
A. President Report
B. Vice President Report
C. Secretary Report
1. Last Week Minutes
a. Vote to Approve Minutes (President)
2. Attendance Issues
D. Treasurer Report
1. Account Update
V. Advisor Report
VI. Committee Reports (Preside
A. Fundraising Committee (Chair)
B. Community Service Committee (Chair)
C. Publicity/Newsletter (Chair)
D. Wellness (Chair)
VII. Organization Representatives (President)
A. Anime Club
B. Asian Pacific Islanders Club
C. Book Club
D. CRU
E. Multicultural Development Club
VIII. Old Business (President)
IX. New Business (President)
X. Open Floor (President)
Xl. Adjourn Meeting (President)

Parliamentary Procedures

The following are basic parliamentary procedure to conduct meetings. We use a simplified version of parliamentary procedure so that we do not get so bogged down in procedure that we do not make progress on substantive issues.

A MOTION: FROM START TO FINISH

1. TO MAKE A MOTION: Raise your hand and when recognized by the chair state " I move that …"
    a. Make your motion as short and accurate as possible
    b. Speak up so you can be heard by everyone
    c. Any voting member of the committee may make a motion

2. MOTIONS MUST BE SECONDED: Raise your hand and say "Second"

a. A motion must be seconded.
b. If no second is received, the motion fails.
c. Any voting member of the committee may second a motion.

3. DISCUSSION: After a motion is made and seconded, the chair will open the floor for discussion. This is the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the committee why the motion should not pass.

4. CALL THE QUESTION (or how to end discussion of a motion) This is not a mandatory step. If the committee members get long winded and are repeating what everyone is said and the committee needs to make a decision. In that case you:
    a. Raise your hand; get recognized by the chair and say "I call the Question".
    b. The chair will then state "The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say nay."
    c. There must be a majority of 2/3 to pass the motion to end discussion; then the motion must be voted upon.
    d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.

5. VOTING ON A MOTION: Prior to voting on a motion, the chair will repeat the exact wording of the motion.
    a. VOICE VOTE: The chair will ask: "Everyone who is in favor, please say aye." He/she will then ask: "Anyone who is opposed please indicate by saying "nay".
        i. The chair will then declare whether the motion passed or failed.
    b. ROLL CALL VOTE: The chair may call for a roll call vote when he/she thinks an item is of such importance that members' votes need to be on the record or when it appears that a voice vote will be very close.
        i. Committee members may ask for a roll call vote when they do not agree with the chair's interpretation of the voice vote.
        ii. The committee member, after being recognized by the chair, states: "I ask that a roll call vote be taken".
        iii. The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.

6. AMENDING A MOTION: If you decide you want to amend a motion, you can do it three (3) different ways.
    a. FRIENDLY AMENDMENT: You can ask the member who made the original motion whether he/she would agree to a friendly amendment. This is usually used when a point needs to be clarified.
    b. EARLY AMENDMENT: If you want to amend a motion during the discussion stage (before the motion has been voted upon), you follow the following procedure:
        i. Be recognized by the chair and then state " I ask the motion be

amended to state …"

ii. The amendment must be seconded.

iii. The amendment must be discussed.

iv. The amendment must be voted upon and must pass by a majority vote.

v. If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.

c. LATE AMENDMENT: If a motion has already been voted on, you can attempt to amend the motion by the following:

i. Be recognized by the chair and then state " I ask the last motion be amended to state..."

ii. The amendment must be seconded.

iii. The amendment must be discussed.

iv. The amendment must be voted upon and must pass by a 2/3 majority vote. If the amendment passes, no other vote is required.

7. TABLING A MOTION: If you believe that a motion should be deferred to later in the meeting, you should:

   a. Be recognized by the chair and then state: "I move that we table this motion until a later time due to …."
   b. The motion to table must be seconded.
   c. The motion to table must be discussed.
   d. The motion must be voted upon and must pass by a majority vote.

8. POSTPONING A MOTION: If you want to postpone the discussion a motion until a future meeting or until some future time, you should:

   a. Be recognized by the chair and then state: "I move that we table this motion until …"
      i. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
   b. The motion to postpone must be seconded.
   c. The motion to postpone must be discussed.

Events and Activities

All desired events must be submitted in writing on PimaEngage, via the ***Event Submission Process***, to the Student Life Office **at least two weeks prior to the proposed event**. Guidelines can be obtained from the Student Life Office. Refer to the Event Planning Form in Appendix B for further guidance. Failure to submit an Activities Request Form to the Student Life Office via PimaEngage prior to an event will result in a denial of use of campus space and campus and/or Student Life resources for that event. Approval will be based on space and resource availability. The District facilities guidelines must be followed at all times. A fee may be assessed for any incidental damage incurred by the College.

Program Planning

If you are planning a large event, and do not quite know where to begin … this handout (N.O.B.S.D.A.M.I.T.) was designed especially with you in mind! It should help you through the process, smooth out the rough spots of planning and preparing for a successful event.

The first item to consider is determining exactly *why* you are putting on the event. What do you want to achieve by having this program. What are your organizational goals and how does this event help you meet them? What do you, as a planner, hope to gain from this experience? Is there a current need for an interest in this program area? Are other similar programs being offered? Does this matter? Has a similar event been held in the past? What was the response? Are your members enthusiastic about organizing this event? Is organizing this event worth your members' time? Is there enough time to thoroughly organize the event and arrange for publicity to be made and distributed so that it will be effective?

These questions need to be answered in order to clarify what you are doing and why.

Assessment

- Write one sentence that clearly states the purpose of your group and another sentence that describes the goal of this program.
- Describe ten specific resources (facilities, money, people, etc.) available to your group.

Brainstorming

- Generate at least 15 ideas for a program to be planned by the club. Keep in mind: set a time limit, record all ideas in keywords, do not evaluate during suggestions, be spontaneous, set a minimum number of ideas you want, build on other people's ideas, be creative!

Decision Making

- From the brainstormed list, group related ideas into categories and review groupings. Decide which groups are most promising and eliminate those that are not. Rank order the most promising.
- Discuss pros/cons of the top three ideas. Combine ideas or compromise to get a group consensus on which idea to choose.
- State the group's decision clearly so that it is understood by all.

Formulating a Plan

- Define the audience for your program, very specifically: number and type.
- Determine a title and theme (if applicable).
- Identify the location.
- Identify three possible dates.
- List the necessary resources you will need (people, money, equipment, etc) and where you plan to get them.

