

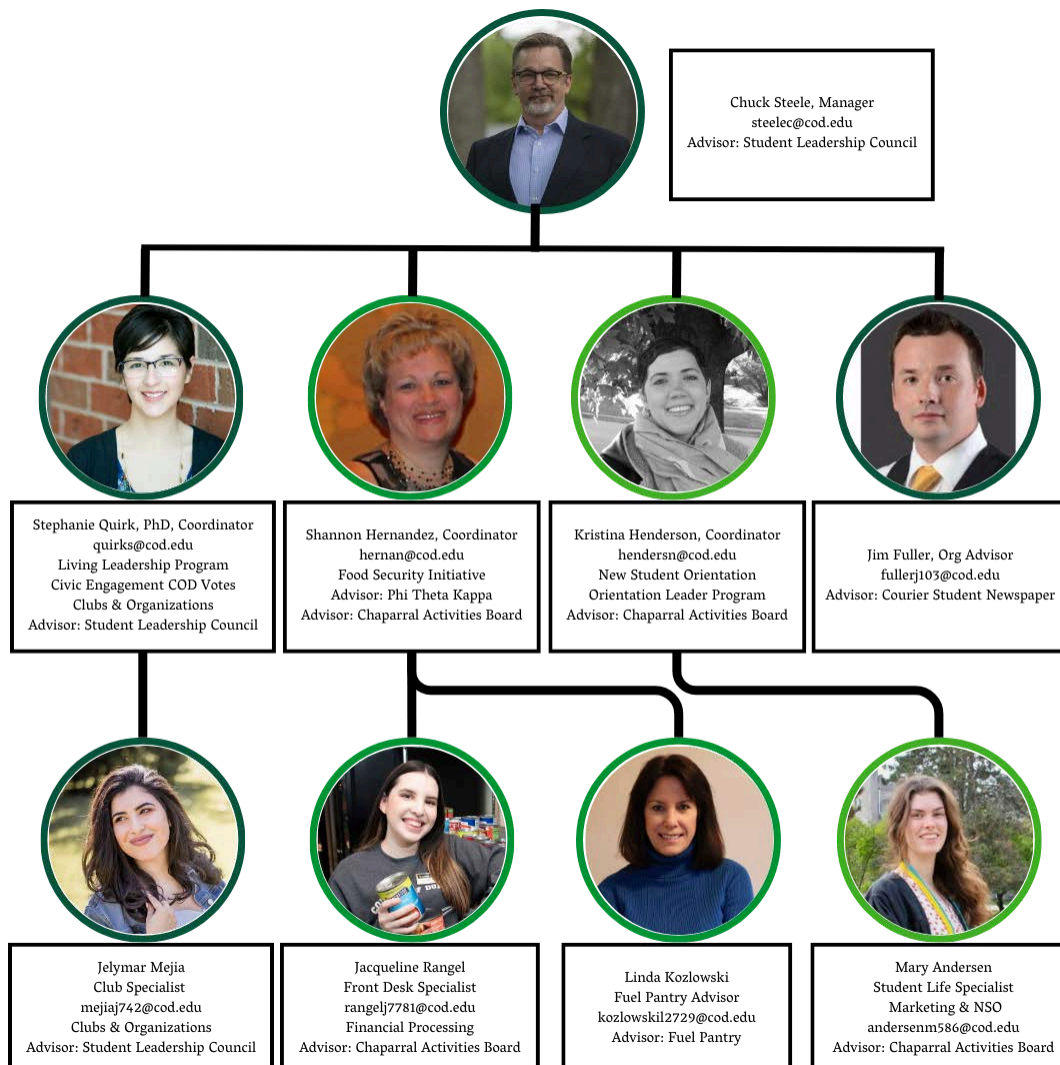
# Student Life

## Club & Org Handbook

### 2024/2025

**Mission Statement:** The Office of Student Life is dedicated to building a community and educating students to live a life of leadership.

#### Office of Student Life Staff



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# Chartering and Registration of Clubs

## New Club Inquiry

Students who want to start a new club on campus are asked to review the current club list first to make sure there is not already a club in existence that may have the same mission. If a student wants to start a new club the online form should be completed. This form can be found here: <https://forms.office.com/r/aKu0sNFBqF> Once the online form is completed you will receive an email from the Student Life Staff outlining the information needed to start a club on campus. The following forms will be included.

