



Student Organization Guide

Club Advisors and Officers

PLEASE NOTE THIS DOCUMENT AND CLUB GUIDELINES ARE SUBJECT TO CHANGE.

This document intends to assist those interested in starting new student organizations and being effective leaders of current student organizations. We hope you will share this document and refer to it when questions arise. If you have any questions, please contact the Office of Student Life at:

HCC-StudentLife@haywood.edu

Student organizations should also become familiar with and must abide by all official **College Policy & Procedures** regarding student organizations which can be found online at:

<https://www.haywood.edu/about-hcc/policies-and-procedures.php>

Table of Contents

Club Advisors and Officers	1
Requirements for HCC Student Organizations	3
Membership	3
Registration.....	3
Participation in SGA and Campus Events.....	3
Advisor Responsibilities and Guidelines	4
Discrimination, Harassment, and Anti-Hazing Policies and Procedures	4
General	4
Activities	5
Budget	5
Annual Advisor Responsibilities.....	5
Expectations of Officers.....	6
Academic Standing.....	6
Adherence to College Policies and Procedures.....	6
Receiving SGA Funding	6
Club Funding Policy	7
Procedure for Requesting Club Funding:.....	7
Fundraising at HCC	7
On-Campus Bank Accounts.....	8
Deposits	8
Club Expenses	9
Purchasing Procedures at HCC.....	9
Travel and Related Expenses	9
Alcohol and Drug Use.....	9
Advisor Responsibilities.....	10
College Resources	10
Campus Classrooms or Meeting Rooms	10
Posting Flyers.....	10
College Vans.....	10
Organization Sponsored Activities.....	11
Advertising and Promotion	11
Lecturers/Performers/Invited Guests.....	11
Events with Food and Sale of Food	11
Collections and Drives	12
Permission to Raise Funds Application	13

Requirements for HCC Student Organizations

Membership

All members of a student organization must be *currently enrolled* curriculum students at HCC. No HCC student organization may discriminate in its membership on the basis of race, color, religion, sex, gender, national origin, age, disability, or sexual orientation. By their nature, some organizations may follow national standards for participation qualifications (such as a specified grade point average or satisfactory faculty recommendations). Before setting such standards, check with the Office of Student Life.

Registration

A [Student Club Registration](#) form identifying the current officers, advisors, and SGA meeting representatives must be completed at the beginning of each fall semester and submitted to the Office of Student Life. These forms will be made available at the beginning of the fall semester at the club advisors meeting and online. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted. All student organizations must complete annual anti-hazing training as a condition of maintaining college recognition or registration (**Anti-Hazing Procedure 5.3.4.3**).

Participation in SGA and Campus Events

Student organizations are required to choose a representative to the Student Government Association. Each student organization is expected to participate in SGA meetings and events. Student organizations are also expected to keep the SGA and Office of Student Life informed about the activities of the organization.

Advisor Responsibilities and Guidelines

An advisor is a full-time staff/faculty member and an essential part of a club's organization. Without an advisor, a student organization may not be chartered. Advisors volunteer to work with student groups because they are interested in helping to develop student leaders. These responsibilities are detailed below.

Discrimination, Harassment, and Anti-Hazing Policies and Procedures

- Have a thorough knowledge of the club, its constitution, and its objectives as well as HCC's policies and procedures, including but not limited to the following policies:
 - ***Student Code of Conduct (5.3.2)***
 - ***Student Clubs and Organizations (5.4.6)***
 - ***Discrimination and Harassment (3.3.7/ 5.3.4): Title IX Sexual Harassment, Unlawful Discrimination, and Anti-Hazing***
- The College strictly prohibits hazing in any form for all individuals and organizations associated with the College including but not limited to students, employees, volunteers, and affiliated organizations, both on and off campus (***Procedure 3.3.7.3/ 5.3.4.3: Anti-Hazing***).
- **Any person who witnesses, experiences, or has knowledge of hazing activity must promptly report the incident to the Dean of Student Services.** Employees found responsible for hazing or for failing to report known hazing incidents will face disciplinary action up to and including termination of employment.
- All faculty and staff advisors to student organizations must complete specialized anti-hazing training.
- Advisors are required to attend and monitor new member activities and report any concerns promptly.