Developing a Budget

- Determine how much money is available.
- Decide if you must generate revenues (charging admission).
- It is better to go over budget and have money left over than it is to under budget and not be able to do everything that is necessary to make your event a success?

Organizing the Group and Delegating

- Identify all the tasks that need to be accomplished and group similar tasks.
- Decide who will be responsible for which tasks and clearly state what that responsibility entails. Your delegation will be more effective if you take into consideration the interests and skills of group members.
- Determine a timeline for completion (utilize the calendar).

Promoting the Event

- Identify the selling points of your event. Why would someone in your target audience want to attend?
- Brainstorm types of publicity, promotion, public relations, and advertising you could do for this event.

Implementing the Event

- List the tasks that need to be accomplished the day before the event.
- List the tasks that need to be accomplished the day of the event.
- List the tasks that need to be accomplished after the event.

Evaluation

- Have everyone involved write a final report. This report should include: new ideas that worked, that did not work, summary, suggestions for the next year, and contacts names.

The following represent some general tips and hints on program planning:

- In the ideal program everything runs so smoothly that the participants may see little evidence of pre-planning or behind-the-scenes work.
- Do not compromise on details or settle for second best.
- Do not assume anything or allow situations to continue that make you uncertain or even nervous. Meet all problems head on, sensitively and firmly.
- People support what they create -- involve as many people as meaningfully as

possible in the planning process.

- Usually something goes wrong -- but seldom horribly -- if you are properly prepared and avoid panicking, most problems can be solved.

Example of a Programming Template

(Programming model - N.O.B.S.D.A.M.I.T. form – Appendix B)

Developing an Action Plan or Proposal

Once your organization has written its goals and objectives, it is now time to take the task one step further and develop an action plan. This could be defined as the actual mapping out, in detail, what should be accomplished in a specific time frame.

- What is to be accomplished (your objective)?
- How will it be accomplished?
- What are your resources in terms of people, money, and materials?
- Who is responsible for completing each task?
- When will it be accomplished?
- How will you know when it has been accomplished?
- How will you measure it?

EXAMPLE OF AN ACTION PLAN/PROPOSAL

Goal:	To improve membership recruitment, retention, and involvement
Objective:	To develop a committee structure whose purpose is to increase member involvement to at least 25% by next semester.
How:	Brainstorm ideas to increase member involvement. Review your list and weed out either impractical or impossible ideas. Discuss this edited list with the executive board of leadership. Determine which ideas will be done and delegate the final process of setting up the final system to one or two officers.
Resources:	Members Executive officers Handouts on motivation, recruitment and delegation, your organization's advisor
Who:	Executive board Consultants
When:	By next semester Try to set a specific date if possible
Results:	Acceptable -- membership involvement increases by 40 - 70% Unacceptable -- membership involvement increases by less than 40% Better than expected -- membership involvement increases by more than 70%

Event Planning Timeline

An adequate planning period is essential for all activities.
The following timetable is suggested for events and or activities:

8 weeks

- Eight weeks before an event or activity, the sponsoring student organization should hold a

meeting. All members of the group should be in attendance and committees should be formed to participate with the various aspects of the event.

- Possible Event Committee:
  - Publicity Committee
  - Food Committee
  - Speaker and Talent Booking Committee
  - Exhibit Committee

7 weeks

- In between the first meeting and the second meetings, these committees should consider their individual plans to present proposals and prepare a prospective budget at the next general meeting.

6 weeks

- The second general meeting should occur six weeks before the event. At this time, the committees should share their input, and discuss their proposed plans. A vote must be initiated to endorse the committee proposals.

4 weeks

- Four weeks before the event, the organization should meet to make final decisions on the committee recommendations. During this time, the organization must contact the Student Life Coordinator to finalize preparations for the event.

2 weeks

- The last planning meeting should be held two weeks before the event. This can be a catch-all meeting for dealing with emergencies and last minute details. Some groups may want to hold additional meetings between this meeting and the event.

Day of the Event

- Arrive early to set-up and don't forget to clean up

Tips

- A list of the college departments, phone numbers, and office locations should be obtained to expedite the planned event.
- Programming Checklist and Evaluation forms should be used before, during, and after the event.

Use of Facilities

The public spaces of the campus provide excellent space for student outreach, displays, group activities and campus events. The Student Life Office and classrooms can also be reserved for meetings and other club business.

All inquiries and requests regarding the scheduling or use of Campus facilities should be made through the Student Life Office.

Complete the Event Submission Process via PimaEngage to the appropriate campus office AT LEAST two weeks in advance of the event, three weeks if requesting funding assistance. Funding requests must be submitted a minimum of three weeks in advance via PimaEngage. Various departments must be apprised of events occurring on each Campus. If any work is required of other departments, this time frame gives sufficient time to work the request into their schedule. Space is reserved on a first come first serve basis.

Sales

Individuals/Groups may NOT use buildings, properties, and facilities of the college for private or personal gain or for activities in opposition to the college's general educational purposes. (See Vendor Policy for outside solicitation). With prior authorization, sales on campus are permissible by registered student clubs that desire to earn funds for future endeavors.

In general, sales of any kind cannot be done if such sales interfere with normal college activity or with the operation of food service. Permission to sell food items must be obtained from the Student Life Coordinator, and follow all PCC policies, local, state, and federal laws.

Third-party companies (PayPal, Square, etc.) cannot be used to collect electronic funds during sales/fundraisers, per College policy. The College platform, PCC Marketplace, can be used to collect electronic payments online or in-person. Work with your Student Life Coordinator to set up a club page on PCC Marketplace.

Performers and Speakers

Student clubs can request appearances of speakers and entertainers. A request must be made to Student Life on PimaEngage via the Event Request Form, and Funding Request Form if assistance is needed, and approved by the appropriate parties. **Student clubs are not to initiate contact with performers, negotiate fees or other contract items.** Student Life will initiate contact with performers and work within College policies to discuss services. Contracts must be signed by the Contracts Office, which may take several weeks or longer, and must be finalized prior to the performance/speech. To authorize payment (after the Student Life Office contacts performer(s)), a Payment Request Form must be endorsed by the speakers or entertainer and approved by the Student Life Coordinator. Allow a minimum of three weeks for processing of payment.

