

WESTERN
DAKOTA



TECHNICAL COLLEGE

Student Club Handbook

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Introduction

Western Dakota Technical College believes that student clubs are a vital part of the campus community. Student clubs play a major role in creating a positive social, cultural, and academic environment at the College. Participation in student clubs enhances personal development and growth and can serve as an important source of personal and professional support.

This handbook is designed to assist Students in starting a student club and in understanding the policies and procedures that will enable the group to function effectively. In addition, there is information on the various campus offices that can assist the club along the way.

For questions, support, and assistance in starting a club, please contact the Student Success Center.

Sincerely,

The Student Success Center

studentsuccesscenter@wdt.edu

Policy 4009: Student Clubs

<https://www.wdt.edu/assets/docs/uploads/about/policies/4009.pdf>

Student Club Creation and Maintenance

Creating a New Student Club

Any current student at WDTTC may propose starting a student club. Please read all of the information carefully and work through the requirements in order.

Club Creation Checklist:

- ☐ Read the Student Club Handbook
- ☐ Review the current and inactive Student Clubs list on the [website](#) or with the All-Clubs Facilitator to confirm this club doesn't exist already
- ☐ Complete the New Club Interest Application*(emailed out by All-Clubs Facilitator at the start of Fall & Spring term. The form is also available on the MyWDT Student Success Portal under the Courses tab)
*Signatures from Five (5) interested students and an Advisor's signature are required on the New Club Interest Application
- ☐ Submit the New Club Interest Application to the All-Clubs Facilitator. The club has four (4) weeks from the date they submit the New Club Interest Application to submit their Active Club Status form, Constitution, and By-Laws.
Templates are available on the MyWDT Student Success Portal under the Courses tab.
- ☐ Schedule and develop advertising for up to two (2) informal meetings
- ☐ Submit your club postings to the Student Success Center via email at least 7 days prior to your event to be posted.
(email studentsuccesscenter@WDT.edu)
- ☐ Hold informal meeting(s)
- ☐ At informal meetings review the "Maintaining Active Club Status" expectations and requirements for your organization meeting

Maintaining Active Club Status

All student clubs must renew their active status by the last working day of Spring semester. Active Club status will extend through the following Spring Semester. The renewal process ensures each club is operating as intended. *If a new club is formed after the start of the Spring term, they will have four (4) weeks from when they submitted their New Club Interest Application to complete the Active Club Status Renewal Form.*

Active Club Status Renewal Checklist:

- ☐ Attend the Club Orientation meeting – information regarding this meeting will be sent out after midterms of the Spring semester
- ☐ Schedule and develop advertising for an organizational meeting
- ☐ Receive approval to post advertising
(email studentsuccesscenter@WDT.edu)
- ☐ Hold an organizational meeting

- Review the Roles and Responsibilities information and the WDTA Club Rubric. The rubric is available on the MyWDT Student Success Portal under the Courses tab
- Elect officers
- Create or modify the club's constitution
- Create or modify the club's by-laws
- ☐ Complete the Active Club Status Renewal Form.
Emailed out by the All-Clubs Facilitator following the Club Orientation meeting and/or submission of the New Club Interest Application
- ☐ Submit the Active Club Status Renewal Form, current constitution, and current by-laws to the All-Clubs Facilitator
- ☐ The All-Clubs Facilitator will reference the WDTA Club Rubric to ensure compliance with all club policies and guidelines and approve the club to be active for the current academic year.
See Appendix B for more information.
- ☐ Once active, the club will be connected to the Students Accounts Coordinator to establish and/or review the club's custodial account.

