



# Sandhills Community College

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## **SGA, Clubs, and Organization Advisor Manual**



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The following information is used for the formation, running and governing of Student Clubs and Organizations at SCC. The information provided is intended to help clubs and organizations function on a daily basis. If you have any questions or concerns, please not hesitate to contact the Student Life Office.

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# Welcome Message

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## From Your Student Government Association President:



Hello students!

My name is Haden Barnett, and I am thrilled to serve as your SGA President for the 2024–2025 academic year.

For many incoming students, the transition from high school to college may seem less exciting when it involves a community college. However, I encourage you not to let this diminish your enthusiasm. Though it may not be a university, your time here can be immensely rewarding and pave the way for future success. Beyond attending classes, there are numerous opportunities to enrich your experience—meeting new friends, making valuable connections, and discovering unexpected opportunities.

We offer a diverse array of events, clubs, work-study programs, and athletic games that I urge you to take full advantage of. Don't hesitate to put yourself out there, even if it means starting with something as simple as visiting a table in one of our many buildings. Personally, I have formed lasting friendships at some of the most unexpected events and places on campus.

If you find yourself struggling to adjust or facing academic challenges, please don't hesitate to seek help. We have a dedicated staff committed to supporting you, along with free tutoring and counseling services. Two of my favorite staff members are Markell Lotharp, our men's assistant basketball coach, who can often be found in the game room located in the Dempsey Student Center, and Dana Cuellar, our Director of Student Life, whose office is located upstairs in Dempsey, room 223.

I wish you all a wonderful and successful year.

Respectfully,  
Haden Barnett  
Barnetthj969@mail.sandhills.edu

# Meet Your **SGA Board**

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**Haden Barnett**

SGA President



**Jacob Speigel**

SGA Vice President



**Felix Naab**

SGA Secretary



**Sarah Waters**

SGA Hoke Liasion



**Evelyn Jimenez**

SGA Public Information Officer



**Hailey Robinson**

SGA Parliamentarian



# SGA: Student Government Association

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The Student Government Association (SGA) is one of the official ways for student voices to be heard by the college administration. Each club or organization has one representative voice at SGA. Representatives take information back to club meetings and also have the opportunity to vote during official business. It is the responsibility of the club or organization to have a representative attend required SGA meetings.

- An SGA representative may not represent more than two clubs or organizations at an SGA meeting.
- A club may have more than one individual share the responsibility of SGA representative, but only one representative will be counted at each SGA meeting and the club only gets one vote; they must have properly been identified during role call.
- Representative must sign in on official roster for attendance at meeting to count.
- Attendance at SGA meetings is directly linked to club or organization funding. Clubs that miss more than one SGA meeting in one semester may not be granted funding the following semester. Clubs will be allowed to use funds already in their club accounts but will not be awarded additional funding at the beginning of the next semester when allocations occur.



# Meet Your **Student Life Team**

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**Dana Cuellar**

Director

cuellard@sandhills.edu

Dempsey Office 223

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**Amanda Angeles-Cervantes**  
Student Life Assistant

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Dempsey Office 220A

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**Markell Lotharp**  
Game Room Attendant

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Dempsey 111





# Introduction

This Student Organization Handbook is for faculty/staff advisors and student leaders of campus clubs and organizations to use as a resource for helping your organization achieve success. This handbook will provide information you need to know how to lead and guide your campus group appropriately. Your role as an advisor or club leader is greatly appreciated by the Office of Student Life and all students who benefit from your dedication and involvement.



# Current Club List

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**ACES (Architecture, Construction, Engineering & Surveying)**

**ABC (Alliance for Black Culture)**

**Astronomy Club**

**Chess Club**

**Circle K**

**Computer Technology Club**

**Creative Writing Club**

**CRU**

**C-Step**

**FCA (Fellowship of Christian Athletes)**

**Flying Club**

**GST\*A**

**Horticulture Club**

**Intramurals**

**LatinX**

**Music Production Club**

**Natural Resource Management and Conservation Club**

**Phi Theta Kappa**

**Pre-Health Club**

**Radiography Club**

**SANS (Sandhills Association of Nursing Students)**

**Students for Life**

**Socio-Civic Club**

**Tennis Club**





# Working with the Student Government Association (SGA)

The SGA is the official sanctioning body for all campus clubs and organizations. The SGA Constitution and Bylaws notify students of their responsibility to initiate and participate in student clubs or organizations. Each club must be recognized as such to be permitted to use the college facilities. Each club or organization must have a full-time faculty or staff member who serves as an advisor and meets regularly with the group.