- **Club Advisor Registration Form:** We suggest that each club has two advisors. If there is only one advisor then the advisor must be a full-time faculty or staff member. If the primary advisor is a part-time faculty or staff member, then there must be another part-time faculty or staff member or another full-time faculty or staff member who is willing to co-advise the group. <https://forms.office.com/r/5KYVdvDymn>
- **Club Leadership Update Form:** Each new club must have at least 3 students who are currently enrolled in at least 1 credit hour and are in good academic standing (a minimum of a 2.0 GPA). These students must complete the Update Form for the Student Life staff to verify eligibility. Eligibility will also be verified throughout the school year. <https://forms.office.com/r/SgFMf71Ayh>
- **Club Chartering Form:** This form gives general information about the club and provides the description that Student Life will use for the club on the college website. If a club is affiliated with an outside organization then that must be indicated on this form. <https://forms.office.com/r/L6g5MuPfUR>
- **Sample Club Constitution:** If clubs would like to make changes to the things like the officer structure they are welcome to with the approval of Student Life.

All 4 of these items need to be fully completed and submitted to the Office of Student Life. Once these items are received we will set up a meeting between the club officers, advisor(s), and the Student Life Clubs Team within one week of receiving the paperwork. At this meeting we will review all the completed paperwork and review the constitution. When the final constitution is approved by all parties the paperwork will be submitted to the administration for approval as a new club. This final approval takes approximately 2 weeks.

**We reserve the right to deny the chartering of a new club within 6 weeks from the end of the semester. Clubs in process can continue the chartering process.**

**Recreation/Leisure Clubs such as sports clubs or clubs that have physical activity cannot be chartered by Student Life due to liability and space needs. These groups should consult with the Athletics Department.**

## Annual Club Registration

All student clubs must be chartered and maintain their registration to enjoy the benefits of being an official club at College of DuPage. Every chartered club must update their officer list and advisor form each fall semester by the deadline set by the Office of Student Life.

Club Advisor Form:

<https://forms.office.com/r/5KYVdvDymn>

Club Leadership Registration Form:

<https://forms.office.com/r/SgFMf71Ayh>

**Fall Semester Deadline:** 4 weeks after the start of the semester

**Spring Semester Deadline:** 2 weeks after the start of the semester if there are any changes from fall.

## Advisors

A great deal of the success enjoyed by the Office of Student Life at College of DuPage is due to the interest and dedication of our club and organization advisors.

## Advisor Responsibilities

- Provide the basic orientation and continuity for the clubs and organizations;
- Liaison between the student club and the College;
- Contribute knowledge, guidance, direction and donate to their club;
- Recognize that holding a club office can be a rewarding experience if students learn to assume responsibility through the process of active participation.
- Advise the officers and members on developing and implementing a program which allows the club to fulfill its purposes and objectives.

- Be present at all meetings, events and activities unless otherwise approved by the Coordinator of Student Life. In this case an appropriate substitute would need to serve as the advisor.
- Be responsible for the integrity of the club account.
- Seek approval from a member of the Student Life Club Team before any money is spent. There are often changes in policy and we never want a club to spend money that can't be reimbursed.
- Seek approval within the appropriate timeline from a member of the Student Life Club Team before travel plans are made and money is spent.
- Submit advisor registration forms in order to maintain active club status.
- Ensure the club completes Club Leadership Update prior to the annual registration deadline.
- Complete a Club Summary each December and April in conjunction with the appropriate club officer as requested by the Student Life Club Team.
- Play an active role in creating a meaningful, rewarding experience for club members by serving as a positive resource and guide.
- Advisors and club members should discuss clearly and fully their own expectations of the advisor(s) role and negotiate who will be responsible for various aspects of the club.
- The College does not reimburse sales tax so be sure to use a tax exempt letter which is available at the front desk of Student Life. Tax exempt letters are to be used for College business only.
- Keep login credentials for any club social media pages or external accounts

## Qualifications

- Club advisors may be any full-time or part-time currently employed faculty or staff member of the College. However, if the primary advisor is a part time faculty or staff member then there must be another full time faculty or staff member or an additional part-time faculty member who will serve as a co-advisor.
- Part-time faculty must receive the recommendation of their dean and any classified staff member must receive approval from their supervisor.
- Each new advisor will go through an advisor orientation session with a staff member from the Office of Student Life.
- The selection of advisors for clubs is up to the club members. All club advisors will receive final approval from the Vice President of Student Affairs.

## Resources for Advisors

The Office of Student Life Club Team is available to assist club advisors with any questions. Throughout the year the Student Life Club Team will host training sessions, round table discussions and luncheons to provide additional resources to club advisors.