(*Payment Request Form – Appendix D*)

Hospitality

Follett is the contracted College food service provider; Follett has the first right of refusal for all events anticipated to be over $300, if under $300 permission is not necessary from Follett. Food can be ordered from their catering menu if chosen. Food is permitted at club functions only if the College Food Permit Guidelines have been discussed with the Student Life Coordinator prior to meeting and are followed by the club. Campus policy on food in classrooms must be adhered to and clean up is important.

Marketing Information

Student clubs are encouraged to use available means to publicize their meetings and special events, both on and off campus. All marketing materials must be approved by the Student Life Coordinator in accordance with the District Marketing Office policies and all applicable trademark regulations. Students must use the Student Life Flyer Template to create marketing materials for club events on campus.

(Student Life Flyer Template and Guidelines)

Student Life
STUDENT LIFE FLYER TEMPLATE USE GUIDELINES
An event must meet all of the following criteria to use the Student Life template:
1. The event must directly benefit and relate to the Student Life Office (including clubs/organizations and student activities).
2. The contact information for the event must logically be Student Life staff (including club advisors).
3. The scope of the event must be within the campus. The Student Life template is not branded for distribution to the community (non-students and staff). Distributing it beyond the campus violates branding guidelines.
4. The event should not have any overlap with Instruction. Any events involving instruction, even with Student Life involvement, need to come through the Marketing Office and cannot use the template.
5. The template is for use by Student Life only following the above guidelines. The template should not be given to or altered to make it appropriate for use by any other units at the campus or within the college.

Posting Policy

In our efforts to maintain an orderly campus environment, free of clutter, the following posting policy shall apply:

- All postings must be cleared through the Student Life Office. Posted items will be stamped and dated with the posting date. Club postings may not remain posted in excess of one semester, or beyond the date of the event. Exceptions may be made by special permission from the Student Life Coordinator.
- Any automobile postings are prohibited, including windshield flyers.
- Club members will be responsible for obtaining permission, posting, and removing flyers in a timely manner. Flyers advertising an activity must be removed by club members the day after the activity.
- Any material posted in an inappropriate place (i.e. walls, windows, etc.) shall be removed immediately.

News Media

Clubs are encouraged to utilize the Aztec Press and campus bulletins to advertise events. In addition, there are other resources that publicize community events, such as local outlets. News items for these announcements should include:

- Club Name:
- The title of the event:
- Dates, times, locations:
- What is the purpose of the event and how it will benefit students:

- Point of contact:

Please submit all items to be publicized by Pima Community College outlets **one month prior to publication**. Any items that your club would like advertised in District publications should be submitted to the Student Life Office. Before submitting news items or announcements, consult with the Student Life Coordinator regarding the proper protocol of media coverage.

Social Media

All social media postings need to be appropriate, Student Life and Public Information reserves the right the remove postings that are inappropriate. All social media handles must be provided to the Student Life Office when an account is created. In addition, Student Life needs to be added as an "owner" of each account. When the club becomes inactive, the Student Life Coordinator has the right to deactivate the account. Provide passwords to Student Life at http://bit.ly/SocialMediaPCC

Social Media Do's and Don'ts

Used properly, social media can be a powerful communication and marketing tool. There are many ways to use social media to network and successfully find connections.

Social media savvy

- Be sure that what you post today will not come back to haunt you.
- Keep your information updated and accurate; you never know who's looking.
- Use PCC Student Code of Conduct as a guide for what is appropriate
- Know User Agreements (Facebook, Twitter, etc.)
- Know relevant laws (i.e., FERPA and HIPAA, as well as freedom of speech limitations)

How long is forever?

The rule of thumb is once something is posted online, it's housed in a database and can be retrieved by anyone with access, even after you've deleted it. You are responsible for what you write/post. Privacy settings do not guarantee your privacy.

Are you revealing too much?

If you are in the job market or have a job you want to keep, be aware that anything you post could possibly prevent a company from considering, interviewing or hiring you. Would you walk into a job interview wearing ripped jeans and flip-flops, and holding a beer? Post that picture to your social media and you're telling potential employers, "This is how I want you to see me." Protect yourself.

Develop your plan for cyber success . . .

Embrace social media and develop a strategy to control the message you send to others. Social media is a tool in reputation management. Does your social media present the same image as your résumé? Information an individual puts on social networking sites may be viewed as a reflection on personal character and integrity.

Publicity

Publicity Outlets

The list of potential public outlets both in Tucson and on campus is virtually endless so consider the following before expending time, energy and other limited resources:

1. Determine your target audience.
    a. Internal - your club or organization members (both present and past), parents and family members.
    b. Campus - faculty, administration, staff, students, other clubs and organizations, alumni of the College.
    c. Community - neighbors, residents, public officials.
    d. General - businesses, media, civic organizations, city, state and federal officials.
2. Determine where they frequent, where they live and what they listen to or read.
3. Identify the image of your group and the programs.
4. Determine the appropriateness of various media to that image and your message.
5. Consider your resources -- budget, time, talent, and person power.

Campus Publicity

There are several publicity outlets at Pima Community College. First make sure your club or organization is currently recognized. You may post flyers inside the buildings around campus, but you must get PRIOR APPROVAL. Club Flyers must also be placed on the Student Life Template and approved by the Student Life Office. Advertising through the AZTEC PRESS is also a good avenue to explore. The advertisements are usually less expensive than the local city newspaper.

Use of Pima Logos and Marks

The use of Pima Community College's logos and marks is regulated by Pima Community College's marketing department and the use of such logos and marks must be authorized by PCC. Any use of the PCC logo must be approved by Public Information. The symbol may not be modified in any way, and its use must be authorized by the College. Please consult with your Student Life Coordinator or the Dean of Students for the appropriate use.

Publicity Planning

When beginning your publicity campaign, proper planning can be instrumental for the success of your campaign. It is imperative to keep in mind the five W's. These include who, what, where, why, and when. Map these out strategically.

1. **WHO** is doing it?

    Describe who your group is - your purpose, offerings, image, etc.

2. **WHAT** is happening?

    Describe the event or activity being publicized, etc.

3. **WHY** is it happening?

    List general goals and purposes for the event or activity. List specific objectives for the activity in measurable terms.

4. **WHO** is it for?

   Describe your target audience.
5. **WHERE** is it happening?

   List all relevant locations (e.g. where to pick up applications, buy tickets, attend the event, etc)
6. **WHEN** is it happening?

7. **HOW** will you turn the five W's into an effective publicity campaign? Decisions about timing, media, selection, and delegation of responsibilities need to be closely coordinated as each impacts the other.

