

OZARKS TECHNICAL  
COMMUNITY COLLEGE

*Office of Student Engagement*



# STUDENT CLUB HANDBOOK

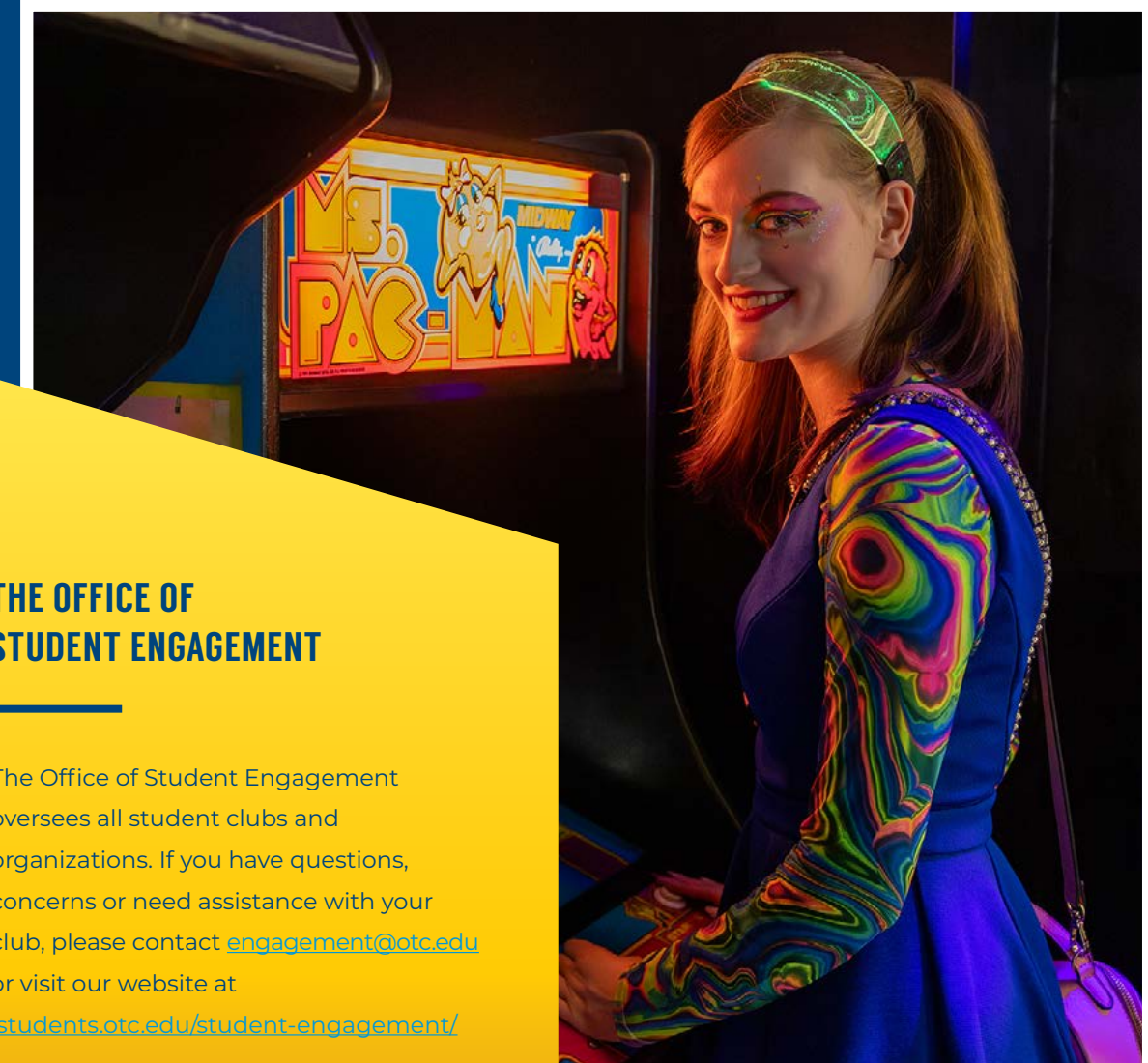


# WELCOME

Welcome to the Ozarks Technical Community College (Ozarks Tech) Student Club Handbook. This guide aims to provide valuable information and resources for establishing, growing, managing and maintaining student clubs on campus. Whether your club is new or existing, this handbook will help you navigate the ins and outs of running a successful club for both student leaders and advisors.