Some topics we may assist with include: interpersonal communication, group development, conflict management, student development, leadership development, and advising best practices.

### Behavioral Intervention Team

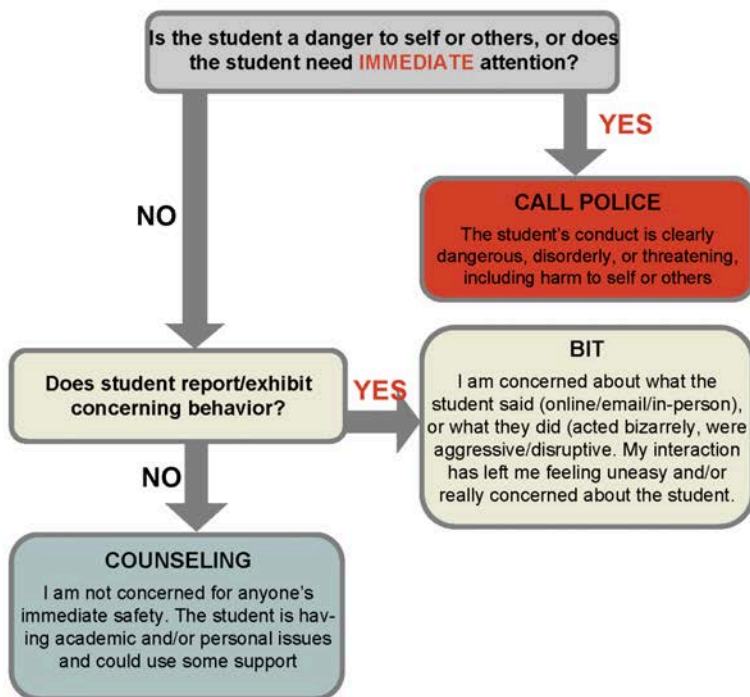
The Behavioral Intervention Team (BIT), works directly with individuals of concern to find solutions to academic, social, and personal issues that may impact the potential for student success. This resource is available to students and advisors when concerning behavior is observed in a club or organization setting.

[You can file a BIT referral here.](#)

If you are unsure whether or not to submit a BIT referral, refer to Counseling, or to Campus Police, you can use the following graphics to assist you. We do ask that all student club concerns are also reported to the Student Club Specialist.

## HELPING STUDENTS GET HELP

Follow the decision tree to determine who to contact when concerned about a student



Counseling, Advising, & Transfer Services

### IMMEDIATE SUPPORT RESOURCES

- Emergency | 911
- COD Police | Ext. 2000
- DuPage County Health Dept. Crisis Services | 630.627.1700
- YWCA Rape Crisis Hotline | 630.971.3927

### CAMPUS RESOURCES

- COD Police | Ext. 2000
- Counseling, Advising, and Transfer Center | Ext. 2259
- Center for Access and Accommodations | [access@cod.edu](mailto:access@cod.edu)
- Veterans Services | Ext. 3814
- Behavior Intervention Team (BIT) | Ext. 2485
- Dean of Students (BIT, Conduct, Title IX) | Ext. 2488

### COMMUNITY RESOURCES

- DuPage County Health Dept. | 630.628.7400
- Edward Hines VA Hospital | 708.202.8387
- YWCA Metro Chicago Sexual Assault Services | 630.790.6600
- DuPage Pads | 886.682.3846 Ext. 2275

### NATIONAL RESOURCES

- Crisis Text Line | Text **HOME** to 741741
- National Suicide Prevention Lifeline | 1.800.273.TALK
- SAMHSA National Helpline | 1.800.662.HELP
- Trevor Lifeline (LGBTQ+ Crisis Intervention) | 1-866.488.7386



## WHEN TO REFER | HELPING STUDENTS GET HELP

### COD Police | Immediate Attention

- Situation feel threatening and/or dangerous
- Displaying unhealthy or dangerous behavior, acting in a frightening manner
- Possession and/or use of weapon
- Physically confront or attack another
- Implies or makes direct threats to harm others
- Stalks or harasses another
- Angry or hostile outbursts, yelling, or aggressive comments
- Threatening to hurt or kill oneself
- Looking for ways to kill oneself, such as seeking access to pills, weapons, or other means
- Communication reflects suicidal actions/behaviors/plans
- Exhibits a preoccupation with violence or exhibits a preoccupation with death or dying (through behavior, speech, or writing)
- Unresponsive to the external environment (incoherent, severe disorientation, disconnected from reality)
- Appears to be under the influence of illegal substances
- Not leaving the classroom when asked to leave
- Violations of the law

