



Club & Affinity Group Handbook

2024-2025

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Intro

Welcome to NSC Student Organizations for Equity & Engagement (SOEE)

In this handbook, you will find resources, policies, and procedures for starting and running a club or affinity group (student organization). In this role, you will have the opportunity to represent your student organization, North Seattle College, and Student Leadership & Engagement Office with a dedicated commitment to inclusive and accessible leadership. We look forward to supporting you and seeing what you have planned!

Inclusion Statement

North Seattle College Student Leadership & Engagement does not discriminate on the basis of race, ethnicity, age, nationality, religion, marital status, gender, sexual orientation, veteran status, political affiliation or belief, citizenship status, or disability. To request accessibility related accommodations, please contact Disability Services at ds@seattlecolleges.edu.

SOEE Board supports student organizations at NSC by providing leadership resources such as funding access, promotional support and meeting/event planning support. Our office is located in Student Leadership & Engagement CC1446. Please contact Ruby.Cavallo@seattlecolleges.edu for a paper copy of this handbook and/or any necessary forms.

MEET YOUR STUDENT LEADERSHIP SHIP STAFF

Winn Nguyen (she/her)

SOEE Board Chair

Maika Otgonbaatar (she/her)

Millie Pham (she/her)

Sumnima Rai (she/her)

SOEE Board Coordinators

nscstudentclubs@seattlecolleges.edu

Our SOEE Board Coordinators are your contact for general student organization related questions and concerns including event planning, meeting resources, leadership opportunities and more!

Ruby Cavallo (she/they)

SOEE Board Advisor

ruby.cavallo@seattlecolleges.edu

Our SOEE Board Advisor is your contact for specific club and affinity group-related questions regarding room reservations, funding, and field trips.

I. How to get Started

HOW DO I START A STUDENT ORGANIZATION?

- 01** | **Create an Idea** – Choose a goal and purpose for a student organization. [Check our list of student clubs and affinity groups](#) to make sure that a similar one doesn't already exist. SOEE Board will reach out if a similar organization already exists and encourage you to work together.
 - **CLUBS:** Clubs supported by North relate to secondary characteristics such as shared interest, career paths, language skills, etc.
 - **AFFINITY GROUPS:** Affinity Groups supported by North relate to primary characteristics and focus on centering and supporting students from systemically marginalized communities. These include but are not limited to Asian and Pacific Islander, Black, Indigenous, Latine and LGBTQIA2S+ students.
- 02** | **Get Support** – Find an advisor who can support your student organization's goals. Advisors can be any current NSC faculty or staff member.
- 03** | **Submit an Application** – [Club & Affinity Group Activation Form](#)
Note: To fill out the application, you must have contact information for your advisor.
 - The last day to apply is May 15th each academic year.
- 04** | **Attend Orientation** – If your application is approved, our team will reach out to you using the email you provided to schedule your orientation.
- 05** | **Grow Membership** – Connect with new members by promoting your student organization on campus bulletins, social media, events, etc.

HOW TO RENEW YOUR STUDENT ORGANIZATION FROM LAST SCHOOL YEAR

Here's how to renew your student organization from last year at the start of the Fall Quarter:

- 01** | Fill out the [Renewal & Updated Information Form](#)

02 | Create new promotional materials if contact info has changed.

STUDENT ORGANIZATION PERKS

All student organizations can:

- Request funding for activities/events up to \$500 per year
- Request additional funding based on availability
- Host meetings, events and activities on campus
- Access Student Leadership resources (Examples: printing, craft supplies, decorations, etc.)

GUIDELINES FOR NEW STUDENT ORGANIZATIONS

Create Community Guidelines	Set Meeting Times
Work with your student organization members and advisor to create a set of inclusive group agreements for everyone to follow.	Work with your student organization members and advisor to set a consistent meeting time to plan activities and goals.
Create a Recruitment Flyer	Participate in Student Engagement Fairs
Design your own or submit a Design Request Form for SOEE Board to create a flyer for your student organization.	Host an informational table at one of our Student Engagement Fairs at the beginning of each quarter.

II. Resources & Ongoing Support

As a student organization at North Seattle College, you have access to the following resources and support!

SPACES FOR MEETINGS AND APPROVED EVENTS



To reserve a room on campus,
Please submit a
[Room Request Form](#)
at least one week in advance.

Note - Meeting space is limited and not guaranteed that the preferred space will be available.

Student organizations are allowed to hold meetings, events and activities on campus.