Student Club Operation and Compliance

- According to the WDTA Student Handbook, no student club may sponsor a student activity at which alcoholic beverages are to be consumed.
- All student clubs must accept responsibility for knowing and adhering to the WDTA Notice of Non-Discrimination.
 - See Appendix A.
- Clubs must follow all policies and procedures in the Student Handbook, Student Club Handbook, and the WDTA Club Rubric.
 - See Appendix B.
 - Student Handbook: <https://www.wdt.edu/current-students/student-handbook/>
- Student clubs that would like to sponsor bingo games or lotteries as part of their fundraising efforts must follow the approval process outlined in the "Special Rules Applying to Hosting Bingo or Other Lottery Events" in the Finances portion of the Student Club Handbook

Club Rubric

Once a club submits the required documents to become an active club, the All-Clubs Facilitator will reference the WDTA Club Rubric and evaluate the club's constitution and by-laws to ensure that the club's purpose meets the mission of WDTA and that the club members understand and abide by policies that are outlined in the Club Rubric. To view the Club Rubric, visit the Student Success Center Portal or see Appendix B.

If a club meets the policies outlined in the WDTC Club Rubric, they will be considered an active club. If a club has not met all policies in the WDTC Club Rubric, the club will be given a chance to revise their constitution and by-laws to present them in front of a panel of peers within the Student Activities Leadership Team (SALT). The students presenting the revised constitution and by-laws will express why they believe they should be an active club and explain how their new constitution and by-laws meet the expectations of the WDTC Club Rubric. SALT will evaluate the club based on the WDTC Club Rubric and vote to decide if the club met the rubric and can become an active club.

Roles and Responsibilities

Elected Officers' Role:

- Establish and maintain processes for facilitating club activities
- Provide required information to the Advisor and All-Clubs Facilitator regarding all club activities, including constitution, by-laws, meeting schedules, meeting agendas and minutes, and any other documentation required to maintain club recognition
- Meet regularly with the advisor to discuss all plans and/or concerns
- Obtain the advisor's consent prior to making commitments
- Establish, through Student Accounts, a business account for use in your club's financial transactions and purchases
- Run club meetings
- Develop and use sound record-keeping practices (including meeting minutes) and financial procedures
- Provide the minutes of meetings, as well as any other materials that are sent to members

Members' Role:

- Recruit members from the student body
- Serve as a representative at monthly SALT campus meetings (one member requirement and can be an officer of the club)
- Attend meetings
- Conduct fundraisers for purposes beneficial to the club
- Sponsor events, activities, and speakers following the institution guidelines
- Participate and assist as a group in institution events
- Use the WDTC name and logo, properly and appropriately, as approved by the institution through the Director of Strategic Communications & Marketing
- Use available institution facilities, equipment, and services for purposes related to organizational goals, with approval

Advisor's Role:

- Must be Full-Time Staff or Faculty (No Adjuncts)
- Attend CSA training
- Attend Club Orientation and Finances Training held twice a year (Advisors are only required to attend one of the two hosted sessions)

- Listen to and provide input on ideas
- Advise group regarding financial and technical matters
- Chaperone competitions and events
- Understand the club's constitution, by-laws, purpose, objectives, mission, and assist in formulating goals
- Assist in the development of procedures and methods for maintaining an effective club
- Serve as a liaison between the club and All-Clubs Facilitator when necessary
- Guide the club in planning and implementing events and activities
- Appropriately challenge members to think critically regarding club activities, decisions, events, and programs
- Participate in the meetings and events of the club to the greatest extent possible
- Provide continuity for the club from year-to-year

All-Clubs Facilitator's Role:

- Must be a Student Success Coach
- Serve as a liaison between the club, club advisor, and WDTC when necessary
- Communicate club processes and meetings to WDTC students and advisors
- Maintain all club records

How to Write and Maintain a Constitution & By-laws

The All-Clubs Facilitator will offer in-person and virtual training opportunities on the creation and use of a constitution and by-laws. Templates will be available on the MyWDT Student Success Portal located under the Courses tab. Club elected officials send the updated constitution & by-laws to the Student Success Center as part of the annual Maintaining Active Club Status requirements.

Constitution:

A constitution is the governing document of your student club. A well-written constitution will clarify the primary purpose and function of the student club, while ensuring longevity and sound club transactions. It outlines the purpose, leadership, and method of conducting business for the club. It is intended to provide a system to ensure fairness for all members of the club.