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## THE OFFICE OF STUDENT ENGAGEMENT

The Office of Student Engagement oversees all student clubs and organizations. If you have questions, concerns or need assistance with your club, please contact [engagement@otc.edu](mailto:engagement@otc.edu) or visit our website at [students.otc.edu/student-engagement/](https://students.otc.edu/student-engagement/)



# STARTING A NEW CLUB

Before a club can be officially recognized as a student organization, the Office of Student Engagement must approve all club registrations or club renewals and the club must agree to abide by the regulations of the Board of Trustees and policies issued by the college administration. Every club or organization must have a full-time faculty or staff advisor. Clubs are not allowed to operate in a manner that discriminates against employees or students in violation of state or federal laws or college policies.



## CLUB REGISTRATION PROCESS

- a. Any student or group of students wanting to form a club or organization must have a full-time Ozarks Tech faculty or exempt full-time staff member willing to serve as an advisor to the club.
- b. If the student or students need help finding an advisor, they can contact the student engagement office at [engagement@otc.edu](mailto:engagement@otc.edu).
- c. The faculty or staff member who desires to serve as an advisor to a student club must present a verbal or written request for permission to be a student advisor to their supervisor. Upon approval from the supervisor, the faculty or staff member may proceed to assist the club.
- d. A student leader or advisor of the student club must submit a [club registration](#) form on the Office of Student Engagement website, that includes the following information:
  - i. Constitution/by-laws with the club's statement of purpose. A sample constitution can be found here: [Politically Active Example Constitution](#)
  - ii. A list of Ozarks Tech emails for club officers. At a minimum this should include the club president, other officers can be listed as applicable.
  - iii. The advisor's name and campus location
  - iv. The process to join the club and meeting requirements
  - v. Social handles, if applicable
- e. The Office of Student Engagement will review the registration form. This can take up to two weeks. The Office of Student Engagement will then notify the president and advisor of the club of its official approval or any necessary revisions that need to be made to the draft constitution/by-laws.
- f. **Important Notes:** As a representative of the college, the advisor shall exercise supervision over membership, operation and activities of the student club. Advisors must be full-time employees of the college and a non-voting member of the student club. Advisors and officers must supervise each student club event that they plan and execute. Ozarks Tech shall not grant approval of sponsorship for an event that is or appears to be an activity of a non-Ozarks Tech club. Ozarks Tech reserves the right to suspend the activities of any student club. The college may terminate the club at will if it determines any activities are in violation of the regulations and policies.

## REGISTRATION OF AN INACTIVE CLUB

A club that previously operated at Ozarks Tech but has been inactive for more than one year must submit a [registration form](#) to the Office of Student Engagement to reactivate the club. This involves the same steps as registering a new club. However, the students who want to reactivate the inactive club may want to obtain copies of any governing documents, previous registration paperwork or other important documents from the Office of Student Engagement. These documents can be used to register the club or can be modified to update the club's governing documents prior to the registration process being completed.





# CLUB ADVISORS

The student club advisor's role is to give guidance, support and mentorship to a student club's leaders and members. The advisor's primary responsibility is to assist the student leaders in effectively managing the club and achieving its goals. The student leaders are the individuals who lead the club and have primary responsibility for the club's duties. Here are some key aspects of the club advisor role:



## 1. GUIDANCE AND SUPPORT

As an advisor, you offer guidance and support to the student leaders in various aspects of running the club. This may include helping them develop their mission and goals, providing advice on event planning and execution, helping them identify co-curricular opportunities, assisting with budgeting and fiscal management, and offering strategies for effective communication with Ozarks Tech and external stakeholders.