### BIT | Non-Emergency Situations

- Displays pattern of disruptive or disturbing behavior (continuous classroom disruption)
- Displays socially inappropriate or bizarre behavior
- Your efforts to manage classroom behavioral issues have not resolved the problem or concern
- Verbally abusive (taunting, intimidation)
- Inappropriate loss of temper
- Inappropriate talk about weapons
- Disturbing content in writing or presentation (violence/death)
- Academic assignments dominated by themes of extreme hopelessness, rage, worthlessness, isolation, despair, acting out, suicidal ideations/violent behaviors
- Unreasonable demands for time and/or attention from faculty and staff
- Informs you that he or she is the recipient of unwanted attention from another student

### Counseling | Non-Emergency Situations

- Relationship goes beyond the limits of your professional role
- Marked change in previous level or performance and/or functioning
- Lacks motivation and/or concentration
- Stated need for help with a personal problem
- Self-disclosure of personal distress, family problems, relationship issues, or loss
- Depressed behavior (lack of energy, tearfulness, withdrawing from friends/family)
- Expressions of hopelessness or worthlessness
- Expressions of anxiety, irritability, lack of sleep
- Displaying dramatic changes in mood
- Going through a difficult time, but does not display any alarming behaviors
- More withdrawn or animated than usual
- Physical concerns or changes (deterioration in personal appearance or hygiene; visible changes in weight; noticeable cuts, bruises, or burns; frequent or chronic illness)
- Communication reflects thoughts about not wanting to live, sexual assaults, relationship violence, or difficulty dealing with a loss

Counseling, Advising, & Transfer Services

## Financial Information

### General Information

- All club financial transactions must be handled through the College's financial systems. All money raised, donated or collected must be deposited into the club account. All expenditures must be according to College procedure and approved by Student Life BEFORE spending Funds.
- Absolutely no off campus accounts are allowed. Absolutely no club funds should be held by the advisor or members of the club if a club is found to be in violation of either of these, the club charter may be revoked.
- Each club will receive a College account number to facilitate financial transactions.
- The advisor and treasurer of the group should work together to keep the financial records of the club. The Student Life staff is available as a resource if you need assistance with financial procedures.



- All contracts or agreements must be submitted to the Office of Student Life for approval by the College Chief Financial Officer. The College Chief Financial Officer is the only person allowed to sign contracts/agreements on behalf of the College.
- For questions about financial transactions and reimbursements contact Jacqueline Rangel at rangelj7781@cod.edu.

*\*If anyone other than the CFO signs a contract on behalf of the college you may be personally liable for the contract\**

## Reimbursements

### Student Reimbursements

In order to be reimbursed the [Microsoft Forms "Club Student Reimbursement Form"](#) must be completed. The Reimbursement Forms will automatically be routed to an advisor for approval. The College does not reimburse sales tax so be sure to use a tax exempt letter which is available at the front desk of Student Life. Tax exempt letters are to be used for College business only. Students are reimbursed via checks which are only cut once a month. Therefore, depending on when the paperwork is submitted to Student Life, it can take up to 5 weeks to receive a reimbursement. All club expenditures should be approved in advance by the club officers and advisor. All reimbursements should be submitted within 15 days of purchase.

### Advisor Reimbursements

All reimbursements for COD staff and faculty must be done through Concur. If an advisor is unfamiliar with Concur the Student Life staff will do a brief training session or the advisor can choose to make Jacqueline Rangel a "delegate" in Concur and she can complete the reimbursement on the advisor's behalf. If you choose to submit your own reimbursement in Concur, please contact Jaqueline Rangel the first time you do it so she can explain how to route the request and how to allocate the funds to the club (the default on Concur will be your COD Division account). All club expenditures and Tax Exempt Form should be approved in advance by the club officers and advisor. All reimbursements should be submitted within 15 days of purchase.

We suggest that all advisors log onto MyAccess and sign up to receive ACH payments for their reimbursements. It is located under "Financial Information" and is the last line "Bank ACH Information for Non-Payroll Reimbursements." By doing this, advisors will not be restricted by the once a month check runs because ACH reimbursements are directly deposited into bank accounts every Friday. Even if you already receive your paycheck via ACH payments you still need to complete this step in order to receive reimbursements in the same manner.