When developing your student club's constitution, it is important to be clear and concise, developing a framework for the club's success. Every member of the club should have a copy of the constitution and by-laws.

By-laws:

By-laws are secondary principles that govern the internal affairs of the club. By-laws are an expansion of the articles or sections in the constitution. They describe in detail the procedures and steps the club must follow in order to conduct business effectively.

What to include in the By-laws:

- Details regarding the membership selection process, types of membership, and procedures for disciplining and/or removing members.
- Processes regarding selection, duties, powers, and responsibilities for each officer and procedures for removal from office and filling vacant officer positions.
- Information about any standing and special committees (formation, selection, powers, and duties), along with the roles and responsibilities of committee chairs.
Each club must have one member who participates in SALT in order to be approved as an active club.
- Meeting information, such as how often the group will meet, how members will be notified about meetings, attendance and quorum requirements, meeting format, and parliamentary rules of order (usually Robert's Rules of Order).
- Detailed financial procedures and information regarding budget, expenses, and amendment procedures. While constitutions generally require a 2/3 vote for adoption, by-laws can usually be accepted or changed with a majority vote.

Finances

Purchases:

To have an active student club account, each student organization must complete the Custodial Account form with the WDTC Student Accounts Office and renew the account each year once the Active Club Status Renewal Form has been completed and received by the All-Clubs Facilitator.

Purchases must be voted on by the club members and documented in meeting minutes. All expenditures require a signature from two club officers who are on that year's Custodial Account form. Complete and accurate purchase requests will be processed by the Student Accounts Coordinator.

Purchasing Methods:

Club Advisors and officers can purchase items for clubs using one of the following methods:

1. Submitting a Check Request
 - a. When using a check request, the Club Advisor will need to bring an invoice from the vendor to Student Accounts. The invoice will be stamped, and two club officers who are on that year's Custodial Account form will sign to authorize the purchase.
2. Using the Club P-Card.
 - a. When using the club P-Card, the Club Advisor will need to check out the P-Card from Student Accounts. The P-Card will need to be returned within 24 hours from the check-out time. Once the purchase is complete a receipt with signatures from two club officers who are on that year's Custodial Account form must be submitted to the Student Accounts office. **Only the Club Advisor can make purchases using the club P-Card.**

- i. The P-Card can be used to purchase supplies for an on-campus event, such as the Blood Drive. Once the Club Advisor has purchased the items, they will need to return the P-Card to Student Accounts immediately with the receipt from the purchase. If the receipt is lost, it will become a payroll deduction for the Club Advisor.
3. Submitting for Reimbursement.
 - a. When submitting for reimbursement, go to Student Accounts with the receipt or proof of purchase. The receipt will be stamped and signed by two club officers who are on that year's Custodial Account form.

*Meeting minutes are needed to process all purchases and reimbursements.

Allocation Process:

1. Each Student Club determines need of funds for event/project and emails the All-Clubs Facilitator at studentsuccesscenter@wdt.edu to receive a copy of the Allocation Form.
2. Club members and advisor email the completed form, along with relevant meeting minutes, to the All-Clubs Facilitator at studentsuccesscenter@wdt.edu.
3. The Club Allocation Committee reviews the request within two weeks of receiving the completed form.
4. The All-Clubs Facilitator sends the Club Allocation Committee's decision via email.
 - a. Approved: Approved requests are emailed to the Club Advisor, Club Officer listed on the request form, and the Student Accounts Coordinator.
The funds are transferred to the Club's Custodial Account. The club should follow the Purchasing Methods information outlined in the Club Handbook.
 - b. Denied: The Club Advisor and Club Officer listed on the request form are emailed with the reason for denial

Special Rules Applying to Hosting Bingo or Other Lottery Events:

Bingo, Raffle, or 50/50 Event

If your student club plans to sell tickets for bingo, a raffle, a 50/50, or any other such lottery event, permission must be gained from the City Attorney's Office. A letter must be submitted along with a notarized affidavit concerning bingo or raffle 30 days prior to the event. A sample letter and affidavit can be found in the WDTA Student Success Center Portal under the Courses tab.

