



Club Officer & Advisor Training

*Presented by the Student Engagement and Leadership
Department and Student Government Association*



Student Engagement and Leadership Department Overview

• Student Engagement and Leadership Offices/Areas:

- Offices and Campus Information Desks at three campuses:
 - Centennial / Downtown / Rampart Range
- Student Government Association & Clubs
- Student Activities Office & Student Activities Board (SAB)
- PPSC Commencement Ceremony Planning Lead
- Recreation & Wellness Office (Fitness Center @ Centennial Campus)
- College Vehicle Management
- Office of Sustainability
- Community Table & Community Cupboards (Free Food Pantry & Hygiene Program)

• Student Engagement and Leadership Department Staff:

- **Andrea Hernandez** – Director of Student Engagement and Leadership
Responsibilities: Oversees ILead and I&E program assistants, Student Activities; SGA Advisor; Leadership Development
- **Jason Felts** – Recreation & Wellness Coordinator
Responsibilities: Fitness Center; Health & Wellness Programming; Club Sports Lead
- **Stefanie Nava Rumbo** – Student Support Specialist
Responsibilities: Oversees Operations and Outreach Assistants, Purchasing for SEL/SGA, Second in command to Andrea Hernandez
- **Kandy Ruiz** – Single Stop Coordinator
Responsibilities: Basic Needs Assistance; Community Table; Mobile Food Market Lead
- **Vacant** – Sustainability Coordinator
Responsibilities: College Recycling Program; Sustainability Programming; Campus & Community Clean Up Events
- **Enrique Romo** – Vice-President of Student Engagement and Equity
Responsibilities: Oversees all of Student Engagement and Equity Division

Student Government Association & iLead Team

• 2024– 2025 Student Government Association:

- President: Jillian Stork
- Vice-President:
- SSAC Representative: Alicia Esparza
- Downtown Campus Senator: Vacant
- Diversity & Equity & Public Relations Senator: Michelle Harris
- Rampart Range Campus Senator: Vacant
- **SGA Meetings:** Every Friday of each month starting at 10:00 AM. Location is at Centennial campus. SGA meetings are open to all students!
- **SGA Offices:** There is an office at each campus (usually near the Student Engagement and Leadership Desk)

Involvement and Leadership Team (iLead):

- The iLead Team is lead by Student Engagement and Leadership. It supports the various clubs and organizations at PPSC and conducts monthly club trainings. Club Trainings are held during the Fall and Spring semesters, once a month, and typically held virtually via Zoom. Our trainings provide a forum for clubs to discuss upcoming events and ideas, vote on proposed club process changes, and collaborate regarding student issues and activities.
- **All clubs are required to send at least one student representative to attend one club training per month. Attendance at club trainings is a requirement to stay an official club at the college.**

iLead Team Assistants:

- Centennial Campus- Junie Mamsaang; junie.mamsaang@pikespeak.edu
- Downtown Campus- Eric Christopher; eric.christopher@pikespeak.edu
- Rampart Campus- Amanda Darnell; amanda.darnell@pikespeak.edu

PPSC Club Requirements

- Recruit a minimum of 5 students and have a student board of a President and Treasurer
- Recruit a Pikes Peak State College employee to volunteer to serve as the group's advisor (*More than one is encouraged*).
- Complete and submit a Club Registration/Renewal Form each semester.
- Must have an approved club constitution on file with the Student Engagement and Leadership Department.
- Align with and support the mission and vision of Pikes Peak State College.
- Club officers and advisors are required to attend Club Officer/Advisor training annually with the SGA/Student Engagement and Leadership Department.
- Hold regular meetings, at least monthly, during the Fall and Spring semesters. Meetings can be held on college premises or virtually.
- Sponsor and/or participate in a community service-learning project annually.
- Follow and abide by all college, system, and state policies, procedures, and laws.
- Responsible for knowing and abiding by the Code of Student Behavioral Expectations and Responsibilities (Code), formerly known as the Student Code of Conduct at all club activities, whether on or off college premises.

