



CLUB HANDBOOK

2026-2027

CLACKAMAS COMMUNITY COLLEGE

asgclubs@clackamas.edu

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Introduction

Welcome!

We are so glad you have decided to become a campus leader by being involved in a student club. We hope you find the experience fun, rewarding, and challenging. Challenge encourages us to grow, so we hope you are ready for the upcoming year!

This handbook is intended to guide you through getting started and how to run an effective club. Please don't hesitate to contact our office with any questions or concerns you have. An up-to-date copy of this information is also available online at www.clackamas.edu/clubs.

Clubs gain recognition through Associated Student Government.

CCC Values as defined by Student Life & Leadership (SLL)

- **Community:** Community is a sense of place built through fellowship, collaboration, and engagement. Values Statement: SLL fosters community by centering student connections to each other, the college, and beyond.
- **Student Success:** Students achieve their self-defined goals. Values statement: SLL provides students with support they need to explore, create and achieve their self-defined goals.
- **Learning:** Active, expansive, and ongoing exploration to acquire knowledge Values statement: SLL encourages and prioritizes curiosity, learning, and growth in our programs, services, and activities.
- **Equity:** Equity focuses on eliminating barriers often through policy, structure, and process. It ensures identity is not predictive of opportunities or outcomes. Values Statement: SLL centers equity in our decision-making and considers how our work will lead to future equitable outcomes.
- **Belonging:** A feeling of being accepted for one's full self. Values statement: SLL recognizes that individuals come from a range of experiences and meaningfully accepts and celebrates the whole person in everything we do.

 Which of these values do you connect with the most? What are ways you can lead with these values in *your* club?

Benefits of Being a Club Leader:

Valuable leadership skills are gained from participating as a student leader at CCC, which means that even as club members are giving of themselves to the students and college, they are also gaining skills that will benefit them for the rest of their life.

As a club leader, you will gain skills and experience such as:

Event Planning
Running a meeting
Recruitment/Marketing
Fundraising

Communication
Building a team
Managing a budget

And gain access to campus resources for your club such as:

- Reserving spaces for meetings and events
- Duplication/printing services
- Funding and assistance with purchases
- Storage

As a club leader, you will be managing your club as you see best fit. Here are some suggestions for running your club:

- Meet regularly with your advisors, to keep them informed and to ask questions
- Meet/communicate regularly with the ASG Clubs Department to keep them informed and be informed about upcoming events
- Attend Club Connections meetings to connect with other clubs and learn about processes and resources.
- Participate in Club Fair each term (Week 2 of Fall, Winter, Spring)
- Connect with Student Life and Leadership staff to handle budget and money
- Leadership classes are offered Fall, Winter, and Spring term. These classes are open to all students, and are FREE for club leaders.
 - Each course offers 2 credits.
 - Each term focuses on a different aspect of leadership including: leadership theory, communication, team building, community activism and service.
 - Email john.ginsburg@clackamas.edu or mbaker@clackamas.edu to learn more or to get registered.

Let's Get Started!

How to Start a Club

Clubs exist to provide a means for student interest or instructional groups to organize social and/or educational programs. The Associated Student Government (ASG) recognizes these needs and provides a structured constitution format and regulation of clubs.



Organize

- Create a [club constitution](#) using the required template and include all required sections.
- Recruit at least three current CCC students to serve as members.

Select an Advisor

- Advisors must be CCC employees.
- See the Advisor Section for expectations and FAQs or contact asgclubs@clackamas.edu with questions.

Submit Documents:

- Submit your constitution using the [Club Start up & Renewal Form](#)
- Each member must complete a [waiver](#)
- Club applications are reviewed and approved by ASG during Fall, Winter, and Spring terms.

What's next?

- ASG Clubs will review your materials and present your club for a vote at the next ASG meeting. Attendance by a club representative is strongly encouraged.
- You and your advisor will be notified of the decision by email.
- If revisions are needed, you may update and resubmit your application.
- Once approved, your club will receive access to resources, a club account, and \$250 in startup funding for publicity, activities, food, and events.

If you have any questions, comments, or concerns...

