



Pasco-Hernando State College

# Club and Organization Handbook • 2017-18



# EXPLORE





# How Student Leaders Present Themselves

## 1. Take advantage of every opportunity.

You may be asked to be on a committee, attend a meeting or workshop. You may be tempted to zone out, to doodle, play on your phone or worse...fall asleep. This is only your loss. If you attend those things and pay attention, share your thoughts and put your best foot forward, you could be rewarded with a scholarship, a speaking opportunity, an internship, a job or a letter of reference.

## 2. Learn to appreciate who you are individually and as a group/club.

Appreciate that you are you and nobody else can be exactly like you. Appreciate the things you are good at. Appreciate and accept your flaws—nobody is perfect. Make sure you show that same appreciation and respect to your members.

## 3. Do something productive.

Don't wait for everything to be perfect. Do something productive. Set some goals for yourself! Students like to SEE ACTION. Just be sure your campus administration is in the loop and approves what you are doing!

## 4. Find a way of expressing yourself.

Do you want to dress a bit differently? Listen to different music? It doesn't matter—just be yourself (be sure it is appropriate however -- the student code of conduct must be followed). You won't be confident if you're uncomfortable. As a group, find ways for OTHERS to express themselves. It is your role to understand what students are thinking, and express that for them.

## 5. Treat yourself well.

Don't let yourself be negative. Don't dwell on the bad comments, or situations.... Often they are misunderstood situations. Don't be lazy. Exercise and eat well. Work on thinking positively. You must set the tone for the other members!

## 6. Present yourself well.

Don't slump or slouch - sit straight up. When you're walking, don't look at the

ground or at your phone. Make eye contact with other people and smile. Make sure you always look clean and smell fresh.

When talking with other people, make eye contact. Remember that you are always a Student Leader ... whether you "feel like it" or not. If you are not "feeling it"...Take a mental health day...it is better for everyone in the long run!! To be taken seriously you need to find that sweet spot of confidence, the confidence without cockiness, but with humility instead; you do not have to "show off" things you know...let your actions show what you know. You are in a position of leadership--use it wisely and for good.

## 7. Act and be confident.

Have you ever heard the expression, "fake it until you make it?" It means that even when you don't feel confident, pretend you are. Eventually, confidence will work itself into your natural behavior. If you do not know an answer, that is okay. Admit it. And then find the answer, or introduce the person to the person that has the answer! This demonstrates your ability to connect people!

## 8. Socialize.

Get out there and make some friends! You will feel much more confident knowing that people enjoy spending time around you and talking with you. Generally, students want to be involved in what you are doing. They want to know who you are and how they can help you! All they want is to be asked to do something specific and easy!

## 9. Be respectful.

Have you gotten the appropriate permission to be doing what you are about to do? Does the Coordinator know that you have set up a meeting with the Provost/Dean/VP? You have a great idea, but does the Coordinator have any idea about it? Have you given him/her the chance to actually think about it and talk about it with you? Rushing something could be the same result as outright killing the idea....use your coordinator as an ally.

## Club Benefits and Responsibilities

All officially recognized campus clubs/organizations have the following benefits and responsibilities:

### BENEFITS

The club/organization may use the College name and may use the college logo (following promotion rules).

- The club may recruit members on campus.
- The club has a permanent file in the Student Life and Leadership office.
- The club may request funds from Student Government Association (SGA).
- The club may hold meetings and other functions on campus.
- After one year of being an active club, the club may submit Travel Budget Requests to the Student Life and Leadership Budget Committee.
- The club may occupy office space on their respective campus.
- The club may use audio/visual equipment from the library (by filling out the request on the Activity Form).
- The club may use the copier in their Student Life and Leadership office.
- The club may post announcements on the campus bulletin boards (following posting regulations).

### CLUB RESPONSIBILITIES

- The policies and objectives of each club must be consistent with those of PHSC and the District Board of Trustees.
- Submit proper paperwork for activities as outlined in this Handbook.
- Attend SGA meetings and provide a weekly report.
- Properly use materials, supplies and equipment available, including the clean-up and proper return of items (ie: if you use the popcorn machine, clean it and bring it back to the storage area).

## How to Start a New Club

You may initiate a new club at any time during the school year. The following must be completed and submitted to the Student

Life and Leadership office on your respective campus:

Club paperwork needs to be completed and submitted to the Student Life and Leadership office on the respective campus. These forms are available at: [www.phsc.edu/activities/marketing](http://www.phsc.edu/activities/marketing) or in Student Life and Leadership office.

