

Student Club & Organization Handbook



A Resource Guide Designed for Student Leaders and Advisors
Updated December 2022

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INTRODUCTION

We want to inform student leaders and advisors about the processes for student clubs and organizations over the course of a year. This handbook contains resources available for student leaders and advisors like how to: request space for events/meetings, request funding, publicize your upcoming events, and many other procedures. Please do not feel overwhelmed by the paperwork or content of this packet as it is designed to answer as many questions as possible. Changes may be made to this handbook by Student Life at any time throughout the year. **For students and advisors, thank you for your service!**

ABOUT THE OFFICE OF STUDENT LIFE

The Office of Student Life offers opportunities for involvement and leadership outside of the classroom that fosters student learning, growth, wellness, and belonging. We do this by...

- 1) crafting and promoting meaningful experiences and programs,
- 2) advising student groups and their leaders,
- 3) operating Student Life Centers and the Reynolds Gym, and
- 4) partnering with stakeholders to support Reynold’s academic mission.

Participation in student clubs and organizations enhance students’ educational experiences, complement experiences in the classroom, and foster sense of belonging to our campus community. In addition, students’ involvement positively impacts the development of social and leadership skills to prepare for careers and life beyond Reynolds. The Office of Student Life is a team of dedicated professionals who assist student leaders and advisors to achieve their group goals and success!

STUDENT LIFE TEAM	CONTACT ME ABOUT...
Dr. Ben Cowman , bcowman@reynolds.edu Director of Student Life & Leadership Parham Road Campus, Georgiadis Hall M001	Starting a New Club or Organization, Funding Process
Ms. Jackie Manley , jmanley@reynolds.edu Student Life Specialist Downtown Campus, Room 130	Club/Organization Training & Registration, Meeting & Event Requests, Purchasing & Travel
<i>Vacant</i> Student Life Specialist Parham Road Campus, Georgiadis Hall M001	Student Life Programs Community Opportunities & Service
Mr. Tyree Flowers , tflowers@reynolds.edu Student Life Specialist Parham Road Campus, Georgiadis Hall, Reynolds Gymnasium	Sport Clubs & Recreational Events

RESPONSIBILITIES AND BENEFITS OF ALL STUDENT CLUBS & ORGANIZATIONS

Responsibilities of All Student Organizations:

1. Hold an active membership (Have at least 4 active members)
2. Have a Reynolds Community College faculty/staff advisor.
3. Register with Student Life department each semester.
4. Follow Reynolds Community College policies and regulations.
5. Follow the Reynolds Community College Student Club & Organization Handbook.
6. Establish purposes and functions that do not interfere with the achievement of the College's educational mission.
7. Inform Student Life of all affiliations/associations with any organization outside the institution.
8. Select Executive Board leaders must be in good standing with Reynolds Community College.
9. Solicit members who are currently enrolled, students.
10. Submit all required paperwork and documents in a timely manner.
11. Promote a diverse and inclusive environment.
12. Submit budget requests during the appropriate timeframe (in most cases, at least 4 weeks prior to the event for regular budget requests).
13. Executive Board members and Advisors must check emails regularly.

Benefits for All Student Organizations:

1. Qualify for use of space (meeting rooms, programming space, etc.) on campus.
2. May bring in outside (non-Reynolds) speakers/programs.
3. May participate in recruitment fairs such as the Fall and Spring Involvement Fairs and other official college events.
4. Qualify for access to printing and posting via flyers, posters, calendars, and student announcements.
5. May fundraise on campus, if approved.
6. Allowed to attend officer/member training, leadership consultation, workshops, and other developmental events.
7. May host events on campus, if approved.
8. Connect more with the student body.
9. Connect more with the Student Government Association.
10. Better access to community service events.
11. Improve networking and collaboration skills.
12. Improve budget management, accountability, and time management skills.
13. Learn about the organizational structure of the Student Government Association and the Office of Student Life.

STUDENT CLUB & ORGANIZATION STANDARDS

Student clubs and organizations who request funding from the Office of Student Life are required to complete the following standards. These standards are set to help student organizations grow physically, intellectually, and financially. There are a total of FIVE standards. These standards ensure funding is allocated fairly and effectively to student clubs and organizations.

1. HAVE AT LEAST 4 ACTIVE MEMBERS IN YOUR ORGANIZATION OR CLUB
2. REGISTER YOUR STUDENT ORGANIZATION BY NOVEMBER 1ST
3. ATTEND ONE STUDENT ORGANIZATION TRAINING
4. HOLD AT LEAST ONE RECRUITMENT EVENT
5. HOLD AT LEAST 6 MEETINGS or EVENTS PER YEAR

STANDARDS DEFINITIONS

STUDENT ORGANIZATION REGISTRATION: Student Organization Registration is to be submitted by **November 1st** for the academic year. Any student organization that has not registered their organization or club will be put on warning and will not receive funding until the club has re-registered.

STUDENT ORGANIZATION TRAINING: Throughout the year, the Office of Student Life will hold multiple Student Club & Organization Training sessions to educate on how to: Retain members, request budgets, recruit, plan effective events, collaborate, and so much more. **This training session is mandatory** for all student organizations and they are expected to have at least 2 Executive Board Officers attend this training.

RECRUITMENT EVENT: Recruitment events may include, but are not limited to, student organization fairs, Welcome Day, tabling, and general events.

EVENT: Events must be free and open to all Reynolds Community College students.

MEETINGS: Meetings must be open to the entire student organization and approved by the advisor. Meetings may be done face-to-face, through video, or teleconference.

The Office of Student Life reviews Standards for accuracy and completion. All standards are at the discretion of the Director of Student Life. It is wise to keep a track of all of your Student Organization's completed Standards.

ADVISOR ROLE & RESPONSIBILITIES

The Office of Student Life wants your experience as an advisor to run as smoothly as possible. In an effort to encourage healthy and efficient development of our student groups, we will work diligently with you to ensure your group's success. Advisors must be full-time Reynolds Community College faculty or staff members. Adjunct or part time staff members must have a full time faculty or staff member serving as a co-advisor.

Advisors provide guidance to the student club/organization and its members and ensure members behave in a manner that is in compliance with Reynolds' policies 1-35 (Student Code of Conduct) and 1-34 (Academic Honesty). Advisors should report and concerns about behavior or policy violations to the Office of Student Life immediately.