1. Timing

Work backwards from the date of your program. Some considerations are:

- Optimal release time of publicity
- Deadlines for ads, etc.
- Time involved in copywriting, design, printing and distribution

Go beyond being realistic when scheduling - be pessimistic and overestimate time required for each step. Start at the bottom and work up

2. Budget - Always plan your anticipated budget

Good publicity doesn't have to be expensive nor do you want it to look cheap (unless that is your desired image). Considerations are:

- Funds available within your organization
- Possible donations
- Possible hidden costs
- Free publicity available

Basic Budgets

One of the tasks you may face as a financial officer, especially if your organization transacts a lot of business, is that of preparing a budget. There are all sorts of methods for preparing budgets from flipping coins to using computers. No one method is best for all organizations. The method described below is relatively simple.

What is a Budget?

A budget is an organizational tool used for planning and controlling funds within an organization. It is a formal written guideline for your future plan of action expressed in financial terms with a set time period.

What Can a Budget Accomplish?

A budget can help refine goals that reflect the realistic resource environment. A budget compels members of the organization to use funds efficiently, provides accurate information for program and activity adjustment and evaluation, aids in decision-making, and provides a historical reference for future planning.

Basic Components of a Budget

Some basic components of a budget include a statement of the organization's goals, objectives and priorities, a specified time period to which the budget applies, a method of reviewing budget plans and procedures, and budgeted financial statements that include an estimated detailed expense and income breakdown.

Developing a Budget

- Begin preparations a month or more prior to the close of the current year.
- Prepare an outline of the organization's planned activities for the upcoming year.
- Do careful studies, investigations, research of funding, costs, resources, etc.
- Determine available funds (carry over balances from previous years, cash on hand, funds in the bank, etc.).
- Estimate expected income and date expected.
- Define needed expenses.
- Get price quotations on certain expenditures.
- Rank order by their relative importance - which activities make wise use of expenditure of funds.

Financial Management

Request for Funding (General Account Fund)

Newly-chartered student clubs and organizations may petition Student Life for funds towards club activities. The amount of funds will depend on funding availability. Student clubs can fill out the Funding Request Form on PimaEngage to petition for funds.

Student clubs should begin budget preparations early each Fall and Spring semesters.

Agency Fund Charge Centers (Agency Accounts)

Student clubs are encouraged to sponsor activities within the existing District Guidelines that can be obtaining in the Student Life Office. Because of affiliation with Pima Community College through the college's official recognition of groups, the College has potential liability with regard to expenditure of funds by student groups. This is true whether or not the funds are derived from College sources. For this reason, ***club monies are not to be deposited with commercial banking institutions.***

Club monies (from dues, membership fee, donations, fundraising activities, etc.) **must be deposited into an agency account maintained by the District Fiscal Office.** The College will act as the fiscal agent or custodian of these funds in the same way as a bank is the fiscal agent or custodian of personal checking accounts.

Third-party companies (PayPal, Square, etc.) cannot be used to collect electronic funds during sales/fundraisers, per College policy. The College platform, PCC Marketplace, can be used to collect electronic payments online or in-person. Work with your Student Life Coordinator to set up a club page on PCC Marketplace.

Funds in each Club's Agency Account can be used for awards, supplies, copies, postage, recruitment activities, etc. **Income earnings from fundraising activities** (bake sales, t-shirt sales, car washes, etc.) **must be deposited into the agency account the same day** or the following business day if the event is held when the cashier's office is not open. Funds are maintained by the club's members and are for continued use within the club.

The Fiscal Services Office at District will establish agency accounts. Deposits are made to the cashier or cashier drop box at each Campus. Withdrawals are made by submitting a completed Payment Request Form to the Business Services Office, through the Student Life Office.

Agency Funds Frequently Asked Questions about Club Accounts

- **How do I open a Club Account?**
  For college-recognized student organizations, a PCC Request for Fund and a Signature Card must be completed and sent to your campus Administrative Services office who will forward it to the Agency Fund Accountant, DO-1220. An individual fund (to record monies collected and spent) and a detail code (to facilitate deposits at PCC Cashiers) will be established and the Campus Business Services Office will be notified.
- **What do I do with the money that I have collected? or How do I make a deposit?**
  Have student or organization checks made out to "Pima Community College" with the club name

on the memo line. Knowing your detail code, take checks or cash to a PCC Cashier. All money must be counted prior to deposit and a Club Account deposit slip is required (this can be picked up at the Student Life Office). A receipt will be provided.

- **How do I get money from my account? or How can I get a check?**
  Fill out a Payment Request Form. All forms need to be signed by two people who also signed the Signature Card. If the payee is an authorized signer, two other signers must approve the form. Attach documentation, i.e.: receipt, invoice, etc. The Agency Fund Accountant checks for valid signatures, backup documentation and available funds.
  If the money is needed in advance for an event, include the event, date, and purpose for which the funds will be used. A promissory note must be signed when the check is obtained at the PCC Cashier. Receipts need to be sent to the Agency Fund Accountant, DO-1220. Any remaining funds need to be deposited at a PCC Cashiers within 10 days of the event.
- **Is my check ready?**
  Once the paperwork reaches the Agency Fund Accountant's office, a check is issued within 2-4 business days. The check is sent to the designated PCC Cashier (or the PCC Campus Cashier where the Club resides) unless mailing is requested and approved. Only checks that have documentation to verify a mailing address can be mailed.
- **Can I use Pima Community College's services or facilities?**
  Services or facilities include: mailing, printing, rental of rooms, etc. Appropriate forms must be completed, signed and approved. A charge will be processed to pay for the utilized services or facilities from the Club account.
- **Will the Cashier give us change for our fundraiser?**
  The Cashier at West and Downtown Campuses can provide up to $30 in change for club fundraising activities. A Petty Cash/Change Fund form must be filled out and signed by two people who also signed the Signature Card.
  Upon your club's deposit, the Cashier will first take back the change they loaned you and deposit the remaining deposit into your Club account.

(*Agency Fund-New/Change Form*, *Agency Club Authorized Signer Card*, and *Petty Cash/Change Fund Form – Appendix D*)

Financial Reporting

With all of the recording, reconciling, and balancing of your organization's budget, you are probably wondering what you are going to do with this information. This information is crucial data that your organization needs in order to operate effectively and successfully. The question most frequently asked by members is "How much is available for us to spend?" The financial report will definitely give you an accurate picture of the kind of financial transactions that have occurred and accurate feedback as to how the organization is doing financially. One of the many duties of a financial officer is that of preparing financial reports.