General

- Have a belief in and an enthusiasm for the club and its purpose.
- Work closely with the club president and officers.
- Act as a liaison between the students, the Office of Student Life, and administration.
- Attend all club meetings and important club committee meetings.
- Foster teamwork and be a "resource person" for students.
- Encourage an active interest of the club in campuswide objectives.
- Monitor academic progress of all officers.
- Maintain a flow of information concerning the status and activities of the club with the Office of Student Life.

Activities

- Coordinate along with your officers a calendar of events consistent with college policy.
- Advise the club on educational and social activities to ensure they are in accordance with college policy.
- Encourage student participation in activities and services sponsored by all clubs on campus.
- Assist in making arrangements to attend conferences.
- Accompany and supervise students to, from, and during all away meetings and conferences.
- Ensure that all elections are held in accordance with the club constitution.

Budget

- Advise and assist in preparation of the club budget.
- Encourage good record keeping and sound financial and business practices.
- Approve all expenditures.
- The advisor shall be present whenever the organization:
 - Conducts any activity which is considered an official organization function, or which is held under the name of the organization, and to which members are extended written or verbal invitations.
 - Conducts any meeting on or off campus.
 - Attends a meeting and/or conference.
- Consult with the Office of Student Life when questions and problems regarding the club/organization arise.

Annual Advisor Responsibilities

- The number of active student clubs/organizations may vary from year to year due to student interest. Each fall semester, the Office of Student Life will request a meeting with all club advisors. The club advisor must attend the sessions offered. At this meeting, clubs will verify active status for the academic year (fall and spring).
- Within the first few weeks of the fall semester, advisors should meet with students to determine the following:
 - Club activity calendar for the year
 - Fundraising opportunities
 - Annual club budget
 - Election of officers
 - Expectations and guidelines for student club membership
- Active clubs and organizations should annually appoint a representative to

attend SGA meetings. Clubs/organizations will receive appropriate notices of meeting dates and times. Attendance is an opportunity to share information about upcoming events, find out about other organizations' events, and help earn SGA funding for their club.

Expectations of Officers

Academic Standing

- Maintain acceptable standards of academic progress while attending HCC.
- Each organization may establish its own GPA requirements for officers and members.
- No student may hold membership in an organization while under suspension from the college.

Adherence to College Policies and Procedures

- Student organizations not adhering to policies and procedures established by the college risk the loss of recognition and funding opportunities.
- The College strictly prohibits hazing in any form and Any person who witnesses, experiences, or has knowledge of hazing activity must promptly report the incident to the Dean of Student Services (**Anti-Hazing Procedure 5.3.4.3**)
- Any incident by a student organization warranting disciplinary action will be reviewed by the Office of Student Life and the Dean of Student Services according to college policies and procedures including, but not limited to, the **Student Code of Conduct (5.3.2)**.

Receiving SGA Funding

To receive club funding from SGA, student organizations must complete the following:

- The club representative or replacement must attend at least **two** SGA meetings per semester.
 - Meeting times will be posted to the "Student Life & Wellness—Get Involved!" Moodle page and <https://www.haywood.edu/student-life/>
 - The club representative is responsible for signing in at the meetings.
 - The club representative should report their club's events to the SGA during the SGA meeting.
- The club must participate in at least **two** Student Life events per semester.
 - Student Life events can be found on the "Student Life & Wellness- Get Involved!" Moodle page and <https://www.haywood.edu/student-life/>

- The events will also be announced at SGA meetings, posted on campus bulletin boards, and advertised in the HCC email newsletter and on HCC's social media pages.
- Events eligible for funding include: Week of Welcome, blood drives, Spring Fling, Kickball, etc.
- Participation may include:
 - Assisting with event preparation or set-up.
 - Attending and participating during a Student Life event, including supervising a club booth, or other needed tasks for the event's success.
 - Assisting with event clean-up or take-down.
- Advisors are encouraged to communicate with the Office of Student Life if their club members would like to volunteer or otherwise participate in Student Life events.

