

COLLEGIATE CLUB COUNCIL (CCC)

- CCC is the governing body for funded and self-funded clubs at JJC. Student activity fee dollars are allocated to the funded clubs that are in good standing with CCC and with the approval of the Office of Student Activities.
- **Every club's vote is crucial to the Collegiate Club Council.** The CCC Constitution provides additional information regarding voting and club representation (see either survival guide or flash drive for a complete copy of the CCC Constitution).
- CCC meets the first Wednesday of each month (except in January when the meeting is held the second week of classes) at 2:30pm, Center Bridge.

2011-2012 Meeting Dates

Sept. 7	Oct. 5	Nov. 2	Dec. 7	
Jan. 25	Feb. 8	March 7	April 4	May 2

- Questions regarding CCC should be addressed to the CCC advisor.

WHO SHOULD ATTEND CCC MEETINGS?

- Attendance by a club representative is required at each CCC meeting (CCC Constitution, Article VIII).
- A student representative from the club is preferred. In the event a student **cannot** attend, an advisor may attend and vote on behalf of the club.
- It is not imperative that the same student attend each CCC meeting (some clubs rotate attendance among Executive Board members).

PLEASE NOTE: The CCC Constitution states that a person may represent only one club at each CCC meeting.

WHAT HAPPENS AT CCC MEETINGS?

- Clubs are chartered at the CCC's October and February meetings.
- Announcements are made in reference to OSA, Student Government, College events and Club events.
- Issues relating to clubs, activities and funding over \$100 are voted on.

WHAT DOES THE CCC REPRESENTATIVE DO AT THE MEETING?

- Votes on behalf of the club they represent (each club gets only one vote).
- Takes information back to the club.
- Makes announcements of their clubs current upcoming events.

COUNCIL MEMBERS MAY SERVE ON THE FOLLOWING COMMITTEES

All clubs that serve on a CCC Committee must attend $\frac{3}{4}$ of the committee meetings to count towards their club level.

- **Constitution Committee** – Reviews the constitution annually and makes amendments as needed to present to CCC for approval.

CLUB REQUIREMENTS & RENEWAL CHECKLIST

- **PLEASE NOTE: 45 clubs, which will include funded and self-funded clubs, will be allowed to charter each year.**
- Club Paperwork must be submitted to Suzette Hinkle at chinkle@jjc.edu or in D-1010 for the Fall 2011 semester by Friday, August 26 for clubs in good standing and provisionally chartered in May. All other clubs and new clubs must submit Club Paperwork by Friday, September 23, 2011 for chartering in October and February 3, 2012 for those wanting to charter in February.
- \$200 allocated funds will be available for the clubs chartered from the previous year and in good standing with the CCC and those chartered in October, those chartered in February will receive \$100 allocated funds.
- Copies of the forms are in the OSA office in D-1010, on the webpage and the flash drive given to advisor.
- Attend the October and February CCC meeting for chartering:
 - All re-chartering clubs will be listed collectively and voted on. This allows CCC to expedite this process more quickly.
 - Each club must have a representative at the meeting. The representative will not be required to speak on the club's behalf.
 - Each club not represented will not be chartered and the chartering process will be delayed until the next chartering date.

NEW CLUB REQUIREMENTS & CHECKLIST

- Chartering of new clubs occurs at CCC Meetings in October and February ONLY.
- \$200 allocated funds will be available for new clubs chartered at the October CCC meeting and \$100 allocated funds will be available for new clubs chartering in February.
- Copies of the forms are in the OSA office in D-1010, on the webpage and the flash drive.
- New clubs have two opportunities to reserve space and host activities prior to initial chartering. Contact pdilday@jjc.edu or asims@jjc.edu for more information.
- New Clubs must attend the CCC meeting in October or February when chartering takes place. Both the student leader and advisor should be prepared to speak and answer questions at the chartering meetings.