Some ground rules:

- ⌘ When using space on campus, you are responsible for cleaning up after your meeting or event. If you move tables and chairs, you are responsible for re-organizing the room to the way it was when you entered.
- ⌘ Show respect to other student groups. Make sure to arrive and leave your meeting or event space within your scheduled times to not take time away from other student meetings. If you need extra time for set-up or cleanup, please let SOEE Board know when you fill out the room reservation form.
- ⌘ Be mindful when using any requested technology and report any broken or missing equipment to SOEE Board.

ONLINE RESOURCES

Our team also recommends the following online tools.
Need help? Contact NSCStudentClubs@Seattlecolleges.edu



Microsoft Teams

Microsoft Teams is a great tool if you want to meet with your student organization remotely. As a NSC student, you have full access to Microsoft Teams with your Seattle Colleges account.



Discord

Many student organizations use Discord as their main communication platform to chat in real time.

EQUIPMENT

Over the years, the Student Leadership & Engagement Office has built up an inventory of equipment and supplies available for student organizations to use. From decorations to tech equipment, we can support various events and activities. If you have a specific item that you are looking for and are curious if Student Leadership may have it, please reach out to our SOEE Board email: nscstudentclubs@seattlecolleges.edu.

PROMOTIONAL RESOURCES

Flyer/Poster Guidelines

Our SOEE Board Coordinators are responsible for posting all requested student organization flyers on campus bulletins. All club and affinity group advertisements must have the following to be posted:

- North Seattle College logo
- Name of club or affinity group
- Description of club or affinity group and meetings and/or event
- Club or affinity group email
- Accommodations statement: "To request accessibility related accommodations, please contact Disability Services at ds@seattlecolleges.edu"



SOEE Board Network

Need to get the word out about your meetings or events? SOEE Board can post your flyer on NSC bulletin boards, campus TV's, Student Leadership's social media and/or campus wide email. Forms that require a file upload are only accessible while logged into your Seattle Colleges email.



To promote meetings or events, please submit the [Promotion Request Form](#) at least one week in advance.

Copying & Printing Requests

Student organizations can print all necessary materials for meetings or events.



To make a print request, please submit the [Print Request Form](#) at least two business days in advance.

Student Organization Emails

Each student organization can request a seattlecolleges.edu email account that multiple team leaders can manage. To receive a student organization email, please email ruby.cavallo@seattlecolleges.edu with the following info:

- The student organization leader's name and seattlecolleges.edu email
- The advisor's seattlecolleges.edu email
- What you'd like the email name to be. (Example: sewingclub@seattlecolleges.edu)

III. Planning Events/Activities

STUDENT ORGANIZATION MEETINGS

To reserve a room on campus for your meetings, please submit the [Room Request Form](#) at least one week in advance. To make purchases with your funding, please submit the [Funding Request Form](#) at least two weeks in advance. For any food or drink purchases, please send a sign-in sheet to Ruby.Cavallo@seattlecolleges.edu by the day after your meeting.

STUDENT ORGANIZATION EVENTS

To plan an event, please fill out the [Room Request Form](#) at least one week in advance and the [Event Request Form](#) at least two weeks in advance. If you would like to use your funding for an event, please submit the [Funding Request Form](#) at least two weeks in advance. For any food or drink purchases, please send a sign-in sheet to Ruby.Cavallo@seattlecolleges.edu by the day after your event.

STUDENT LEADERSHIP EVENTS

Student Engagement Fairs - These are held during the first month of Fall, Winter, and Spring Quarter. This is a booth-style fair where all clubs and affinity groups are invited to table in the Grove to showcase their organization and connect with students. These quarterly fairs are a great way to promote your club or affinity group and grow your membership!

Springfest - This is North Seattle College's biggest event of the year, and it is typically held in May in the Grove Courtyard. This is a booth-style festival with performances, food, games and prizes. All clubs and affinity groups are encouraged to host an interactive table!

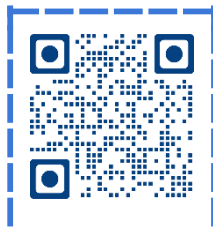
Co-host an event with Student Leadership – Student Leadership plans many social and cultural events throughout the school year such as Lunar New Year, Springfest and Pride Party. Interested in co-hosting an event with our team? Contact jeane.d.robles@seattlecolleges.edu

HOW DO I PLAN AN EVENT?

