

CLUB ADVISOR HANDBOOK



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WELCOME

Greetings,

Thank you for choosing to serve as an advisor for a student club at Rochester Community and Technical College! The Student Life team appreciates your dedication and commitment to student learning inside of the classroom and out.

As a club advisor, your responsibilities are twofold...

1. To ensure that students are provided the tools and guidance necessary to succeed as a club.
2. And to provide leadership in ways that supports the personal development and the development of interpersonal competencies of the students within the club (student learning!).

This handbook has been designed to be a resource as you navigate through different areas of club management and student development.

As questions arise throughout the year, please feel comfortable reaching out to me. I can be reached via email: Natalie.Dicke@rctc.edu, phone: 507-285-7206, or in person: College Center 405. Additionally, at the close of each semester, there will be a meeting for club advisors, the student life team, and any other faculty and staff invested in, and passionate about, supporting student engagement on campus. Goals of these meetings include...

1. The Student Life team learning about what clubs are planning so that we can help promote your events and club meetings, and encourage other students to get involved.
2. Club advisors can ask club related questions, and student life team members can provide immediate answers.
3. Student Life will be able to share about upcoming programming, so advisors can share additional opportunities for involvement with the club members they serve.

I look forward to working with you and am excited to see all of the great things our student clubs have in store for the upcoming year!

Sincerely,

Natalie Dicke
Student Life Coordinator

ADVISOR OVERVIEW

Who can be a Club Advisor?

Faculty members are able to serve as club advisors with the approval of Administration. It is the students' responsibility to request an appropriate advisor for the club. A club can choose to have two advisors.

The Role of a Club Advisor

- Maintain frequent contact and meet regularly with the club leadership
- Serve as a point of reference and a guide for the club
- Offer assistance in developing and overseeing the club budget; review and approve all expenditures ensuring financial policies and guidelines are followed
- Assist the club in planning events and initiatives
- Supervise club events and fundraising activities
- Assist in educating club leadership about policies and procedures and enforce them
- Travel with the club for off-campus trips or assist in finding an appropriate proxy advisor
- Notify club leadership and the Student Life Coordinator if needing to resign as an advisor
- Attend club meetings when available
- Assist in training and orienting club executive board members to their positions
- Maintain open lines of communication with the Student Life Coordinator
- Complete annual Advisor Training
- Respond to requests regarding assessment or club activity from Student Life

Club Advisor Stipend

It is expected that club advisors are fulfilling all duties as outlined above. Per faculty contract, faculty members serving as a club advisor may receive a \$500 stipend per year; prorated amounts are given for partial semester assignments*. If one club has two advisors, the stipend will be split evenly.

**Partial semester assignments are defined as being an active club advisor for one out of two semesters during the academic year. Some clubs may only be active for one semester for various reasons including membership.*

Changing a Club Advisor

Student club members may remove their advisor and request a different one for any reason, at any time. Any change in advising should be communicated to the department of Student Life. Advisors cannot transfer their duties to another faculty member without approval of the students in the club and the Administration.

CLUB ACTIVITIES

Club Meetings

It is suggested that club advisors attend club meetings although it is not mandatory. Club members or advisors MUST submit meeting times, dates, and locations to the Department Student Life to be added to the RCTC website. Information should be sent to the Student Life Coordinator, Natalie Dicke (Natalie.Dicke@rctc.edu).

Room Reservations

Clubs are able to reserve rooms on campus at no cost. Some fees may apply to after hour events if technology staff are required. Reservations can be made for club meetings, socials, or events. To reserve a room on Main Campus or at Heintz Center email or call Mona Permann, our Facilities Scheduling Coordinator. To reserve a room at the Sports Center, reach out to Joe Duffy, the Director of Sports Facilities.

Vacant: Room Reservations
Email: Natalie.Dicke@rctc.edu
Phone: 507-285-7206
Office: CC405

Joe Duffy: Sports Facilities
Email: joseph.duffy@rctc.edu
Phone: 507-285-7565
Office: Sports Center 114

Space and rooms can only be reserved during normal business hours of the college. Exceptions can be requested in writing to the Vice President of Student Affairs via email to teresa.brown@rctc.edu. Advisors must request an exception no fewer than seven (7) business days prior to the planned use of space.

State Vehicle Reservations

Clubs have access to reserve RCTC state fleet vehicles for official club business off campus. This could include for club travel, or simply running an in-town errand for event supplies. This service is managed by the RCTC Business Office.

Students and staff must be APPROVED drivers through the State of MN before reserving a vehicle to drive. To become a registered driver, contact Deb.Cannon@rctc.edu in the Business Office. To reserve a vehicle, please email: vehiclereservation@rctc.edu or contact the Business Office at 507-285-7241.