The following guidelines will assist you in carrying out this assignment:

- Include dates the financial report is covering
- Include the name, title and organization of person responsible for preparing the financial report - Include line items (e.g. printing - $524, telephone - $782)
- Group items into one category to make it cleaner (EX- include printing as one line item and update the total to include recent transactions)
- Alphabetically list each revenue description and amount (include a total at the end of row/column) - Alphabetically each expense description and amount (include a total at the end of row/column)

At the bottom of report include:

- Total revenues
- Total expenses
- Profit or loss
- Beginning fiscal year balance
- Net balance as of present date

Expenditures

The services of the Business Office are available to registered student clubs. Requests are to be made by the club advisor and processed through the Student Life Office. Forms and assistance are available in the Student Life Office.

Photocopying, printing, media development

On campus printing/copying forms may be requested through the Student Life Office. Copies made on campus may be charged against the agency account allotted to your club through the Student Life Office. A Copy Request Order Form (specific per campus) is needed for copies. Allow at least 24 hours to process.

Membership Dues

Student clubs may choose to collect membership dues. Policies for membership dues should be detailed in the club's constitution. Deposits of membership dues should be made within one business day of receipt. It is the club's responsibility to keep records of membership applications and dues received from each member.

Deposits

Monies may be deposited at any Campus Cashier to established Scholarship Accounts and Club Accounts.

Normally, deposits are recorded within one (1) business day of receipt, updating the account subsidiary records. Deposit may only be made to established Agency Fund Accounts. All deposits must be counted prior to depositing at a Campus Cashier Office and a Club Account deposit slip is required for all deposits (these can be found in the Student Life Office). Clubs **MUST** deposit monies received from event proceeds and/or dues within one business day.

(*Club Account Deposit Slip)*

DEPOSIT SLIP
WEST CAMPUS - CLUB ACCOUNT
Deposit Slip required for each deposit.
Deposit Date Club/Agency Name
DETC
Code
Amount
Event/Acti
vity
Receipt #
Cash
Checks
Total
WC Cashier to complete deposit and attach deposit slip to cash receipt for club records.

Fundraising

Developing a successful fundraising strategy allows your organization the opportunity to cover operating expenses, complete projects and programs, and create a small cushion for the future.

Many organizations find that the success of their fundraising may be attributed to the following principles:

Think Positively:

- As you begin your planning for the year, think big -- dream a little! Ask yourself, "If money were not an issue, what would the group do?" Feel free to use your imagination. Generally it is easier to scale down your organization's plans than to scale up mid-year. After you have identified ideal activities for the year, you should begin to assess the feasibility of your goals in light of your resources. Although you have to look at these realistically, be positive -- do not permit a lack of available funds to stifle your plans.

Establish Financial Goals

- If you do not know where you are going, you will never know if you have arrived! When planning your organization's budget, your budget of proposed expenses must be developed and reviewed against existing resources. The specific dollar figure beyond existing resources that will be required to operate becomes your organization's fundraising target. Now is the time to be creative, yet realistic!

Develop Creative Fundraising Alternatives

- Once you have established a financial target, identify all potential sources of funds and develop creative ways to TAP your resources. Successful organizations utilize MULTIPLE approaches to fundraising.

Establish your Fundraising Plan:

- Fundraising is like any other organization project; it can't be successful if left to chance without proper planning. Answer the basic questions: WHO, WHAT, WHERE, WHEN, WHY.

Creatively Explore

- Explore various approaches to fundraising. It is important to balance the costs to your organization with the risks involved. Once a financial plan is developed, write it down.

Evaluate Fundraising Activities

- In order to determine your level of success, maximize learning opportunities and advise future leaders of your chapter, it is imperative that you evaluate your fundraising activities. This evaluation should include a qualitative analysis and conclude with recommendations for future fundraising activities.

Fundraising Dos

- Double work
- Utilize donated supplies/services as much as possible
- Keep records of everything you do
- Make the most of every opportunity

- Have a goal
- Your homework on immediate needs and final goals
- Get groups together before and after every event to applaud successes and to strategize more difficult cases
- Use thoughtful planning - too many events are the product of impulse
- Think positively
- Utilize multiple approaches
- Spend minimum time on fundraisers - they can really bog a group down
- Give donors something tangible for their donation
- Make successful fundraisers traditional
- Keep track of those who have supported you in the past
- Watch for opportunities to build on other's efforts
- Be energetic, creative and enthusiastic

Fundraising Dont's

- Rely totally on dues
- Allow funds to be controlled by an adversary
- Allow fundraising to disrupt the regular business or programs of the organization
- Ask anyone to make a donation because you "need" the money
- Ask for a fixed price when a donation will do
- Expect automatic pay from pledges - you may have to remind them
- Expect too much from members - you should have fun and raise money
- Focus on cash - in kind/operational support such as phone usage, typing services, etc. will help minimize expenses
- Have a fund raiser based on impulse - plan carefully
- Let the treasurer handle all the responsibility - spread it around
- Wait until the last minute for anything - be prepared
- Let one person completely control all the finances - have at least one more person verify transactions
- Forget to be creative, enthusiastic, and to have fun!

Food Fundraiser Information can be obtained from your Student Life Office.

Student Activities Travel

The College reserves to right to determine student eligibility for travel opportunities. When these opportunities are available, these established processes must be followed.

Contact Student Life at pcc-studentlife@pima.edu to find out about available opportunities.

Purpose

Student Activities Travel Application (SATA) is to ensure that College sponsored student travel supports endeavors in the areas of leadership development, diversity/cultural awareness, and Program of Study (degree plan/major). A College-wide process is implemented to review, assess and grant travel request for individual students and student clubs/organizations.

Benefits

- Student activities travel requests are routed through and reviewed by the Student Activities Travel Committee (SATC), administration, and business services.
- Approved applications receive uniform directions regarding step process.
- Potential travelers will plan and budget in advance.
- Within a week after travelers return from a trip, students must present an overview of their experience and information gained from the event. This presentation may be implemented through various avenues eg. Emerging Leaders Workshop, tabling, Aztec Student Advisory Board Meetings etc.