Extra considerations include:

- No separate organization or professional person can be employed to conduct the game or lottery.
- No compensation of any kind exceeding the state minimum wage per hour, or sixty dollars, whichever is greater, will be paid to any person for services rendered in connection with the conduct of the bingo game or lottery.
- No prize in excess of \$2,000 is awarded at any one game of bingo.
- For lotteries, the actual value of the prize must be stated before any chances for the

lottery are sold.

Fundraising:

- In completing the Active Club Status Renewal, each Club describes how they plan to raise funds and how they plan to spend those funds. Each club should consider their own fundraising efforts the primary source of their budget. The Student Success Center allocations should not be viewed as the only and/or primary source of funding available to student clubs. Other sources of funding can include fundraising activities and industry sponsorships. Student clubs are also encouraged to co-sponsor events to efficiently use the limited funding available. The Advisor for each club and the All-Clubs Facilitator are available to help with fundraising planning and budget questions.
- A Cash Box is available for clubs to use during Fundraising events to provide change to customers paying with cash. To use the Cash Box, visit Student Accounts one week prior to your fundraising event to reserve it. Advisors and Officers of the club can reserve the Cash Box. The Cash Box must be picked up and returned to the Student Accounts office on the day of the fundraising event. The Student Accounts Coordinator will count the money that was raised and deposit that amount into the club's account.
- To purchase supplies for a fundraising event, the Club Advisor can check out the club-p-card from Student Accounts and use it to purchase supplies. See "Purchasing Methods" for details on this process.
Note: Only the club Advisor can check out and use the club p-card.
- The Student Success Center maintains funds to support activities of an educational, cultural, social, recreational, or service nature which will primarily benefit currently enrolled WDTC students and the community

Club Member Recruitment

- Clubs who renew their club during the end of Spring semester can recruit students during Jumpstart Orientation and Welcome Week. This gives clubs the ability to share information about their club with new and returning students before they have established a routine. If your club is interested in recruiting during these events, contact the Student Success Center (studentsuccesscenter@wdt.edu) for more information.
- Clubs should continue to recruit students throughout the school year. Clubs can request to set up information tables by contacting the Student Success Center, host events to spread awareness for their club with sign-up sheets for interested students and advertise their club on campus.

Event Planning

For all on or off campus club events, a WDTC staff or faculty member must be present. See Appendix C for the Event Planning Checklist.

Budgeting:

When budgeting for an event club members should meet to review the club's funds, vote on an amount not to exceed when purchasing supplies, create a revenue goal for fundraising events, and create a plan for how the funds will be used. Other things to consider include:

- Future events the club would like to plan, the cost breakdown for each event, and how that affects the club's budget.
- Will your club fundraise? What is the expected fundraising revenue and how does this affect the club's budget?
- Does your club plan to return as an active club next year? How much money needs to remain in the club's account for the following year?

Reserving Rooms/Spaces:

- To reserve the conference room in the Student Success Center, a club member or the club Advisor can reach out to the Assistant Director of Student Success (studentsuccesscenter@wdt.edu) with the date and time that you would like to reserve this space.
- For all other room reservations please fill out the room request form found here: <https://www.wdt.edu/machform/view.php?id=28169> You can also find this form by searching "room request" on WDT.edu.
 - In this form, you will be asked for details on the following:
 - Which room you would like to reserve
 - The date and time that you would like to reserve the room
 - If the event involves catering
 - Information about your Insurance Certificate (As a WDTC organization you are not required to have separate insurance- please select no)
 - If you are a non-profit organization (please select yes)
 - If you are a WDTC employee (members of the club will select yes and add the Advisors name and contact information into the Additional Room Setup Information box)

Once the form is submitted and approved you will receive an email confirming your room request approval.