Work Orders

Club advisors are responsible for submitting work orders for setup requirements of club events. Work orders can be submitted via SWARM through the Maintenance Work Order System tab.

Off-Campus Activities

Clubs are able to gather off-campus for activities, but the advisor must be present. Students must still adhere to the Code of Student Conduct while attending club activities and events off-campus. This includes travel within and outside the state of Minnesota. Please refer to the Off-Campus Student Travel Guide for additional information.

FINANCES AND FUNDRAISING

RCTC clubs are funded through Student Life fees. Budget allocations are determined by the Student Life Finance Committee. The fiscal year runs July 1-June 30.

Clubs have access to their funds for purchases such as advertising, food, t-shirts, events, etc. If additional funding for special initiatives is needed during the academic year, the club may request additional funds through the Student Life Finance Committee. The request form can be found in the Appendix.

Strategic Activity Fund

Student clubs are able to apply for additional funding through the Strategic Activity Fund. The club and advisor will fill out a request form and present it to the Student Life Finance Committee. The Committee will respond with an answer to the request within two weeks following the meeting. Whole, partial, or no additional funding may be decided upon.

Purchasing Process

All club funds must be spent with the guidance and approval of the club advisor, and expenditures must be made through Workday. If an advisor is unable to receive training or access for the following processes, they may work with the Student Life Assistant, Rhonda Jensson, to assist in paperwork for purchases. Rhonda can be reached via email at Rhonda.Jensson@rctc.edu, phone at 507-285-7200, or in person at HT204.

Payment Types

It is strongly recommended that you only purchase items through a Purchase Order or RCTC-issued check. Do not use personal cash; the process to be reimbursed for a cash purchase is very time consuming and not suggested.

Purchase Orders (PO)

A purchase order is necessary for all club purchases. Do not order or purchase anything without an approved PO. The following process should be followed while creating a purchase order:

- Start the purchasing process 3-4 weeks before you need the funds
- Make sure the vendor you are working with is in the RCTC purchasing system
- If not, you will need to fill out a Vendor Request Form located in:
J: Drive/Forms/Business Office/Purchasing
- This can take 1-2 weeks to process
- Get an official quote from the vendor
- Enter the PO into Marketplace
- The Student Life Coordinator (or their designee) will approve the PO
- The business office will approve the PO
- Make the purchase of goods/services
- Receipt the purchase in to Marketplace

Contact Heather Scholz in Purchasing at 507-285-7213 or Heather.Scholz@rctc.edu with any questions regarding the process.

Special Expense Forms

Special Expense Forms **NEED** to be completed before purchasing any food, drink, or clothing for the club.

Submit the completed form to the Student Life Coordinator (Natalie.Dicke@rctc.edu or Box 15). The form will then be forwarded to the Vice President of Student Affairs for final approval.

Once the form has all required signatures, it will be uploaded on SharePoint and emailed to the advisor. The signed form will need to be attached to your purchase order. It is recommended you complete this form at least one month in advance of the purchase.

Restrictions

Per [MN State Policy 2.8.1, Part 2, Subpart E](#)

- Student life/activity funds shall not be used to fund:
 - Purchase of alcohol
 - Donations to college or university foundations or other external charitable organizations
 - Scholarships or grants to individuals

Clubs cannot support academic program expenses.

Fundraising

Clubs have the opportunity to, and are encouraged to, fundraise. A club's fundraising account balance will carry over fiscal years whereas the awarded Student Life allocated monies do not. All fundraising activities must be approved through completion of the Request for Public Support Form (see Appendix). Marketing and implementation of the activity should not begin until a copy of the approved form has been provided back to the club by the Foundation.

Note: Due to IRS, Minnesota State System, and RCTC policies, all gifts and donations must be listed and turned into the Foundation Office.

If you have additional questions about fundraising, please contact:

Kristin Mannix: Advancement Coordinator of the Foundation

Email: foundation@rctc.edu

Phone: 507-281-7771

ASSESSMENT

Club involvement plays an active role in a students' learning while attending college. It is important that RCTC is able to demonstrate learning through measuring specific Student Learning Outcomes. As a club advisor, you will play an integral role in helping measure the below defined outcomes for Student Life.

Student Learning Outcomes

Co-curricular: As a result of actively participating in a co-curricular club, students will relate their classroom knowledge and experience to out of class settings.

Extracurricular: After participating in an activity, program, club or learning experience, a student will be able to create a network of peers to enhance their academic/personal success.