The paperwork consists of:

- Club application form # SSA-1.
- Membership roster with club officers, including all students' names, addresses and daytime telephone numbers.
- A club constitution consisting of at least:
  - College Name
  - Group Name
  - Purpose
  - How membership is defined (*voting members must be students*)
  - Elections—Requirements and Procedure.
  - Officer qualifications (*at least enrolled in 6 credit hours and maintain a minimum of a 2.0 GPA*).
  - How to remove an office.
  - How to fill vacancies.

The proposed club must find a full-time PHSC employee to act as club advisor. All full-time faculty and staff are eligible to serve as an advisor to a student club/organization with permission from his/her supervisor. Permission will be approved on Form SSA-9, "PHSC Student Club/Organization Advisor Approval." Serving as an advisor of a student club/organization is voluntary. Adjunct and part-time faculty and part-time staff may serve as co-advisors of PHSC student clubs. The Student Life and Leadership staff may be able to assist in finding an advisor for your proposed club.

The submitted paperwork will be reviewed for approval by the Student Government Association, the Student Life and Leadership Coordinator and the College Administration. After the paperwork is approved, the club president and advisor must attend a training session with the Campus Activities Coordinator on College policies and procedures. Approval process may take 2-4

weeks. Each error found will delay the process.

By completing the above steps, and upon receipt of college approval, a student club is considered to be an approved club on campus and is subject to all policies and regulations of PHSC and the District Board of Trustees.

### **SUSPENSION OF STUDENT CLUBS**

In the event that an individual club member, officer, entire group, or the activity sponsored by the organization is in violation of any requirement or abuses the privileges afforded them, the group may be suspended (DBoT Rule 6Hx19-6.32, Appendix D).

### **INACTIVE CLUBS**

An inactive club is one that shows no evidence of activity for one academic year. Clubs may become inactive periodically due to lack of student interest or advisor leadership. These clubs are not in suspension and thus may resume active status when there is student interest and/or an advisor is appointed.

### **LOSS OF CLUB PRIVILEGES**

It is the responsibility of all approved campus clubs/organizations to know and adhere to the policies and regulations of PHSC and the District Board of Trustees as well as all federal, state, and local laws. Any misrepresentation of PHSC, the club and/or its purpose, failure to adhere to the club responsibilities as set forth in the Student Organizations Handbook, or failure to comply with College policies and regulations could result in the suspension of the club.

## **How to Run a Successful Club**

The following are some suggestions to help your club be successful:

The club must have a **CLEAR PURPOSE** and a meaningful program. All members of the club must understand the purpose. Each member must strive to achieve the purpose and be able to explain it to others.

**GOALS** must be established for the club.

These should include short-term and long-term goals. Lack of established goals may result in a lack of motivation, enthusiasm and accomplishment.

The club must continue to plan activities and get things done! Lack of activity will kill motivation of the club group. Presidents must delegate and follow up on progress!

Meetings must be **WELL PLANNED** to be effective. The first meeting can be instrumental in setting the tone for the organization for the entire year. Prepare and organize every meeting. Use printed agendas that have been prepared by the officers or executive board and reviewed by the club advisor.

**PARTICIPATION.** Participation is often the key to a good club. Encourage all members to express their opinions and thoughts, not just club officers. Acknowledge all ideas, suggestions and opinions in a positive manner. Solicit opinions if necessary. Give each member a responsibility in the club. Make people feel important in the group!

Officers set the tone for the entire group. Enthusiasm is contagious! Believe in your group and foster that same attitude among group members. Let the members know that this is a club that is **DYNAMIC** and **GETS THINGS DONE!**

**PLAN AHEAD.** Waiting to the last minute to plan an event may mean you won't be able to access necessary funds. It takes **10 BUSINESS DAYS TO GET AN ACTIVITY APPROVED AND TWO WEEKS TO PROCESS PAPERWORK FOR FUNDS TO BE ALLOCATED FOR EXPENDITURES.** This does **NOT** include the time needed for your marketing materials to be created and approved.

**KNOW YOUR HISTORY.** Use the experience and knowledge of the club advisor and the Student Life and Leadership office on your campus. Seek and use his/her advice.

A club must have a **REGULAR MEETING TIME AND PLACE.** This will help strengthen the club's identity as people



being associating a certain location with the group. By being consistent, others also can better plan their schedules to attend.

EVALUATE your meetings, events and your club. Evaluation is an effective tool to determine what your club does well and what areas can be improved. This can be a key to providing future direction for the club. This also helps to establish your club history with a written record of past events and activities.