## Fundraising

Clubs are encouraged to include fundraising as part of their schedule of activities IF funds are needed to ensure the success of the club's goals. The types of fundraisers approved will be dependent on the club's purposes, the club's goals, and the specifics of the plan to raise the funds. All fundraisers must be approved by the Office of Student Life staff prior to initiating the fundraiser. All funds raised must be deposited into the club account by turning them into the Office of Student Life.

## Club Grants

The Office of Student Life offers grants to student clubs to assist in furthering the mission of the club. Currently we are offering grants in the area of leadership development and club collaborations. Applications for Student Club Grants will be reviewed and approved by the Student Life Club Team. Grants will be distributed based on fund availability and financial need.

- LEADERSHIP DEVELOPMENT

Clubs may apply for Leadership Development funds to participate in conferences, retreats or other activities that will further the leadership development of club members. Leadership Development grants may only be used to help pay for registration fees. Interested clubs must complete an application including an explanation of how members' attendance at the conference or event will positively affect the club or club members in the area of leadership development.

- CLUB COLLABORATIONS

Club Collaboration grants are available for three or more clubs who want to sponsor an event or activity together. This type of grant encourages clubs to work together and share resources to host successful on-campus events. Events must be open to the entire campus community and primarily target College of DuPage students. Admission cannot be charged and clubs cannot use the event to raise funds. Interested clubs must complete an application including an explanation of how the event will benefit each of the collaborating clubs and foster a feeling of community on campus.

- COMMUNITY SERVICE

Clubs may apply for Community Service funds to participate in community service activities to benefit the local community. Community Service funds should be used solely for travel to a site to participate in the community service activity. Interested clubs must complete an

application including an explanation of how the community service activity supports the mission of the club.

- **ASK EVERY STUDENT GRANT**

Grant funds up to \$250 are available for clubs who want to sponsor an on-campus event or activity that promotes voter registration, education, and / or voter engagement. Events must take place before November 5, 2024, must be nonpartisan (no candidates or political parties can be promoted), open to the entire campus community, and primarily target College of DuPage students. Admission cannot be charged and clubs cannot use the event to raise funds. Applications must be submitted at least 3 weeks prior to the event and will close October 4. Request funding by August 30, 2024 for priority consideration.

## Financial FAQs

### **Do I need prior approval to spend club funds?**

The use of club funds must be approved by the club officers and advisor(s) prior to the expenditure of any funds. Approval is also needed from the Office of Student Life in advance if clubs are spending more than \$50. Please review this section completely to be sure that what you want to spend the club money on is an approved expense.

Students can contact Jelymar Mejia at [mejiaj742@cod.edu](mailto:mejiaj742@cod.edu) prior to making a purchase if anything is unclear. We cannot guarantee that reimbursements will be processed if the rules are not followed.

### **Can we purchase food for our club?**

Sodexo provides our catering services here on campus. Clubs can set up a meeting with Jelymar Mejia at [mejiaj742@cod.edu](mailto:mejiaj742@cod.edu) to order catered food for an event. Sodexo has a contract with the College that gives them the right of first refusal on providing food on campus that is paid for with club funds. Therefore, if you decide not to obtain catering through them there are a few rules that need to be followed.

- A club cannot purchase any food that needs to be kept hot or cold without obtaining a food waiver from Dining Services (this includes pizza). The process to complete a regular food waiver is very involved so you need to allow at least 6 weeks and you should allow 2 weeks for a pizza waiver. The submission of a food waiver does not guarantee that Sodexo will approve the waiver. The Student Life staff can help you complete the food waiver.
- Clubs can, however, purchase food and drinks for under \$400 that do not need to be kept hot or cold. Items like chips, salsa, cookies, pop, etc. are all examples of approved items.

- Any purchase of soda pop must be a Pepsi product. If there is not a comparable product that is offered by Pepsi then that item may be purchased. Here is a link to a list of Pepsi drink products-  
<http://www.pepsico.com/Brands/BrandExplorer#top-global-brands>

Failure to follow these purchasing rules regarding food may mean a reimbursement will be denied.