## 2. MENTORSHIP

You serve as a mentor to the student leaders, helping them develop their leadership skills and providing insights based on your own experiences. You can offer advice on decision-making, problem solving and conflict resolution, and encourage them to think critically and creatively.

## 3. POLICY AND PROCEDURE AWARENESS

It is important for an advisor to be familiar with the policies and procedures of Ozarks Tech. You can help the club comply with these guidelines and ensure that their activities align with the institution's values and rules.

## 4. NETWORKING AND CONNECTIONS

As an advisor, you can help the club establish connections and build relationships with other individuals and clubs in the field or industry relevant to their interests. This can provide opportunities for collaboration, guest speakers and potential funding sources.

## 5. ACCOUNTABILITY

You play a role in holding the club accountable for their actions and decisions. This may involve monitoring their progress, attending meetings and providing constructive feedback when necessary. By holding them accountable, you encourage responsible behavior, demonstrate the importance of commitment and help them learn from experiences.

## 6. CONFLICT RESOLUTION

In any club, conflicts may arise among members. As an advisor, you can help mediate and resolve conflicts, which fosters a positive and inclusive environment at Ozarks Tech. This includes promoting and modeling open communication, encouraging respectful dialogue and facilitating compromise when necessary.

## 7. CONTINUITY AND SUCCESSION PLANNING

As student leaders graduate or move on, you can assist in ensuring a smooth transition of leadership. This involves helping the club establish a succession plan, providing guidance on leadership processes and facilitating knowledge transfer to incoming leaders.

# ACTIVE STATUS AND CLUB RENEWAL

A club student leader or advisor is required to renew their student club every fall semester by September 30. You can renew your student club by filling out the [renewal form](#) on the Office of Student Engagement website.

In addition to filling out a renewal form, active student clubs should consistently engage with their members through meetings, events, initiatives, and opportunities that align with their mission.

# MEMBERSHIP



## ACTIVE CLUBS HAVE ACCESS TO THE FOLLOWING RESOURCES:

- ▶ **Advising:** Assistance from the Office of Student Engagement and other relevant offices on campus
- ▶ **Banking:** The ability to access and maintain a financial account at the college (also called a GL account), which allows you to fundraise and be tax-exempt.

- ▶ **Facilities:** Access to Ozarks Tech facilities and space for student club activities, meetings and events
- ▶ **Funding:** Eligibility for funding from the college
- ▶ **Promotion:** Table at all major college sponsored events, inclusion on our promotion of student clubs, social media recognition
- ▶ **Training:** Access to free leadership training on various topics such as event planning, fundraising, etc.

Student club membership and recruitment form the lifeblood of a vibrant campus community. Membership offers students a chance to connect with like-minded individuals who share their interests and passions. Diverse and inclusive recruitment practices ensure that a wide range of students feel welcome and represented, fostering rich perspectives within the club.

## MEMBERSHIP REQUIREMENTS

Members of the student clubs must be currently enrolled students at Ozarks Tech. Members can be located at any Ozarks Tech campus, online students, or high school students who are enrolled in one of Ozarks Tech's programs.

student to participate in and become a member of the club by attending meetings and events. Selective membership clubs require interested students to meet specific requirements to become members of the club. The process to join and membership requirements must be equal for all students and approved by the club's leadership team.

## OPEN AND SELECTIVE MEMBERSHIP

Student clubs are allowed to select open membership or selective membership as a distinction of their club. The process to join and membership requirements must be effectively communicated to all interested students and listed in all of the club's media and marketing. Open membership clubs allow any interested

## MEMBERSHIP INCLUSION

Student clubs may not discriminate based on race, national origin, color, religion, gender, age, sexual orientation, veteran status and/or ability status.