## **Club Advisor Responsibilities**

All campus clubs are required to have an advisor who is a full-time employee. All full-time faculty and staff are eligible to serve as an advisor to a student club/organization with permission from his/her supervisor. Permission will be approved on Form SSA-9, "PHSC Student Club/Organization Advisor Approval." Serving as an advisor of a student club/organization is voluntary. Adjunct and part-time faculty and part-time staff may serve as co-advisors of PHSC student clubs and organizations.

While the advisor should assist club members, it is not their responsibility to run the club. The following are responsibilities that each advisor must accept:

1. Participate in annual training on advising student clubs/organizations with the Campus Coordinator of Student Life and Leadership.
2. Advise, counsel and serve as a resource person to the club.
3. Assist the club in setting realistic goals and objects each year. Assist the club in achieving its stated goals.
4. Be familiar with PHSC policies and procedures. The advisor must comply with these policies and ensure compliance with these policies by club members.
5. Assist in the planning of the club's functions and activities. The advisor should be well informed about all club plans and activities. The advisor also should work with club members to help them plan programs that are beneficial to the students and

consistent with the educational objectives of PHSC.

6. Be present at all scheduled club activities, conferences and off-campus trips and meetings or assist in making arrangements for appropriate PHSC staff to act in their behalf.

7. Be aware of the financial status of the club at all times. This includes assisting in the formulation of the annual club travel requests, and the club treasurer in proper accounting procedures.

8. Assisting the club in submitting necessary paperwork to the Student Life and Leadership office prior to each club event. This includes all forms for club activities, fundraising, check requisitions, and travel requests.

9. Assisting club members in maintaining a balance between academic and co-curricular aspects of student life.

10. Contacting the Student Life and Leadership office with any questions or problems concerning the club.

## **Responsibilities of the Club to the Advisor**

The following are responsibilities of club members to their advisor:

1. Planning all activities when the advisor is able to attend.
2. Checking all dates with the advisor before scheduling meetings, social functions, and activities.
3. Keeping the advisor informed about the programs, activities, and progress of the club.
4. In addition to regular club meeting times, the club officers should meet regularly with the advisor to discuss the affairs of the club.
5. Asking the advisor for their opinion and advice when problems arise in the club.
6. All club expenditures must be authorized by the advisor and the club president.
7. The advisor should be recognized as an integral member of the club.

Remember, the advisor is assisting the club on personal time beyond normal college

duties. Proper courtesy should be extended to the advisor at all times.

## How to Run a Meeting

Organizational skills, practice and experience are key factors in being an effective president officer. The following are some suggestions to help your club plan and conduct meetings:

- The club president, with advice from the executive board and the club advisor, should prepare an agenda before each meeting. Every meeting should be run by an agenda to ensure a smooth and efficient meeting. Student Government can supply you with a sample agenda for your meetings.
- The day before the meeting, make certain that people with committee reports are ready and that the time and location has been confirmed with any guest speakers scheduled.
- Start and end your meetings on time. If you start late, your meeting will end late. Keep in mind that people have places to go after your meeting and you do not want to make them late. Before the meeting adjourned, make certain the agenda has been adequately discussed.
- Recognize new members and guests and make them feel welcome.
- Conduct the meeting in a business-like manner, following parliamentary procedure. This does not mean that you cannot have a sense of humor. Recognize holidays and birthdays. Be creative to keep everyone's attention and keep them coming back. Meetings should not be boring, but they need to be productive and on task.
- Keep it moving! Do not cut off debate, but do all you can to expedite the flow of business. You can set a time limit for the topic, table the discussion or create a committee, or create a survey and poll members on "Hot" topics so all voices are heard.
- Speak clearly so you may be heard by everyone. If you sound interested and enthused, it will keep everyone's attention.
- Maintain control of the meeting at all

times without suppressing a free exchange of ideas. Invite agreement and disagreement but politely keep control over the "over-talkative person" with a statement like "let's hear from some others who have not spoken yet."

- Basic Parliamentary Procedure is also helpful when running meetings.

### What should be voted on and CLEAR in the minutes:

- Anything pertaining to spending or earning money
- Any activities the club chooses to do
- Any issues related to club membership, proposed changes to the constitution, etc.

### How to Vote:

**MOTION:** After you feel an item has been discussed sufficiently, your club needs to vote. Say "I will entertain a motion to vote on the item" or simply ask for somebody to make a "motion" to do what you want to do. The motion indicates that person thinks it is a good idea to do that thing. For example "I move to spend \$100.00 on the movie night event." Ask for a "second" to the motion. A member of the group can simply say "I second that motion." This indicates that a second person thinks it is a good idea as well.

