

Student Organization Orientation and Training

The Office of Student Engagement

Updated: Summer 2022

Begin Your Adventure Here!

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Introduction to Student Organizations

- ▶ The Office of Student Engagement and the Associated Student Government (ASG) oversee all Chartered Student Organizations (CSOs) at Bellevue College.
- ▶ Student organizations are student-run organizations that are open to all BC students and are supported by the ASG, and the Office of Student Engagement.
- ▶ The Handbook outlines protocols and practices that apply to student organizations under ASG and Student Engagement.

What is a Student Organization at BC?

- ▶ A Student Organization is student-led and student-driven.
- ▶ Students set the agenda for what the group will do, manage the group's events and activities, run their own officer elections and set the goals for themselves.
- ▶ The student org's advisor, ASG and the Office of Student Engagement support student organizations.
- ▶ Student organizations at Bellevue College have no employment relationship with the College, as they do not have paid faculty or staff advisors, and student leadership positions are also voluntary. Other types of groups may have student leaders but are staff- or faculty-led.

Benefits of Being a Chartered Student Organization at BC

- ▶ Meet and connect with other students with similar interests
- ▶ Funding opportunities for events
- ▶ Use of campus facilities (classrooms, conference rooms); administrative support (financial processing, printing, photocopying), and equipment checkout (coolers, cash box) at no charge to the student organization.
- ▶ Ability to conduct fundraisers using the college's tax status
- ▶ Use of Bellevue College's name in association with the group
- ▶ Access to social media training and expertise, and promotion of events and activities through the Office of Student Engagement: social media, BC FYI, posters and more.

Chartering Your Student Organization

- ▶ Student organizations at Bellevue College play a vital role in the student culture of BC and offer students the opportunity for leadership development and growth.
- ▶ There is no cost to join a student organization. Chartered Student Organizations overseen by ASG and the Office of Student Engagement are open to all BC students: full-time and part-time.
- ▶ Chartering your organization is the only way a new student organization to be officially recognized by the ASG.
- ▶ You must renew your charter every year to remain officially recognized by the college.

Working with the Office of Student Engagement

- ▶ The Office of Student Engagement provides an array of services to student organizations and to the study body of Bellevue College.
- ▶ Staff members plan and host events and activities for all BC students.
 - ▶ Staff members also support Chartered Student Organizations, Student Affinity Coordinators, Associated Student Government and Campus Activities Board. Staff also oversee the Watchdog newspaper, the Bulldog Food Pantry (in conjunction with the Benefits Hub), the Student Business Center and more!

Student Engagement Support to Student Organizations

- ▶ **Student Engagement will not plan your event for you, run your event for you, or do the “heavy lifting” to ensure your events happen - BUT they will assist and support you and your advisor as you learn and go through the process of recruiting members, planning and executing events.**
- ▶ **Chartered Student Organizations main point of contact with the Office of Student Engagement is the Student Involvement Specialist**
- ▶ **Student Involvement Specialist - Amanda Arboleda**

The SIS supervises the members of Campus Activities Board and is the main point of contact for all student organizations. The SIS (with ASG) oversees chartering, event planning support and resources for student organizations. The SIS also plans and executes events for the Office of Student Engagement.

Other Staff Members in Student Engagement

As you learn the protocols necessary to plan and manage successful activities, you may also interact with other team members in Student Engagement, such as:

- ▶ **Dean of Student Life**
- ▶ **The Budget Manager**
- ▶ **The Student Life Web and Social Media Specialist**
- ▶ **Business Center Manager and ASG Lead Advisor**
- ▶ **The Watchdog Program Manager**
- ▶ **The Leadership Advisor**

Student Engagement Events and Activities

The Office of Student Engagement provides a wide variety of events and programs throughout the year for the student body. The department also offers targeted programming for student organizations. Please note that during COVID restrictions, all events are held online.

- ▶ Student Engagement Signature Events
- ▶ Get Involved @ BC Day
- ▶ Student Org Checkins
- ▶ Leadership Events
- ▶ What's Up in Student Engagement E-newsletters
- ▶ Campus Activities Board Events

Roles and Responsibilities: Your Organization

- ▶ Student organizations are expected to fulfill the responsibilities and meet ASG requirements outlined in the Student Organization Handbook and in the ASG By-Laws and Financial Code in order to remain in good standing with the College.
- ▶ All students are expected to abide by the Bellevue College Code of Student Conduct.
- ▶ It is up to the organization to determine who will serve in the roles of President and Treasurer as liaisons to the Office of Student Engagement.