### **How do I purchase items like t-shirts for my club?**

Always contact Jelymar Mejia([mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)) before making plans for bigger purchases like t-shirts or other items your club may need. There are a few different ways that these purchases can be made and she will help you to determine the best one. Here are the options:

- If the company will take a purchase order then we can request the purchase order through the purchasing system. Once we have the purchase order number we will give that to the company and they will proceed with the order. Once the company has delivered the goods then they will submit an invoice and we will pay the invoice directly from your club account. It can take up to 14 days to get a Purchase Order number.
- If the company won't take a purchase order, then we do have a department credit card that we can use to make purchases for clubs. There is not a guarantee that this credit card can be used for club purchases but we will do our best to accommodate everyone.
- Purchase Orders and card payments can be requested using the [Create Expenditure Form](#) on Microsoft Forms.
- Club members and advisors can also make purchases for items like these and be reimbursed. Remember – we recommend contacting Jacqueline Rangel before making plans for any purchases so we can ensure that you will be reimbursed.

### **What if we want to hire a performer or speaker for a club meeting/event?**

There are a few different ways this can be done so contact Jelymar Mejia ([mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)) to talk through your specific situation. The College pays individual speakers differently than bands or other groups so it is best to contact Jelymar as soon as the club is thinking of an expense such as this. Minimally you need to make sure you allow at least 8 weeks of planning time when hiring a performer/speaker to ensure they will receive payment before performing.

### **What if I'm using an internal COD service that requires an Internal Chargeback Form be used?**

All Internal Chargeback forms or requests should be submitted to Jelymar Mejia ([mejia742@cod.edu](mailto:mejia742@cod.edu)) for processing.

**We raised a whole bunch of money – how do we give it back to this year's members?**

While it is great that you were able to raise so many funds, they will need to be left in the account to help out next year's officer team. Clubs cannot spend funds for the benefit of individual members. All club funds raised need to be deposited into the club account and used to fulfill the mission of the club. Club monies rollover each year to be available to the members the next year.

**How do I provide a receipt for someone who wants to make a tax deductible donation to our club?**

Student clubs are not considered a 501(c)3 organization and therefore donations made to the club are not tax deductible. If a club is raising funds for an already established scholarship fund through the COD Foundation then those would be considered tax deductible. The COD Foundation is the only tax deductible entity of the College. Student Life has a COD Foundation account so that individuals or businesses can make tax deductible donations to the student clubs. See Jelymar Mejia ([mejia742@cod.edu](mailto:mejia742@cod.edu)) for more information about these types of donations.

**How do I deposit money into my club account?**

If a club needs to make a deposit please contact the Student Life front desk at [studentlife@cod.edu](mailto:studentlife@cod.edu). Checks for the club should always be made out to "College of DuPage" and it is helpful if the club name is put on the memo line.

**Can I sell tickets through the Student Life front desk?**

Yes. Contact Jacqueline Rangel at [rangelj7781@cod.edu](mailto:rangelj7781@cod.edu) to arrange for ticket sales for your club events.

**Can we check out a cash box?**

Yes. Clubs can request a cash box at the Office of Student Life Front Desk (SSC 1111). Please allow **one week's notice** for the request.

**How do I find out the balance of my club account?**

To get an updated club balance, please contact Jelymar Mejia at [mejia742@cod.edu](mailto:mejia742@cod.edu) or Jacqueline Rangel at [rangelj7781@cod.edu](mailto:rangelj7781@cod.edu).

### **Is the Vendor Program available?**

Clubs can participate in our vendor program on campus. At the beginning of the school year a request will go out to the club advisors asking them to sign up to be a part of the program. The Office of Student Life coordinates the scheduling of the vendors on campus. The vendor program receives a flat fee or a percentage of the sales from each vendor when they are on campus. That money is collected for the year and then divided up between the clubs who have indicated they want to participate in the program. Those proceeds are deposited directly into the club's accounts. Clubs must respond to the email request in order to participate in the program.

### **Can we give away gift cards?**

If gift cards are purchased as prizes for students then clubs must ensure the recipient completes a W-9 form. You cannot be reimbursed for a gift card without the W-9. Blank W-9 forms can be obtained by emailing [studentlife@cod.edu](mailto:studentlife@cod.edu). If the student recipient is a student employee of the College, taxes may be withheld. Gift Cards cannot be purchased for regular college employees or for non-students who are not employees. Individuals who are not employees who are providing a service to the College should be compensated via an Independent Contractor Form.

## **Travel/Field Trips**

When a club decides to use club name or club funds to travel off campus then an advisor needs to be present on the trip. Some possible reasons for spending club funds on travel could be a college vehicle for transportation, museum tickets, reimbursing students for a train ride, attending a conference related to the club or visiting a cultural exhibit in Chicago.