REQUIREMENTS	COMPLETION DATES	COMPLETED
Club Paperwork (3 forms)	Friday, September 23, 2011 Friday, February 3, 2012	
Current Club Constitution on File	Friday, September 23, 2011 Friday, February 3, 2012	
Student Contracts on File in OSA	After Club elections	
Minimum Fundraisers	Yearly	
Conduct Monthly Club Meeting	Monthly submit (prefer electronically) minutes and attendance to chinkle@jjc.edu	
Attend CCC Meetings	Monthly	

CCC's STANDARDS FOR FUNDING EVENTS

TO BE RECOGNIZED AS A JJC CLUB				
STANDARDS	GOLD LEVEL	SILVER LEVEL	BRONZE LEVEL	SELF-FUNDED
Membership	<ul style="list-style-type: none"> • 4 Exec Members • 10 Active Members 	<ul style="list-style-type: none"> • 4 Exec Members • 10 Active Members 	<ul style="list-style-type: none"> • 3 Exec Members • 10 Active Members 	<ul style="list-style-type: none"> • 2 Exec Members • 10 Active Members
CCC Meetings	SEE CCC CONSTITUTION REQUIREMENTS			
Club Meetings	MONTHLY MEETING MINUTES AND ATTENDANCE SUBMITTED TO OSA			
Civic Engagement	C H O O S E T H R E E <ul style="list-style-type: none"> • Event Collaboration with OSA or other club • Serve as a CCC Exec Board Member or CCC Committee Complete a group • Community/Campus Service Project • Host an all campus event 	C H O O S E T W O <ul style="list-style-type: none"> • Event Collaboration with OSA or other club • Serve as a CCC Exec Board Member or CCC Committee Complete a group • Community/Campus Service Project • Host an all campus event 	C H O O S E O N E <ul style="list-style-type: none"> • Event Collaboration with OSA or other club • Serve as a CCC Exec Board Member or CCC Committee Complete a group • Community/Campus Service Project • Host an all campus event 	<ul style="list-style-type: none"> • OSA encourages self funded clubs to participate in civic engagements events.
Fundraising	<ul style="list-style-type: none"> • Host 3 fundraisers per year • Raise a minimum of \$300 per year and carry over a minimum of \$100 	<ul style="list-style-type: none"> • Host 3 fundraisers per year • Raise a minimum of \$200 per year and carry over a minimum of \$100 	<ul style="list-style-type: none"> • Host 3 fundraisers per year • Raise a minimum of \$100 per year and carry over a minimum of \$50 	

DISTRIBUTION OF ALLOCATED FUNDS

- ❖ Clubs in good standing re-chartering in September will receive \$200 allocated funds for immediate use. New clubs and those that were unable to re-charter in September will have an opportunity to charter or re-charter in October and will receive \$200 allocated funds upon being approved and those chartering in February will receive \$100 allocated funds.

What are CCC standards for good standing?

1. Confirmation of allocated funds being spent accordingly the previous year.
 2. Completed club reviews.
 3. Met the CCC attendance policy for the previous year.
 4. Meeting minutes and attendance records are submitted.
- ❖ All new or re-chartering clubs chartering in February will receive \$100 allocated funds for immediate use upon approval by CCC.

EARNED MONEY

- ❖ All Gold, Silver and Bronze level clubs that are funded by the CCC must conduct a minimum of three fundraisers per year. Fundraisers provide visibility for the clubs. In addition, the money in the earned account rolls over to the next year so the club will have funding at the start of the next academic year.
- ❖ If you are using earned money for student awards or scholarships, written guidelines are required. See the Office of Institutional Advancement for details on scholarships.
- ❖ Monies collected in the name of your club must be deposited into your club's earned account within one business/next business day (account beginning with 1065-).
 - Deposit money at the Service Center inside the Campus Center. Make sure the account number and reason for your deposit is provided to ensure the deposit is made to the correct account.
 - Keep the receipt for your records.

EARNED ACCOUNT ACCEPTABLE EXPENSES			
Activities of religious worship	Awards & Trophies	Clothing	Devotional materials
Dinners & Meeting Refreshments	Equipment	Field Trips	Flower funds
Donations to Charity	Partisan or political activities, electioneering or lobbying	Pins	Prizes
Workshops	Scholarships	Speakers	Special Events

NOTE: NO FUNDS, EARNED OR ALLOCATED, MAY BE USED FOR THE PURCHASE OF ALCOHOL OR PAYMENT TO BARTENDERS FOR SERVING ALCOHOLIC BEVERAGES.

FUNDRAISERS

- ❖ OSA has information on several different types of fundraisers if ideas are needed. OSA encourages clubs to collaborate with other clubs for fundraising.
- ❖ Hot food may not be brought in from the outside due to sanitation policies and procedures. This type of event **cannot** be used as a fundraiser.
- ❖ Policy on Bake Sales: Prior to a Bake Sale a student or advisor must display a copy of the Homemade Goods Sign on their table in plain view. If you need a copy of this sign you may either pick one up in the OSA office or one has been included on your flash drive. (A sample is shown below).