

Advising Clubs @ Norco College

Edwin Romero, Ph.D.

Coordinator, Student Activities



Club Involvement & Student Success

Student leadership and engagement is correlated with:

- cognitive development
- academic and social integration
- sense of belonging, mental health
- GPA, completion
- moral and ethical development
- competence in transferrable skills
- identity formation

(Quaye et al., 2020; Rendón, 2002; Schreiner et al., 2012; Strayhorn, 2012; Tinto, 2012)

Club Involvement & Student Success

Our notable alumni were all highly involved on campus:

- Nathaniel Ilo (2019), UCSB Outreach
- Saeed Ahmad (2017), Harvard JD, 2024
- Jocelyn Yow (2014), Councilmember, Eastvale



Intended Audience

- Current club advisors
- Those interested in advising a club
- Those interested in the processes, policies and procedures regarding campus clubs

Goals

- Provide updated information regarding policies, resources & procedures regarding advising student clubs at Norco College.
- Encourage an early start on club organization.
- Facilitate discussion regarding the needs of student clubs and organizations.

Who can Advise Clubs?

- AP 3400 - Associated Students Organization:

Chartered student organizations must have an advisor who is a full-time faculty member.

- Club may have several advisors (no more than three).
- All campus employees may serve as club advisors, so long as there is a full-time faculty member advisor.

Club Advisor Responsibilities

- Advise and mentor the student leadership
- Assist with the club charter and leadership transitions
- Ensure the club follows the law, club constitution, and campus policies
- Reserve campus space & supervise usage of campus resources
- Attend any sanctioned club event, including general meetings, events & travel (at least one advisor present)
- Oversee club resources, equipment, supplies, and expenditures

Setting Boundaries & Expectations

- The club should:

Consider your schedule and availability

Consult you before major decisions, such as adding new advisors or events

Include you in all club communication

Notify you changes, such as funding approvals, purchases, and schedule changes

- You may:

Deny an event due to your availability

Overtake club decisions based on law or policy

Recommend the removal of officers or members based on conduct

Requirements to Charter a Club

1: Club Charter Form, due week 5, every fall semester, with updated charters with leadership changes: <https://forms.gle/cPnM4ddrpSbj9pPM9>

2: Send a student representative to Inter Club Council meetings,
Every Tuesday, 1-1:50pm, IT 101

3: Participate in Club Rush & Harvest Festival

4: Maintain your Mustang Student App club's page current, posting pictures and events.

Note: New clubs must also submit a club constitution.

Reserving space

Club advisors may reserve space for student organizations via 25live:

- 1) Visit: <https://myapps.microsoft.com/>
- 2) Log in using your RCCD credentials
- 3) Click on 25Live > Event Form, and complete the space request.



For assistance, contact Leonard "Lenny" Riley Leonard.Riley@norccollege.edu

Note: Reserving ASNC Vans in 25Live, listed under "Locations"

Obtaining funding

Club Funding is available via Inter Club Council

- ICC will fund up to \$2000 per public club event
- ICC will only cover up to \$50 per member on private events (\$2000 limit)
- ICC can provide up to \$25 per member for promotional items such as shirts, jackets, etc...
(Based on charter/Updated roster)
- Additional funds may be requested via ASNC Senate.
- Fundraising is allowed, you can accept credit card payment via the ASNC Clover machine.

Utilizing Funding

- All processes take an average of two weeks to complete
- All funding requires proof of the event (such as a flyer, sign-in sheet, invitations, or pictures of the event)
- Once ASNC funding is approved, submit the [ASNC Finance Form](#) for one of the following three options:
 - 1) Reimbursement:** Must be under \$200 and approved in advance.
 - 2) Cash advance:** a check can be cut in advance. The recipient is responsible for cashing the check, submitting receipts & any change.
 - 3) Direct payment:** if the vendor accepts a Purchase Order (we pay them with a check after the services are rendered). We need an invoice & a W9.

Food on Campus

- All food on campus for meetings and events must be approved by Norco College Food Services.
- For details, visit [Catering Services](#). Here is a summary of the process:

Step 1: Secure a location for your event,

Step 2: Request a quote from Catering Services. If you'd like to request permission to use an outside vendor, email a quote from the outside vendor to Antonio.Muniz@norcollege.edu along with your request.

Step 3: Secure funding from Inter Club Council.

Step 4: submit [ASNC Finance Form](#) to pay for the food.

Student Travel

Any sanctioned travel requires the approval of the Dean of Student Life.

Fieldtrip Process and forms:

- Follow the steps outlined on the first page: [Field Trip Forms](#)
- Driver Approval Forms: [DMV](#) & [District](#)

Step 1: Field Trip Request & Rosters to Marianne Stefanous, Admin. Assistant, Dean of Student Life, 2nd level of CSS building, Marianne.Stefanous@norcocollege.edu

Step 2: Submit medical release & waiver forms for everyone that is traveling

Step 3: Reserve vans in 25 Live (Optional)

Student Travel (Funding)

- Requires Concur submission.
- Allow 8 weeks to complete steps 1-3:
 1. Complete Local Travel Steps 1-3
 2. Complete Travel Request in Concur (I will provide directions to walk you through)
 3. Receive an RCCD issued Bank of America Visa card & account

After travel, submit receipts via Concur & submit for approval.



Advertising

- NOR-ALL@LISTS.RCCD.EDU, campus employees only
- Ruth Leal, Ruth.Leal@norcolleage.edu: NC social media & photography
- Lenny Riley, Leonard.Riley@norcolleage.edu: NC website
- Leslie Vargas, leslie.vargas@rccd.edu: Regular Update, Community
- Edwin Romero, edwin.romero@norcolleage.edu: Mustang App, Posters
- Email/ Text Message: [ADMISSIONS & RECORDS STUDENT EMAIL/TEXT BLAST REQUEST \(office.com\)](mailto:ADMISSIONS & RECORDS STUDENT EMAIL/TEXT BLAST REQUEST@office.com)

Conflict Resolution & Discipline

- Conflict resolution support, particularly policy violations, please contact me.
- Should something arise to a violation of the Standards of Student Conduct, Dr. Mark Hartley, Dean of Student Life, can assist.
- Standards of Student Conduct: [Standards of Student Conduct \(norccollege.edu\)](https://www.norccollege.edu/standards-of-student-conduct)

Training for Club Leaders

Meet with the club leaders to discuss:

- Roles/ Job Descriptions
- Goal Setting
- Running Meetings
- Advertising
- Time Management

Encourage your leaders to participate in ICC led trainings & the NC Leadership Institute (to launch this spring).

References

- Quaye, S.J., Harper, S.R., & Pendakur, S.L. (2020). *Student engagement in higher education: Theoretical perspectives and practical approaches for diverse populations*. 3rd Edition. New York, NY: Routledge.
- Rendón, L. I. (2002). Community College Puente: A validating model of education. *Educational Policy*, 16, 642-667.
- Schreiner, L. A., Louis, M. C., & Nelson, D. D. (Eds.). (2012). *Thriving in transitions: A research-based approach to college student success*. Columbia, SC: University of Southern Carolina, National Resource Center for the First-Year Experience and Students in Transition.
- Strayhorn, T. L. (2012). *College students' sense of belonging: A key to educational success for all students*. New York, NY: Routledge.
- Tinto, V. (2012). *Completing college: Rethinking institutional action*. Chicago, Il: The University of Chicago Press.