After the motion and second, re-state the motion and ask "all in favor of approving the motion say 'I'" and then say "all not in favor of the motion say 'I,'" "any abstentions?" This process will document the vote and outcome -- The secretary should record the motion and vote outcome for the minutes so that it is documented officially for Club business. Abstentions are people who do not want to vote. In a tight discussion the abstainers need to know that their votes will count with the highest majority (so if the vote is 10 to 9 with 3 abstentions the final vote would become 13 to 9).

- Respect the power of your voice. If you have an opinion about someone's remark, hold your comments for a while. Immediate censorship or endorsement from you will have a quieting effect on the group.

- The secretary should keep an accurate record of the meeting's minutes.
- Have the secretary record motions and read them back. This ensures that the wording is correct and everyone understands.
- Minutes should reflect accurate quotes and statements. The secretary may need to ask people to repeat their statements to ensure an accurate quote.
- Minutes should be typed immediately following the meeting while notes are still fresh in the mind of the secretary.
- Minutes should be filed in the club records and e-mailed to the Coordinator of Student Life and Leadership, as well brought to each meeting to be approved.
- Keep meetings within a specific time frame and end them before or as closely to the specified time as possible. Most meetings should not last longer than one hour.

## How to plan an activity

Once your advisor and the club have approved an activity, check with campus Student Life and Leadership office to be sure your activity isn't conflicting with a scheduled event.

Once you have a set date, the next step is to be sure the facility you want to use is available by checking with the Student Life and Leadership office.

Fill out an activity form and have your advisor sign it. If you require any equipment or set up, fill out a maintenance form and attach it to the activity form.

The activity Form must be submitted to the Student Life and Leadership office a minimum of ten (10) business days prior to the event. The event will not be approved if it is late.

**NOTE:** The minimum does not allow enough time to adequately promote your event.

If the activity will involve raising funds, a Request For Fund raising Form (SSA-2) must also be attached.

**WARNING:** It takes a minimum of ten (10) business days (days the college is OPEN) for an activity form to make it through the approval process.

Many events will require the drafting and approval of a contract for services. This requires proper lead time to collect the vendor packet and W-9, to negotiate the cost, and get the contract approved. Please get with your coordinator about the event as early as possible in the process.

**Obtaining funds for the event**  
Each campus Student Government Association (SGA) has been given a budget to allocate funding for campus events on campus to be sponsored by clubs. Please attend your campus SGA meetings to find out the funding parameters and guidelines. Other procedures found in this handbook must be followed after SGA approves your request.

## Advertising events

The Student Life and Leadership office must approve all club activities and events, as well as all posters and items used to promote events. Our office will assist with promotion if requested at least 60 days in advance.

All campus events must have the PHSC logo on it, and that requires approval by the marketing department. If your event is being promoted outside PHSC the marketing items must also be approved by the marketing department.

If you need assistance with creating marketing materials for your event the easiest way is to complete the Student Life and Leadership marketing request form at: [www.phsc.edu/activities/marketing](http://www.phsc.edu/activities/marketing)

If your event requires a program or printed agenda, that too needs to be approved by the marketing department and requires extra time to process.

Do not limit yourself to fliers. There are more creative ways to promote your event. E-mails, letters and hand fliers also work. The following are various methods of advertising to help promote your event:



### **Procedure for posting fliers/posters/decorations**

Must be pre-approved by Student Life and Leadership office. Please submit the information to be advertised at least 30 days prior to the event. Fliers and posters are not to be displayed on windows, glass doors, on cars, or taped to cement/brick. Fliers can be posted on bulletin boards and wall clips. All decorations must be hung with care, follow posting rules, and be taken down after the event.

### **Invitations to administration, community and elected officials**

Must be pre-approved by the Student Life and Leadership office. Please submit the information to be advertised 30 days prior to the event. ALL ELECTED OFFICIALS MUST BE INVITED BY THE COLLEGE PRESIDENT. IF you are looking to invite an elected official get with your campus coordinator ASAP.

### **Outside/community/business promotion**

Community and personal advertisement can only be hung on the board in the student lounge/student center on each campus. Inappropriately hung items will be removed.

### **Sandwich boards**

These are owned by the Student Life and Leadership Department and must be reserved in advance. Depending upon availability, clubs may use these sandwich boards by contacting the Student Life and Leadership office. The procedure for posting fliers/posters must be followed when using sandwich boards. Typically, the office will post the signs for you.

## **Club Travel**

PHSC is committed to providing safe travel opportunities for its students. Student travel to, during and from College-approved events and activities for student clubs is covered by student travel policies below. Funding is available for student club travel-these funds are allocated each Spring prior to the coming academic year. Form SSA-7 must be filled out and returned by May 1 each year.