### **Required Forms and Reimbursement Pre-Approvals**

A Travel Form outlining trip details needs to be submitted at least 3 weeks in advance for a field trip and at least 6 weeks in advance for a conference. Additional time may be needed if the trip is requiring advanced payments. In addition, each participant needs to complete a Conditions of Participation form and copies of those forms need to be given to Jelymar Mejia ([mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)) in Student Life at least 3 days prior to traveling. If Advisors are spending money on the trip and will be reimbursed via club funds then a pre-request through Concur must be made.

## Reserving College Vehicles for Club Use

Advisors can reserve College vehicles for transportation for club trips. The vehicle fleet consists of: Cargo Van, Ford Escape Hybrid, 7-passenger minivan, 14 passenger buses, and 13 passenger buses. Mandatory training is required prior to the use of all multi-passenger buses. A Vehicle Training Checklist must be on file with Support Services before a vehicle will be issued.

To make the request and then download and complete a Vehicle Requisition Form (available on Employee portal inside.cod.edu) complete the top section including the Signature of Driver and account number then submit through Student Life for signature. Refer to the back of the Vehicle Requisition Form for Fleet Vehicle Usage Procedures including key pick up / drop off, fleet parking, and fuel tank requirements. Student Life can also assist you with reserving a charter bus for larger trips. Contact Jelymar Mejia ([mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)) with questions.

## Travel Policy Exceptions

If club members decide to meet somewhere – like a museum trip over a weekend – and NO club funds are being used and it is not an official club event, then each member is assuming their own liability in getting to the location and no advisor chaperone is needed. When student clubs are using the club name and / or club funds, then all Student Life travel policies need to be followed.

## Planning Meetings and Events

### Club Meetings

Prior to your first club meeting, please make sure that you have submitted the Club Leadership Update Form and Club Advisor Registration Form. If you need further assistance please contact Jelymar at [mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)

To request a club meeting room for the semester, please fill out an event registration form on Microsoft Forms. Please note that you can only reserve up to the end of the current semester. Club meeting spaces cannot be requested until your club has completed the required registration forms.

Make sure your club meetings have been posted on the Student Life Calendar of Events website page. We often get inquiries through the front desk about when clubs



are meeting and we want to have accurate information to pass along to interested students.

## Planning Events

Each club is very unique in the type of events they host. This is a general overview and guideline of event planning. We encourage you to set up a meeting with Jelymar Mejia, Club Specialist, ([mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)) if you have any questions that are not answered in this section.

## Plan Ahead

We recommend planning ahead for all of your club events and meetings. Jelymar Mejia ([mejiaj742@cod.edu](mailto:mejiaj742@cod.edu)) is the first point of contact for club events. Set up a meeting with her as soon as you have obtained approval to do the event from your club advisor(s) and she will walk you through the process. Please keep in mind the following submission windows when planning your events.

- Club events and meetings with no catering, purchase, or setup needs must be submitted at least 2 weeks in advance.
- Club events and meetings that require catering, purchases, contracts, operations set-up, or multi-level approval must be submitted at least 4 weeks in advance. More time may be required depending on the request.
- Event and meeting requests that are outside of these submission windows may be denied.

Below are just a few things for you to consider when you are starting to plan an event.

1. What do you want to accomplish with the event?
2. Who is your intended target audience?
3. Develop a Budget – Things to consider that you might need to spend money on.
  - 1) Sound system
    - a) Stage through Conference and Event Services (price list available)
    - b) Library resources - Free podium with microphone, laptop, speakers, etc.
  - 2) Food
    - a) Review the Catering guide to order food and beverages
    - b) Sodexo has the right of first refusal for any outside food brought in
  - 3) Advertising

- a) Free advertising on the COD website, the college plasma screens, Popcorn Wednesdays, and @CODStudentLife social media pages
  - b) Review Posting guidelines (linked below) for hanging your own print flyers
  - 4) Decorations
    - a) Go big or small, but please no confetti
    - b) Use masking or painters tape only, no packing tape and do not tape on any painted surfaces
    - c) Cleanup is the responsibility of the club
  - 5) Entertainment
    - a) DJ, photo booth, etc. (review Financial FAQs section)
  - 6) Things to remember/consider:
    - a) You have to have money in your account before you can spend it.
    - b) Apply for a Club Collaboration Grant if you are partnering with another club to host an event or pool your financial resources to host together.
4. Think of the needs of your event.
- A. Are you going to have lots of trash and need additional garbage cans?
  - B. Is security a concern and you need additional assistance from the police department?
5. Student Life Resources
- A. Tickets can be sold through the front desk of Student Life. Clubs may request this by contacting Jacqueline Rangel ([rangelj7781@cod.edu](mailto:rangelj7781@cod.edu)).
  - B. Cash box is available for events and must be requested at least one week in advance.
6. At the end of an event – Always leave the room nicer than when you got there!