- Visit us online at: www.clackamas.edu/asg/clubs

ASG Clubs Department
•ASG Clubs Chair •WC 153 •503-594-3933 •asgclubs@clackamas.edu

Student Life & Leadership
•Michelle Baker, Coordinator •WC 160 •503-594-3041 •mbaker@clackamas.edu

Student Life & Leadership
•John Ginsburg, Director •WC 160 •503-594-3030 •john.ginsburg@clackamas.edu

Running a Club

Now that you are an approved club, here is some helpful information to get things running smoothly right from the start.

Recruiting members

Club Fairs

Are hosted each term, which is a great time to let new students know about your club! If you can't be there, try to find other club members or your advisor. Make your table appealing by setting up pictures, having candy or other small giveaways.

Flyers

- Clubs can post up to 25 flyers on campus bulletin boards, letting students know about their group and activities or meetings.
- Review the college posting policies, and have your poster reviewed (asgclubs@clackamas.edu or mbaker@clackamas.edu) before printing.
- ASG Clubs Department has a club bulletin board located by the veteran's center titled "All About Clubs" where you can learn more about clubs and flyer requirements. Posters should have contact information, time/date and location and provide as much information as possible about what you are informing people about.

Promotion

Additional promotional opportunities may be available through the ASG Promotions Department. Contact asgpromo@clackamas.edu. The Promotions team will assist you in accessing Canva to design posters and social media content.

Tabling

- There are tables in the Wacheno Welcome Center that can be reserved for club promotion.
- Email mbaker@clackamas.edu with dates, times, and purpose.

Class Raps

With instructor permission, see if you can stand up before class and talk to your classmates about the club you are involved in!

Word of mouth is your best advertisement. Talk to students from class, find groups in the Community Center, or when walking between classes!

We encourage you to connect with your classmates using Moodle, attend social events hosted by Student Life, the Multicultural Center and Student Government, and ask instructors and other students to help spread the word.

Running Effective Meetings

Effective meetings provide communication and structure for an organization. Clubs collaborate to discuss and progress towards goals, problem-solve, make decisions and support fellow members.

Meetings vary greatly from group-to-group depending on the number of members, the mission of the club, and activity level of the group. Despite the differences, there are some basic tips to help meetings run smoothly and keep members coming back.

Have Concrete Goals for Each Meeting

Set an agenda and ask for additions or changes at the beginning of each meeting.

Meeting Reminders

Make sure all members are aware in advance of the meeting day, time, and place. You might use group texts, phone calls, postings, or e-mail to keep in touch. E-mail the agenda as a reminder.

Always Start Meetings on Time!

This will prove to members that you value their time.

Prepare an Agenda.

Type the agenda and have enough copies for every member (or plan for technology to display the agenda on a screen). This will also keep structure to your meeting.

Here is an outline of a basic agenda:

- Attendance
- Review of last week's minutes
- Announcements
- Executive Board/Committee Reports
- Old Business
- New Business
- Responsibility Sign-Up
- Comments, Questions, Concerns
- Time to Socialize

Group Decision-Making Process

In a larger group, it is easier to have a show of hands, while a smaller group might choose to reach consensus.

Tracking Discussion & Decisions

Have a secretary or individual be responsible for taking notes at the meetings so minutes can be sent out to members (also a great idea to include asgclubs@clackamas.edu and mbaker@clackamas.edu to your distribution list). Keep a file of minutes for the year to look back on during evaluation time or just for information.

A good format for minutes would be the following:

- Members Present

- Members Absent
- Reports/Updates
- Progress on Old Business
- New Business
- Assignments and Responsibilities
- Next Meeting (day, time, place)

Snacks & Activities

Plan to have beverages, foods, and other fun activities to attract members.

Icebreakers

Conduct fun, new icebreakers at the beginning of meetings (especially early in the year).

Reserving Space

To reserve space for your meetings, email asgclubs@clackamas.edu and mbaker@clackamas.edu. List dates, time, preferred location, number of people, and any special set up needs (technology, seating arrangements, etc.). To ensure your meetings or events have been scheduled appropriately, check if it is scheduled on the CCC calendar of events.

Event Planning

About 6 weeks before your event, fill out and submit the Event Planning form which can be found in the forms section of this packet, through the website (www.clackamas.edu/asg/clubs), or by emailing asgclubs@clackamas.edu. You can even schedule a meeting with the ASG Clubs Chair or SLL Staff to go over your event plan, avoiding approval problems later. Talking with ASG early on also helps us avoid overlapping events on the calendar and gives us the best options on how we can support and promote your event.