Definitions

Co-curricular: Includes any activity, program, student club or learning experience that is anchored or complements, in some way, what students are learning in the classroom, i.e., experiences that are connected to or mirror the academic curriculum. Co-curricular activities, programs, clubs or learning experiences are not necessarily given a grade and may be separate from an academic course. Examples include an activity that has an educational speaker, an activity to foster cultural awareness (MnTC curriculum), and student organizations with a co-curricular focus in the charter.

Extracurricular: Includes activities, programs, clubs and/or learning experiences that are not anchored to classroom instruction, and has a goal of one or more of the following: peer-to-peer connection and interaction, skill development, engagement with the college, connection with others in an affinity/identity group, leisure and/or advocacy. Examples include Student Government, LGBTQ+, and Tabletop Gaming Club.

POLICIES AND PROCEDURES

Clubs are responsible for adhering to all RCTC and Minnesota State policies and procedures. It is always best to ask questions if information is unclear. Student Life staff is available to help students and club advisors navigate these policies.

RCTC Student Life Policies: <https://www.rctc.edu/policies/student/student-life/>

Minnesota State Policies: <http://www.minnstate.edu/board/policy/208.html>

MARKETING

Branding

All clubs are required to follow RCTC Branding Guidelines. Any print materials or publications that are posted or distributed by a club must be properly branded.

Club Logos

Clubs should not be using any old logos that alter the appearance of Sting. Starting August 2018, clubs should work with the College Relations and Marketing Department to create an updated logo. Design options are included below:


**BUILDING UTILITIES
MECHANIC CLUB**

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**BUILDING UTILITIES
MECHANIC CLUB**

**BUILDING UTILITIES
MECHANIC CLUB**

Print Advertisements

Clubs are responsible for following the [Campus Posting Policy \(6.4.2.1\)](#) and may hang posters on any bulletin board marked “Activities Boards”.

Posters must receive approval and a stamp from the Department of Student Life before hanging; this is to ensure all brand guidelines are followed and that the posters will not be taken down by the Marketing department. It is **highly** encouraged that you send a draft of the poster/handout to Student Engagement Specialist, Lexi Fernandez at alexis.fernandez@rctc.edu, to ensure that all branding is correct. This helps prevent your club from having to pay for a re-print if an error is noticed.

Social Media

Some established clubs have existing social media accounts (Facebook, Twitter, Instagram, etc.) Advisors should maintain login information to be passed on each year. If you are unsure about an existing account, or would like to create a new one, please reach out to the College Relations and Marketing Department.

Club Websites

Each club has a dedicated [web page](#) under Student Life. These pages need to be updated each year (or semester) to include club purpose, meeting times & locations, advisor information, and photos. This is how students may learn about a particular club, so put your best foot forward in making sure the information is up-to-date! For website changes, contact Student Life Coordinator, Natalie Dicke (Natalie.Dicke@rctc.edu).

CAMPUS SECURITY AUTHORITY

In compliance with the *Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act)*, all Club Advisors have been designated as a Campus Security Authority (CSA). When a student has been the victim of a crime, they are likely to report it to someone other than the police. The role of a Club Advisor is one that has significant responsibility for student and campus activities and because of this someone may tell you about a crime. As a CSA

it is your responsibility to ensure that an incident of a crime is reported to Campus Safety and Security. As a CSA you are required to participate in an annual training to fully inform you of your role and responsibilities as a CSA.

Required Reporter

As a designated Campus Security Authority (CSA) all Club Advisors are required to report incidents of sexual violence to the Title IX Coordinator in order to initiate any applicable investigative or resolution procedures consistent with Minnesota State Board Procedure 1B.3.1 Response to Sexual Violence. As a Required Reporter you will be provided additional training to fully inform you of your role and responsibilities as well as information on resources and support available to individuals who may report an incident of sexual violence.

STUDENT LIFE COMMUNICATION

Microsoft Teams

Club Advisors will be added to a Club Advisors Team on the Microsoft Teams App. This is a great place to communicate with one another, as well as to access important documents in the “files” section. If your club would like a teams page, which would allow for a centralized location for club documents (e.g. meeting minutes and agendas) and communication between club members, send an email to tech.help@rctc.edu, to request the creation of the team.

Student Life Contact Information

Student Life Coordinator: Natalie Dicke
507-285-7206 or Natalie.Dicke@rctc.edu

Student Engagement Specialist, Lexi Fernandez
507-285-7204 or Alexis.Fernandez@rctc.edu

Student Life Assistant: Rhonda Jensson
507-285-7200 or Rhonda.jensson@rctc.edu

CLUB ADVISOR LIST

Advisors are encouraged to talk with one another throughout the year to promote collaborations and open communication. For an updated contact information visit the [Campus Clubs](#) page!