## SGA Meetings

SGA General Meetings are held once a month to keep you up-to-date and prepared for upcoming events. Meetings are held in the Ewing Leadership Wing. Meeting dates are posted in the student e-newsletter. The SGA asks that your organization or club send at least one representative to each general meeting. You will receive a point for each club member that attends each. Please email the Director of Student Life to add club leadership to emails about meetings, event sign-ups, etc., to streamline communication.

## SGA Contact Information

Each SGA Executive Officer holds weekly office hours and assists with questions or concerns during that time. The office is located in the Ewing Leadership Wing. Officer schedules are posted outside, along with their picture. The SGA Vice-President serves as the club liaison and should be contacted regarding any club business at [spiegeljw632@mail.sandhills.edu](mailto:spiegeljw632@mail.sandhills.edu).



# How to start a **Campus Club**

Sandhills Community College students who are interested in establishing a club while at the college are encouraged to do so. The club and its purpose must promote the personal-social development of students and are consistent with the values and principles supported by Sandhills Community College. The SGA facilitates the registration process for new clubs. The SGA Executive Board will make decisions to recognize a club under the advisement of the Director of Student Life. The following steps must be taken to start a club:



## **Select Club Members and Advisors**

A minimum of four (4) student members and a Full-Time Faculty/Staff Advisor are required to start a campus club.

To complete all paperwork, a President and Vice President must be selected.



## **Complete all Necessary Forms**

The following forms must then be completed through Eforms:

- [Club Constitution Form](#) (Student Completes)
- [Club Registration Form](#) (Student Completes)
- [Advisor Agreement Form](#) (Advisor Completes)



## **Respect**

After completing the required paperwork, your club registration will have to go through an approval process. Once approved, you will receive an email from the Director of Student Life to coordinate presenting your club mission and purpose to the SGA Executive Board during the next regularly scheduled SGA General Meeting.

During that meeting, the SGA Executive Board will vote on sanctioning and granting official status to the club. The Director of Student Life will work with the business office to get club account created in Clarity. Access will be granted to the Club Advisor.

## **Annual Requirements**

Each fall semester, existing clubs must submit an updated roster and Advisor Agreement Form by the last business day of October to remain active. We also ask that you provide a revised constitution only if changes have been made throughout the school year. It is also great practice to keep copies of the agenda and minutes of club meetings.

# Requirements for Club and Organization Advisors

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Club advisors must be employed Full-time by Sandhills Community College. Advisors can be faculty or staff. **Each club must have at least one SCC-employed advisor.**

## Advisor and Organization Relationship

It is important to find an Advisor who is interested in working with your club's specific needs and desires. The relationship between the club and it's Advisor should be one that promotes growth, communication and positive relationship.

Traditionally, the advisor is related to the organization's purpose either academically or by personal interest. It is perfectly acceptable for an organization to have more than one advisor to share responsibilities. The club and the advisors should discuss and clarify the specific role to be performed by the advisor.

## Advisors provide support in the following areas:

- Discuss organizational goals and direction
- Assist with development of organizational programs
- Discuss internal organizational difficulties
- Discuss financial status of the organization
- Support the group and help deal with organizational crisis
- Understand college policies and procedures
- Provide continuity and stability as student leadership changes
- Provide connection to a variety of on and off campus resources
- Give honest feedback and direct expectations to group members
- Share experience and expertise when appropriate



When selecting an advisor, it is important to keep the following in mind:

- What do you see as the role of the Advisor in your club or organization?
- How much time will the advisor need to be able to dedicate to the club or organization?
- Does this individual support the mission and goals of the club? Is there a common interest?

Once a faculty or staff member has agreed to be your advisor, make sure you utilize this valuable resource! Keep your advisors informed of activities, membership, leadership and future plans. Most importantly, make sure your advisor knows that you appreciate the time they spend working with your group.

If you have difficulty identifying a potential advisor, please contact the Student Life Office. We will do our best to provide suggestions to assist you with the process. It is the responsibility of individual clubs and organizations to find a Advisor that is willing and able to fulfill requirements and expectations.

# Serving as an Advisor

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## Advisor Qualifications

- Be employed by SCC
- Complete the advisor agreement form (Eforms)



## The following duties are expected of advisors:

- Advisor will serve as the liaison between student club members and Director of Student Life.
- Assume a mentoring role with the members of the organization including, but not limited to, providing guidance, direction, and advice, and encouraging development leadership and goal setting.
- Maintain an awareness and/or assist in the planning of activities and programs sponsored by the student organization.
- Assist the club secretary in keeping records including meeting minutes, files, and other important information.
- Approve of club events/speakers, marketing, and fundraising requests.
- Update the treasurer on the financial condition of the organization.
- Review and sign off on all monetary expenditures of the club. Including travel advances, check requests, and reimbursements. In addition, the advisor must retain copies of all receipts and check requests made on behalf of the club.
- Ability and willingness to travel with organization, including weekends, and overnight events. *\*\*Substitutions may be acceptable in the case of extreme circumstance.*
- Maintain communication with club officers and the Student Life Office regarding events, issues, travel, etc.

