

STUDENT CLUB HANDBOOK



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INTRODUCTION

Clubs at Rochester Community and Technical College (RCTC) provide an outlet for students to create a network of peers who share similar interests and develop critical skills for use during and after college. Any currently enrolled student may join an RCTC club or start one of their own (some clubs may have certain requirements based on credits or GPA). Clubs create extra-curricular and co-curricular programming, events, and learning opportunities. All student clubs are governed by RCTC Student Government and Student Life. A list of active RCTC Clubs can be found at: <https://www.rctc.edu/studentlife/clubs>

INDIVIDUAL BENEFITS OF JOINING A CLUB

The benefits of getting involved with a club are endless; a few include:

- Building long-lasting friendships
- Establishing a connection to campus
- Having something to do between or after classes
- Making a difference at RCTC
- Building relationships with faculty and staff
- Gaining valuable skills that can be listed on your resume
- Applying what you're learning in the classroom to real world experience

STARTING A CLUB/HONOR SOCIETY AT RCTC

Follow the simple steps below to create a new club at RCTC.

1. Review the list of [current clubs](#) to see if one already exists with a similar purpose. If there is not a club that shares the proposed purpose of a new club:
 - a. Find five (5) students who are interested in joining the proposed club and fill out a [Petition Form](#).
 - b. Create, submit, and present a [Club Constitution](#) to the Student Senate.
 - c. Identify a faculty club advisor. This advisor will provide guidance to club and should be available for club meetings and events. College Administration will review and approve the faculty advisor.
2. When starting an honor society chapter or joining a national organization, attach the organization's requirements for chapters and membership.
 - a. For the society/organization to be recognized by RCTC, all national requirements must be met.

The Student Senate will vote to pass or deny any proposed constitution. If it passes the Student Senate, the proposed constitution will be provided to the College President for approval. Once the constitution has been signed by the Student President and College President, the club will be officially recognized on campus and can start operating.

BENEFITS OF BEING A RECOGNIZED RCTC CLUB

Student clubs have many privileges that non-involved students are not able to access. A few of these privileges are:

- Access to funding through Student Government
- Access to college facilities and resources, typically at no cost
- Ability to post on authorized College bulletin boards to advertise events and information
- Listed on the Student Life website
- Work closely with college staff, faculty, and administration
- The support of, and a voice in, RCTC Student Government
- Ability to sponsor events and activities for campus and the community
- Receive advice and guidance from the Department of Student Life

EXPECTATIONS OF CLUBS AND ITS MEMBERS

Remember that you are representing the College at all times. RCTC expects that:

- Members take initiative to set goals for the club & establish clear direction for the year
- Officers take their positions seriously and are accountable to their members
- Members attend meetings regularly
- The club constitution is followed in accordance with college policies
- The faculty advisor is kept informed as to all club activity and meeting details
- Clubs remain open to all currently enrolled students at RCTC
- Members follow the RCTC Code of Student Conduct ([Policy 3.6.1](#))
- Clubs provide timely information requested by the Department of Student Life

CLUB MEETINGS

Regularly scheduled meetings are vital to a club's success. Meetings provide an opportunity for students to talk about current events, plan club activities, complete club business, and share social time with one another. Meetings should be organized and facilitated by the club's President or their designee.

A few tips to keep in mind when organizing club meetings:

1. Meet on a consistent basis. It does not have to be every week, but choose a certain day, time and location, so students know how to find you.
2. Always have a meeting agenda. This helps the group stay on track and complete business in a timely manner.
3. Designate someone to take meeting notes. This could be the club's secretary or another volunteer. Minutes are important to look back on for information and should document any votes or important discussions had by the club.
4. Meetings can be as formal or informal as you would like. It's important to choose the right fit for your club specifically.

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.