Roles and Responsibilities: Your Organization

- ▶ Follow protocols outlined in the Student Organization Handbook.
- ▶ Submit a Project Plan to get preapproval from the Office of Student Engagement before advertising or incurring expenses.
- ▶ Work with your assigned Team member and the BC Foundation for preapproval on all fundraising activities.
- ▶ Complete all required trainings and orientation sessions hosted by Student Engagement and/or ASG.
- ▶ Get preapproval for all expenses before spending any personal funds.
- ▶ Abide by BC's Code of Student Conduct. For more information and the full text, visit <https://www.bellevuecollege.edu/studentconduct/>

Roles and Responsibilities: The President

- ▶ Attend an orientation session and review the Student Organization Handbook.
- ▶ Serve as the liaison between the student organization and Office of Student Engagement regarding all organization matters.
- ▶ Ensure the group fulfills the Student Organization responsibilities.
- ▶ Follow protocols set in the Student Organization Handbook.
- ▶ Ensure the group sends one representative to all Student Organization Connections events.
- ▶ Abide by BC's Code of Student Conduct.
- ▶ Abide by the group's constitution and by-laws.
- ▶ Notify the Office of Student Engagement of any changes to the president, treasurer and/or advisor positions.

Roles and Responsibilities: The Treasurer

- ▶ Attend an orientation session and review the Student Organization Handbook.
- ▶ Serve as the liaison between the student organization and Office of Student Engagement and/or ASG regarding all financial issues.
- ▶ Follow protocols regarding all financial transactions as outlined in the Student Organization Handbook, the ASG Financial Code and the BC policies and procedures.
- ▶ Maintain a record of all financial transactions.
- ▶ Abide by the group' constitution and the BC Code of Student Conduct.
- ▶ Keep accurate account of all student org finances - revenue and expenditures.
- ▶ Request preapproval from the Office of Student Engagement for all student organization expenditures.
- ▶ Ensure the student org doesn't request to spend more money than it has available.

Roles and Responsibilities: The Advisor

- ▶ All student organizations are required to have at least one advisor who is a professional employee of the College, either staff or faculty. Groups may have additional co-advisors as needed.
- ▶ The advisor is expected to provide guidance to the students and allow them to create their own agenda, goals or activities for their organization. The primary goal is to advise and provide mentorship, seeing to it that the student org is active, and students are engaged.
- ▶ The full list of advisor responsibilities can be found in the Student Organization Handbook.

Working With Your Advisor: Passing the Torch

- ▶ Schedules and priorities may change quarter to quarter. Sometimes an advisor needs to step away from advising a student organization, and that is perfectly OK! Sometimes as the leadership in the student organization evolves, priorities and activities may change and a change in advisor may be considered.
- ▶ The student organization may change advisors whenever they choose to do so as long as it conforms to their Constitution and BC policies and procedures.
- ▶ When an advisor leaves an organization, the organization must find a new advisor and update the Office of Student Engagement. Your Team Member can help you find a new advisor.

Emergency Protocols

- ▶ Student organization advisors and officers have a responsibility to report any incident involving violations of the BC Code of Student Conduct, injury, criminal activity or other incidents to the appropriate campus authorities and to the Director of Student Engagement.
- ▶ In the event of an emergency, always Dial 911.
- ▶ Report incidents to Public Safety.
- ▶ Office of Student Conduct:
<https://www.bellevuecollege.edu/studentconduct/>
- ▶ Report incidents to the student org advisor and the Dean of Student Life, michael.kaptik@bellevuecollege.edu
- ▶ You may also submit anonymous reports and concerns to the BC CARE team: www.bellevuecollege.edu/reportconcerns
- ▶ Additional Resources: Free, confidential counseling is available to all BC students: <https://www.bellevuecollege.edu/counseling/>

Approval of Activities

- ▶ Official activities conducted by student organizations must be preapproved through the Office of Student Engagement.
- ▶ All groups must submit a Project Plan through the BC website. Any student member, officer or advisor may complete and submit the form.
- ▶ Always get an approved Project Plan for ALL student org activities. The Office of Student Engagement tracks all student org activities via the online Project Plan form.