SLL/ASG Resources

Student Life & Leadership (SLL) and Associated Student Government (ASG) are here to support you. Let us know if there is anything we can offer that will be beneficial to your club. Here are some services we can provide for you:

Game Check Outs

We have many board games you can use for a fun time at a meeting or event.

Flyer Duplications

We are happy to facilitate getting your flyer to duplications! Very reasonable costs that can be charged to your club account. Email your PDF to mbaker@clackamas.edu or asgclubs@clackamas.edu with specifics (Quantity, Size, etc.).

Money and Budgets

SLL will set up your budget and get your account numbers. (ASG will deposit \$250 to start off new clubs. Renewing clubs can also receive \$250 upon renewal (if the club has \$1500 or more already, no funds will be transferred). Be sure to plan ahead as it may take up to two weeks to process payments. To protect the treasurer and the treasury, all financial transactions (*including deposits and payments*) are maintained by the college through the Student Life & Leadership Coordinator.

Requesting additional Funds

You can request funds from ASG by filling out an [Event Planning Form](#). If funding is not associated with an event, select the Appropriations option through the same link.

Example:

You have raised \$600 to hire a performer for your event, but it will actually cost you \$650 to hire this performer. As part of your Event Planning form, you can indicate your requested amount from ASG. These are voted on and discussed at the ASG Meetings on Wednesdays.

Communication and Email

Communication is key to assisting you with getting a club started, event planning, and many other services. Stay in touch and plan to regularly communicate with our office to let us know how things are going and how we can be of service to your club.

ASG regularly emails the liaison and the advisor; please email back when responses are requested. Even if you are unable to attend a particular meeting or event, a quick reply is all that's needed. Have any questions? Please ask!



Club Emails

If your club would like a college email, please fill out the [email request form](#).

In addition, at least once per term ASG holds *Clubs Connection*. This is a chance to meet face-to-face or on Zoom to get training, connect with other club leaders, and ask questions. Club Leaders and advisors are invited, and we encourage you to send in agenda items, and be prepared to discuss ideas and report on club news.

Evaluation and Transition

At the end of each term, and especially at the end of each year, it is recommended that you spend a few minutes as a club and evaluate the year. How did it go? What went especially well? What can be improved? What do you recommend for the incoming officer/leadership team? Take notes and submit them to your advisor as a reflection.

Transitions should occur based on your constitution but recommended to occur in early to mid-spring term, so you have time to train your new leaders, pass on information, and in general set up the next year's team for success. Once you have had your elections/selections, submit those names to asgclubs@clackamas.edu, so we can update the website and know who to communicate with for upcoming events.

Renewing a Club

Clubs must renew at the beginning of each academic year.



Review Constitution

- Review your [club constitution](#). Use the template to verify all requirements are met (along with any new updates). (Let us know if you need a copy)
- Recruit at least three current CCC students to serve as members.

Check with your Advisor

- Check in to verify your advisor is still interested in sponsoring your club
- Advisors must be CCC employees.
- See the Advisor Section for expectations and FAQs or contact us with questions.

Submit Documents:

- Submit your revised constitution using the [Club Start up & Renewal Form](#)
- Each member must complete a [waiver](#) each year
- Club renewals are reviewed and approved by ASG during Fall, Winter, and Spring terms.

What's next?

- ASG Clubs will review your materials and present your club for a vote at the next ASG meeting. Attendance by a club representative is strongly encouraged.
- You and your advisor will be notified of the decision by email.
- If revisions are needed, you may update and resubmit your application.
- Once approved, your club will receive \$250 in funding for publicity, activities, food, and events (unless your club account already has \$1500).

If you have any questions, comments, or concerns...

- Visit us online at: www.clackamas.edu/asg/clubs

ASG Clubs Department

- ASG Clubs Chair
- WC 153
- 503-594-3933
- asgclubs@clackamas.edu

Student Life & Leadership

- Michelle Baker, Coordinator
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Student Life & Leadership

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- john.ginsburg@clackamas.edu

Advisor Section

By providing students with information and skills, the advisor/club relationship can be enhanced for both students and advisors. Students can receive the support, guidance, confidence, and information they need to grow and accept new challenges and responsibilities, while advisors can feel pride and satisfaction in seeing students mature and succeed.

