

# Club Expectations and Requirements

## Fundamentals

### How to establish a club

- **Establishment of organizations Forms**
  - Located in the ASCOCC Office and Online
  - In order to establish a club, you'll need:
    - 4 currently enrolled COCC students
    - COCC staff or faculty advisor
  - Fill out the establishment of organizations form, then schedule a meeting with the Student Affairs Coordinator
    - Student Affairs Coordinator will be the primary contact for all things club related

## Club Requirements

- Each club needs to meet these requirements in order to receive club funds
  - Need to have 3 meetings per term, within 2 weeks submit attendance and club meeting to ASCOCC
    - Attendance sheets are located in the ASCOCC office, and can be turned in to our mailbox
    - An agenda for each meeting must also be made, and turned into the ASCOCC mailbox
  - Club meetings must be open to all COCC students, as they are being funded through the student fees
- 1 recruitment event per term
  - Recruitment event form must be filled out and submitted within 2 weeks of the event (located in ASCOCC office)
- Established clubs need to have one event per year open to the COCC community
  - Event Proposal Form in the ASCOCC office that needs to be submitted a month in advance if using club funds
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## Club Funding

- **Funding tiers are set yearly based on club attendance**
  - We use the meeting sign-in sheets to determine what tier a club will land in for the following year.
  - The tier a club lands in determines how much money the club will get
    - Tiers:

- 1: 4-7 members: \$600
- 2: 8-14 members: \$1,200
- 3: 15-25 members: \$1,500
- 4: 26-35 members: \$2,400
- 5: 36+ members: \$3,000
- **Clubs are responsible for tracking their own budget**
  - ASCOCC suggests meeting with the financial director to go over budgeting.
- **Access to club funds**
  - Check out the ASCOCC Visa card
    - Go through Lindsay Buccafurni
      - You do need to receive an **itemized receipt** to turn in to help keep track of purchases
        - The ASCOCC Visa card cannot be used to buy things like **Alcohol, Drugs, or Weapons**
        - **No gift cards** can be bought!
  - If a club has already spent money with personal funds (not the Visa card), they can submit a reimbursement form (located in the ASCOCC office)
    - Fill out and turn in with **itemized receipts**, and the refunds will go through in about two weeks.

## ASCOCC Resources

- The ASCOCC Office can be used to set up a club meeting
- Storage space in the ASCOCC office
- We have Promotional supplies (markers, posterboards, etc.) that can be used
- We can HELP advertise for your event

## Contacts

- President, Darcy Hays: [ascocc.president@cocc.edu](mailto:ascocc.president@cocc.edu)
- Director of Student, Nicole Sharp: [ascocc.affairs@cocc.edu](mailto:ascocc.affairs@cocc.edu)
- Director of Finance, Jeff Bowen: [ascocc.finance@cocc.edu](mailto:ascocc.finance@cocc.edu)
- Director of Campus Affairs, Katie Beal: [ascocc.campus@cocc.edu](mailto:ascocc.campus@cocc.edu)
- Internal Affairs Coordinator, Gillian Livingston: [ascocc.internal@cocc.edu](mailto:ascocc.internal@cocc.edu)
- Wickiup Liaison, Ryan Rhodes: [ascocc.wickiup@cocc.edu](mailto:ascocc.wickiup@cocc.edu)
- ASCOCC Advisor, Lindsay Buccafurni: [lbuccafurni@cocc.edu](mailto:lbuccafurni@cocc.edu)

\* All forms mentioned in this document will also be available online on the ASCOCC website \*

[Clubs and Programs - Central Oregon Community College \(cocc.edu\)](http://cocc.edu)

## Other Important things to note:

- Discretionary Fund Available
  - In order to gain access to those funds, the club will need to fill out a funding request form
  - The form needs to be turned in to ASCOCC at least 2 weeks before the proposed event
  - A meeting will be held to ensure that the ASCOCC council agrees with the proposal and funds requested
    - This funding is IN ADDITION to the funding you receive from the tier the club is in
- **Diversity Clause**
  - Includes clubs such as Afrocentric studies, Asian Cultures, FNSU, Latinx, LGBTQ+, etc.
  - Historically have been underfunded as they might not have the attendance needed to reach some of the higher funding tiers
    - These clubs need to have 1 meeting per term and 2 events per year
      - Funding for these clubs is not based on attendance, but rather based on the funding proposal form (submitted within the first two weeks of each term
        - Although not required for funding, an attendance form does need to be submitted to ASCOCC