Definition of "College-Sponsored Stu-

dent Travel for Clubs/Organizations": College-sponsored travel occurs when a student event, activity or trio is outside of Pasco and Hernando Counties.

### **Travel authorization process**

This is for use of allocated travel funds from the Student Activity and Services Fee Budget (allocated in June each year) or from the fundraising account for the club or organization

- All College-sponsored student travel must include an advisor or chaperon who is a full-time employee of the College to serve as a resource contact during the trip. If the advisor is unable to attend, the club must find an approved by the Dean of Student Development and Enrollment Management. Students may not take trips as a club representing the College or using College and/or fund raising funds without an approved chaperon.
- The club advisor needs to complete a Leave Request Form approved by their supervisor and submit it to the Student Life and Leadership office on the respective campus AT LEAST TWO WEEKS before the trip.
- All students required to complete the Code of the Road Form which the club advisor collects and submits to the Campus Student Life and Leadership office with all other student travel paperwork. No student name will be submitted for travel without a completed Code of the Road.
- Hotel and Conference/Competition information must be completed and submitted to the Campus Student Life and Leadership office.

## **Club Finances**

All clubs are required to adhere to the following college policies and procedures when spending funds. This includes spending both funds provided to the club by the Student Government Association (SGA) (fund 2) and funds raised by the club (Fund 6).

All funds must be kept in College accounts. Off campus accounts and petty cash are not permissible.

All club budgets will be tracked in the Student Life and Leadership office. Each club is required to have someone keep financial records for the club. SGA funds are to be used for club activities which are open to and promoted to all students. Funds may be requested at a campus SGA meeting.

### **Club fund raising accounts**

These funds can be spent on activities that are exclusive to club members (all students will not be invited). Funds can also be utilized for student travel and for donations to charities and scholarships.

### **Prior approval for all purchases**

All purchases made at PHSC by law have to be approved by administration prior to purchasing the items. For this reason, reimbursement for purchases made out-of-pocket may be denied payment. Such purchases are strongly discouraged.

### **Club approval**

ALL CLUB EXPENDITURES must be approved by vote in an official club meeting and be documented in official club minutes.

### **Check Requisitions**

When a club needs funds for a purchase of over \$50, A CHECK REQUISITION MUST BE ISSUED. The check requisition must be accompanied by an original invoice or price quote and must be for the exact purchase amount. The check requisition must be signed by the club advisor. Checks take TEN BUSINESS DAYS TO PROCESS.

### **New vendors**

If the club is using a vendor that hasn't been used by PHSC before, W-9 form and Vendor Packet must be completed and signed by the vendor. This process can sometimes hold up a check being issued, so be sure to plan ahead. The Student Life and Leadership staff is willing to assist you in collecting the W-9 and Vendor Packet.

### **Petty cash**

For purchases less than \$50 clubs may use petty cash. Petty cash forms may be picked up in the Student Life and Leadership office

and must be signed by the club advisor and the Student Life and Leadership Coordinator for approval. The petty cash form is then taken to the bookstore to pick up cash in advance. Once the purchase is made, the receipt and any change is to be returned in a timely fashion.

### **Fund raising**

The Student Life and Leadership office and the College Administration must approve all club fundraising activities. To obtain approval, a College Fund raising Request form (SSA-2) must be completed and submitted to the Student Life and Leadership Advisor at THREE weeks prior to the proposed fund-raising activity. The fund raiser may not take place until the club receives this form with approved signatures. This policy applies to all club fund-raising activities. A final accounting must be made of all fund-raising activities. Such accounting will be shown on the Report of Accounting for Fund Raising Activity (SSA-3).

### **Deposits**

Clubs may earn funds through dues, donations, and fund raising activities. These funds need to be recorded on a form (SSA-3) obtained in the Student Life and Leadership office and then taken to the bookstore for proper accounting.

### **Food fund raisers**

Student clubs that conduct fund raisers involving the sale of food must follow the following guidelines:

- All food must be purchased commercially and be prepackaged.
- Food should be as consumer ready as possible as that students and staff do not have to handle the food. Plastic gloves must be worn when handling or distributing food.
- Homemade food items are not permitted at any activity due to risk of liability to the college.
- Food fund raising activities cannot take place within 25 feet of any vending machines.