Club Funding Policy

Student organizations that attend two SGA meetings and two Student Life events per semester will receive \$100 of club funding at the end of each semester or a total of \$200 per year. Additional club funding may be available throughout the year upon winning SGA led competitions, or by participating in SGA led raffles.

Procedure for Requesting Club Funding:

At the end of each semester, club advisors must email the club funding request to HCC-StudentLife@haywood.edu including the dates of the club's participation and what events were attended.

Fundraising at HCC

In alignment with **HCC policy 5.4.6: Student Clubs and Organizations**, the President, Dean of Student Services, and the Office of Student Life, shall establish rules and regulations regarding fundraising activities and raffles. Club advisors shall consider the guidelines in **policy 5.4.6** before submitting a request. If all guidelines have been considered, the following procedures shall be followed for requesting a fundraising activity or event:

1. Prior to planning a fundraiser, club advisors should submit a **Permission to Raise Funds Application** form to the Office of Student Life, who will ensure the request meets appropriate guidelines and does not interfere with other approved events. Club advisors must obtain signed approval from their academic dean prior to submitting the form.

*Note: If the request to raise funds includes any solicitation for donations, that should be indicated on the form. The **Permission to Raise Funds Application** must be approved prior to contacting any individual,*

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business, etc. for donations or funds.

2. The Office of Student Life will forward the form to the Dean of Student Services who will make the final approval on the request. In the event the **Permission to Raise Funds Application** includes the solicitation for donations (including gift certificates, door prizes, in-kind gifts, coupons, etc.) the Dean will collaborate with the Director of the Haywood Community College Foundation prior to making a decision. This is to ensure all requests for donations are managed in an efficient and coordinated manner.
3. After the review and decision of the Dean of Student Services, The Office of Student Life will communicate any approval/denial and recommendations to the club advisor.

Note: Any items or funds given to a club or organization from an outside organization, person, or trust in which the donor wishes to receive tax credit must be channeled through the Foundation. Smaller donations in which the donor does not want to receive tax credit do not need to go through the Foundation, however, the club or organization needs to document the items received and report it to the Office of Student Life, who will keep a record of such items on a log.

Student clubs or organizations receiving any gift(s) are encouraged to send acknowledgment cards or letters to the donor.

On-Campus Bank Accounts

All student organizations are assigned an HCC bank account once the advisor completes the **Fund Authority form** in the Business Office. This account will be used to distribute all SGA funds to student organizations. Organizations may also deposit fundraising income into this account. Funds from this account may be accessed to support activities mutually approved by the students and the advisor of the organization. Please follow the guidelines for accessing these funds as explained below and in the **Club Guide to the Business Office**. Club accounts must adhere to the Haywood Community College **Procedure 6.2.5.1: Student Club Deposits and Expenses**.

Deposits

1. Club advisors are responsible for collecting funds and bringing to the cashier in the Business Office to deposit as they are received. As per **NC GS115d-58.9**, funds are to be deposited daily. No cash, checks, etc. are to be held.
2. Deposit amount, club name and budget code should be provided to the

cashier. The cashier has a deposit spreadsheet available.

3. Cashier will verify deposit amount and print receipt.

Club Expenses

1. Club advisors must verify cash is available prior to spending.
2. Access to accounts is available to the advisor via Budget Selection.
3. Submit requisitions to Purchasing Technician to verify funds, and to process a Purchase Order or payment with Accounts Payable.