ELIGIBILITY

a. 2.0 GPA (unless first time PCC student)
b. Maintains good academic standing – not on academic restriction/probation/disqualification
c. Currently enrolled at PCC
d. No code of conduct violations
e. Must be in good financial standing with PCC – no overdue account balance or outstanding fines
f. Student club/organization traveler(s) must all be official members of the organization.
Official Members - Listed on approved/most current student club/organization application.

FUNDING

Student Activities Travel Applications DOES NOT guarantee funding. Applicants are encouraged to seek out other funding sources. Applicants must provide a percentage of the cost. Student clubs/organizations must be committed to fundraising. If the student club/organization funds are used, funds must be available in the Student Club Account before submitting SATA. Funding is limited to one (1) time per fiscal year (July 1st-May 31st). If requesting funds, include the detailed amount on the TAR . Applicant(s) will be notified of status within 10 days of review by the SATC. Funding may cover registration, hotel/lodging, travel transportation, Per Diem only if event/conference is more than four days and that are not covered by event/conference, ground transportation, only covers to and from the airport, and baggage fees. If funded, original receipts for baggage fee and ground transportation must be kept and submitted to the club advisor or designee who is responsible for the travel application.

APPLICANTS

Students may submit application as an individual or as a student club/organization. Student and club/organizations that are part of a PCC program of study and/or courses must be approved by the designated department prior to submitting the SATA. The SATA does not approve PCC departmental travel.
If applying as a student club/organization, additional requirements must be met as follows:

a. Club/Student Organization must have an approved and up to date application on file with the Student Life Department.
b. Attach a list containing First and Last name, PCC A#, PCC email address, and Programs of Study of all potential travelers.

Eligibility and criteria for each traveler is evaluated independently.

Guidelines & Checklist

All (individual) student and student organizations interested in submitting a Travel Request must meet with their campus Student Life Coordinator in order to learn about and understand the Pima Community College (PCC) Student Activities Travel Application and processes.

Guidelines:

1. The advisor of club/organization that is requesting student travel is responsible for the completion of the travel application.
2. The Student Life Coordinator of the respective campus is responsible for the completion of the application for individual student travel.
3. Trip Leaders will be identified in the SATA. Trip Leaders must be PCC personnel.
4. All application materials must be typed.
5. Handwritten submission will not be accepted.
6. Only online SATA will be accepted as official submission.
7. International travel is NOT permitted.
8. All travel must be initiated and approved through the SATC at pcc-studenttravel@pima.edu. Travel is not to be arranged/reserved prior to approval. Pima Community College will not be responsible for any arrangements/reservations that are made prior to approval.
9. The use of personal vehicles for travel is not permitted.
10. Prior to submitting a student/club organization travel application, the club advisor must check the eligibility of all travelers.
11. Airfare Transportation cost must be completed through the College Travel Agency:
    a. Short's Travel Management Company
    b. www.shortstravel.com/pima
    c. Phone number: 1-877-263-2550 (M-F 8am-5pm)
        i. Additional fees may be incurred when contacted after work hours or on weekends/holidays
12. Club Advisor must complete and submit a Student Travel Request Form for a Club/organization. Individual student estimates must be completed by the Student Life Coordinator at designated campus.
13. All faculty and staff travel must be approved by their supervisor prior to submitting a SATA.
14. Deviations from itinerary must be approved prior to travel.
15. Pima Community College will not be responsible for additional costs if original travel arrangements differ from the SATC approval of the Student Travel Application.
16. Student club/organization may not be eligible to travel the first eight (8) weeks of the semester due to the necessary lead time to complete and process the required paperwork.
17. The travel application and required paperwork must be submitted no less than six weeks prior to the travel date; eight weeks prior for out of state travel and/or when air travel is necessary.
18. College vehicle(s) are only to be driven and requested by PCC personnel.
19. A roster of potential travelers with names, PCC A#, PCC email addresses, and program of study must be typed and attached to the SATA. Once the roster is submitted, changes may only be approved through the SATC. List is final once submitted. Changes can only be made due to eligibility and/or no longer available to travel.
20. After the SATA is approved, if a student/club organization will be requesting an advance, a Travel Authorization Request (TAR) must be submitted to the SATC. If the trip leader is taking a group of students to an event and they will not request an advance then only one (1) TAR and a list of trip attendees must be submitted to the SATC.
21. When traveling as a group, the rooms will be assigned by travelers' gender identity. Partners are not allowed to share a room (regardless of relationship status). PCC personnel will not share a room with students and/or supervisor.
22. Per Diem is a flat rate of $35 per day. Per Diem only covers meals that are not provided by conference, hotel and or any other activities. Per Diem will be addressed through the TAR and must be completed for each traveler.
23. Student Activities Travel Application must be submitted eight (8) weeks prior to date of departure and

emailed to the SATC at pcc-studenttravel@pima.edu.

24. Student Activities Travel Committee reviews the SATA's every 3rd Tuesday of the month September-May. SATC will notify applicants of application status within five (5) business days after the meeting.
25. Student Activities Travel Application submitted after the SATC meeting will not be reviewed until the following SATC meeting.
26. The SATC does not approve PCC departmental travel.
27. The next step is to contact the SATC at pcc-studenttravel@pima.edu.

Checklist: before submitting your Student Activities Travel Application, complete each of these items:

- ☐ Met eligibility requirements
- ☐ Student Activities Travel Application submitted eight (8) weeks prior to date of departure
- ☐ Addressed application questions
- ☐ Completed funding proposal
- ☐ Provide student list with the following: name, PCC ID number, PCC email, program of study *if applicable - list is final once submitted.
- ☐ Provide copy of government identification (eg. passport, driver's license). Pima student ID is not valid.
- ☐ Provide Itinerary
- ☐ Provide Conference Schedule *if applicable

On-Campus Events/Activities with Non-PCC Property

Art displays and exhibits that are not the property of the college may require additional insurance coverage. Proof of insurance must be submitted to the Student Life Office two weeks prior to the event.

The following information is required:

- Type of non-District owned property to be insured
- Replacement value or purchase cost of property
- Length of time of display/use
- Specific campus location of display/use

Liability

If an off-campus event is scheduled by a student club, the group is required to fill out a *Travel Request Form* and/or an *Off Campus Facility Usage Form* for liability purposes only. Forms should be delivered to the Student Life Office.

For questions about Risk Management, please contact Business Operations at business-services@pima.edu or pcc-travel@pima.edu.