## **Fund raising involving donations**

Donations are defined as the receipt of money or gift that is not in exchange for any advertising, service or property. For any fundraising activities involving donations, a list of potential individuals/businesses that will be solicited must be attached to the Request for Student Fund-raising Activity Form. The list of potential donors and the fundraising activity must be approved prior to any solicitation. The PHSC Foundation should be consulted regarding substantial donations received in order to maximize the potential benefit of matching funds. Any single donation equal to or exceeding the amount specified in Board Rule 5.13 must be acknowledged by the College President. A Report of Accounting for Fund-Raising Activity (Form SSA-3) must be submitted to document the total amounts of the donations received.

## **Contest fund raisers**

Contests involving pure chance are not permitted, such as lottery or a raffle. Procedures for determining a winner in case of a tie must be included in the rules of the contest. Money exchanges are to be termed a donation to the club/organization. The winner(s) must be announced or posted at the conclusion of the contest. A copy of the contest rules must be attached to the Fund Raiser Form

## **Fund raising sales tax**

Sale of food, t-shirts, auction items, books, candy and soda must be sales taxed. The sale tickets to attend activities or enter contests does not need to be taxed.

## **Running for a SGA officer position**

Running for an office is an exciting time. This choice comes with some requirements and expectations:

### **Requirements**

Each candidate must fill out the Candidate Form, sharing your goals for the position and what qualifies you for the opportunity. You need to have fifteen currently enrolled students to sign your form.

Once the Candidate Form is turned into

the Student Life and Leadership office before the deadline, your campus coordinator will verify your requirements and inform you if you are eligible to run for office. Once you are verified and deemed an official candidate you may now begin to campaign

### **The following are the campaign rules:**

1. ALL materials used in campaigning must be approved by the coordinator of the Student Life and Leadership PRIOR to distributing it.
2. ALL materials must follow the campus official posting rules and regulations.
3. Campaign materials shall abide by the Student Code of Conduct.
4. Social Media campaigning must abide by the on-campus rules, and the student code of conduct.
5. Students running for office will be expected to give a candidate speech to introduce themselves to the student body, as well as enter the debate to be organized and moderated by the SGA advisor
6. Candidates are not to be within 20 feet of the elections booth. This restriction may cause some conflicts and any issues or questions are to be addressed with the coordinator.

### **Voting**

Voting will start after the debate concludes, and the voting polls will be directly run by the coordinator of the Student Life and Leadership or other staff in the Student Life and Leadership or student affairs offices. Students voting must be currently enrolled students, and each student may only vote once. Voting runs from the end of the SGA meeting on Monday through 4p.m. on Friday. Two students not running for an office will count the ballots under the supervision of the activities coordinator.

## **Running for an officer position in a club**

### **Requirements**

Each candidate must meet the requirements for office as outlined in the constitution of the club (at least enrolled in 6

credit hours and have a minimum of a 2.0 GPA)

### **Nominations**

Most clubs take nominations two weeks before the voting takes place. Nominees must be a current student. The club president will ask for nominations from the group. They may say, "At this time i will entertain nominations for the position of \_\_\_\_." Someone will say: " I nominate \_\_\_\_ ". The president will then say, " \_\_\_\_ do accept accept the nominations?" Then, " Are there other nominees at this time?" if there are none, "the nominations are now closed". At the next meeting the president will announce the nominees for each position. At that time, if others would like to take their name off the ballot they may. The group may also vote to open the floor again for nominations. After the slate is accepted again, the group may choose to have candidate speeches. Ballots will be prepared with the slate of candidates by the advisor.

### **Voting**

Voting will happen at the meeting, and according to the rules set out in the club constitution. Students voting must be currently enrolled students, and each student may only vote once. Two students not running for an office position will count the ballots under the supervision of the advisor.

## **Awards and Recognition**

### **Outstanding club member**

Each year, each active club and organization may select one of their members as an "Outstanding Club Member". This individual is presented an award at the Annual Distinguished Alumni and Student Life and Leadership award Ceremony.

### **Dr. Felisha Barker Outstanding Student Leader of the Year Award**

Each year, several students on each campus are recognized as "Outstanding Student leaders" for their contributions to their campus, but have also contributed significantly toward new programs, activities, and college committees as a student member.

### **Service Awards**

The Student Life and Leadership office

recognizes both the individual and the club that has participated the most in organized community service activities, and turned in proof of these activities to the Student Life and Leadership coordinators.

### **Veteran Student Life and Leadership Exemplary Service Award**

Pasco-Hernando State College recognizes and values the sacrifices members of our military have made for our country, state and local community. Veteran students bring vet experiences with them to college-inside the classroom and out. To honor our veteran students the Veteran Student Life and Leadership Exemplary Service Award was created.

This award recognizes the contributions of the veterans in our campus communities. This service includes their active engagement in the planning and implementation of campus events and activities, in clubs and organizations, and in campus life.