# Expectation of Club Leadership

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The officers have a specific responsibility to approach their advisor each year to renew the relationship and to discuss meeting schedules and programming.



## **A Few Things to Remember:**

- Club officers should utilize the advisor as a resource. The advisor provides valuable experiential knowledge that officers, and the organization may use to develop and implement programs.
- Officers should consult the advisor regarding programs, events, and activities and keep the advisor informed of all organization activities, meeting times, location, and agendas. A specific invitation to attend each meeting and activity is encouraged.
- Club Presidents will serve as Senators in the Student Senate. For more information about Senator duties and responsibilities, [click here](#)>
- Officers should inform the advisor immediately if situations arise that might cause problems for the organization or any member.
- The president/chairperson and other officers should meet regularly with the advisor and use them as a sounding board for discussing organizational plans and any internal conflicts. The officer should provide regular opportunities for interaction between the advisor and members of the organization.
- The officers should reserve time at the end of their business meeting for the advisor to speak. If the officers wish the advisor to address a specific topic, this should be requested in advance. Recognize that an advisor should not be committed to any obligation unless they agree to the commitment.

# Maintaining Club Recognition

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Student clubs and organizations are granted privileges and resources based on their recognition as an active club. When a club or organization fails to meet the standards of recognition they will lose all rights and privileges or a recognized club, They will have the ability to reapply during the next designated time for formation of new clubs and organizations. An organization may relinquish its recognition at any time by providing written notice, signed by remaining Officers and Advisors, stating that they are disbanding and why they are electing to do so.

## To be recognized as an official club or organization the following standards must be met each semester:

- At least one club member attends all monthly SGA general meetings. (Clubs may not miss more than one per semester).
- Maintain an advisor with contract on file in the Student Activities Office.
- Representation at Spring Fling and Fall Festival. At least one student and one advisor are required to attend.
- Submit officer list for each academic year.

At the end of the spring semester, the club will submit its Transition Report including an officer list for the upcoming year to the Student Life Office. If a club or organization fails to submit these documents by the semester deadline, their status as an SCC Club or organization can be revoked. Additionally, an updated Officer list should be submitted to the Student Life Office at the beginning of the fall semester to address any positions that were left open at the end of the Spring Semester.

- Fall Officer Update Reporting is due by October 31st each year.
- Spring documents are due May 15th of each year.

## Dissolution of a Club or Organization

SCC holds the right to dissolve any club or organization for any one or more following reasons:

- The inactivity of the club or organization for at least two years
- Failure to have an SCC employee as an advisor
- Failure to comply with the rules and regulations of the college
- Failure to submit required documentation



# Club Travel

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For all off-campus events and trips, proof of an advisor chaperone or a pre-approved faculty/administrative substitute must be provided to the Dean of Instruction for approval. Advisors may request permission for off-campus/overnight travel by submitting the Field Trip Transportation Authorization Form.

## Required Forms

- Club advisors are required to complete and submit a Travel Authorization form for off-campus/overnight travel to the Director of Student Life.
- Information on this form must include details of campus departure and arrival, method of travel, the purpose of travel and contact information.
- In addition, a list of all individuals attending the event, along with Student ID numbers, must be reported.

## Advisor Supervision

Suppose the advisor cannot supervise off-campus travel. In that case, the organization must submit for approval the name of an appropriate Sandhills Community College faculty or staff member willing to serve in the advisor's place.

## Transportation

A car, minivan, or 15-passenger van can be reserved by completing the transportation request on a maintenance ticket (only after approved by the Director of Student Life).

## Overnight Travel

Any overnight travel must be approved by the Director of Student Life before any plans are made.

SCC students under the age of 18 must be accompanied by a parent or guardian.

# Program and Event Planning

We hope that one of the purposes of your organization is to plan events and programs for the members of the organization and possibly the rest of the campus community. No matter the program's size, there are some steps to planning that are always the same. The information provided will help you in the planning of an event. Some of the steps listed may not apply to your event, and there may be steps you need that are not listed. This serves as an essential guide to aid in the planning process.