Off-Campus Events:

- If a club is interested in planning an off-campus event, the Club's Advisor must first meet with the Director of Student Success to discuss the event.
- A Liability Form is required for each student participating in and off campus events. The forms can be filled out prior to or during the event and submitted to the All-Clubs Facilitator. The liability form educates students about the possible risk associated with the activity and ensures that the student takes responsibility for their choice in participating in this event. The liability form can be found on the MyWDT Student Success Center portal under the Courses tab.

Advertising

All club advertising must be approved by the Assistant Director of Student Success before being shared throughout campus.

Advertising can be used to encourage students to attend a club event or to spread awareness about the club for recruitment purposes. Below is a list of ways that a club can advertise on campus.

- Create a Flyer/Poster/Brochure – Club members can create a flyer using online platforms or their own artistic ability.
 - Canva is a free, easy to use online platform that can be used to create several types of advertising.
 - Club members also have access to art supplies in the Student Lounge to create their own advertisement.
 - Once created, Clubs must get approval from the Assistant Director of Student Success to share your advertisement. Advertisements will be hung in the Student Lounge and on bulletin boards across campus by the Assistant Director of Student Success or designee after approval is granted.

WDTC Newsletter and Website – To share information about your club in the WDTC newsletter or website, contact the Student Success Center. You can email the Student Success Center your story idea, and the All-Clubs Facilitator will coordinate with Marketing to help highlight your event.

Additional Resources

These resources and templates may be helpful to understanding the creation, maintenance, and operation of student clubs. The Clubs Facilitator will provide annual training on this material, and it will be located in the MyWDT Student Success Portal.

Appendix A: Discrimination and Harassment

Appendix B: WDTC Club Rubric

Appendix C: Event Planning Checklist

Appendix D: Club Forms and The Student Success Center Portal

Appendix A: Discrimination and Harassment

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination:

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: VP for Institutional Effectiveness and Student Success who serves as the Title IX Coordinator.

Title IX at Western Dakota Tech:

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the

telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Kelly Oehlerking, Title IX Coordinator; 800 Mickelson Drive, Office D206, Rapid City, SD, 57703; 605-718-2931; Kelly.Oehlerking@wdt.edu.

WDTC Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy - <https://www.wdt.edu/assets/docs/uploads/about/policies/4001.pdf>

Procedure. 001

<https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf> Procedure. 002 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

Appendix B: Club Rubric

Western Dakota Technical College Club Rubric

The club rubric will be used by the Club Facilitator and/or Assistant Director of Student Success when a new club is established to determine if it meets [policy 4009](#) before being approved as an active club at WDTC. The Club Facilitator will also review for compliance each academic year upon renewal of active club status.

Club Name:

Policy Statement	Met	Not Met	Date Reviewed
WDTC Mission Statement – Club’s purpose in the constitutions and by-laws mentions one of the following: <ul style="list-style-type: none"> • Becoming highly skilled professionals • Improving student lives • Adapting to community workforce needs • Positively impacting the economy 			
WDTC DEIB Mission Statement - Club’s purpose in the constitutions and by-laws mentions one of the following: <ul style="list-style-type: none"> • Provides a supportive and inclusive environment • Provides opportunity for individuals to find personal and professional success 			
Policy 4002 – Tobacco Free Campus “Smoking and the use of smokeless tobacco or vapor products are prohibited anywhere in WDTC buildings or on any college owned property.”			
Policy 4002 – Tobacco Free Campus “Give-aways, sponsorship of campus activities, advertising and promotions from tobacco companies are prohibited on WDTC campus or at WDTC hosted events.”			
Policy 4005 – Discrimination and Harassment “WDTC will not tolerate racism, discrimination, harassment, exploitation, or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason.” The constitution and by-laws have been reviewed for any discriminatory language that may exclude any individuals outlined in this policy including race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any			

