This handbook is designed to help your club or organization be successful!

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Inter-Club Council (ICC)

The Inter-Club Council is a PTC organization composed of one representative of each active and approved student club and organization. The Inter-Club Council’s primary purposes are:

To serve as an information clearinghouse to share on-going and upcoming activities in order to avoid duplication and/or overlap.

To sponsor and promote specific leadership development programs and opportunities.

To sponsor joint activities for overall college and community organizations.

To serve as a vehicle for providing input to the college administration.

To serve as a networking system to gain support/strategies for successful club activities.

Structure:
The ICC is composed of a representative from each active organization.

The Associate Dean of Students is responsible for setting the meeting agenda with input from ICC representatives, advisors and other college officials.

Meetings are typically held the first and third Tuesday of each month during fall and spring semesters. Consult the college calendar for actual dates.

At each meeting, there is an “open chair.” Individual students or groups may bring concerns to the ICC. Requests to speak must be submitted to the Associate Dean of Students at least three days prior to the ICC meeting.

For more information about the ICC or materials in this handbook, please contact:

David Rosenbaum
Associate Dean of Students
(864) 941-8377
Rosenbaum.d@ptc.edu
Why Do We Have Clubs & Organizations?

There are many important reasons to have active clubs & organizations. Whether you'd like to become a student leader, work on community projects, network with people in your field, or just meet people with common interests, there's an organization at Piedmont Technical College for you (and if not, you might consider starting one of your own—see page 7). Get active!

Activity Planning

Part of the work of all clubs & organizations is having events and activities. It may be a fund-raising campaign, a community service project or a social event. The key to a successful activity is good planning. Below are some tips:

Deciding on an Activity:
Activity ideas come in different ways: requests from the college or community, events traditionally sponsored by the club/organization or from ideas generated by members. Keep in mind that your activities should fit in with what you set forth as the purpose of the organization and goals you set each year.

Logistics:
After you decide what to do, you need to go about how to do it. Planning the logistics of the event will take the most time. Consider the time and place of your event. Are refreshments, transportation, supplies, and publicity needed? Don’t forget to seek approval. The Activity Approval form is available online via the Student Life webpage.

Assign Responsibilities:
During the logistics planning, you will need to identify people to complete the tasks. Be sure to choose an overall chairperson who will check with members to make certain that the tasks are all completed.

Implementation—the Main Event!:
Be flexible! Things seldom go exactly as planned. Try to have an extra person or two on hand to deal with minor “emergencies.”

Evaluation:
It’s easier to remember what you’d do differently next time right after the event, but more difficult later. Jot notes about where you bought things and the cost, about what went right and what didn’t go as planned. Ask some participants to give feedback about things to keep or
Fundraising

Annual Planning:
As you begin planning for the year, it is important to also plan your budget. Determine which club activities will cost money and how much money will be needed. Look to see what sources of income you have other than fundraising, such as member contributions. Once you have determined what you will need, you can plan a campaign.

Event Planning:
As you begin to plan your fundraiser, one of your first steps is to submit an Activity Approval form. Any activities involving use of the college on weekends or which invite the public must be approved by the Institutional Officers and Public Safety must be notified. If college facilities are used, an advisor must be present. If you expect to request funds or donations from local organizations, first check in with the PTC Foundation. Please contact Fran Wiley by email at wiley.f@ptc.edu or call (864) 941-8351.

Club Bank Accounts:
Funds should be kept in a bank account belonging to the club (not PTC). Several local banks offer accounts with no fees or service charges available to non-profit organizations. The advisor’s signature must be on the account and will be required for checks or withdrawals.

Caution:
Remember, fundraisers should only be a part of the “work” of your organization. Fundraising should not consume all of the time in the club meetings.

Leadership Development

One of the goals for all clubs and organizations is to help students to develop their leadership skills. Most groups have regional and national conventions that afford leadership opportunities. In addition, there are several excellent opportunities available to PTC students throughout the year. Activities vary and will be publicized campus wide. One of the college’s annual efforts to develop student leadership is the Presidential Ambassador program. Please view information on the website (http://www.ptc.edu/pa) for more details.
Publicity

To assure the success of your event, it is important to have timely and interesting publicity, distributed well in advance and containing all of the pertinent information (who, what, when, where and why). Details about cost and proceeds are useful for fundraisers.