Club Constitutions

- The Club Constitution must establish the fundamental principles on which the club is to operate. It defines the primary objectives of a club and describes how that club will function. The Constitution/Bylaws of clubs shall be shared with club members and college administration regularly and when requested.
- A club's constitution is a legal, binding document and must operate in accordance with the club's constitution at all times.
- Constitutions must outline:
 - Mission of the Club
 - Roles and duties of the club's officers and advisor(s)
 - Officer elections and removal process; Advisor recruitment and removal process
 - Structure and occurrence of club meetings and activities
 - A club continuation/succession plan
- Amendments and changes to a club's constitution must be approved by a majority vote of its club members and must be submitted for approval to the Student Engagement and Leadership Dept. immediately after club members have voted on the amendments/changes.
- Clubs may not remove members or discipline members in any way. Club member removal and discipline can only occur through the Director of Student Engagement and Leadership, Associate/Vice-President of Student Services, and/or the Dean of Students Office.

Club Advisor Responsibilities

- Club Advisors are there to assist your club in an advisory role as opposed to a directive capacity. Student Clubs should be student lead (however, some advisors are more involved than others).
- Requirements to be an advisor:
 - Be a staff or faculty member, in good standing, of Pikes Peak State College.
 - Adjunct faculty are eligible to serve as a club advisor.
 - Be approved by the Director of Student Engagement and Leadership
 - Temporary, contract, and student employees are not eligible to serve as a club advisor.
- Attend any advisor training and procedure review sessions with the Student Engagement and Leadership Department.
- Serve as a positive role model to the students and take an active role in helping students plan and administer meaningful programming that is consistent with the club's purpose.
- Attend club activities, meetings, events and activities. Advisors must attend on-campus meetings if official votes are occurring, amendments to the constitution are occurring, and/or the meeting or activity is being held off college premises.
- Be well informed about all club activities and keep Student Engagement and Leadership Department informed on club and officer changes.
- Ensure that all necessary club documentation is current and on file in the Student Engagement and Leadership Department.
- Ensure College & Club policies and procedures are followed in conducting all club activities.
- All Club Advisors are required to complete Campus Security Authority (CSA) Training on an annual basis in order for PPSC to comply with the Clery Act.

Planning an Event at PPSC

- Complete and turn in a Sponsor an On/Off Campus Activity Form. The forms can be found on the “Forms” section of the PPSC portal.
 - If the event is on college premises, then you will complete an “Sponsor a On-Campus Activity Form.” If it's off college premises, then complete a “Sponsor a Off-Campus Activity Form”.
 - The completed form must be submitted at least 2 weeks before the planned activity.
- If you are hosting an event on college premises, a club advisor must reserve the space with the college’s Events Management Office 719-502-2333 at least two weeks prior to the event.
 - Facilities requests (room set-up; tables & chairs; partitions) and IT Requests (presentations; audio; projection screens) must be coordinated through events management at least two weeks prior to your event.
- Pro Tip: Two weeks is typically the minimum amount needed to turn around and approve necessary paperwork. Its best to turn in necessary paperwork at least 30 days prior to your planned event/activity.

Sponsor an On/Off Campus Activity Form

On-Campus Activity Form

Application to Sponsor an Activity | On-Campus

This form must be filled out completely at least one week in advance before a PPSC Club/Organization can hold an ON-CAMPUS event. One advisor is needed for functions involving club members only; two advisors are required for any all-college function and/or functions open to the public.

Name of Club/Organization _____ Today's Date _____

FUNCTION INFORMATION
Describe the nature of the function (be specific):

Campus function will be held at: ☐ CC ☐ DTC ☐ RRC

Location of function (room, building, etc): _____
Please reserve the space/location BEFORE submitting this form to ensure availability. To book a contact table at CC, call 719-502-3001. For meeting space at CC, ext 2019 | DTC ext 2097 | RRC ext 2102

Date of Function _____ Beginning at _____ []am []pm Ending at _____ []am []pm

Set-Up Time _____ []am []pm Take Down Time (cleaning) _____ []am []pm
In the event your club/organization fails to clean the area following the event, your account may be charged for expenses incurred to hire additional custodial staff.

Participation limited to (mark all that apply):
☐ PPSC Students ☐ PPSC Students & Guests ☐ Club/organization members only
☐ Open to the Public ☐ Faculty & Staff

Will admission be charged? ☐ No ☐ Yes: Cost of Admission _____

Will refreshments be served? ☐ No ☐ Yes: Caterer _____
If catering for 100 or more, you must use Sodexo as your caterer per PPSC Food Service Contract. If less than 100, we still recommend starting with Sodexo for right of first refusal. 719-262-4485

Functions that anticipate the attendance of 200 or more must contact Public Safety at ext. 2900 to discuss additional security staff, if applicable.