# FINANCIAL MANAGEMENT GUIDELINES

Student clubs are expected to maintain sound financial management practices with all funds relating to the club. Registered student clubs are considered an affiliate of Ozarks Tech and are subject to the college's policies and procedures.

## INACTIVE ACCOUNTS

Student club accounts that have been found to be inactive for an academic year will be subject to having funds provided by the Office of Student Engagement returned to the Office of Student Engagement.

## CLUB FUNDS USAGE

Club funds should be used to further the club's mission, enhance the community of current members or recruit future members. Club funds cannot be used for the personal benefit of any members.

## STUDENT CLUB SPENDING

The elected leadership of a club is responsible for making sure their group is financially sound. If funds are not available in the account, the purchase should not be approved. Overdrafts are not permitted! The elected treasurer should manage the budget and expenses for the club. The treasurer should regularly consult with their campus advisor regarding student club financial matters. You may also email Assistant College Director for Finance, Chris Cannell ([lcannellc@otc.edu](mailto:lcannellc@otc.edu)), to ask about your account's balance. However, it can take three or more months for transactions to show on your club's account which means the balance Chris communicates to you may not be your most up-

to-date balance. This is why your treasurer or other club leader should keep updated financial records.

## TAX EXEMPT STATUS

Ozarks Tech is exempt from sales tax. All registered student clubs are also exempt from sales tax by using the Ozarks Tech Tax Exempt Letter. Purchases should not include sales tax. This includes meals. If you do not use the (Ozarks Tech) Tax Exempt Letter, you will not be reimbursed for the sales tax you paid. The Office of Student Engagement can supply you with a copy of the Ozarks Tech Tax Exempt letter to be used for any taxable purchase.

## DEFICIT SPENDING

Deficit spending will not be accepted. If a student club overdraws its account, it is that group's responsibility to make up the balance before the end of the academic year (groups could charge membership dues, seek departmental or outside sponsorship, or fundraise for donations). Student clubs may not be eligible for additional funding until their negative account balance has been reconciled. If the account is still negative at the end of the fiscal year, it is up to the campus advisor of the club and their appropriate vice president to determine a departmental account to charge.

## P-CARD CHECK OUT

Student clubs can check out a credit card from the Office of Student Engagement. Student leaders or advisors can email the Student Engagement Coordinator, Micha White, at [whitemic@otc.edu](mailto:whitemic@otc.edu) to request the credit card. The credit card must be returned with the tax exempt

receipts from the purchase within three business days of card check out. This can be the original receipt or a copy of the receipt if your club needs to keep the original receipts for their records. If tax is charged, the club is responsible for covering the tax.

## ONLINE PURCHASES

If a club needs to purchase items online, we recommend using Amazon since Ozarks Tech has an organization account that is set up with tax exempt status. Advisors can request an Amazon business account by emailing [purchasing@otc.edu](mailto:purchasing@otc.edu).

## REIMBURSEMENT

An individual who spends personal funds on club expenses may be reimbursed by using ChromeRiver. If student leaders need help with reimbursements, they can ask their advisor or contact the Student Engagement Coordinator, Micha White at [whitemic@otc.edu](mailto:whitemic@otc.edu).

# FUNDRAISING

Fundraising is the collection of money through donations, sales and/or event programming for charitable donation or the club budget. Any club who intends on hosting a fundraiser must fill out a [fundraising approval form](#). The form notifies the following individuals and/or departments that your club is hosting a fundraiser:

- ▶ Student Club Advisor
- ▶ Office of Student Engagement
- ▶ The OTC Foundation
- ▶ Finance Office
- ▶ Administrative Services Office

Once approved for the fundraiser, you will receive a notification via email. The Finance Department will create a web link for credit/debit card payments and offer a cash box for use for your fundraising event. Please allow 5-7 business days for approval once requested. You cannot host your fundraiser until approval has been received.