Appendix A – SMART Goal Template

GOAL: *I want to pay my bills in college by selling cotton candy at parks on the weekends.*

S	**Specific**	• What do I want to accomplish? • Why do I want to accomplish this? • What are the requirements? • What are the constraints?	*I want to create a weekend business selling cotton candy at parks. This will bring in extra money to pay my bills during college. I will need a cotton candy machine, cotton candy mix, and a list of places where I am allowed to sell it. I may need to get some sort of special license to sell food. I'll need to look into this before I buy any supplies.*
M	**Measurable**	• How will I measure my progress? • How will I know when the goal is accomplished?	*I will keep track of how much I make each time I go out and sell cotton candy. I will divide my earnings by the hours spent to figure out my hourly average. My goal will be achieved once I earn $350 a week, which is what I need to pay my bills.*
A	**Achievable**	• How can the goal be accomplished? • What are the logical steps I should take?	*In order to accomplish this goal, I must:* *1. Research regulations on selling food/soliciting in public areas.* *2. Find 3-5 places to sell cotton candy.* *3. Buy the necessary equipment.* *4. Create a nice sign promoting my cotton candy.* *5. Actually go out and sell the cotton candy.*
R	**Relevant**	• Is this a worthwhile goal? • Is this the right time? • Do I have the necessary resources to accomplish this goal? • Is this goal in line with my long term objectives?	*This goal will be worthwhile if I earn at least $25/hr. If I end up earning less than this, it would be better for me to take a student job on campus. At $25/hr, I can earn $350 by working 7 hours on Saturday, and 7 hours on Sunday.*
T	**Time-Bound**	• How long will it take to accomplish this goal? • When is the completion of this goal due? • When am I going to work on this goal?	*One day to research the info on selling food in public places, find places to sell, and order the equipment. I'll have to wait 1 week for the supplies to arrive. During that time I can make my promotional materials. So I'll be ready to go sell in 8 days.*

www.timvandevall.com - SMART Goals Template © Copyright Dutch Renaissance Press LLC

Appendix B – Off Campus Facility Usage Form

PimaCommunityCollege

Off Campus Facility Usage: Compliance Cover Sheet

Purpose: To be used when Pima Community College departments are engaging with non-PCC entities to utilize facilities that the college does not own. This cover sheet will help ensure that any Off Campus Facilities contracts/agreements that the college engages in include the components necessary for Clery Act compliance. The form should be filled out in conjunction in conjunction with travel/contract arrangements.

If more than one location will be utilized for the same event or activity (e.g. a hotel and a convention center, if different), please complete a separate from for each location

Examples of Off Campus Facility Usage needing this Compliance Cover Sheet:

1) Locations used for educational purposes that are frequented by students.
2) Locations in which credit and non-credit courses are conducted.
3) Locations in which the Athletics Department uses space for events and/or practice.
4) Locations where the institution leases, rents or controls non-College property in conjunction with a College event or activity.
5) Locations in which the college utilizes space repeatedly i.e. the Tucson Convention Center for graduation.
6) Locations in which space is rented or leased (including hotel or other lodging accommodations) for two (2) or more consecutive nights
7) Locations in which space is rented or leased (including hotel or other lodging accommodations) on two (2) or more different occasions within twelve (12) consecutive months, even if each occasion is less that two (2) consecutive nights.

_____

Name of Event or Activity

_____ _____

Location of Event or Activity *Dates of Event or Activity*

_____ _____ _____

Location Address *City* *State*

_____

Law Enforcement Jurisdiction for location of Event or Activity (if available)

_____

Department Coordinating Event

_____ _____ _____

Contact *E-mail* *Phone*

Forward completed form to Clery Compliance Office to pcc-clery@pima.edu

Appendix C – N.O.B.S.D.A.M.I.T. Program Planning Model

PimaCommunityCollege

Program Planning/Event Planning Model: N.O.B.S.D.A.M.I.T.

EVENT NAME_____

Tentative Date/Time/Location_____

***N**EED: What needs of the community are being addressed? Why does this program need to occur? Who will it benefit?*

_____

_____

_____

***O**UTCOME: What does the program hope to achieve? What will the participants learn as a result of this program? What type of impact might this event have on the community?*

_____

_____

_____

_____

***B**RAINSTORMING: What are different ways to achieve the stated outcomes? Every idea is a good idea and should be considered.*

_____

_____

_____

_____

_____

***S**TRATEGY: What needs to be accomplished for this event to be a success? What action steps need to be taken?*

_____

_____

_____

_____

_____

_____

***D**ELEGATE:* *Who will be responsible for the various tasks? Who will follow up to ensure the various plans are done?*

***A**RRANGEMENTS:* *What arrangements need to be made and by when?*

***M**ARKETING:* *What types of marketing needs to be created? Who will assist with promoting the event? When should marketing begin?*

***I**MPLEMENT:* *On the day of the event, what needs to be done? Who will be greeting attendees? Are there refreshments or programs? Will they be served and if so, by who? Who will restock?*

***T**IE-UP:* *What needs to be done when the program is over? How will the program be evaluated? How will you know if the event is successful? Will attendees evaluate the program? Do thank you cards need to be sent to anyone?*

Completed by: _____ *Date:* _____

Reviewed and Approved by: _____ *Date:* _____

Appendix D – Payment Request Form

Payment Request Form

PimaCommunityCollege
Finance

Encumbrance Number:_____ Banner Vendor Code: _____

Close Encumbrance: Yes ● No Banner Address Type (e.g. PR1/RA1): _____

Date: _____

Requestor:_____ Phone Number: _____

Unit/Department:_____ Location:_____ Mail Code:_____

Fund:_____ Organization:_____ Account:_____ Program:_____

Fund:_____ Organization:_____ Account:_____ Program:_____

Payee Information

Payee Name: _____

Remit Address: _____

_____

City, State, Zip Code: _____

Detailed description of goods/services/dates:

Registration Information

Event Title:_____ Event Date: _____

Concur Request ID*:_____ **Please attach a copy of the approved Concur Travel Request to this form. If the registration fee is included in Request, no additional signatures required.*

Item No.	Description	Amount
1		

Special Instructions:

Tax	
Shipping	
Total	

Approver's Name _____ Approver's Signature _____ Date _____

Approver's Name (if required) _____ Approver's Signature (if required) _____ Date _____

Administrator/Chancellor Name (if required) _____ Administrator/Chancellor Name (if required) _____ Date _____

FOR BUSINESS OFFICE USE ONLY *Signature confirms all required information is filled out including vendor code and Banner address type.*