RESPONSIBILITIES AND BENEFITS OF ALL ADVISORS

Responsibilities of All Advisors:

1. Encourage and support your student club/organization.
2. Encourage and support your student club/organization to get involved with Student Life and other student-based programs.
3. Make sure that your student organization registers with Student Life each year.
4. Understand and follow the College's policies, including Policy 1-18 (Participation in Student Activities, Clubs, and Organizations). All student-related policies are located at: <http://www.reynolds.edu/studentaffairs/policy.htm>.
5. Follow Reynolds Community College Student Club & Organization Handbook.
6. Limit membership to enrolled students of the College.
7. Establish purposes and functions that do not interfere with the achievement of the College's educational mission.
8. Inform Student Life of all affiliations/associations with any organization outside the institution.
9. Help members stay in good standing with Reynolds Community College.
10. Review and approve agenda for each meeting prior to the meeting date. Review typed minutes from designated club member(s) following each meeting no later than 5 business days after the date of the meeting.
11. Attend meetings and event regular (any on-campus meeting or event is optional) unless the event is after 5 p.m. or on the weekend.
12. Attend at any off-campus meeting or event, travel, including conferences or competitions (or a designated full-time Reynolds faculty or staff to attend).
13. Attend Club/Organization Training Session offered by Student Life each year. If unable to attend, the advisor must meet with Student Life staff to make up.
14. Submit any travel related funding requests and all travel paperwork on the student club/organization's behalf. (Student Life will assist with this process)
15. Promote a diverse and inclusive environment.
16. Answer emails and respond in a timely manner.

TIPS FOR ADVISORS

- Advisors should encourage those club members with evident leadership qualities to inquire about leadership positions within the club.
- Advisors should ensure that the activities the club members develop are aligned with the themes and goals of the club.
- Advisors should be aware of their club members' academic status. If you have concerns about a member's academic performance, consult with the Office of Student Life for campus resources.
- Advisors should meet with club members periodically in order to discuss events and goals and provide feedback or suggestions to assist the club.
- Advisors should address concerns with an individual club member through a one-on-one setting. Advisors should compliment members that do something well publicly.
- Advisors should show the club members that you are supportive of them; however, you should be clear that you will hold them accountable for their actions.
- Advisors should not be afraid to say "No". You have the right to say "No" if something violates college policy or may be considered inappropriate.
- Don't...
 - Control or manipulate the group
 - Take ownership for the group
 - Close communication
 - Be afraid to try new ideas
 - Know it all
 - Take everything so seriously
 - Be the leader
 - Sit in silence
 - Make decisions for the group
- Do...
 - Allow others to fail and succeed
 - Know your limits and the group's limits
 - Be visible
 - Be consistent with your actions
 - Teach the art of leadership
 - Keep your sense of humor
 - Trust yourself and the group
 - Learn when to speak
 - Let officers and members determine the direction of the club

CLUB/ORGANIZATION MEMBER EXPECTATIONS

- Members must be registered Reynolds Community College students (see Reynolds Policy 1-18 for further details).
- Members must maintain at least a 2.0 cumulative grade point average at Reynolds Community College. Clubs and organizations can establish grade point averages that are higher in consultation with the Office of Student Life.
- Understand and follow the College's policies, including Policy 1-18 (Participation in Student Activities, Clubs, and Organizations). All student-related policies are located at: <http://www.reynolds.edu/studentaffairs/policy.htm>.
- Behave in a manner that is in compliance with Reynolds' policies 1-35 (Student Code of Conduct) and 2-7 (Academic Honesty) and the Learning Environment Principles and the Student Life Club and Organization Handbook.
- Avoid allowing personal objectives to interfere with or influence the club's mission and goals.
- Communicate effectively at all times with fellow club members and advisor.
- Communicate effectively at all times with the assigned Student Life staff member.
- Respond promptly to inquiries (especially e-mail) from students interested in participating in the club or club-sponsored events.
- Consistently check e-mails for communication from the Office of Student Life, advisors, club members, interested students, etc.
- Create an environment that encourages participation of all members and allows for individuals to share ideas and receive feedback respectfully.
- Be actively involved during major events and meetings sponsored by the club.
- Include learning opportunities into club-sponsored events (when possible).

ROLE & EXPECTATIONS OF STUDENT LIFE

- Review and approve/deny reservation requests within 3-5 business days after the information is submitted and has been approved by Event Services.
- Review and approve/deny Funds Requests within 10 business days after the information is submitted.
- Review and respond to submitted fliers or other forms of advertisement no later than 3-5 business days after the advertisement is submitted for approval.
- Reserve on-campus facilities or classroom spaces and/or audio-visual equipment for club-sponsored events and meetings. Advisors should not reserve space on campus for club activities and meetings.
- Assist in contacting other Reynolds student clubs, Reynolds departments or individual faculty/staff, and/or non-Reynolds organizations.
- Assist in specific marketing strategies for club-sponsored events and activities.
- General advising of event planning strategies (i.e. ordering food, advertising, membership recruitment, security, event set-up, etc.).

NOTE: Student Life (under the supervision of the Director or Dean of Students) may remove official club status and/or individual member status at any time (when deemed necessary)

TYPES OF STUDENT CLUBS & ORGANIZATIONS

Student clubs and organizations are classified into different types of groups established by Student Life. During registration, each organization is required to self-select a category which closely related to the organization's goals and mission statement. Classification of Student Clubs & Organizations are:

- **Affinity Clubs or Organizations:** Organization whose activities are primarily targeted towards culture, race/ethnicity, religion, or another variation of human difference and identity.
- **Educational/Professional/Departmental Interest Organizations:** Organization whose activities are primarily focused on promoting the professional and/or academic enrichment of the students interested in the respective profession/academia.
- **Honorary Organizations:** Organization whose activities are designed to recognize exemplary achievements in scholarship, academia, leadership, etc.
- **Recreation & Sport Clubs*:** Club/Organization whose activities are focused on a sport, recreational or leisure activities.
- **Service Organizations:** Organization whose educational and social activities are primarily targeted towards the well-being of the community which can include volunteering and philanthropic events.
- **Student Government Association:** Organization whose purpose is to help provide governance, advocacy, or voice for the overall student body.

STARTING A NEW STUDENT ORGANIZATION OR INTEREST GROUP

The Office of Student Life welcomes all new and prospective organizations at Reynolds Community College. All prospective organizations must complete the following requirements. Prospective student clubs and organizations will be placed on a **minimum** 1-semester probation period and must meet expectations during this time to be considered an official student club or organization. The probation period begins once approved and extend through the first full semester. The probation period release will be reviewed by the Director of Student Life.