APPENDIX

FACULTY CLUB ADVISOR AGREEMENT

Name: _____ Department: _____

Email: _____ Phone: _____

Club Name: _____

Requirements *

- Maintain frequent contact and meet regularly with the club President
- Serve as a point of reference and a guide for the club
- Offer assistance in developing and overseeing the club budget; review and approve all expenditure ensuring all financial policies and guidelines are followed (including paperwork)
- Assist the club in planning events and initiatives
- Supervise club events and fundraising activities
- Assist in educating club leadership about policies and procedures and ensure they are followed
- Travel with the club for off-campus trips or assist in finding an appropriate proxy advisor
- Notify the club President and Director of Student Life if needing to resign as advisor
- Carry out the responsibilities of a Campus Security Authority (CSA) and Required Reporter by reporting incidents of criminal activity to Campus Safety and Security and incidents of sexual violence to the Title IX Coordinator

Expectations

- Attend club meetings when available
- Assist in training and orienting club executive board members to their positions
- Communicate frequently with members of the club
- Maintain open lines of communication with the Director of Student Life
- Complete annual Advisor Training
- Respond to requests regarding assessment or club activity from Student Life

Remuneration

- Faculty advisors, per the terms of their faculty contract, receive a stipend of \$500 for an academic year commitment to serve as a club advisor
- Faculty who co-advise a group split the stipend equally; faculty who serve as sole advisor for one semester receive \$250
- The stipend counts toward additional income a faculty member can contractually receive above and beyond their teaching load and could impact additional teaching assignment

*Failure to abide by the requirements could result in the loss of your advisor stipend

I agree to the above and am prepared to serve as Club Advisor for current academic year:

Club Advisor: _____ Date: _____

Club President: _____ Date: _____

Academic Dean: _____ Date: _____

Director of Student Life: _____ Date: _____

Please return a copy of this completed form to the Department of Student Life: Box 15.



WWW.RCTC.EDU/STUDENTLIFE
851 20th Avenue SE | Rochester MN 55904 | 1-800-247-5296
A member of the Minnesota State system
and an affirmative action/equal opportunity college.
RCTC provides accessible, affordable, quality learning
opportunities to serve a diverse and growing community.

Student Life Finance Committee Additional Funding Request Form



General Information

Club name: _____

Number of active club members: _____

Advisor name: _____

Person requesting the funds: _____

Amount of funding requested: \$ _____

Club cost center number: _____

Current club account balance: \$ _____

Current club fundraising account balance (if applicable): \$ _____

Event/Program Details: *Please complete this section on a separate sheet of paper and attach to the form.*

Describe how you plan to use the requested funds. Include cost estimates including, but not limited to: catering quotes, marketing costs, materials, artist/speaker fees, travel, etc. (**Attach additional sheets as necessary.**)

Who is the target audience of the event/program? (Circle all that apply)

Club Members

College Community

Rochester Community

Has this event or program been done in the past? YES or NO

List any clubs, College departments, community organizations or other partners (if applicable).

Describe how the additional funding will benefit your club and the College.

Signatures:

Requester

Date

Club Advisor

Date

Please notify the Student Treasurer at least **two weeks** in advance to schedule or cancel a Finance Meeting.

Send this completed form to the Student Treasurer at least **two weeks** before the next Finance Meeting



Application to Request Public Support

NAME OF GROUP/CLUB MAKING REQUEST: _____

PERSON IN CHARGE OF FUNDRAISING ACTIVITY: _____

RELATIONSHIP TO RCTC: _____

PURPOSE OF FUNDRAISING ACTIVITY/USE OF FUNDS:

AMOUNT EXPECTED TO RAISE: _____

PROPOSED DATES OF EFFORTS: _____

ANTICIPATED FUNDRAISING EXPENSES:

_____ FOR: _____

_____ FOR: _____

List all publics to be contacted: (including staff, students, businesses, etc.)

Include attachment if necessary: _____

Signature: _____ Date: _____
Club President/Officer

Signature: _____ Date: _____
Faculty Advisor or Athletic Director

Signature: _____ Date: _____
Vice President of Student Affairs

This form is to be completed prior to engaging in any fund-raising activity. It should have all necessary signatures and filed with the RCTC Foundation Office – Heintz Center – HC 120.

IRS regulations require all donated gifts of cash, securities, services and property valued at \$250 or more must be reported. Please notify the RCTC Foundation if you received any gifts that meet this criterion.

MnSCU Policy 7.7.1 requires the College to maintain a list of gifts and grants with a value in excess of \$5,000. To comply with this requirement, MnSCU Procedure 7.7.1 *Gifts and Grants Acceptance Reporting Form* must be completed and submitted to the RCTC Foundation Office for recording purposes.