Room/Area Set-Up needed? ☐ No ☐ Yes, please explain

For assistance with requests for major room-sets, please speak to the Campus Life office at the campus which the event is taking place. CC ext 2089 | RRC ext 2102 | DTC ext 2097

Off-Campus Activity Form

Application to Sponsor an Activity | Off-Campus

This form must be filled out completely at least two weeks in advance before a PPSC Club/Organization can hold an OFF-CAMPUS event. One advisor is needed for functions involving club members only; two advisors are required for any all-college function and/or functions open to the public.

Name of Club/Organization _____ Today's Date _____

FUNCTION INFORMATION
Describe the nature of the function (be specific):

Location of function (name, address, and phone number): _____

Are there any special arrangements necessary in conjunction with scheduling or organizing this event? If so, additional paperwork may be required. See Director of Campus Life (A-210) for more information

Date of Function _____ Beginning at _____ []am []pm Ending at _____ []am []pm

Set-Up Time _____ []am []pm Take Down Time (cleaning) _____ []am []pm
In the event your club/organization fails to clean the area following the event, your account may be charged for expenses incurred to hire additional custodial staff.

Participation limited to (mark all that apply):
☐ PPSC Students ☐ PPSC Students & Guests ☐ Faculty & Staff
☐ Open to the Public ☐ Club/organization members only (participation waiver required)

Will admission be charged? ☐ No ☐ Yes: Cost of Admission _____

Will refreshments be served? ☐ No ☐ Yes: Caterer _____
If catering for 100 or more, you must use Sodexo as your caterer per PPSC Food Service Contract. If less than 100, we still recommend starting with Sodexo for right of first refusal. 719-262-4485

Will transportation be provided? ☐ No ☐ Yes, please explain _____

If PPSC will be providing transportation, all appropriate travel forms must be completed, signed by Advisor and turned in to Campus Life Office (A-210) at least two weeks prior to activity. Travel paperwork can be obtained in the Campus Life Office.

Functions that anticipate the attendance of 200 or more must contact Public Safety at ext. 2900 to discuss additional security staff, if applicable.

Name of Person(s) or Advisor(s) who will be accompanying group during event:
Name _____ Name _____

Requester Name _____ Signature _____ Date _____
Advisor's Name _____ Signature _____ Date _____
Box _____

AUTHORIZATION
Director of Campus Life _____ Date _____

FOR OFFICE USE ONLY:
☐ College President (C9) ☐ Public Safety (18) ☐ ITSS contacted
☐ VP Administrative Services (C30) ☐ Facilities & Operations (3a) ☐ Food Service ☐ Public Information (C11)
☐ Campus Director (C6) ☐ Facilities Booked

Planning an Event at PPSC – Official Function Form

- **Any Official Function Authorization Form must be completed when spending any club funds for an event or activity.** The form is a fillable, electronic form that can be found on the “Forms” section of the PPSC portal.
- The form must be signed by all parties and submitted to Financial Services, before your event has occurred and before you spend any club funds. Two weeks is a typical time period to process Official Function Forms.
- Be as descriptive as possible on the form and make sure to fill out all areas.
- Request more funds than you need! It's okay if you don't spend all the money you requested, however, if you overspend you will have to fill out additional paperwork.
- Andrea Hernandez (Director of Student Engagement and Leadership) is the “Org. Code Owner” for all club budgets
- Vice-President approvals for club events must go through Enrique Romo, Associate Vice-President of Student Services. This should be changed on the form if not listed already. Advisors should not use their division Vice-President for club approvals.

Marketing & Accessibility Statement

- The College's Marketing Department is here to assist you with your clubs needs.
- Contact the Marketing Department 719-502-2655 for help with:
 - Social Media and webpage projects
 - Stall Street Journal - submit through pikespeak.edu/publicity-request
 - On-campus advertising TV slides
 - Distributing a promotional video
- Submit a Marketing Publicity Request Online: www.pikespeak.edu/Marketing and then click on the "Requests" tab and fill out the information
- The following Accessibility Statement should be included on every club flyer:

PPSC encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Events Management at least three business days in advance to the activity.

Planning an Event at PPSC – Food & Beverage

- The College has a pouring rights contract with Coca-cola. This means all beverages purchased with club funds must be a Coca-cola products.
- The Centennial and Rampart Campus Cafes are no longer doing any catering.
- Catering Food Contracts – College clubs can use any caterer that meets the requirements
 - Agrees to 40 Day Net Rule meaning that the college may take up to 40 days after the events to pay them.
 - We do not pay deposits or pay before the service has been performed.
 - If the caterer is setting up on campus, they must provide a liability insurance policy of at least one million dollars.