- 01 | Define the Purpose of your Event** - Ask yourself: "Why are we hosting this event? Some common answers are to increase visibility, attract new members or to raise awareness for an issue.
- 02 | Design the Event** - Don't underestimate the time it takes to plan an event! When you submit the [Event Request Form](#) at least two weeks in advance, be sure to finalize details such as the event date and work backwards to determine how long each task needs to be completed.
- 03 | Promote your Event** - At least one week before your event, make sure to submit a [Promotion Request Form](#) to promote your event on the student bulletin, social media, campus bulletin board, campus TV's, and more!
- 04 | Do it!** - At the event, make sure you put the experience of your guests first. Is it easy for them to navigate the venue? Are directions and flow clear? It is usually a good idea, especially with larger events, to schedule at least two people to serve as "runners" who can get extra chairs, replenish napkins, etc.
- 05 | Debrief and Assess your Event** - After your event, meet with your student organization to talk about what went well, what was challenging and what you can improve. You can also send a survey to people who attended your event!

IV. Club Funding: How does it work?

As an official North Seattle College Student Organization, you have access to funding through the Services and Activities Fee. The Student Fee Board (SFB) allocates funds equitably to all programs and organizations who apply. If a club or affinity group uses their total \$500 budget, they can apply for additional funding using the [Additional Funding Request Form](#) at least four weeks in advance. The SFB will review applications and award additional funding upon request. The total amount available to clubs and affinity groups varies each year depending on the General Fund Budget set by the SFB in the spring.



HOW TO REQUEST FUNDS

Submit a [Funding Request Form](#) at least two weeks in advance. If SOEE Board approves your request, Ruby Cavallo will purchase everything on our department credit card. We are unable to process reimbursements.

Before requesting funding, please look at the chart on the right to make sure you're giving enough advance notice.

- **Food** - If you have food or drinks at your meeting or event, you will need a sign-in sheet with guests' names and emails. Please email your sign-in sheet to Ruby.Cavallo@seattlecollege.edu by the day after your meeting or event.
- **Travel/lodging** - As soon as an event schedule/agenda comes out, please work with your advisor and Ruby to fill out travel paperwork. Please submit a [Field Trip Request Form](#) 3 weeks in advance.



Club Funding: How does it work?

What We Cannot Fund

At the moment, we cannot process reimbursements. Please review the [Killian Guidelines](#) for a list of activities that club funding cannot be used for. All funds raised by student organizations must be deposited in college accounts and used for student organization purposes. Students are prohibited from generating personal profit from student organization funds.



KEEPING TRACK OF IT ALL

Student organizations are responsible for tracking all approved purchases. Please make sure your club leadership is aware of your remaining budget throughout the year.

V. Expectations for Student Organizations

REQUIREMENTS FOR STUDENT ORGANIZATION ACTIVE STATUS

SOEE Board is here to support you, please reach out as soon as possible with questions or concerns. To maintain active status, student organizations must:

- Follow the NSC Club & Affinity Group Handbook and submit all necessary forms.
- Communicate with SOEE Board and respond to student organization emails weekly.
- Have a student organization leader and an employee advisor.
- Advertise and promote your meetings and events.
- Keep at least five current NSC student members.
- Hold at least one meeting per month.
- Host at least one event per academic year. Participating in a Student Engagement Fair counts towards this requirement.

In addition, student organizations must follow NSC Student Conduct Policy & Procedures. Examples of misconduct include:

- Discriminatory conduct against a student or an employee.
- Sexual misconduct: Harassment, intimidation, violence.
- Harassment: Unwelcome and offensive.
- Academic dishonesty, including cheating and plagiarism.
- Forgery, alteration, or misuse of documents and false statements.
- Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.
- Theft, damage, misuse, or possession of district or personal property.
- Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property.
- Hazing of any kind.
- Possession, consumption, or being under the influence of alcohol, or selling alcohol.
- Smoking inside a campus building or where smoking is not authorized.



[Visit the Student Conduct Procedures page for more info](#)

EXPECTATIONS FOR STUDENT ORGANIZATION LEADERS

Student organization leaders set the tone, intention, and culture of clubs and affinity groups. For many students, this may be your first time leading a group. Your advisor and SOEE Board staff are here to help you navigate learning new skills as you support your student organization's goals, members, and overall mission.

Student organization leaders are expected to:

- Attend an annual orientation. If leadership changes, new leaders can schedule an orientation with SOEE Board.
- Check your student organization email every week, reply to emails from SOEE Board and reply to interested students.
- Be knowledgeable of your student organization's mission, community guidelines and adhere to the policies and procedures of this handbook and of North Seattle College.
- Submit all necessary forms. For a full list of necessary forms, please see the Common Questions section at the end of this handbook.
- Maintain membership of actively enrolled North Seattle College students.
- Organize and facilitate meetings.
- Effectively plan meetings, events and activities.
- Familiarize yourself with the [Killian Guidelines](#).
- Create and maintain community guidelines, which are a set of inclusive group agreements for all members to follow.