No Approved Project Plan = No Access to College Resources

Approval of Activities: The Project Plan

- ▶ The Project Plan is an online form accessible to all students and advisors through the BC website which outlines proposed activities and cost:
<https://forms.bellevuecollege.edu/stupro/project-plan/>
- ▶ Students or advisors must fill in the form and submit for approval before proceeding with any group activities. The advisor must review and approve before it goes to Student Engagement.
- ▶ The Project Plan asks for details about planned activities such as date, time, proposed location, estimated cost. Please provide as much detail as you can!
- ▶ The Project Plan also requires you to enter details about goals for the activity, and how the activity helps fulfill the organization's mission.

Approval of Activities: The Project Plan

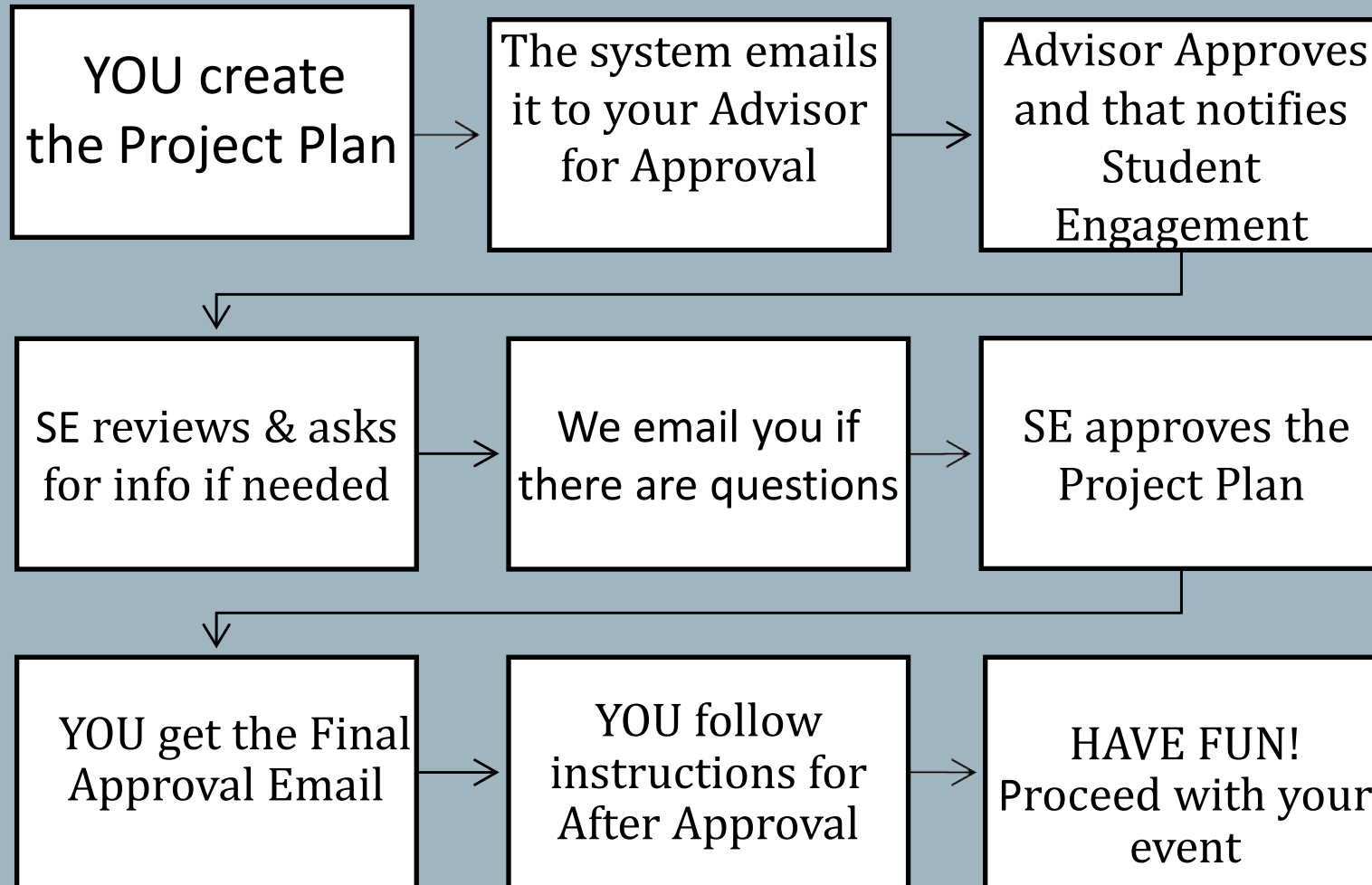
Why is the Project Plan such a BIG DEAL?