Club Funding and Purchasing

- Each club can request that a club account be created by the Financial Services Department. This account would hold your club funds.
- Clubs fund can only be spent after providing a copy of your club minutes showing the expenditure was approved by a majority vote of the club's members.
- Clubs with ten active members or more can request funding from SGA each Fall and Spring semester. Clubs must inform the SGA of the intended purpose of the funds.
- ALL Club purchases and/or reimbursements **MUST** be approved through the Student Engagement and Leadership Department prior to the purchase. Purchases made before getting approval will not be approved or reimbursed.
- Club purchasing should be done through a college “P-Card” (Purchase Card). Club advisors are not permitted to hold P-Cards. Purchases must be coordinated through an approved Student Engagement and Leadership staff member that owns a P-Card at least 2 weeks in advance.
- Itemized receipts and/or invoices are required for EVERY purchase.
- The college does not pay state income taxes and will never reimburse state income taxes. A tax-exempt certificate should be obtained by the advisor from the Procurement Department that can be provided to vendor to be exempt from paying the income tax.

Club Fundraising

- All fundraising projects must be approved by the college's Foundation prior the activity. This is done through the Student Engagement and Leadership Department.
- State and City sales tax must be charged on any fundraiser/activity where students sell products/services to individuals. City sales tax does not apply on the Centennial Campus.
- The college does not have a reselling license, so clubs cannot purchase items at the store and resell them on campus.
- Drawings are permitted, raffles are not. Bingo games for cash are not permitted. The college does not own a raffling or bingo license and gambling is not permitted.
- All monies earned from a fundraiser can only be deposited into college club account
- Any club funds utilized for fundraising must be reimbursed first before any profit is claimed.

How to Run an Effective Club Meeting

- Have concrete goals at each meeting (follow the agenda)
- Make sure all members are aware in advance of meeting day, time, and location
- Always start a meeting on time
- Prepare the agenda for the meeting and if possible, distribute it before the meeting to attendees.
- Have a process for group decision making that is consistently used (refer to your club constitution)
- Keep the meeting on track- don't be afraid to take control and refocus the group to the task at hand (politely)
- The secretary should be taking detailed minutes about what is discussed and decided on in meetings.
- Don't be afraid to spice up your meeting. Have a guest speaker or refreshments once in awhile, have a fun icebreaker at the beginning of the meeting to get to know each other even better.

Club Meeting Minutes

- Who takes minutes?
 - The club secretary should be responsible for taking minutes at every official club meeting. Meeting minutes should be managed and safely filed by the club's secretary and/or president.
- Why take minutes?
 - To provide a record of what was decided at meetings and why.
 - For clarification and shared understanding among members.
 - To provide an action plan to ensure the decisions are acted upon.
- Minutes should include:
 - Date, time, and location of the meeting
 - Who attended and their role (i.e., President, Advisor, Guest)
 - Agenda items, with summary of what was covered, who presented it, who was assigned tasks
 - Motions and what the outcome of the motion was, including who made the motion and who seconded it.
 - Any amendments to the motions should be included.
 - What decisions were made during the meeting. Include what the problem was, what alternatives were presented and what solution was agreed to.
 - Action items, include who was assigned to what and what the timeframe for completion is.

Recruiting & Retaining Club Members

- **Recruit:**
 - Recruit at the club fairs (beginning of each semester)
 - Set up informational tables on one of our campuses
 - Advertise on the colleges' website, radio station, Stall Street Journal, on campus advertising TV's, and on bulletin boards on any campus
 - Use your current members to blast social media
 - Bring a friend incentive program
- **Retain:**
 - Stay positive
 - Be consistent
 - When you make mistakes, admit it
 - Have confidence in your members
 - Explain why an idea won't work- don't just reject it- talk about it
 - Give members responsibility- bonus if you can assign tasks to people's strengths (i.e.- someone artistic could make the flyers)
 - Let members know they are appreciated-both public recognition and private
 - Hold members accountable for assigned tasks – it takes everyone to make a group run effectively

Questions?

Contact for Student Government Association
Jillian Stork – SGA President (Jillian.Stork@PikesPeak.edu)

Andrea Hernandez – Director of Student Engagement and
Leadership (Andrea.Hernandez@PikesPeak.edu)

PPSC Student Engagement and Leadership
sel@pikespeak.edu



Student Engagement & Leadership

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