Printed Name _____ Signature _____ Phone Ext. _____ Date _____

FOR ACCOUNTS PAYABLE USE ONLY

Printed Name _____ Signature _____ Date _____ Invoice Number _____

Appendix E – Agency Fund-New/Change Form, Agency Club Authorized Signer Card, and Petty Cash?Change Fund Form

REV 3/2017 1703BO1D

Pima County Community College District

Agency Fund - New/Change Form

Fax: (520) 206-4516 Mail Code: DO-1220

New Fund Request

Title: _____

Campus: _____

Change Fund Request

Fund Number: _____

	Current:	**Pro**
Title:	_____	_____

Funding Source:

Club Account — Monies held for and on behalf of student organizations/clubs
Fund #: 81xxxx; Account: 22006

Scholarship account — Monies provided by and held on behalf of donors for scholarships.
Fund #: 83xxxx; Account: 22003

Seizure Account — Only available for Department of Public Safety.
Fund #: 87xxxx; Account: 22009

Third Party
Fund #: 85xxxx; Account: 22012
Funds Source: _____
Use of Funds: _____

Purpose: _____

Effective Date: _____

***Note: A Completed Signature Card Must Accompany This Request for Student Clubs**

Requested By:			
Print Name	Signature	Date	Extension
Club Advisor/Fund Director:			
Print Name	Signature	Date	Extension
Approved By:			
Print Name of Campus Business Officer/Admin.	Signature	Date	Extension

For Finance Office Use Only **New Fund Number:**

Completed By: _____

Signature Date

Forward to: District Office - Budget & Reporting DO-1220 1/1/2014

PimaCountyCommunityCollegeDistrict

Agency Club Authorized Signer Card

The individuals listed below are authorized signers for the club fund _____, described as _____

Please sign as signature will appear on withdrawals

_____ _____
Date signed Signature of Dean or Club Advisor

_____
Print or type name/phone #/mail code

Authorized Signers for Withdarawal of Funds:

1. X _____
_____
Print or type name

2. X _____
_____
Print of type name

3. X. _____
_____
Print or type name

Date received in Budget & Reporting _____

Fiscal Control Form FC-680

1606CC4D

DEPOSIT SLIP
WEST CAMPUS—CLUB ACCOUNT

Deposit Slip required for each deposit

Deposit Date _____

Club/Agency Name _____ **DETC Code** _____

		Amount
Event / Activity	_____	
	_____	

Receipt # ☐

Cash _____
Checks _____

WC Cashier to complete deposit and attach deposit slip to cash receipt for club records.

Total ☐

Pima County Community College District

Change Fund Form (Permanent or Temporary)

TEMPORARY CHANGE FUND – ISSUED

Unit/Department _____ Campus _____ Mail Code _____

Primary Custodian _____ Phone Number _____

Secondary Custodian _____ Phone Number _____

Amount _____ Custodian has counted and verified the amount before taking possession of change fund _____ (initial)

I have read and understand the petty cash procedures as set forth in the Payment Handling Manual. I am responsible for the proper use and security of the change fund.

_____ _____

Primary Custodian Signature Date Secondary Custodian Signature Date

_____ _____

Administrator Approval Date Issuing Cashier Date

Completed form is maintained by issuing Cashier's Office

TEMPORARY CHANGE FUND – RETURNED

Amount _____ Custodian has counted and verified the amount before taking possession of change fund _____ (initial)

_____ _____

Primary Custodian Signature Date Secondary Custodian Signature Date

_____

Receiving Cashier Date

PETTY CASH FUND/PERMANENT CHANGE FUND

Open **Close** **Change Custodian** **Change Amount**

Unit/Department _____ Campus _____ Mail Code _____

Primary Custodian _____ Phone Number _____

Business Manager/Secondary Custodian _____ Phone Number _____

Petty Cash Fund title _____

Fund _____ Account _____ Amount _____

(To be completed by Budget & Reporting (Also enter on Payment Request Form)

I have read and understand the petty cash procedures as set forth in the Cash Handling Manual. I am responsible for the proper use and security of the petty cash fund.

_____ _____

Primary Custodian Signature Date Secondary Custodian Signature Date

PETTY CASH/PERMANENT CHANGE FUND APPROVAL

_____ _____

Administrator Approval Date Budget & Reporting Approval Date

Route completed form with a Payment Request Form to Budget & Reporting, Mail Code DO-1210

Volunteer Services Agreement

PimaCommunityCollege
Office of Human Resources 4905D East Broadway
Boulevard Tucson, Arizona 85709-1180
Telephone (520) 206-4624
Fax (520) 206-4662
www.pima.edu

Name:_____ Date: _____

Home Address: _____

City, State, ZIP: _____

Telephone:_____ Cell Phone:_____ Email:_____

Emergency Contact Name: _____

Emergency Contact Telephone:_____ Relationship: _____

I understand and accept the following conditions:

1. I will not be paid wages, receive fringe benefits or be covered by Worker's Compensation in connection with the volunteer services I perform;
2. A background check will be conducted for all volunteers;
3. I must complete a background check before I can begin volunteer services for the College; and
4. This agreement may be terminated along with the volunteer services I perform at any time by the College or myself.

I will provide the following volunteer service(s):

Volunteer service(s) start date:_____ to end date: _____

Background Information: Have you ever been convicted of committing or admitted, in open court or pursuant to a plea agreement, to committing any felony criminal act? ◯ Yes ◯ No If yes, please explain the nature and circumstances of the conviction, admission or plea agreement:

Physical Job Requirements

I understand the nature of the work, including the physical requirements.

◯ I do not need an accommodation to perform the physical requirements of this volunteer service.

◯ I do need an accommodation to perform the physical requirements of this volunteer service.

(Please call the College ADA/EEO office at 206-4588 for a determination of whether the accommodation can be provided).

I attest that the information I have provided is accurate and complete. I understand that the omission of any information, as well as providing any false or misleading information, is grounds for immediate termination of this Agreement and my volunteer services.

Volunteer's Signature:_____ Date: _____

If minor child, Guardian's signature:_____ Date:_____

Print Name of Supervisor: _____

Supervisor's Signature:_____ Date:_____

Location of Volunteer Work_____ Contact Telephone _____

Forward the original form to the Human Resources Department (mail code 1180). Provide a copy to the volunteer and to the supervisor. This information is to be made available in the work area. In case of emergency, contact the PCC Department of Public Safety at 911 and provide as much information as possible.