There are two types of recognition status:

- **Interest group:** any student organization recognized by the Office of Student Life and the college with the intention of functioning for a one-time event and/or no more than one academic year, and which may be academic, social, or service-oriented.
- **Student club/organization:** any group of students that is officially recognized by the Office of Student Life and the college with the intent to function for more than one year, and which may be academic, social, or service-oriented.

To start an interest group or student club/organization, please complete the following requirements in order. The Director of Student Life approves all student organizations and interest groups.

Requirements:

1. **Submit a Consultation Request & Meet with Director of Student Life** to discuss the mission and goals of the organizations. The Director will ensure that there are no duplications of student clubs or organizations. Once a consultation request is submitted, the Director of Student Life will respond to the student within 10 business days.
2. **Have at least 4 active student members**, and sufficient officers to fulfill the mission. (At least President and Vice President)
 - a. All members must be currently enrolled at Reynolds Community College.
 - b. Executive Board Officers must be in good standing with Reynolds Community College or in some cases higher if it is a requirement of a national organization.
3. **Find an advisor.** All student clubs and organizations must have an advisor. The advisor must serve as a full-time faculty or staff member at Reynolds Community College to sponsor the organization. Adjunct or part-time staff members may serve as a co-advisor with a full-time faculty/staff member. If the organization does not already possess an advisor, Student Life can send an all-call advisor email out to all Faculty and Staff, upon request.
4. **Complete an Organization Constitution**
 - a. There is no length requirement for the constitution, but organizational guidelines must be included. It can address why the organization is being formed and how the organization will be run. A guide and sample constitution will be provided at the initial consultation.
 - b. Organizations with regional, national, or international affiliation **must** include a copy of the affiliate organization's bylaws.

5. **Attend the Student Club & Organization Training** facilitated by the Student Life Specialist who will review the Handbook, expectations, procedures on how to hold an event/meeting, how to request funding, etc. At least two executive board officers and the advisor must attend. Trainings are held at least once each semester, and on an as-needed basis.
6. Lastly, the Office of Student Life will assess all submitted documents and requirements met. If all requirements are met, the Director of Student Life and Dean of Students will review for final approval. Approval or denial will be sent out by the Director of Student Life.

New Student Organization Funding:

1. Student Life is here to assist all student organizations and will be happy to help fund food for an organization's first interest meeting for prospective members. Please let Student Life know you will need food for your interest meeting **at least 2 weeks prior to your meeting**. Your request will be assessed.
2. **New Student Organizations are to be placed on a minimum of 1 semester "probationary period" and may request up to \$250 within the first full semester of being an official student organization.**
3. New Student Organizations shall not request funding for travel within the **1st** full semester of becoming an official JRSCC organization. This does **NOT** apply to members who have been invited by Student Life to Leadership/Training Conferences **OR** student organization members that are being recognized for their hard work and service to their campus community.

Organizations that are not considered an official organization by the college are not allowed to use any name or logo associated with Reynolds Community College until full recognition is granted

SPORT CLUBS AND RECREATIONAL EVENTS

Sport clubs or recreational activities have special requirements that differ from other clubs due to equipment needs, eligibility criteria, and the potential for injury. In response to those concerns, the following guidelines must also be adhered to in addition to the standard club and organization policies. All sports clubs and recreational members must be in good standing with Reynolds Community College. All must comply with Title IX.

Assumption of Risk Forms:

Assumption of risk forms must be completed by every student participating in a sport or recreational event of any kind. Student Life will give the organization the 'Assumption of Risk Form' upon request.

Equipment:

Sports and recreational clubs require more equipment. To not burden the clubs with high fundraising goals before they can start, Student Life will **consider** funding requests for equipment that is to remain the property of Student Life. If you need equipment, please see the Student Life Specialist prior to filling out a 'Funding Request Form.' Please make your quotes as specific as possible. Equipment will be checked out to the student leader of the club for the season. Student Life has very minimal storage space for items when not in use.

Sport clubs tend to involve recreational, leisure, and sports activities that might require special equipment and facilities beyond those required by a typical student organization. Depending on the needs of your organization, it could be beneficial to partner with community organizations that engage in similar types of activities. While Reynolds Community College might have some resources that could be beneficial, please discuss any needs with the Office of Student Life in advance and keep in mind that your requests are not guaranteed.

STUDENT ORGANIZATION GENERAL RULES & REGULATIONS

- All organizations are required to register with the Office of Student Life by **November 1st** each academic year. **All registered student organizations are managed by the Office of Student Life.**
 - Please note that all executive board officers, regular active members, and an advisor name are required.
 - Student Life will review the elements of the application. If the application is missing information, the organization will be notified.
 - If the student organization does not fill out the required registration form by the semester deadline, they will be given until the **next 30 days of the semester to register**. If the student organization does not register by the end of the fall semester, it will be considered an inactive organization and all media and privileges will be revoked.
- Active organizations are all student organizations who have completed the semester required registration form and are recognized by Student Life.
- Only recognized organizations are allowed to use college facilities and receive other support as provided by college policies. This does include prospective organizations that have met with the Student Life.
- Organizations must be active to receive funding.
- Student Organizations must possess at least 4 active student members, and sufficient officers to fulfill the mission (at least two officer positions). Members must be currently enrolled at Reynolds Community College.
- Selected Executive Board leaders must be in good standing with Reynolds Community College or in some cases higher if it is a requirement of a national organization.
- All Student Organizations must have an Advisor. The Advisor must serve as either a faculty or staff member at Reynolds to sponsor the organization. Advisors must be full-time Reynolds Community College faculty or staff members. Adjunct or part time staff members must have a full time faculty or staff member serving as a co-advisor. **If a student organization no longer has an advisor, Student Life will help find that organization one, upon request.**
- Students are not allowed to hold Executive Board Positions for more than **1** consecutive academic year. After the term is up, there must be internal elections. The previous position holder can run for office again if they wish to do so, organization Constitution permitting. Organizations can have elections each semester if they wish to do so. (Must get approval from advisor)
- Student organizations have no authority to speak for Reynolds Community College or commit the college to any agreement or undertaking.