**Posters and Flyers:**
Posters or flyers can be hand drawn or computer generated. Either way, keep in mind that you want to attract the readers’ attention. Use type or printing that is easy to read and be sure to check your spelling. All posters or flyers must be approved by the Associate Dean of Students. A copy of the proposed flyer or poster needs to be attached to the Activity Approval form or sent via email to rosenbaum.d@ptc.edu. Flyers can only be posted on bulletin boards after they have the stamp of approval. Flyers will be posted by the Student Success Center.

**Campus Connection and Announcements:**
The Campus Connection is a bi-weekly publication to inform students of campus events and information. It is distributed online via PTC Pathway and the Student Life webpage. You may submit articles or advertisements about upcoming events, fundraisers, or reports on successful events after they have occurred. A separate PTC Pathway and Facebook announcement is another outlet for getting information to the masses. These will be completed once Activity Approval forms have been submitted.

**Off-Campus Publicity:**
All contact with local news media (newspapers, radio, and TV) MUST be coordinated through the Marketing & Public Relations Office. This includes any mailings to the community or posters displayed off-campus. Items that are best for off-campus publicity include community service projects, awards of the club or club members, national or regional conventions (especially if the chapter is recognized) and any programs or events open to the public, sponsored by a campus organization. Contact Russell Martin at (864) 941-8669 or email martin.r@ptc.edu in the Marketing & Public Relations Office for more information.

**Webpages:**
All student organizations have web pages available via the Student Life web page. If changes are needed, please contact Dawn Lewis at (864) 941-8540 or email lewis.d@ptc.edu

**Reserving Rooms**
To reserve a room in the college’s Conference Center or Medford Center, please contact Ben Higgins at (864)941-8408 or email Higgins.b@ptc.edu

To reserve a classroom on the Lex Walters Greenwood campus, please contact Dianne Gortney at (864) 941-8674 or email Gortney.d@ptc.edu

To schedule a room at a County Campus, please contact that Campus Director.
Starting a New Club or Organization

If you wish to form a new student organization, there are some steps you will need to complete to become a recognized organization at Piedmont Technical College.

1. Recruit at least 10 members for your organization.

2. Find a faculty or staff member willing to serve as your advisor.

3. Fill out a Charter for a New Club or Organization form. All parts need to be completed in full. This form can be obtained at the end of this handbook.

4. Submit the form to the Associate Dean of Students for approval.

Note: New organizations must be significantly different from any existing organization.

Supplies and Equipment

Some supplies and equipment are available at the college. If you need items such as ice, coolers, tables, chairs, extension cords and water hoses, the club advisor will need to make a request to the Facilities Department. The Activity Approval form includes directions for making a Maintenance Request and should be completed in advance. If you have questions, please contact Phil Wheeler at (864) 941-8333 or email wheeler.p@ptc.edu

If you need items such as televisions, VCR/DVD players, laptop computers, projectors, microphones or sound equipment, the club advisor will need to submit a helpdesk ticket. If you have questions, please contact Gregg Smith at (864) 941-8444 or email smith.g@ptc.edu

Student Center

The Student Center, located in the D Building on the Greenwood Campus, is available to all students to meet and relax on campus. It offers free wifi, laptop stations, comfortable furniture and an eating area. It is not available to reserve but may be an ideal location to conduct an activity. For more information, contact David Rosenbaum at rosenbaum.d@ptc.edu
PIEDMONT TECHNICAL COLLEGE
CHARTER FOR NEW STUDENT ORGANIZATIONS

Club Name _________________________________________________________ Date__________________
Advisor(s) ________________________________________________________________________________

Primary Purpose of Club/Organization: _______________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Club/Organization membership consists primarily of ___________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Tentative plans for upcoming year __________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Officers (if selected):
President: ________________________________ P# _________________________
Vice President: ___________________________ P# _________________________
Secretary: _______________________________ P# _________________________
ICC Representative: ______________________ P# _________________________

Other(s) (if applicable):
__________________________________________________ P# _________________________
__________________________________________________ P# _________________________
__________________________________________________ P# _________________________

Required Signatures for Approval

___________________________________ Advisor
___________________________________ Associate Dean of Students

___________________________________ ICC Representative
___________________________________ Associate Vice President of Student Affairs

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