Purchasing Procedures at HCC

Clubs at Haywood Community College are an extended part of the college and are therefore subject to the same purchasing guidelines as all other college purchases. HCC purchasing policies and procedures are found at <https://www.haywood.edu/policies-and-procedures>. **Policy 6.3.7: Purchasing, and Procedure 6.3.7.4: Purchasing Procedures**. The purchasing procedures, rules and regulations are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by **N.C.G.S. §143, Article 3 and § 115D-58.5**.

These procedures must be followed in the purchase of supplies, materials, and equipment regardless of the source of funds.

Prior to making a purchase, please work with the Purchasing Technician to ensure adequate funds are available for making a purchase. The Purchasing Technician will work with clubs to complete the required forms, gather the appropriate receipts, and make purchases.

Travel and Related Expenses

All travel of student organizations should be well planned, expenses should be kept to a minimum, and risks should be considered. Liability issues can be discussed with the College's Vice President of Business Operations.

Alcohol and Drug Use

All students (regardless of age) are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling, or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location (**HCC Policy 5.3.5: Students—Alcohol and Drugs on Campus**.) This also includes off College property at any College-sponsored or College-approved activity, event, or function, such as a field trip or athletic event,

where students are under the College's jurisdiction and representing HCC. A student who violates the terms of this Policy will be subject to disciplinary action in accordance with **Policy 5.3.2 – Standards of Student Conduct**.

Advisor Responsibilities

The organization's advisor or a designated college staff member must accompany the organization in all travel. Students who travel on college business are subject to HCC travel regulations, including statutory subsistence allowances to the same extent as college employees. HCC follows the **North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 1: Fiscal Procedures for Travel Guidelines**.

1. The advisor must complete an **Away from Campus Form**, which is located on Haywired in the Business Office folder. The advisor's supervisor and dean must approve the travel. An agenda and any other necessary documentation must accompany the **Away from Campus Form** when requesting a travel advance or a travel reimbursement.
2. The advisor must complete the **Reimbursement Form** within two weeks upon return.

College Resources

Campus Classrooms or Meeting Rooms

Classrooms or other meeting rooms may be available for an organization's use. Please contact the Coordinator of Campus Development Services and Events for help in reserving campus space.

Posting Flyers

Check with department assistants before posting flyers on department bulletin boards. If the organization's event is open to the public, consider posting flyers around the community. Do not post flyers anywhere without obtaining the appropriate permissions.

College Vans

College vehicles can be scheduled through the HCC Ticket System. An **Away from Campus Form** is required to reserve the van. It is preferred that the request for vehicles be made three days in advance to be sure that a vehicle is available. Fuel use and mileage will be charged to the student organization. Beginning and ending mileage should be recorded in the logs provided when the van keys are picked up. Fuel tanks should be filled, and the interior should be left clean when the van is returned. A ticket will need to be submitted by the designated driver. Without this ticket approved, the van cannot be used.

- Only HCC employees may drive college vehicles.
- Van training must be completed before operating college van.
- Vehicles must be returned to campus. They may not be driven to a private residence.

Organization Sponsored Activities

Student organizations are strongly encouraged to consult the Office of Student Life and the SGA when planning events and activities to receive guidance and feedback in putting together a successfully planned event.

Advertising and Promotion

Communication is always challenging on a commuter campus such as HCC. Organizations are encouraged to use creative methods of advertising planned activities. The Office of Student Life and/or SGA Officers will offer assistance when possible. Several effective methods of on-campus advertisement are listed below:

- An Electronic Sign is located at the entrance of HCC's campus. Campus activities are posted as the limited space allows. Electronic sign requests should be made by the organization's president or advisor two weeks in advance through the Marketing Department who can be reached at HCC-Marketing@haywood.edu or 828.627.4521.
- Bulletin Boards are available for use by HCC organizations and programs. Please consult with the Office of Student Life and department assistants to determine regulations regarding bulletin boards. Business advertisements are not permitted.
- HCC's E-Newsletter publications are also available and must be coordinated with the Director of Marketing who can be reached at HCC-Marketing@haywood.edu or 828.627.4521
- Media Coverage: **Any invitation to the media to cover an activity must be coordinated with the Director of Marketing** at 828.627.4521.