LOSS OF RECOGNITION

The Office of Student Life may declare your student organization inactive for the following conditions:

1. The Student Organization fails to keep the required numbers of members in the organization (at least 4 members, notice will be given)
2. The Student Organization fails to maintain a required Reynolds faculty/staff advisor. (notice will be given)
3. Failure for the Student Organization to register by the end of each semester (notice will be given)
4. Failure to abide by Reynolds Student Policies
5. Failure to abide by the rules, regulations, and expectations outlined in the Reynolds Community College Student Club & Organization Handbook

*Student organizations that are inactive and/or unregistered cannot request funds from the Office of Student Life. If requested, Student Life may provide materials and/or food for up to **2 interest** meetings or events (case-by-case situation)*

*If an organization loses recognition, an appeal can be made in writing and submitted to studentlife@reynolds.edu. The appeal will then be forwarded to the Dean of Students to be assessed. Student Organizations are **NOT** allowed to submit appeals directly to the Dean of Students*

Immediate Loss of Recognition:

- Violating college policies, state, or federal law
- Failure to abide by Reynolds Community College's Non-Discrimination Policy
- The organization is found responsible for holding events, meetings, or activities that create an unsafe environment for members or participants
- Violating Reynolds Community College Student Policies

Steps to Get Back to an Active Status:

- If you have below the required number of members (Less than 4):
 - Hold a recruitment table, hand out flyers, or ask Student Life for help getting the word out.
- If you do not have an advisor:
 - Student Life can send out an email to all Reynolds Faculty/Staff to recruit an advisor for the organization, upon request.
- Seek help from your advisor
- Register your Organization
- Meet with Student Life Specialist and seek help
- Research good recruitment methods if applicable

ACTIVITY PLANNING & RESERVATIONS

The Office of Student Life wants your experience as officers and advisors to run as smoothly as possible. Please read the following responsibilities for facilitating any organization meetings or events, and refer to them as necessary during your time as an officer and/advisor.

- [On-campus room/space or tabling reservation requests](#) for student club/organization meetings or activities can **ONLY be made by trained student officers and Reynolds faculty/staff advisors**. Meeting or tabling requests must be made at least 5 business days in advance. Any event request must be made at least three weeks in advance. Users are strongly encouraged to enter all reservations 2-4 weeks in advance.
 - Officers & Advisors will access the reservation request form via My Reynolds → Ad Astra Schedule tile – [or via this link](#).
 - All reservations are reviewed and approved by Event Services and Student Life.
 - Student Life will enter any approved activity on the Student Reynolds Calendar unless you request otherwise. Officers and Advisors should email their event description for the calendar to studentlife@reynolds.edu.
 - Users will receive two emails back: confirmation of your request, and a second confirming the reservation itself.
 - If student officers enter the request, Student Life will seek approval from their advisor. All requests should be discussed with the advisor in advance of entering into Ad Astra.
 - Whoever enters the request should communicate the approval/denied to all officers and the advisor.
 - If you would like to request a table cloth, please email studentlife@reynolds.edu at the same time that you submit your tabling reservation request.
 - The Student Life Centers and specific resources (i.e., popcorn machine, yard games, tents) are available in the Ad Astra Scheduling system. **Student Life events will take priority if there is a conflict of schedules.**
- Submit meeting agenda to advisor for review and approval prior to the meeting.
- Each student organization must have at least 2 officers, and at least 1 officer must be present at each meeting.
- Off-campus meetings must be attended by advisor (the advisor is strongly encouraged to attend on-campus meetings.)
- Submit all fliers or other forms of advertisement to assigned Student Life staff member for approval prior to posting/distributing advertisement on and/or off campus.
- For meetings, submit your meeting minutes, list of attendees, and attendance count to studentlife@reynolds.edu no later than 5 business days after the date of the meeting.
- For events/tabling, submit your list of attendees and attendance count to studentlife@reynolds.edu no later than no later than 5 business days after the date of the event.
- For any approved funds requests, submit reimbursement form and receipts to Student Life no later than 10 business days after the event. Student Life will email the advisor for review and approval.

EVENT PLANNING

Please consider the following in planning an event:

1. **Type of Activity:** How does the purpose and objective of the event fit with the organization? Will it benefit the college community as a whole?
2. **Audience:** Who do you hope to attract? What is the best way to reach them? How many people do you expect? Does this event promote diversity and/or inclusion?
3. **Location:** Are there classes happening nearby? Will the event be too noisy for classes? Is there enough space? Has it been reserved and approved? Is it easily assessable for everyone? Has your advisor completed a maintenance request for event set-up/tear-down? Has your advisor completed an IT request for speakers or other audio equipment needed?
4. **Security may be required for events taking place after business hours.** Consult with Student Life.
5. **Food:** Cost? Is it the right amount? Too much? Too little? How is it prepared? Health Department Concerns? Was the budget request submitted? Does the money requested reflect the number of people anticipated?
6. **Workers:** Who will be there to set up? Who will be there during the event? Who will be there to clean up? Do you have enough people to pull off this event? Did you include tear-down in the maintenance request?
7. **Time:** How will timing impact participation or the potential audience? Are there many students on campus at this time? Are there classes at this time? Is it too late? Is it too early?
8. **Approval:** Have you contacted Student Life? Completed the funding request or space reservation forms ahead of time? Have you contacted your club advisor and properly prepared any necessary documentation?
9. **Transportation:** Reynolds vehicles are available for use, but only faculty and staff are eligible drivers for College vehicles.
10. **Liability:** Were 'Assumption of Risk' forms filled out and turned in? What about Student Travel Forms?
11. **Publicity:** Did you give the event at least 2 weeks of publicity? Are you tabling for the event? Did you personally hand out flyers? Are you speaking to your peers about this event?
12. **Alternative plan:** If outdoors, have a backup plan for rain. Choose alternate sites or times, make sure you put in a room reservation. Do you have a different date planned?

Before The Event:

1. Brainstorm with your group and advisor about ideas for an event. Plan a budget if necessary.
2. Has an officer or advisor submitted a space reservation request?
3. Read the above section, 'Event Planning'.
4. Have a prepared sign-in sheet for all who are in attendance?

During The Event

1. Know who is scheduled to do what and when.
2. Take pictures if you have the opportunity!!! Send them to studentlife@reynolds.edu.
3. Safety first, know the location of first aid and emergency contact info for club members in case of emergency. Wear gloves if serving food.
4. Save any food receipts and documents to give to Student Life (if pre-approved for funding and to receive a reimbursement).
5. Only advisors or Student Life is allowed to sign/tip for delivered food.

After The Event

1. Clean up (select clean up volunteers ahead of time).
2. Email studentlife@reynolds.edu with your list of attendees and attendance count (if a meeting including meeting minutes). We would also love any pictures too!
3. Submit any receipts to the Student Life (if pre-approved for funding and to receive a reimbursement).
4. Think about what went well and what can be improved upon.
5. Thank everyone who attended or helped!