### **Five Star Award**

Each year clubs are given the opportunity to be awarded the Five Star Award. This award is given to clubs based on 5 (five) categories of the criteria. See five section for more information.

### **Advisor Gifts**

Each year our club/organization advisors are presented with an advisor gift by the Student Life and Leadership office. The gift is a recognition of their time and effort and is presented at the Annual Award Ceremony. If your club wishes to give a gift to your advisor please do so at the award ceremony. Time WILL NOT be given as part of the award ceremony. No exceptions will be made.

### **Other Club Awards**

Clubs and organizations may also recognize their officers, members and advisors with other awards. These types of awards must be purchased with the club/organization's fund raising funds and can be presented at a club meeting but not at the Annual Distinguished Alumni and Student Award Ceremony.

## 5 Star Award Program Criteria

The purpose of this program is to inspire your group to accomplish tasks that a fully-functioning, thriving group would do to be an active part of the campus life. Participation in the program is optional, and all groups that meet 3,4, and 5 star status will be recognized at the Award Ceremony in April. Your Campus Student Life and Leadership Coordinator/Director can assist you with any questions or concerns.

### Star 1—Club Basics

Club registration/advisor approval form along with the meeting time and place and the names on contact information for all officers (for communication, reminders and recognition).

1. **Minutes of club meetings** these are needed as they are a legal record. If your group votes to use your fundraising account, we must have a set of minutes to prove that to an auditor. Minutes need to be shared with your campus staff member.
2. **Attend 12 SGA meetings-fall term**
3. **Attend 12 SGA meetings-Spring term**
4. **End of the year report** A typed report about the events and activities you did this year, ideas for improvements and share with the next year's officers.
5. **Using Presence** This is critical for tracking your group participation and activity.

### Star 2—Leadership

Each event needs to have 2 members attend, stay for the entire time (typically just listening to the presentation) and complete an evaluation of the event (if provided).

1. **Student leadership retreat (SLR)** (2 students)
2. **Impact speaker** (2 students)
3. **Impact speaker** (2 students)
4. **Impact speaker** (2 students)
5. **Other speaker/presentation** (2 students)  
*Acceptable substitutions: Training Day, Any Leader Trainings approved by your Student Life and Leadership Coordinator, Facilitation of workshops, or presentations approved by your coordinator.*

### Star 3—Service

For the Kids and Sibs event you will just need to sign up to assist with one of the duties for the event. For the service hours, you must decide as a group what organization you would like to work with and put in a total of 30 hours, so if 3 people do 10 hours, or 10 people do 3 hours, or any other combination of time/people. You just need to take a picture of your service project and have a contact at the organization send a letter or e-mail to confirm the hours donated. This is not about raising money.

1. **Kids and Sibs Halloween event** (2 students)
2. **Other Event for Children** (2 students)
3. **Club organization service project** (30 hours)

### Star 4—Culture and Health

Each culture event needs to have 2 members attend, stay for the entire time (typically just listening to the presentation) and complete an evaluation of the event (if provided).

1. **MLK or Black history Speaker** (2 students)
2. **Peace Week speaker #1** (2 students)
3. **Peace week speaker #2** (2 students)
4. **Culture/Women's History speaker** (2 students)
5. **Club Assisted Sporting or Health Event**  
This is where you group "adopts" a health related, athletic game or intramural event and helps to promote it on campus, and has a majority of the group in attendance to either assist with or participate in the event.

### Star 5—Campus Activities and recruitment

Each event requires that you either set-up a recruitment table for your group and/or assist with a booth at the event (help serve food, assist with the craft table, check in, etc.).

1. **Get Acquainted Day** (the week before school starts)
2. **Welcome Back Week**  
(Wednesday and Thursday of first week)
3. **TechCon (September)**
4. **Peace Week Festivals (October)**
5. **Club sponsored activity/Event**

A club sponsored event can be funded by the SGA, and must be open to ALL students. This involves completing the word, ensuring supplies and food is ordered in advance, developing and assessment if needed, organizing the event itself, including the event supply gathering, set-up, clean-up, and post-event supply clean-up.