A listing of all RCTC policies can be found here: <https://www.rctc.edu/policies/>

A listing of all Minnesota State policies can be found here:

<http://www.minnstate.edu/board/policy/>

EVENT PLANNING

Clubs should be active and engage with the entire campus community. Student Life encourages club participation in campus-wide events such as the Welcome Week and Homecoming Week. Clubs are encouraged to plan their own events and open them to all students on campus. See below for an overview of how to plan an event. For additional event planning assistance, please contact Natalie Dicke (Natalie.dicke@rctc.edu) or Lexi Fernandez (alexis.fernandez@rctc.edu).

1. Brainstorm ideas with club members and your advisor about potential events. Ask other students what type of events they'd like to see from your club.
2. Look at your budget. How much money do you have to spend?
3. Choose a date, time, and location. Look for high traffic areas and times to host your event. Try to avoid scheduling conflicts with pre-existing events.
4. Determine your event objectives. What are you trying to achieve by hosting this event? Is it consistent with your club's purpose and mission?
5. Make a checklist of all things that need to be done for the event (some listed below).
6. Work with your advisor to complete all necessary paperwork and pre-event work. Items could include: purchases, room reservations, work orders, fundraising approval etc. It is recommended you complete this at least one month in advance of the event.
7. Assign duties and create lead positions for each club member. Areas of focus could include: logistics, marketing, volunteers, etc.
8. Create a marketing plan. How will you get the word out about your event? Common efforts include posters, social media posts, Student Life website, and word of mouth.
9. Secure volunteers to help staff your event from set-up to tear-down.
10. Host your event and HAVE FUN!

MARKETING

There are multiple ways to advertise your club and activities on campus. See below for some of the available methods available to RCTC recognized clubs.

Print Advertising

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

Important information you should include on a poster/handout would include:

- Club/Event Name

- Brief overview of the club/event
- Date, time and place information
- Contact information (email address recommended)

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, 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. Email your materials to alexis.fernandez@rctc.edu.

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

Digital Advertising

The Department of Student Life wants to help promote your club and its activities. Submit your club meeting times and event information to alexis.fernandez@rctc.edu. Some established clubs have existing social media accounts and webpages; be sure to promote your activity online!

Club Collateral

Clubs are able to purchase materials for their club with their designated Student Life club budget. If additional monies are needed, consider fundraising! Good collateral investments could include:

- Branded tablecloth
- Display boards
- Club brochures

RESERVATIONS

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. Club advisors can reserve rooms on campus by emailing Mona Permann the Facilities Scheduling Coordinator. If you'd like to make reservations at the Sports Center, contact Joe Duffy.

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

State Vehicle Reservations

Clubs have access to reserve RCTC state fleet vehicles for official club business off campus. This could include 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 start the approval process, 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.

FINANCES AND FUNDRAISING

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

Clubs have access to their funds for purchases such as advertising, food, t-shirts, event materials, etc. If additional funding for special initiatives is needed during the academic year, the club may request additional funds through the Student Senate Finance Committee.

Purchasing Process

The purchasing process, including paperwork, should be completed by the club advisor. If the intended purchase is for food or clothing, a Special Expense Form must be completed. Purchase Orders are the preferred form of payment, but in some circumstances college-issued purchasing cards may be used. It is not recommended that students or club advisors pay from a personal account and seek reimbursement.

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. 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:

Kodi Hoscheit: Advancement Coordinator
Email: kodi.hoscheit@rctc.edu
Phone: 507-281-7770
Office: Heintz Center H1301A

COMMUNICATION

Microsoft Teams

If you would like a team page, which would allow for a centralized location for club documents and communication between club members, send an email to tech.help@rctc.edu, to request the creation of the team.

Contact Information

Student Government:

- **Student President:** Eric Jensen
 - E-mail: eric.jensen@my.rctc.edu
- **Student Vice President:** Brooke Bartsch
 - E-mail: brooke.bartsch@my.rctc.edu

Student Life:

Student Life Coordinator: Natalie Dicke

Email: natalie.dicke@rctc.edu

Student Engagement Specialist: Lexi Fernandez

Email: alexis.fernandez@rctc.edu