PUBLICITY

Prior to posting information for a meeting or event, your event must be approved by the Office of Student Life. Here are some common forms of publicizing:

1. Student Life may send an **email to all students** for a specific event or interest meeting. This email must be submitted to studentlife@reynolds.edu by Tuesday to go out the following week (meetings will **NOT** be approved, this is strictly for events).
2. Flyers/Posters – Must be approved by Student Life before posting. Designated bulletins boards are available at all campuses – see Posting Flyers on Campus.
3. Tabling and one-on-one interaction – we can reserve tables for you to promote events, activities, etc. by submitting an online Event & Meeting Request form.
4. Student Organization social media pages. Must be approved by Student Life – see Social Media Guidelines.
5. 1-minute presentations at the beginning of a class, **with the instructor's permission**.
6. Reynolds Calendar – available to student to view listing of events and activities. When your Event and Meeting Request is approved, your activity will automatically be added to this calendar unless you request otherwise.
7. The Rave – emailed regularly to the student body by Communications & Marketing office (we are unable to guarantee that club information will be included).
8. Flat Screens – displayed throughout Parham Road, Downtown, and Goochland campuses. These are updated by the Communications & Marketing office (we are unable to guarantee that club information will be included).
9. Contact Student Life about official Marketing & Communications for the College.

POSTING FLYERS ON CAMPUS

1. All flyers must be approved by the Office of Student Life PRIOR to posting them on campus. This rule applies to both student clubs/organizations and individuals not affiliated with a student club/organization and/or the College.
2. If a student is interested in posting flyers, they must come to the Office of Student Life in order to receive official approval; OR they must email the flyer for approval and printing to studentlife@reynolds.edu. If emailed and approved, they will be printed for pick up.
3. Once the flyers are reviewed and approved, the Student Life staff member will initial and date each flyer at the bottom right corner of the page. If a flyer is displayed on campus without the initials of the staff member, it will be removed and discarded immediately.
4. Once the flyers are approved, the student is permitted to post the flyers. However, flyers may only be displayed on designated Student Life bulletin boards inside campus buildings. If a flyer is

displayed anywhere besides on these bulletin boards (i.e. doors, windows, tables, etc.), it will be removed and discarded immediately.

5. Clubs/organizations are permitted to put up no more than 1 of the same flyer per Student Life bulletin board. If there are more than 1 of the same flyer on one bulletin board, the additional flyers will be removed and discarded immediately.
6. If an individual from outside the college is interested in posting flyers on campus, the same process is followed. Approval is required to post all outside flyers. Judgment is based on space and content of the flyer.
7. The student may not place any flyers on top of other flyers.
8. **All flyers should contain the group name, a contact name and an email address where additional information can be found. If advertising for an event, the date, time, location, and any admission cost must be listed.**
9. Use of Reynolds Logo - anytime the Reynolds logo is used the Marketing Office must review and approve for brand adherence purposes.
10. Flyers may not be posted on windows, building entrance/exit doors, or car windshields.
11. A flyer will be removed from a bulletin board immediately after the event date.
12. All students are prohibited from removing any flyers from the bulletin boards unless it is after the event date.

SOCIAL MEDIA GUIDELINES

Recognized student clubs and organizations are permitted to create social media accounts. However, they must register those accounts. The following guidelines apply to all club and organization social media.

1. Student clubs and organizations must register all social media accounts by completing the [Social Media Registration form](#) administered by the Marketing & Communications Office. The form must be completed at the time of establishing a new account or any changes to the account.
2. Any social media account must be accessible to all members and advisors.
3. All Student clubs and organizations must post the following statement in the about section of each account: "This account is a student organization account and is not an official representative of Reynolds Community College."
4. Login or credential information must be conveyed to any incoming officers and advisors.
5. Student clubs and organizations' social accounts must follow Reynolds Community College accounts when applicable.
6. All communication, including but not limited to posts, comments, and messages, must comply with the Reynolds Code of Conduct. These communications may not:
 - a. Use foul language
 - b. Use pornographic images
 - c. Violate the user agreements of the social account
 - d. Use threatening language
 - e. Be used in the defamation of a person or organization, including Reynolds students, staff, alumni, and Reynolds partners
 - f. Use to cyberbully an individual
7. Clubs, organizations and members may be sanctioned under the Reynolds Conduct Policy (Policy 1-18 and/or 1-35) for failure to adhere to these guidelines.

FUNDRAISING

Student organizations can obtain funds via fundraising or the funding request process with Student Life by submitting a 'Funds Request Form.'

FUNDRAISING

All fundraising completed in the name of Reynolds Community College, or an approved College student organization must be used to support and advance the mission of the College. Fundraising activities conducted by recognized student clubs and organizations require the approval of the Director of Student Life or the Dean of Students. An individual student or a student group which is not affiliated with a formally recognized College club or organization must obtain approval from the Dean of Students for any fundraising effort which uses the name of Reynolds Community College in its promotion. Approval may be requested by contacting the Office of Student Life.

Fundraising helps organizations earn money for charitable or large projects and expenditures. Fundraisers are activities and **require a request to studentlife@reynolds.edu** outlining what the fundraiser will entail. **Student Organizations may be asked to fundraise up to a certain amount of their overall budget request.**

MANAGING FUNDS

Student Life will take the appropriate steps for any club requiring an account. No student group should have an outside bank account. Monies deposited with the Business Office will carry over from year to year. Remaining club funds will be moved to an account for the purpose to assist future student clubs and organizations if a club becomes inactive after five years. These remaining funds will be labeled as **contingency money** for future student organizations and activities.

The proceeds of all fundraising activities must be deposited with the College Business Office within two business days of receipt. All expenditures must be supported with original invoices or sales receipts. Requests for payment and / or reimbursement of expenses will follow College procurement guidelines that are available in the Business Office. Fundraising activities that support the Reynolds Community College Educational Foundation are governed by bylaws of the College's Reynolds Community College Board and the Foundation Board.

FUNDING REQUESTS

Student organizations may apply for funding through the Office of Student Life by submitting a funding request. All club funding comes from student activity fees. Every student pays an activity fee per credit hour. A portion of that is allotted towards clubs and organizations. That money should be used to enhance campus life and the experience of the both club members and other students. **Requestors must take into consideration how their funding is enriching the lives of students at Reynolds Community College.** The Funds Request Form is also used to access funds through an existing club/organization account.