Advisor Responsibilities

- Be aware of the purpose and activities of the organization through attendance at organization meetings or through frequent consultation with student leaders.
- Act as a source of general information regarding college policies and procedures and red tape. Red tape includes Requests for payment, vehicle requests, room reservations (25 Live), writing the constitution/start up procedures, event proposals etc.
- Encourage club members to assume responsibility for their actions and for the effectiveness of the program.
- Set expectations with the club leaders regarding manners and frequency of involvement by the advisor (meetings, special events, etc.).
- Guide, while at the same time, allow freedom for members to plan and coordinate their own activities or programs.
- Provide special technical knowledge or information relevant to the club, as needed.
- Be familiar with the club's history and current constitution.
- Provide continuity.
- Assist in determining realistic goals, planning events, and problem solving
- Attend club meetings or activities held outside of normal business hours.
- Oversee financial transactions of the club.
- When securing funds from the club account, the advisor must sign the Request for Payment (or email their approval to mbaker@clackamas.edu) authorizing expenditure before forwarding to the Student Life & Leadership Office.

Club Advisor FAQ

Note: Refer to Club Start up Information on how to write a constitution and get started.

Q: Why do clubs need a faculty/staff advisor?

A: Continuity and guidance. Students change year to year, so the advisor is a continuous person that helps the club maintain consistency. Students come to us at all stages of life, but none of them know how things work at CCC. You are here to help guide them through the process. Hold onto the history of the club. You should have a copy of the club constitution declaring the purpose. You should share that information with the students at the beginning of each year to help them in their endeavors for the year. Help with goal setting, making realistic goals, and evaluating events and meetings.

Q: Do I need to be at every meeting?

A: You do not have to attend every meeting, but you will need to be aware of what activities the club is planning. You can do this through attending meetings, or by being in weekly contact with club members/leaders. Another way to help with the responsibility is to appoint co-advisors to spread out the responsibilities. **Exception:** if your club meets after hours, on weekends, or is involved in active events such as karate or dance or baseball, etc., you must attend the meetings where the activity is being performed.

Q: How do we get started with our meetings?

A: To reserve space, use 25Live. If you need assistance, email asgclubs@clackamas.edu and mbaker@clackamas.edu with your requested date, time, location, number of attendees and special set up needs.

Q: How do we get started with event planning?

A: Event Planning—starts with the Student Life & Leadership staff or online (www.clackamas.edu/asg/clubs) with the Event Planning Form. Help your students think through events. Has it been done before? Don't reinvent the wheel if you don't have to. Keep records (notebooks or files with copies of flyers and how to's). It is important to plan well in advance to ensure successful events.

Q: How do we handle money transactions?

A: Each club is given \$250 startup funds (one time). All additional funding must be fundraised or donated. All monetary transactions must go through Student Life & Leadership for final approval. **Note:** You can request funds from ASG through the Event Planning form (for event related expenses) or through the Appropriations Form (for supplies not related to events). In all money matters and event planning, **it is important to plan well in advance of your needs.**

Q: What additional services does Student Life & Leadership or Student Government provide?

Mall tables - We have the spot right outside the cafeteria for use for clubs' activities. Schedule through Student Life & Leadership. You can fundraise, promote your club, hand out info relating to your group, host conversations, surveys, etc.

Club Fairs – Happens generally in week 2 of fall winter and spring terms. This is an opportunity to recruit members and let student know what your club is all about.

Club Connections - Please attend if you can or send a representative and then ask for a report. This is at least once a term and a good way to let others know how you are doing and what you are doing and to get help if you need it. We also cover important items such as training, budgets, services we offer, special events coming up, and we feed you.

Clubs Room - The Clubs Room in the Wacheno Welcome Center is available for meetings and other activities for your club. Space is reserved on a term-by-term basis to give all clubs a fair chance of using the room. We appreciate the flexibility and understanding of this. If the Clubs Room is unavailable, we will help you with the process to reserve another space for your event or meetings.

Website - We have a club website that is available for you to post information about your club contacts and meetings. Email asgclubs@clackamas.edu with changes/updates.

