



Handbook for Student Organizations

Piedmont Technical College

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Introduction

This resource handbook has been produced by the staff of the Student Success Center (SSC) to define the operational procedures for Piedmont Technical College (PTC) student clubs. This handbook should provide users with pertinent information on starting or re-registering a club, handling funds, scheduling space and planning meetings/events within the Technical System of South Carolina established guidelines.

By following the procedures as they have been outlined in this handbook, the responsibility of organizing a club, program development and finance will be much easier, effective and rewarding. Please feel free to direct any questions or comments concerning the information contained in this handbook to the Student Life Coordinator, Amelia Jackson located in room 116A, or call (864) 941-8545.

All student leaders participating in a club are responsible for being familiar with the information contained in this handbook and are expected to comply with all rules and regulations. This document is enforceable pursuant to State of South Carolina and College established policies. Failure to comply may result in impeachment, suspension and/or expulsion from the college.

Purpose

The Student Success Center provides co-curricular opportunities for students to engage in activities designed to promote cultural awareness, education enhancement, recreational opportunities, social activities, and leadership development. The Student Success Center supports the academic mission of the institution by intentionally linking student experiences that occur both inside and outside the classroom. The Student Life Coordinator is responsible for the registration and oversight of all organizations and student governance bodies at Piedmont Technical College.

Club Advisors

All student clubs must have a full-time PTC employee as an official advisor. Limited exceptions may be made by the Student Life Coordinator based on extraordinary circumstances. An advisor serves as a link between the College and the student club and should assist the club in achieving its goals and objectives.

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 plan 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 in Pathway and a link can be found on the clubs and organizations web page.

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 sure 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.” The chairperson should ensure each task is completed.

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 change. Create a file so that the next person in charge of the project knows where to start.

Zogotech Data Collection:

The Student Success Center collects data from each college sponsored event which allows us to track student participation, retention, and persistence rates. Please provide the Student Life Coordinator with the P# of each attendee for your event. If you would like assistance in tracking attendance, contact us.

Video/DVD/Video Games Copyright:

- Check with the Student Life Coordinator before planning any films.
- Showing a video or DVD version of a feature movie is considered a public performance, even if the event is free.

- Rentals must be obtained from professional film distributors that offer, as part of the rental, full public performance rights. Libraries and local video stores cannot offer rights.

Allergies and Accommodations

When planning events, it is also important to be mindful of allergies (e.g., food, latex, etc.) your members, participants, and guests might have. Eight foods account for 90 percent of all food related allergic reactions in the U.S.: milk, eggs, peanuts, tree nuts (e.g., walnuts, almonds, cashews, pistachios, pecans), wheat, soy, fish, and shellfish. More information is available at:

<http://acaai.org/allergies/types/food-allergy>

In an effort to protect the safety of the community, all foods must be labeled clearly and precisely. For assistance, please contact Student Life Coordinator Amelia Jackson located in room 116A, or call (864) 941-8545.

When planning a bake sale, please observe the following requirements:

- 1) All foods must be protected from unnecessary handling, airborne contamination and pests. Baked goods should be placed in food storage bags or containers, wrapped with new food grade plastic, wax paper or foil or dispensed from a covered food storage container.
- 2) Individuals shall thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom.
- 3) Bare hand contact with the food items should be avoided through the use of plastic gloves, tissues, bags or utensils (tongs/spoons).
- 4) A sign or placard stating "Homemade" must be posted.
- 5) Donors should be encouraged to identify/label any product that contains any major allergen. Major allergens include peanuts (peanut butter), eggs, wheat, soybeans, milk and milk products (e.g. butter, buttermilk, cheese) and tree nuts (e.g. almonds, pecans, walnuts, cashews).
- 6) The event organizer should retain a list of who donated what food items or wrapped baked items should be labeled with the baker's name in order to identify the source of the product.
- 7) Good standards of housekeeping and hygiene are expected of persons operating the bake sale. All foods should be displayed on clean counters and the bake sale area maintained in a clean and sanitary condition. Additional consumer food safety information can be obtained by visiting www.foodsafety.gov or by contacting the Greenwood County Health Department.

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 Campus Police must be notified. If college facilities are used, an advisor must be present. If you expect to request external donations of funds, goods, services or gifts in kind from local business and industry, 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.

The Leadership Lunch & Learn Seminar Series provides students the opportunity to learn about leadership topics while enjoying a meal. Topics may include types of leadership styles, how to be an effective leader, leading with integrity and moral purpose, and many others. Lunch & Learn Seminars are listed in the Student Calendar and Handbook and on the website. These events are open to all students.

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 Student Life Coordinator. A copy of the proposed flyer or poster needs to be attached to the Activity Approval form or sent via email to jackson.a1@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.

Pathway and Social Media Announcements:

PTC Pathway, Facebook, and Twitter announcements are another outlet for getting information to the masses. These will be completed once Activity Approval forms have been submitted and a flyer is received. Posts are scheduled at a time that is convenient for the college and your post may be delayed from the time the activity approval is received. The administrator who schedules the post will contact you if there are any issues with the post you request.

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.

Web Presence/Logo Usage

Any club wishing to have a Facebook page or web presence MUST discuss with the Student Life Coordinator any web presence PRIOR to creating any pages or accounts. Facebook pages MUST be linked to the PTC Facebook Account and the Student Life Coordinator, Coordinator of Public Information and club advisor MUST be given administrative privileges for the club page. All student organizations have web pages available via the Student Life web page. If changes are needed, please contact Jackie Mathis at (864) 941-8541 or email Mathis.j@ptc.edu. Students and clubs will be held accountable for any activity that violates College policies online. Use of the college logo or name on promotional materials (t-shirts, pens, key chains, etc.) requires permission from PTC's Marketing Department. Contact the Director of Marketing and Public Relations for more information and assistance.

Reserving Rooms

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 Wi-Fi, 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 Amelia Jackson at jackson.a1@ptc.edu.

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 submit a work order ticket or contact Student Records at (864) 941-8361.

To schedule a room at a County Campus, please contact that campus director.

Work Orders

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

Be sure to be specific about your request and include all details necessary for the work to be completed successfully.

InterClub 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 one representative from each active organization.
- The Student Life Coordinator 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 Student Life Coordinator at least three days prior to the ICC meeting.

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 (last page of this document). 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 Student Life Coordinator for approval.

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

Dissolution of a Club or Organization

Dissolving or disbanding an organization should not be taken lightly. If your club or organization is thinking of calling it quits, please schedule a meeting with the Student Life Coordinator. There may be a solution that can be found.

If the club or organization decides to disband after careful consideration, a letter stating the reasoning of dissolution signed by the Club President, ICC Representative, and club advisor must be submitted to the Student Life Coordinator. Disbanding may affect future applications to restart the organization.

For more information about this handbook or its contents, please contact:

Amelia Jackson

Student Life Coordinator

(864) 941-8545

jackson.a1@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

Student Life Coordinator

ICC Representative

Associate Dean of Students