HOW TO OBTAIN FUNDS

Student clubs and organizations may obtain funds for meetings and/or events and activities should complete the following procedures and adhere to all funding guidelines stated in this handbook:

1. Submit an [online Funds Request](#) in addition to your on-campus reservation (see Activity Planning & Reservations)

- a. **Conference Funding:** Complete and submit Funding Request form, the travel estimate worksheet and any additional paperwork **at least 20 days** before the conference registration deadline.
 - b. **Campus Event/Service Project/General Club Events:** Please submit your on-campus reservation, funding request and any necessary paperwork 30 business days prior to your event. Incomplete or missing paperwork may prevent funding or delay payment.
2. Funding requests will be reviewed and funding decisions made and communicated to the requestor and advisor no later than 10 business days.
 3. Work with advisor and Student Life staff member to make purchases, sign contracts and pay for expenses/supplies in advance. The officers and advisor(s) are expected to initiate this process.
 4. Fundraisers are not permitted unless officially approved by the Office of Student Life prior to the fundraiser taking place.

FUNDING REQUEST GUIDELINES

- All funding requests should be submitted at least **4 weeks** before your event, meeting, or activity.
- **Your advisor must know if you submitted a funding request and the details of that request.**
- All groups requesting funds must have an advisor.
- Funding requests are not guaranteed approval for funding for your activity. If denied, Student Life will provide a reasonable explanation for the denial.
- Student Life staff will make the final decision to approve or deny funding requests.
- Previous allocations, current balances in club accounts, level of detail in the budget request and planned funding efforts may be taken into consideration when making funding decisions.
- If a club or organization wishes to use funds past the last day of the semester, permission should be requested prior to the last day of the semester.
- The Office of Student Life will provide basic office supplies (markers, paper, scissors, tape, etc.) and access to a color copier for all club related activities.
- Student Life will determine if a funding request is truly a necessity for the Student Organization to be successful. For example, pizza parties, leisure activities, gift cards, and private meeting expenses may be considered non-necessity on a case-by-case basis.
- Student Life will consider paying for Student Organization travel, lodging, and registration fees within reasonable means. Travel funding may be allocated as a percentage of the total requested, the total cost of the event, or denied completely. Funding for food while traveling will be considered on a case-by-case basis.

CHECKLIST FOR APPROVED FUNDING

- The organization has 4 active members and an advisor
- The organization has registered its organization
- The relationship between the request and the club mission statement/purpose correspond
- Programs sponsored by the club in the past were successful (if applicable)
- The program encourages interaction and inclusion among students
- The program supports student commitment and loyalty to the college community
- The program will be visible and accessible to all students
- The program is designed to promote diverse student interests
- Forms were turned in on time**
- Proper procedures followed
- If there were funds granted in the past, they were used in the correct manner
- The club demonstrated a history of fiscal responsibility
- Research and planning has taken place to ensure the feasibility of the event/item
- College policies were not be violated by a program or event in the past
- Estimates of expenses and revenues are reasonable
- Research has been done to provide an accurate estimate of expenses

Funds may be allocated a percentage of the total requested, the total cost of the event, or denied completely

Funding will be NOT be used for any of the following:

- Charitable contributions (students may participate in charitable activities)
- Scholarships, wages, loans, individual membership dues, or other compensation to members, officers or advisors of clubs/organizations.
- Fundraisers. Student Life will not provide money for anything that in turn a student organization can make a profit from.
- Compensations for services if the individual is a member of the club or organization, specific political campaign, party, executive board, candidate, or off-campus organizations.
- Any products that violate college policies.
- Anything that promotes or has the potential to promote violence, illegal activities, defamation of individuals, or defamation of groups.
- Events involving alcoholic beverages.
- Retroactive funding for prior commitments, travel or events held.
- Apparel (handled on a case by case basis).
- Gift cards.
- Meals for officers/advisors.
- Programming for events or activities not involving Reynolds students.

The following are examples of items that can be funded:

- Supplies for specific events hosted by the club
- Student travel to conferences, workshops, etc. that directly support the mission of student club or organization
- Materials needed to market the group to students on campus
- Campus wide events
- Supplies for service projects

PURCHASING TIPS & SUGGESTIONS

Here are general guidelines, tips, and suggestions for how to make purchasing a smoother process. This should be done after receiving approval on your budget request and the event/meeting approval form.

- Advances are not permitted
 - Tax Exempt
 - Reynolds is sales tax exempt. These means we will not pay sales tax and individuals cannot be reimbursed if they paid for tax out of pocket.
 - Contact the Office of Student Life for a copy of the tax exempt certificate.
 - Selecting & Paying Vendors
 - Student Life will make purchases on behalf of student clubs/organizations – this includes assistance with selecting vendors, sourcing goods and services, and payment.
 - Contracting Services
 - If you wish to pay an individual for services to the club, we will need an independent contractor form and substitute W-9 form (if they have not provided services to Reynolds before). The independent contract form must be signed and include their full name, address, phone number, social security number, date/time/location of event, payment and description of services being provided.
 - Being Reimbursed (for special circumstances only)
 - If Student Life deems that a reimbursement is necessary, the reimbursement form should be submitted anytime a member needs to be reimbursed. Advisors cannot be reimbursed.
 - Original receipts must be attached. Whenever food is involved, a flyer/agenda and a sign in sheet for the event must be included.
 - Student Life will make every effort to make purchases on behalf of student clubs/organizations and will allow reimbursement as a last resort, if in compliance with purchasing guidelines.
 - Money from Outside Sources
 - Clubs obtaining funding from areas outside of Students Life should contact the office as soon as possible to discuss specifics about the funding source, procedures and other relevant details to avoid confusion and/or delays during the purchasing process.
- Food – this is a list of restaurants, grocery stores and catering companies that Student Life has worked with and typically simplify the process of ordering, paying for and obtaining food for events. If you have a question about another business, please let us know!
 - Papa Johns
 - Apple Spice
 - Goodrich Gourmet
 - Cater Nation (a variety of restaurants that are swam vendors)
 - Chic-Fi-La, Moe's, Lola's
 - Office Supplies/General Event Supplies
 - Student Life Office
 - The Supply Room, Party City, Michaels, Advantage, Staples

TRAVEL

Reynolds Community College strives to spend student activities funds in a fair and equitable manner. Travel can be a great way to expose Reynolds' student leaders to new ideas and experiences as well as students from other colleges. Travel is also expensive, and with limited funding, Student Life must spend these funds judiciously. **With this being said, clubs and organizations should meet all standards and expectations (in this Handbook) before requesting funds for travel.**

Student Life will consider requests for Student Organization travel, lodging, and registration fees within reasonable means. Travel funding requests may be fully funded, approved for a portion of the total request, or denied completely. **Advisors must submit any travel related paperwork and funding requests.** Organization members and their advisor must also meet with the Student Life staff before travel requests will be approved.