Member Infractions and Removals

When members join a student organization, they must read and agree to the community guidelines set by leadership in order to participate. Members can be removed from the group for repeatedly breaking community guidelines.

Before considering removals, student organization leaders must:

- Be transparent with the affected student on what community guidelines they have broken.
- Make an initial attempt to reconcile if the infraction does not violate the SOEE inclusion statement.
- Give the option to the affected member to have a mediated conversation between the affected member, the student organization leaders, and the student organization advisor(s).

If a student would like to overturn an infraction that didn't result in their ban, they can reach out to their advisor or the SOEE Board Advisor. Send any documentation (screenshots, guideline broken, etc.) to them. The student organization leader will be asked to provide documentation as well. The last resort is that the affected club member must be sent a formal message that they are banned. The message must include the following:

- The amount of time they are banned.
- The option to request a meeting with the student organization leaders and advisor.
- The contacts of the SOEE Board Advisor and Director of Student Leadership & Engagement if the affected club member wants to pursue further actions.

Student Organization Safety & Reporting

If you or a member feels unsafe on campus:

- Remove yourself from the situation as soon as possible.
- Do not engage.
- Call campus security at (206) 934-3636.
- Report the incident to Ruby.Cavallo@seattlecolleges.edu.

Disqualifications

Any of the following actions disqualify a student organization from operating on campus. Disciplinary actions by the College may also result.

1. Personally profiting from a student organization or taking money from members. Membership fees are not allowed unless your student organization is a chapter of a state, national, or international organization that requires a membership fee.
2. Buying alcohol or drugs with student organization money. Serving or selling alcohol or drugs at any student organization sponsored function, including meetings, conferences, and events.
3. Hazing of new members.
4. Discrimination on the basis of race, ethnicity, age, nationality, religion, marital status, gender, sexual orientation, veteran status, political affiliation or belief, citizenship status, or disability.
5. Buying gifts with student organization funds.
6. Committing any illegal or violent act.
7. Holding off-campus student organization events without having your employee advisor present or without submitting the required forms to SOEE Board.
8. Any actions that violate the Student Code of Conduct will result in disciplinary actions by North Seattle College and disqualification of the student organization.

EXPECTATIONS FOR STUDENT ORGANIZATION ADVISORS

Advisors help students take full advantage of co-curricular learning and serve as role models and mentors for members of student organizations. Responsibilities include:

- Attend an annual orientation.
- Attend at least one student organization meeting per month.
- Be knowledgeable of the student organization's purpose and goals and adhere to the policies and procedures of this handbook and of North Seattle College.
- Serve as a resource and guide and help students find resources.
- Monitor all student organization spending in compliance with [Killian Guidelines](#). Ruby Cavallo will make all purchases.
- Be involved in the planning of all events and field trips.
- Supervise all official student organization events that take place outside college operating hours (Monday-Thursday 7am-10pm; Friday 7am- 4:30pm). This includes ensuring events comply with college policies and that the space is appropriately cleaned after the event.
- Supervise all off-campus trips, including conferences and overnight activities.

VI. Common Questions

Are there any requirements to be a student organization leader?

All currently enrolled NSC students are encouraged to become student organization leaders.

Can I personally keep items bought with student organization funds?

Everything purchased with student organization funds that is intended for general club or affinity group use remains the property of the student organization. If a student organization is inactive, it becomes part of Student Leadership & Engagement for other student organizations.

Do student organizations operate during the summer?

For most student organizations, the summer quarter is a time to take a break. You're welcome to continue meeting, but SOEE Board forms can only be submitted September through June.

How can I become a part of SOEE Board?

SOEE Board opens new applications for paid positions every spring! All currently enrolled NSC students are encouraged to apply. For more information, email Ruby.Cavallo@seattlecolleges.edu.

As a student organization leader, can I make purchases and then ask for reimbursement?

No, we cannot process any reimbursements. Ruby Cavallo will make all purchases.

Where are all the forms?

- [Club & Affinity Group Activation Form](#)
- [Renewal & Updated Information Form](#)
- [Event Request Form](#)
- [Funding Request Form](#)
- [Room Request Form](#)
- [Monthly Report](#)
- [Additional Funding Request Form](#)
- [Field Trip Request Form](#)

Must be submitted with Seattle Colleges email to upload file:

- [Promotion Request Form](#)
- [Print Request Form](#)
- [Design Request Form](#)