other status protected under applicable federal, state or local law.			
Policy 4007 – Student Rights and Responsibilities Note: Students are responsible for adhering to all points laid out in this policy. The club facilitator will review these specific points each year to meet active club status for members. Student Rights: Academic and Administrative Policies Access Association Freedom of Expression Institutional Shared Governance Safe Environment Service to Community			
Policy 4007 – Student Rights and Responsibilities Note: Students are responsible for adhering to all points laid out in this policy. The club facilitator will review these specific points each year for to meet active club status for members. Student Responsibilities: Academic Progress Attendance General Conduct			
Policy 4009 – Student Clubs “WDTC recognizes and supports student clubs for the purpose of addressing the interest of its students and so far as the purpose of such clubs are consistent with acceptable goals of education and in so far they are approved by the WDTC Student Success Center as a recognized club.”			
Policy 4009 – Student Clubs “All WDTC student clubs must identify as one of the following: Service or Learning with co-curricular focus or Fundraiser or Social Club.”			
Policy 4014 – Student Conduct “The following Code of Conduct , while not all inclusive, identifies conduct that infringes upon those expectations that disrupts the learning environment and possibly exposes students and staff to injury. Such conduct will result in disciplinary action. Any student, group of students, or student organization found in violation of the WDTC student code of conduct is subject to disciplinary sanctions. *Note – Met expectation by understanding policy and no violations have occurred			
Policy 1015 – Conflict of Interest between advisor and student			

<p>“At WDTC, a conflict of interest is present whenever ones professional duties or obligations are compromised or appear to be compromised by outside interests or concerns, personal gain or person relationships.”</p>			
<p>Student Club Handbook Roles and Responsibilities Outlines roles and responsibilities include specific responsibilities for each elected officer, the advisor, that aligns with student club handbook and these responsibilities have been met throughout the academic year.* *Note – reviewed during each review period</p>			

Appendix C: Event Planning Checklist

- ☐ Set-up a club planning meeting
- ☐ During the meeting, discuss the purpose and objective of the event (fundraising, recruiting, etc.) with club members
- ☐ Choose an event date and time
- ☐ Choose an event location (see Event Planning in the Student Club Handbook for details on reserving space for events)
- ☐ Vote on an acceptable budget for the event supplies and document this in the meeting minutes
Meeting minutes will be required when signing out a p-card for purchasing supplies.
- ☐ Assign duties to each club member who is interested in participating in the event (creating advertisement, purchasing supplies, reserving location, set-up/clean-up)
- ☐ Create and share advertisement for the event (see Advertising in the Student Club Handbook for more information)
- ☐ Brainstorm a fundraising goal – how much would your club like to raise? What will the funds be used for?
- ☐ Have the Club Advisor check out the club p-card in Student Accounts and purchase supplies. Reminder, only Advisors can purchase supplies for club events.
- ☐ Reserve the Cash Box through Student Accounts one week prior to the event
- ☐ If your club is recruiting during the event, create and print a sign-in sheet for students interested in the club.
- ☐ For off-campus events each student participating must complete a Liability Form. (Located in the Student Success Center portal) Submit the Liability Forms to the All-Club Facilitator.
- ☐ Host the Event
- ☐ Gather feedback from the Club on how the event went and any improvements for the future

Appendix D: Club Forms & The Student Success Center Portal

All club forms can be found on the MyWDT Student Success Center Portal.

To access the portal:

1. Log in to MyWDT
2. Click on the Courses tab
3. On the left-hand side of the page, under courses, click SSC Student Portal
4. Scroll down to find the Student Clubs and Organizations section of the portal
5. The club forms listed below will be available to view and download

Club forms found on the Student Success Center Portal include:

- WDTC Club Rubric
- Club Constitution and By-Laws
- Active Club Status Renewal Form
- Club Recognition Form
- New & Returning Club Interest Form
- Event Planning Checklist
- Certificate of Claim
- Club Allocation Request
- Liability/Field Trip Form
- Petty Cash Request
- Sample Agenda
- Sample Meeting Minutes