- ▶ The approval process ensures that all activities are conducted in a safe manner, according to College policies, as well as local, state and federal laws.
- ▶ An approved Project Plan is the **ONLY** way to get approval for your activity to take place.
- ▶ An approved Project Plan is required prior to incurring ANY expenses.
- ▶ No Project Plan = No access to funds, room reservations or resources!
- ▶ ALL activities must have an approved Project Plan before the activity takes place.

Approval of Activities: The Project Plan

- ▶ For your activities and events, Project Plans must be received by the Student Engagement team member assigned to your group (after approval by the group's advisor) using the timeline in the Handbook.
- ▶ Remember that your Student Engagement Team Member will always do their very best to get approval even if forms are submitted late. However, forms received after the deadline may not be approved.

Approval of Activities: The Process



Approval of Activities: The Process

Brutus Says - Tips for Success

- ▶ Plan AHEAD! Submit your Project Plan as early as you can prior to your event.
- ▶ Add as much detail as possible in your Project Plan - the more detail, the faster the approval process. If you are asked for more info - get it in as fast as possible.
- ▶ Before submitting your Project Plan, check the BC online calendar (www.bellevuecollege.edu/events) to ensure your event does not conflict with another College event.
- ▶ NEVER EVER spend money or confirm an event with a vendor before you receive Final Approval of your Project Plan.
- ▶ If any event information changes during the approval process or after you have received Final Approval notification: email your Student Engagement Team Member.
- ▶ For more help with planning events and activities, see Appendices 1-4 in the Handbook.

Activities that Require Liability Waivers

- ▶ Some activities require extra planning and approvals because they may contain inherent risks
- ▶ A Liability Waiver for all participants may be required. It must be reviewed and signed by students prior to the start of the activity.
- ▶ It is the student organization's responsibility to distribute the waiver to student participants in person or via email at least 3 days prior to the activity, giving students ample time to review it.
- ▶ Signed Waivers should be returned to Office of Student Engagement no more than 7 days after the event.

Activities that Require Liability Waivers

Examples of some type of activities which require Liability Waivers include:

- ▶ Hiking
- ▶ Beach Activities/Swimming
- ▶ Participation in Charity Run/Walks
- ▶ Park/Trail Clean Up
- ▶ Community Service Activities (the partner org or business may also require participants to sign their waiver)
- ▶ Other outdoor or physical activities organized by the student org (such as yoga or dancing)
- ▶ Camping
- ▶ All Overnight Travel (special waivers are used for travel, see Travel Requests)
- ▶ Other events as assessed by the College's Risk Committee, Director of Student Engagement or Your Student Engagement Team Member

Activities That Take
More Time for
Approval:

Two Week Lead Time

Step by step
planning instructions
are in the Student
Org Handbook

Event/Activity Type

Meeting on campus with or without a Room
Reservation

Tabling on campus

Social outings for group members

Catering food order for < 25 people from BC Food
Services

Unpaid speakers or guest performers

Purchases of supplies for the organization not
related to an activity

Free Speech and/or Political Activities in Campus

Community Service Activities

Activities That Take
More Time for
Approval:

**Four Weeks
Lead Time**

Step by step
planning instructions
are in the Student
Org Handbook

Event/Activity Type

**Designing and ordering student org
shirts and other logo items**

**Catering food order for more than
25 people from BC Food Services**

**Watch parties or showing of
movies/TV shows on campus or
virtually**

Activities That Take
More Time for
Approval:

**Six Weeks
Lead Time**

Step by step
planning instructions
are in the Student
Org Handbook

Event/Activity Type

**All events requiring contracts or
signed agreements – to include
performers, caterers, guest
speakers (ONLY IF THEY ARE PAID
FOR THEIR SERVICES).**

**All fundraising events, including
bakesales**

Activities That Take
More Time for
Approval:

**Eight Weeks
Lead Time**

Step by step
planning instructions
are in the Student
Org Handbook

Event/Activity Type

Student Travel

Any event or destination that is located more than 50 mi. from campus or that required an overnight stay.

Includes shorter trips where transportation is provided for attendees

May include shorter trips if meals are to be provided to attendees during the trip or at the destination

Managing Finances

- ▶ Student organization officers, members and advisors are expected to exercise prudence and good judgment when incurring expenses on the College's behalf for their group's activities.
- ▶ It is the responsibility of the organization treasurer to monitor financial transactions to ensure the group does not request more money than it has available.
- ▶ All financial transactions and inquiries are routed through your Student Engagement Team Member and must be in accordance with the procedures detailed here.