HOW TO COMPLETE TRAVEL RELATED PAPERWORK

Student Organization Overnight Travel will be limited to participation in regional, state, or national organizations, co-curricular activities, or conferences related to the club and organization mission, and approved by the Director of Student Life and Dean of Students.

Advisors and students traveling must adhere to the following guidelines:

1. Submit [online Funding Request](#) no later than 20 business days prior to the deadline for registration (if no registration is required, no later than 30 days prior to the travel date). Be sure to include exact costs for registration, hotel, travel, etc. It is often helpful to print off conference registration information that includes these amounts.
2. **Complete the following and submit to the Office of Student Life** as early as possible but no later than 20 business days prior to the deadline for registration (or 30 business days prior to travel, if no registration is needed).
 - a. Complete the **Field Trip Permission form**. Student Life will review and send to Dean of Students and VP of Enrollment Management & Student Success for approvals.
 - b. Highlighted sections of the **Travel Estimate Worksheet (form 32-0002)**. Attach a copy of the completed registration form, hotel reservation confirmation sheets, conference schedule and per diem calculator printout. This should be done for each student attending the conference. Advisors/employees should complete their pre-approval in Chrome River.
 - c. If any food-related purchases will be made during the trip, Student Life will assist you in obtaining meal approvals using the [Business Meal Approval Request Form \(PRO4000\)](#). Student Life will need the following information to obtain the approval on your behalf including: meal date, location, per diem, number of participants and affiliation, purposes of the meal and source of funds (if not funded via Student Life). [GSA per diem rate can be found at this link.](#)
 - d. Complete the bold and underlined sections of the **Assumption of Risk form (form 75-0004)**. Student Life will review and send it to Amy Bradshaw, the VP of Finance and Administration. Amy will review the form, initial it and return it to Student Life. This form should be completed by every individual traveling.

- e. If you would like to reserve a campus van for travel, you will complete the [Request to Reserve Campus Van Form \(75-0003\)](#). This process is managed by Facilities. After completed, you will submit to lbracey-smith@reynolds.edu who manages van reservations.
3. Before the trip:
 - a. All Assumption of Risk forms should be signed and returned to Student Life along with a complete list of attendees at least two business days prior to travel.
 - b. The advisor and students attending the conference should create a list of expectations and discuss ways to get the most out of the conference. The advisor should also discuss how to dress, important times and meals while at the conference.
 - c. Advisors are employees so they can receive (if approved) the per diem for each meal. Receipts are not needed. Students may be reimbursed up to the per diem for each meal (not incidentals) and must provide an itemized receipt for each meal, if approved with the request. If they lose receipts or do not provide an itemized receipt, they cannot be reimbursed. Specific per diem amounts are listed on Inside Reynolds.
 4. During the trip, be sure to save the applicable following documents:
 - a. Boarding passes
 - b. Baggage fee receipts
 - c. Toll and parking receipts
 - d. Original receipts itemizing food and drink purchases (credit/debt card slips are not acceptable)
 - e. Hotel room statements
 - f. Any other receipts you need reimbursed for
 5. After the conference, complete the highlighted sections of the Travel Expense Reimbursement Voucher (form 32-0001) and submit to the Office of Student Life as soon as possible but no later than 10 business days after the conference. Each day of the conference should be itemized beginning on line 21. Employees should enter the per diem amount and students need to enter the exact amount spent for each meal. Attach all receipts. A form should be submitted for each person who needs to be reimbursed.

Important Forms

These forms can be found on the Office of Student Life website: www.reynolds.edu/studentlife in the Clubs and Organizations section.

Online or PDF Forms:

- [Consultation Request to Form a New Student Organization](#). Must be completed by interested student officer.
- [Registration for Student Clubs & Organizations](#) (for active groups). Must be completed by student officer.
- [Event / Meeting / Tabling Reservation Requests](#). Must be completed by student officer or advisor.
 - Go to the Intranet → MyReynolds → Ad Astra title – or [access the Scheduling Portal via this link](#). Must indicate that the reservation is for a student club/organizations.
- [Funding Request](#) - Completed by student officer or advisor.
- [Post-Funding Report](#) - Completed by student or advisor at least 5 business days after the event/meeting (for funding received from Student Life)
- [Field Trip Permission Form](#) (75-0002)
- [Request to Reserve Campus Van Form](#) (75-0003)
- [Assumption of Risk Form](#) (75-0004)
- [Travel Estimate Worksheet](#) (32-0002)
- [Travel Expense Reimbursement Voucher](#) (32-0001T)
- [Social Media Registration Form](#)

Reynolds Policy 1-18: Participation in Student Activities, Clubs, and Organizations

I. Purpose:

To provide guidance on student activities, clubs, and organizations at the college.

II. Definitions:

Activity: any educational, social, or other function sponsored by the college with the specific purpose of engaging students.

Short-term club: any student organization recognized by the Office of Student Life and the college with the intention of functioning for a one-time event and/or no more than one (1) academic year, and which may be academic, social, or service-oriented.

Student activity fees: funds for student-related activities collected as part of tuition payment.

Student activity funds: monies collected from student activity events or student clubs (e.g., ticket sales, bake sales, etc.).

Student club/student organization: any group of students officially recognized by the Office of Student Life and the college with the intent to function for more than one (1) year, and which may be academic, social, or service-oriented.

III. Policy:

In an effort to support the mission of the college and promote the academic, career, and personal enrichment at J. Sargeant Reynolds Community College (Reynolds), the college invites students to participate in student activities, and/or form clubs and organizations that meet the educational, social, or other interests of a diverse student population. Students who are interested in participating in student activities, clubs, and organizations must comply with the following provisions:

A. Students must be registered at Reynolds for the term in which they are interested in participating in student clubs/organizations and activities at the college.

B. Individuals who are not registered students at Reynolds may also participate in student activities at the college if resources permit. However, they are not eligible to participate in or form student clubs/organizations.

C. Students interested in forming a new club or organization, or who are interested in participating in a recognized club or organization must be in good academic standing at the college. Good academic standing is defined as having a 2.0 cumulative grade point average or better; or no grade point average for new students or students who have taken courses on a satisfactory/unsatisfactory (S/U) basis.

D. All students interested in developing a new organization must submit an application to the Office of Student Life for review and approval. In order to be recognized by the college, organizations must submit:

a. Consultation Request for New Student Organization with at least four (4) additional interested individuals that are registered as students with the college, and

b. the name and contact information of a faculty/staff advisor.