## Space Needs and Availability

Clubs can request a variety of spaces on campus including, classrooms, conference rooms, and event spaces. Some specialized spaces may need additional approval but can often be reserved for clubs through Student Life. If you have questions about what spaces are available on campus please contact Jelymar at [mejiaj742@cod.edu](mailto:mejiaj742@cod.edu).

In order to give the student clubs and organizations adequate time to reserve rooms for each semester, Student Life rooms are only available to be reserved by recognized student clubs during the first 3 weeks of fall semester and the first 2 weeks of spring.

During this priority period, clubs can request up to 2 meetings per week for a maximum duration of 2 hours per meeting. Exceptions will be considered on a case by case basis.

Room reservations will be on a first come, first served basis. Reservations for any time after the fourth week of the fall semester and second week of the spring semester will be approved tentatively. Full approval will be contingent on the submission of annual club registration paperwork (officer and advisor forms).

## Student Life Rooms Descriptions

Student Life has dedicated spaces for meetings and events by the student clubs and organizations. There are limited room options during the Student Services Center remodel. The current student club room is HSC 2301. Clubs will get updates on any new club rooms as they become available. All Student Life rooms must be set up and reset by the responsible group. Custodial Operations and Facilities do not set up Student Life rooms.

### HSC 2301

This is a good space to host larger meetings and club events located directly above the HSC Atrium on the 2nd floor of the Health Sciences Center. There is no computer or projector in this space but these items can be requested from the COD Library. There are 6 ft. tables and chairs available for use and must be set up by the requesting group.

## Use of College Facilities by Non-Affiliated Groups

Clubs cannot host events for off campus non-college affiliated groups. If a club would like to host an event and an off campus group will be a co-sponsor then this must be reviewed and approved by the Office of Student Life.

## Off Campus Events

Any off campus events that use club funds must be approved by the Office of Student Life Club Team. If you are planning on hosting an event off campus please meet with the Club Specialist to discuss the details.

Often off campus venues require contracts to be signed. Only COD's Chief Financial Officer can sign contracts. For more information refer to the Financial Section

# Club & Organization Resources

## Advertising and Marketing

### Posting On Campus

It is very important that you keep us up to date on everything that is happening with your club so that we can promote it on campus! To get all the information on posting on campus review the Posting Guidelines on our website at

[http://www.cod.edu/student\\_life/pdf/posting.pdf](http://www.cod.edu/student_life/pdf/posting.pdf)

### Print Copies

Clubs can make up to 25 black ink copies per day on the copy machine in the Office of Student Life. The front desk staff will assist with making copies. Additional copies or color copies can be made directly through Copy Services by providing your club account number and advisor approval. This charge will be billed directly to your club account.

Student Life will also pay for a one time color copy print order in the print center for up to 100 color copies per academic year. Clubs may submit more than one design for their order but only one order will be placed. Turn around time for the print center varies depending on time of year. Please allow up to 2 weeks for color print orders.

### Online Club Accounts - Email, Social Media, Forums, etc.

Student Clubs are allowed to create social media accounts and/or email accounts for the group. Login information for said accounts should be kept by the advisor to ensure they are transitioned from one year to the next. Due to college IT security policies, student clubs cannot currently have @cod.edu email addresses.

### Club Logos and Use of College of DuPage Logos

Student Clubs are allowed to create and use their own logos for use on marketing material, apparel, and promotional items. Club logos are allowed to use the written out name "College of DuPage". Student clubs may not incorporate any official College of DuPage logo into their own club logos, marketing material, apparel, or promotional items per College of DuPage Marketing and Communications Department policy. Altering official College of DuPage logos is prohibited.

## Items Available for Checkout

Clubs can check out many items through the Front Desk of Student Life. Some checkout items are listed below. Please visit the Student Life front desk for the most current list of checkout items.

- Button Maker Machine
- Comment (Ballot) Box
- Donation Bins
- Dry Erase Sign Posts
- Markers/Erasers
- Tabletop Easels
- Plinko
- Popcorn Machine
- Prize Wheel
- Rolling Cart/Flatbed
- Tablecloths (green & gray)