Managing Finances

- ▶ Student organizations are not permitted to open or utilize a separate bank account.
- ▶ Work with the Student Engagement Budget Manager for all financial issues pertaining to your organization.
- ▶ All student organization transactions are officially recorded on an electronic spreadsheet maintained by the Budget Manager in Student Engagement.
- ▶ Treasurers should also keep their own spreadsheet to monitor their groups income and expenses.

Managing Finances: Sources of Funding

Services and Activities Fee - Yearly Allocation

Services and Activities Fees are a portion of tuition payed by state-supported students. The Office of Student Engagement and the ASG oversee the S&A process.

How the funds may be allocated and spent is determined by the state guidelines (Killian Document), The BC Compliance Guidelines, state laws (RCWs), ASG Financial Code and College policies and procedures.

Before considering S&A Funds, you should review the documents, and state laws pertaining to the use of S&A funds. These documents, along with allocations from previous years can be found on [the How Your Fees are Spent](#) page.

The Office of Student Engagement and the ASG are funded through the S&A process each year, along with other groups on campus that may be eligible for these funds.

Managing Finances: Sources of Funding

Services and Activities Fee Allocation - Yearly and ASG One Time Use

Applying for S&A is competitive. All student organizations applying are competing with other student organizations and BC departmental initiatives for this funding. Chartered Student Organizations that apply for and are allocated an annual S&A fund to draw from must follow established Office of Student Engagement protocol for approval of any activity for which funding is requested. S&A allocated funds may only be used for an event that has received Final Approval through Office of Student Engagement.

TWO Ways to Apply:

1. The Annual S&A Fee Allocation Process - visit the [How Your Fees are Spent](#) webpage for more information.
2. Application to ASG for one time project: See How to Apply for S&A Funding from ASG section of the Handbook and the ASG Financial Code 2021.

Managing Finances: Utilizing Funds

Student organizations must have an approved Project Plan before making any commitments to outside organizations, paying fees or purchasing supplies.

- ▶ The Office of Student Engagement makes payment on behalf of student organizations for approved expenses. Incomplete forms or inadequate supporting documents will not be accepted. Through the Student Engagement office, student orgs may:
- ▶ Do not attempt to submit any request for payment or reimbursement from a student organization account directly to the Finance Office. It must be processed through the Office of Student Engagement.

Advertising Your Event

- ▶ All event advertising and logo materials must be approved by the Office of Student Engagement before being posted and distributed. There is no one way to reach people to advertise your event. A combination of means is best to reach the broadest number of people
- ▶ Do not advertise your event until your Project Plan is approved by the Student Involvement Specialist. They will give you the green light to start working on advertising.

Advertising Your Event

Step 1: Define Your Audience: Who specifically are you trying to reach with your ad?

Step 2: Decide Where to Place Your Advertising

Step 3: Define Your Message and Create Your Ad

Student Organizations have two options available to them for creating advertising:

- ▶ Create the artwork yourself:
<https://www.bellevuecollege.edu/cab/design-your-own/>
- ▶ Advertise in BC FYI, Bulldog FYI, BC Events Calendar,
- ▶ Post posters on campus bulletin boards with SE approval

It's ALL in the Student Organization Handbook

- ▶ You will find step by step instructions for how to plan all these types of events in the Planning Events and Activities - On and Off Campus section of the Student Organization Handbook
- ▶ All types of activities are color-coded by required lead time for processing to better help you with advance planning.
- ▶ Once you figure out what type of activity you want to plan, refer to the Student Organization Handbook for instructions and tips.
- ▶ Not sure? Reach out to the Student Involvement Specialist Student.

Where to Find More Info

- ▶ **The Student Organization Handbook:**
<https://www.bellevuecollege.edu/organizations/resources/>
- ▶ **More information about Services and Activities Fees Allocations:**
<https://www.bellevuecollege.edu/stupro/how-your-tuition-fees-are-spent/>
- ▶ **More info on the Associated Student Government of Bellevue College:**
<https://studentweb.bellevuecollege.edu/asg/>

What's New & Next for Student Engagement?

- ▶ New student-focused mission and vision
- ▶ Student Orgs can book spaces for on campus meetings, including in the new U building
- ▶ Reconfiguration of our office space to create a student affinity group resource center
- ▶ Additional spaces on campus have been allocated to Student Engagement to create awesome student-friendly lounge spaces: C103, A265 and MORE!
- ▶ Fabulous new student engagement online platform coming Fall 2022

**Remember: You Got This!
And
We Got YOU!**

Questions?