All recognized clubs, organizations, and interest groups must have a faculty or staff advisor. In the event that an advisor cannot be located, the Office of Student Life shall provide one until the club can locate an advisor. If after one (1) academic year an advisor is not located, the club or group may lose its recognition.

The Office of Student Life shall respond within ten (10) business days to the request. No student organization may officially function without receiving a formal approval from the Office of Student Life.

E. Recognized student organizations must be deemed eligible annually by the Office of Student Life before engaging in activities. Requirements for annual recognition include:

- a completed roster of members and officers by the established deadline;
- an orientation for all officers regarding the policies and procedures outlined by the Office of Student Life and the institution; and,
- an updated constitution.

F. Short-term clubs may be formed at the college and are entitled to the same rights and privileges as recognized student clubs and organizations. Interest groups are also subject to the same provisions as required of student organizations.

G. Clubs and organizations shall submit a constitution at the same time as the new club proposal form. After one (1) semester of probation, the Office of Student Life may suspend the club until this requirement is met. Constitutions shall be reviewed by clubs annually.

H. All clubs and groups may use college resources and facilities, subject to college policies and procedures. Budgeted student activity fees are available for educational activities that are religious, political, cultural, or social in nature.

I. Student clubs and groups must demonstrate fiscal responsibility. Monies collected from student activity events or student clubs (student activity funds) must be deposited at the college's Business Office within twenty-four (24) hours of collection. Accounts shall be established for each club or organization and balances shall be reflected in a department ID designated for that student club. At no time should revenue be withheld to pay expenses. Reimbursement for expenses must follow college procedures. Student groups may use the student activity funds in accordance with the college's and the Commonwealth of Virginia's policies and procedures. Organizations that are inactive for more than one (1) year may lose access to student activity funds to the Office of Student Life.

J. All planned activities of a student club or group must be reviewed by the advisor and approved by the Office of Student Life. Planned activities may include outside speakers, or other educational or social events. Clubs must submit an on-campus reservation for approval by Student Life & Event Services. Within ten (10) business days of receipt of the request for an activity, the Office of Student Life shall review planned activities and issue a decision. Activities may be denied as a result of any of the following:

1. The activity is in, or requested for, a place that is already reserved for another event.
2. The activity shall attract a crowd larger than the venue can safely contain.
3. The activity shall substantially disrupt another event being held at a neighboring venue.
4. The activity shall substantially disrupt college operations (including classes).
5. The activity is a clear and present threat to public safety, according to the college's Department of Police.
6. The activity shall occur during college examination periods.
7. The activity is unlawful.

In the event that an activity is not approved by the Office of Student Life, the club or group may appeal the decision through the appeal process outlined in section IV.D of this policy.

In the event that a club or group wishes to protest or demonstrate as a form of expression, the club or group must comply with Reynolds Policy No.1-38, Expressive Activity.

K. Clubs and groups are open to any registered student who may be interested in participation, and shall not discriminate on the basis of race, color, creed, sex, religion, age, disability, or any other protected status. However, a religious or political student club or group may determine that managing the organization's internal affairs, which includes selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes in alignment with the club or organization's religious or political mission, shall be limited to only persons committed to that mission. Clubs or organizations having internal difficulty should consult with their advisors and the Office of Student Life in order to resolve any discord related to student members' commitment to the club or organization's mission.

L. The college shall not recognize private clubs and organizations or social fraternities and sororities.

M. Any and all forms of student hazing as condition of membership is strictly prohibited and may be subject to legal action.

N. Violation of college policies may subject the student club, short-term club, and/or individual students to review under Reynolds Policy No.1-35, Student Conduct, and/or loss of active status.

IV. Procedures:

A. Any students interested in forming a group must contact the Office of Student Life.

B. The Office of Student Life will meet with the interested students and provide an orientation regarding the procedures and paperwork required to form a group. For students at a distance, this meeting may occur via teleconference or by other means.

C. The Office of Student Life will review the completed materials and consult with the vice president of student affairs or designee. A decision regarding the eligibility of the club or group to participate as a recognized organization will be made within ten (10) business days.

D. Appeals

A student club or organization must provide a written appeal that outlines the reason(s) for the appeal.

The appeal must be submitted within ten (10) business days following the decision to the Dean of Students (DoS). Failure to file a written appeal within the time period presumes the student/student organization's acceptance of the decision, and consequently he/she, or the club/organization waives any right to further appeal.

1. Within ten (10) business days of receipt of the student's appeal, the DoS will notify the student of the date, time, and place of a meeting for the appeal.

2. During the appeal meeting, the DoS will review all information presented and provide the student/student organization the opportunity to present information to support his/her appeal.

3. Within five (5) business days of the appeal meeting, the student will be notified by the DoS of the decision.

The decision of the DoS is final.

VCCS Policy 6.4.5 Requirements for Student Activities

Colleges shall provide a student activities/life program designed to promote educational and cultural experiences. Student activities are out-of-classroom activities that support the mission of the colleges and provide students avenues for personal growth and enrichment. Through participation in clubs and organizations, or other planned activities, students develop a wide range of abilities, including intellectual, communication, athletic, and leadership skills. Students develop self-confidence, interpersonal skills, and an appreciation for other cultures and lifestyles. Finally, students develop a sense of integrity, purpose, and social responsibility that empowers them to be productive within and beyond the college community.

The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

- a. The entire program of student activities shall be under college supervision.
- b. There shall be a faculty or staff sponsor for each student organization.
- c. All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.
- d. Each college shall adopt its own regulations and procedures to implement the above policy.
- e. All student activity programs and recognized organizations must comply with the VCCS's nondiscrimination policy, except as follows:

Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

- f. Private clubs, private associations, social fraternities, and social sororities shall not be recognized by the VCCS.

List of Student Clubs and Organization 2022 - 2023

Student Club / Organization	Advisor	Status
Anime Club	Hong-Ye Huang, hhuang@reynolds.edu	Active
Black Student Union	Nicole Terry, sterry@reynolds.edu	Forming
Gaming Club	Jake Harrison, jharrison@reynolds.edu	Forming
Horticulture Club	David Seward, dseward@reynolds.edu	Forming
Phi Theta Kappa	Kim Hasley, khasley@reynolds.edu Cara Luyster, cluyster@reynolds.edu	Active
Spectrum	Karen Neal, kneal@reynolds.edu	Forming
Student Government Association	Ben Cowman, bcowman@reynolds.edu	Active
Students Veterans Association	Chequana Boisseau, cboisseau@reynolds.edu Elliot Ronan, eronan@reynolds.edu	Forming
Volunteer/Service Club	Kendra Brinkley, kbrinkley@reynolds.edu	Forming