Lecturers/Performers/Invited Guests

Any speakers, lecturers, performers, and/or invited guest must be approved by the organization's advisor, academic dean, and Dean of Student Services.

Events with Food and Sale of Food

HCC student organizations are required to adhere to policies set by the Haywood County Health Department when involving food for events and fundraisers (**HCC Policy 5.4.6: Student Clubs and Organizations**).

Clubs and organizations may serve/sell only pre-packaged food items, professionally prepared, pre-wrapped items, and beverages in sealed containers. Examples of these items include bottled/canned soft drinks, pre-wrapped sandwiches, wrapped/packageed desserts, etc. Muffins or cookies must be pre-packaged.

The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited. If you have questions about these regulations, consult with the Office of Student Life.

Permission may be granted for the sale of such items if the preparer is ServSafe Certified. A copy of the certification must be included with the **Permission to Raise Funds form** when sent to the Office of Student Life.

Collections and Drives

Collections and drives are good ways to participate in community service. To arrange for a collection or drive of any kind, the event must be approved by the student club advisor, academic dean, Office of Student Life, and the Dean of Student Services.

PERMISSION TO RAISE FUNDS APPLICATION

Instructions and Checklist

Before submitting this form, please make sure you are following the guidelines set forth in *HCC Policy 5.4.6 - Student Clubs and Organizations* and the *Student Organization Handbook*.

Club advisors should complete this form on behalf of clubs wishing to raise funds. It is advisable to submit the form as early as possible in advance of the proposed fundraising date to allow adequate time for review by the Dean of Student Services and the Office of Student Life.

Club advisors should communicate the club's fundraising request with their academic dean and obtain their signature on this form prior to submitting the application. The completed form can be emailed as an attachment to HCC-studentlife@haywood.edu or it can be printed and turned in to the Office of Student Life within Student Services.

Club Advisor Signature obtained

AND

Academic Dean Signature obtained

THEN

Submit completed form to: HCC-studentlife@haywood.edu

PERMISSION TO RAISE FUNDS APPLICATION

Before submitting this form, please make sure you are following the guidelines set forth in HCC policy 5.4.6 and the Student Organization Handbook.

1. Name of Club
2. Where do you wish to raise funds? (Check one)
On campus Off campus Both on and off campus
3. If on campus where would the club like to conduct the fundraising?

**Please coordinate any table needs or items/locations needed for an activity or event with the coordinator of student life, and the coordinator of campus development & events as needed.*

4. Proposed date(s) of fundraising
5. Please describe in detail the type of fundraising activities you wish to have.
 - a) What products or services will be sold?
 - b) Check if there will be a raffle? If so, how much will tickets cost?

**Please remember, per NCGS 14-309.15, only two raffles per club a year will be approved. No less than 90% of the net proceeds of a raffle shall be used by the organization for charitable, religious, educational, civic, or other nonprofit purposes. None of the proceeds may be used to pay any person to conduct the raffle, or rent a building where tickets are received or sold.*

- c) Will you be soliciting for donations? Yes No
- d) If requesting donations, where?
- e) What is the fundraising goal amount to be raised?
- f) Other items for consideration

6. In brief, for what purpose is the club hoping to raise funds?
7. Please list any items/funds from other sources (such as in-kind gifts, monetary donations, etc.)

PERMISSION TO RAISE FUNDS APPLICATION

Club Advisor Signature

Date

Academic Dean Signature

Date

Do Not Write Below This Line

Permission Granted

Permission Denied

Explanation:

Dean of Student Services Signature

Date

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