Email/Zoom - Clubs may request an email/login to use for club business. If the club has a CCC Email, we can help you set up a Zoom account through CCC

Miscellaneous: Game checkout for your group activities, poster making supplies, and more! Let us know if there is anything else that would be helpful.

Q: What if our group plans to travel or have field trips?

A: Travel waivers are required for all travel. If you hold your meeting or event off campus, waivers must be signed by all students and participants before the meeting or event. Waivers are required for all members at start up; remember to have all new students fill them out too. Check in with asgclubs@clackamas.edu for copies of the waivers or for any questions regarding travel or waivers.

Q: How often do we need to renew the constitution?

The approved constitution is good for the current academic year and must be renewed each fall. Use [this link](#) to renew.

If you have any suggestions or questions regarding club advising, please reach out to our department:

- Visit us online at: www.clackamas.edu/asg/clubs

ASG Clubs Department
•ASG Clubs Chair •WC 153 •503-594-3933 •asgclubs@clackamas.edu

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Clubs Represent CCC!

The Student Handbook (LINK) "Rights and Responsibilities" section outlines expectations for student behavior and all students are held to this standard. You can require more of your students if you are consistent within your group (for example: PTK requires a particular GPA). Be sure the standards are clearly stated in your constitution and that students are aware of the requirement as they gather information about your club (through brochures or informational meetings).

FORMS APPENDIX/LINKS

- ❖ Clubs Website (www.clackamas.edu/clubs)
- ❖ [Constitution Template](#)
- ❖ [Email Request](#)
- ❖ [Waivers](#)
- ❖ [Event Planning](#)
- ❖ [Request for Storage](#)
- ❖ [Appropriations](#)
- ❖ [Advisor Agreement](#)

Club Constitution Template

(Club Name) Constitution

REQUIRED: ADOPTED “May 24, 2018” (date that you complete/revise your constitution) *

Article I- NAME (club name)

The name of this club/organization shall be (club name here) of Clackamas Community College.

Article II- PURPOSE

The purpose of this club is...

SECTION II – If you are affiliated with an international, national, state, or local organization, create a section detailing the relationship. What is the organization, how are you affiliated (a chapter of, pay dues to receive funding from, have staff support from, etc.)?

Article III-MEMBERSHIP

Who is eligible to join? Explain fully the criteria for membership.

REQUIRED: Must include the following statement: Non-Discrimination: Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law.

Article IV- OFFICIALS

Explain if you will have a President, Vice President, etc., and the duties of each. How will your officers be elected or selected? What are the duties of the individual officers? How can officers be removed? What happens if someone can't complete their term?

REQUIRED: Include the following statement: Only registered CCC students are eligible to hold office in student clubs. Due to conflict of interest, no member of the Clackamas Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, part time employee, or confidential/exempt employee shall be allowed to run for or hold any student club office (even if they are registered students).

Article V- MEETINGS

When? Will you meet once a week, once a month, etc.? Will you operate under certain rules such as consensus, majority vote, Parliamentary Procedure? (Do not say “we will meet at 3pm on Tuesdays.” What happens when you need to meet on Friday? You will be violating your constitution! For example: “we will meet weekly during fall, winter, and spring term, or as called by the chapter officers.”)

Article VI- AMENDMENTS

REQUIRED: Must include the following statement: An Amendment may be initiated by any member of the group and passed by a 2/3 vote of the members present at the meeting. It must then receive a majority vote of the Associated Student Government (A.S.G.) to become effective.

You can add additional requirements for amendments as long as it doesn't contradict the required statement.

Article VII- ABANDONMENT

REQUIRED: Club funds shall remain in the (your clubs name here). Club account for a period of two years after its abandonment. If after two years, the club does not continue an active basis, all funds shall be forwarded to Associated Student Government.

Notes:

- Feel free to add additional sections if needed but do include the above articles and **REQUIRED** statements.
- Spell check and grammar check your submission. Use the CCC Writing Center for help.
- Most constitutions need some revision before approval. Be patient! The process may take time.
- Remember to keep a copy of your constitution in your records and with your advisor.
- ***For renewals**, review your constitution, and revise if needed. Your Adopted line will read like this: ADOPTED [DATE of Adoption], REVISED [DATE of Current Revision]