# MARKETING

Marketing your events, meetings and fundraisers allows other students to know how to reach you. Without marketing, your event may only be known by you and your fellow club members. The Office of Student Engagement encourages student clubs to plan their events at least one month in advance to allow as much time to market as possible (more time is always better and is encouraged).

## POSTERS

The Office of Student Engagement will print up to 50 color flyers (8.5x11) for your club per month. The posters must include the following information:

- ▶ Club name
- ▶ Event name, location, date and time
- ▶ Brief explanation of what the event is
- ▶ Contact email
- ▶ Admission fees if applicable

Posters may be placed on bulletin boards and on side tables or soft seating. Do not hang posters on walls. Posters should not cover other currently posted items. Clubs should remove all posters within one week of the event's end.

## CHALKING

marketing items may include, but are not limited to, washable chalk, posters or signs. Chalking sidewalk areas may be used to promote activities per the following guidelines:

- ▶ All chalking must be done with washable chalk.
- ▶ Chalking may only be written where rain can wash it away.

- ▶ Chalk may only be used on sidewalks and ground level areas. Building walls, sculpture bases, etc. may not be used.
- ▶ Landings immediately outside building entrances and areas within 10 feet of building entrances should not be chalked.

## CAMPUS CALENDAR

The campus calendar is used by students, faculty and staff to know what is going on around the college, including Ozarks Tech's online community. Marketing and Communications at Ozarks Tech will also use the event calendar to know what to promote on social media and in the weekly newsletter, "The Buzz."

- ▶ Clubs are encouraged to post all their events on the Ozarks Tech events calendar at least one month in advance of their event. You can submit an event on the [event submissions page](#).
- ▶ Use the event tag "student activities" when submitting your event.
- ▶ Important Note: Posting on the event calendar does not reserve an event space for your event. You must reserve an event space separately. Contact your advisor for assistance with reserving an event space.

## SOCIAL MEDIA

Student clubs are allowed to use social media channels for event and meeting promotion. Clubs are encouraged to follow the following guidelines when posting on social for their club or organization:

- ▶ Post pictures and videos of what your club is doing or plan to do, rather than a graphic with a lot of text. The official social channels of Ozarks Tech are more likely to repost if your post includes photo(s) or video(s) instead of graphics.
  - ▶ Tag @ozarkstech
  - ▶ Instagram: @ozarkstech
  - ▶ TikTok: @ozarkstech
  - ▶ Facebook: Ozarks Technical Community College
- ▶ Make your posts interesting and relatable for a student audience. Be creative with your content, and a bit of humor never hurts.
- ▶ If your club has ideas on how they can collaborate with official Ozarks Tech social media, you can email Social Media Strategist, Alex Khnykin at [khnykina@otc.edu](mailto:khnykina@otc.edu).





# ROOM AND FACILITY RESERVATIONS



## RESERVING YOUR SPACE

Event and meeting space must be reserved before your event or meeting. We suggest reserving a space at least one month in advance. If a club needs to book a recurring meeting space, you can do that in the Ozarks Tech space reservation system.

## STEP ONE

A club advisor has to reserve the event space for the club. A student is not able to reserve space in Ozarks Tech's reservation system.

## STEP TWO

An advisor must use the [employee reservation request link](#) to reserve an event or meeting space.

## STEP THREE

After clicking on the link, click the "Request a Room" button under "Welcome Guest," unless the advisor already has a login.

## STEP FOUR

If the advisor has trouble filling out the room request, contact Coordinator of Event Management, Amy Payne at [paynea@otc.edu](mailto:paynea@otc.edu).



# TRAVEL POLICY



The most up-to-date travel policy for student travel can be found on Ozarks Tech's website under [policy 5.36](#). If your club is planning on traveling in the state or elsewhere, please review the travel policy in full.

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