

Student Club Meeting: 11/10/21

How to establish a club

- **Establishment of organizations Forms**
 - Located in the ASCOCC Office
 - Needs for establishing a club
 - 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 Funding

- **Funding tiers are set yearly based on club attendance**
 - The tier a club lands in determines how much money the club will get
 - Tiers:
 - 4-7 members: \$600
 - 8-14 members: \$1,200
 - 15-25 members: \$1,500
 - 26-35 members: \$2,400
 - 36+ members: \$3,000
 - 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
- **Clubs are responsible for tracking their own budget**
 - Suggest meeting with ASCOCC Financial advisor
- **Access to club funds**
 - Check out the ASCOCC Visa card
 - Go through Christy Chaung in the office of student life
 - She will provide the form to fill out
 - You do need to receive an itemized receipt to turn in to help keep track of purchases
 - Important to note: the ASCOCC Visa card cannot be used to buy things like Alcohol, Drugs, or Weapons
 - 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.
- **Active 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
- **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

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 are here to help! If clubs would like to use these resources, reach out to the Student Affairs Coordinator, or the President

Emails

- President, Darcy Hays: ascocc.president@cocc.edu
- Student Affairs Coordinator, Nicole Sharp: ascocc.affairs@cocc.edu
- Financial Advisor, James Weaver: ascocc.finance@cocc.edu
- Christy Chaung: cchaung@cocc.edu
- ASCOCC Advisor, Lindsay Buccafurni: lbuccafurni@cocc.edu

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