## 5 Star Check-list

### Star 1—Club Basics

- \_\_\_\_\_ Minutes of club meetings
- \_\_\_\_\_ Attend 12 SGA meetings-Fall
- \_\_\_\_\_ Attend 12 SGA meetings-Spring
- \_\_\_\_\_ End of the year report
- \_\_\_\_\_ Using Presence

### Star 2—Leadership

- \_\_\_\_\_ Student Leadership Retreat (SLR) (2)

---

---

- \_\_\_\_\_ Impact speaker (2)

---

---

- \_\_\_\_\_ Impact speaker (2)

---

---

- \_\_\_\_\_ Impact speaker (2)

---

---

- \_\_\_\_\_ Other speaker/presentation (2)

---

---

### Star 3—service

- \_\_\_\_\_ Kids and Sibs Halloween (2)

---

---

- \_\_\_\_\_ Other Event for Children (2)

---

---

- \_\_\_\_\_ 30 hours service project

### Star 4—Culture and Health

- \_\_\_\_\_ MLK or Black History Speaker (2)

---

---

- \_\_\_\_\_ Peace Week speaker #1 (2)

---

---

- \_\_\_\_\_ Peace week speaker #2 (2)

---

---

- \_\_\_\_\_ Culture/Women's History speaker (2)

---

---

- \_\_\_\_\_ Sporting or Health Event (2)

---

---

### Star 5—Campus Activities and recruitment

- \_\_\_\_\_ Get Acquainted Day  
(the week before school starts)

- \_\_\_\_\_ Welcome Back Week (Aug. 23 and 24)

- \_\_\_\_\_ TechCon (September)

- \_\_\_\_\_ Peace Week Festivals (October)

- \_\_\_\_\_ Club sponsored activity/Event

## **Cornerstone Events**

Events are designed with clubs in mind! You need to be there, running a booth and recruiting for your group, or event!

### **Student Leadership Retreat (SLR)**

SLR includes interactive workshops, challenging team activities, and opportunities to network and socialize with student and college leaders from all five PHSC campuses and are interested in developing their leadership skills are invited to attend the Student Leadership Retreat. This conference is provided by your Student Life and Leadership department at no cost to current PHSC students.

### **Get Acquainted Day**

A more interactive option to a regular orientation for new students, targeting first time in college students and includes family members. Club and Organizations are encouraged to welcome the new students and participate through recruiting new students.

### **Welcome and Engagement (WE) Team and Welcome Week**

WE team intends to welcome students and ensure they know where to find their classes and other locations on campus. Welcome Week is designed to create some social interactions for students to learn more about themselves, others, and connect with campus and community resources.

### **Kids and Sibs events**

To create events and activities that are family-friendly and assist our student with children in their lives by creating experiences that are enriching and connecting them with the college and resources.

### **Peace Week**

Each year we pause to recognize that peace is not simply the absence of war, but a constantly changing and fragile ideology that can be threatened if people are not given the opportunity to express themselves and

connect with one another. To create an opportunity for students to learn more about self and others through the exploration of culture and the art expression. To create a global awareness and opportunity to discuss how cultures differ and overlap.

### **Impact Leadership Conference**

To encourage students to learn about leadership, how it applies to them, and how they can attain leadership skills and opportunities. The event will feature campus and community leaders, as well as skill-building workshops to assist with career development and enhancement.

### **Induction and Award Ceremonies**

To honor and recognize students for accomplishments related to performances in groups or attainment of a high grade point average.

# **Student Life and Leadership Team**

## **District/West Campus**

**Jessica White, Director of Student Life and Leadership**  
727.816.3764 • whitej@phsc.edu

**John Fey, Assistant Director of Student Life and Leadership**  
727.816.3111 • feyj@phsc.edu

**Karen Kielar, Graphic Designer, Student Life and Leadership**  
727.816.3153 • kielark@phsc.edu

**Kathleen Kneiss, Administrative Assistant, Student Life and Leadership**  
727.816.3219 • kneissk@phsc.edu

## **East Campus**

**Ahmy Arca, Coordinator of Student Life and Leadership**  
352.518.1224 • arcaa@phsc.edu

**Bhakti Shah, Senior Office Assistant**  
352.518.1237 • shahb@phsc.edu

## **North Campus**

**Sandre Lyons, Coordinator of Student Life and Leadership**  
352.797.5014 • lyonss@phsc.edu

**Sadie Harrison, Senior Office Assistant**  
352.797.5033 • harissa@phsc.edu

## **Porter Campus at Wiregrass Ranch**

**Laura Raposa, Coordinator of Student Life and Leadership**  
813.527.6676 • raposal@phsc.edu

**Sharon Hayes, Senior Office Assistant**  
813.527.6683 • hayess@phsc.edu

## **Spring Hill Campus**

**Sam Eshelman, Coordinator of Student Life and Leadership**  
352.340.4813 • eshelms@phsc.edu

**Kelly Schwegel, Senior Office Assistant**  
352.340.4856 • schwegk@phsc.edu



**PHSC STUDENT LIFE**