## Guidelines: Overall Planning

- All events requested by a club or organization must be approved by Student Life before any action may take place. To request approval for an activity, your club/organization must complete an /Event request (via eforms).
- Off campus events or activities must have an advisor in attendance or the event or activity will not be approved.
- For events in the Dempsey Student Center, clubs should plan at least 2 weeks in advance. Location is dependent on availability at time of request.
- Meetings and activities should be held during college hours of operation.
- **\*\*At times, it may be necessary to relocate a club or organization to a new location for a meeting, event or activity.. Student Life will contact the group and assist with the relocation process.**
- Be aware that event planning should begin at least 4 weeks prior in order to provide ample time to determine the planning needs for everyone involved.
- Organizations sponsoring an event on campus assume full responsibility for preparation prior to the event, for maintaining order during the event, and for clean up during and immediately following the event.

## Advertising across campus for an event

- **Flyers/Marketing** (posted at least two weeks before the event) -Our office uses Canva to create marketing and can be used to create social media posts, newsletters, flyers. It is a great resource that handles the graphic design for you.
- To avoid spelling, grammatical errors, or forgetting pertinent details, please have someone proof your marketing.
- If a student is creating marketing, it must be approved by the club advisor before distribution.
- Flyers can be posted on any community bulletin board on campus or can be submitted to Student Life to add to the flyer displays in Dempsey. Please do not post flyers to anything other than community bulletin boards to include faculty office bulletin boards. This includes but is not limited to walls, doors, windows, or cars.
- Remember that if your organization posts any marketing material, it is also your responsibility to remove it after your event is complete. If you notice other outdated marketing, feel free to remove it.

# Program and Event Planning (cont'd)

Advisors should contact the key employees below to advertise in different ways before the event.

**Please do not allow students to email departments or committees without the advisor's approval and review of the email.**

## Other ways to advertise on campus:

- Student Newsletter: Submit a request by completing the Submission Request for the Student Newsletter on eForms. Request must be submitted by 5pm on the Wednesday prior to when it is supposed to appear in the newsletter. (Advisors Only)
- Large Foam Board Marketing: Email Chris Waldrop (Advisors Only)
- Hoke Center: Flyers can be placed in interoffice mail to Diane Reynolds or Kelly Peele for distribution.
- All User Emails are appropriate for events that are open to the entire campus community. When sending all user emails, address users in the Bcc line to avoid "reply all." (Advisors Only)

## Work Orders (at least 1-2 weeks in advance)

- Table/Chair/Stage Request: Email Director of Student Life to get approval. Once approved, submit maintenance ticket with all pertinent details. Be sure to include a time that everything can be cleaned up. (Advisors Only)
- Projector/Speaker/Mic/Podium Requests: Email Chris Waldrop in AV (Advisors Only)
- Table Request in Dempsey Student Center: Complete Table Request in Dempsey Student Center form in Eforms.
- SGA Board Room (Dempsey 201)/ Ewing Leadership Center: Email Dana Cuellar or Amanda Angeles-Cervantes to check availability.
- Clement Dining Hall Requests: Email Director of Student Life for approval. Once approved, Dana will submit Room Request. (Advisors Only)
- Owens Auditorium: Email Chris Waldrop (Advisors Only)

## Contracts

- If the program you plan involves any contracts, you must bring the contract to the Director of Student Life for review and approval. **Students may not sign contracts.** Only authorized college officials may execute a contract and need at least five business days to review.

## Club Social Media Accounts

If clubs would like to have a social media account, the advisor will need to submit the Social Media Account Request on eForms. This form must be approved **PRIOR** to creating the social media account. (Advisors Only)



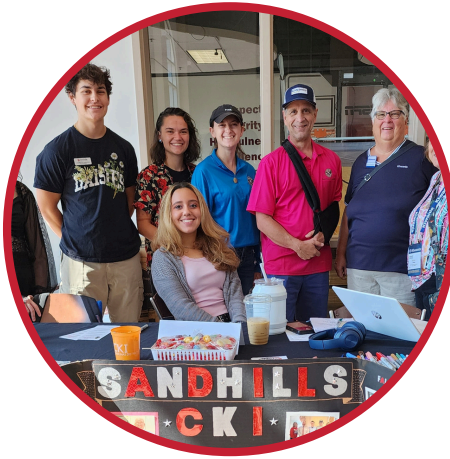
# Club & Resource Fair

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At the start of each semester, the SGA hosts the Club & Resource Fair. This is an excellent opportunity for your club or organization to recruit new members. To encourage new members to join, we advise clubs to find creative ways to engage students. Be prepared to talk about your organization and explain your purpose. If students don't know about your organization, they will not be able to become involved.

Remember to get the contact information from prospective members, including email, phone number, and full name. After new students sign up for your organization, it is up to you to get them involved! Follow up ASAP! Some ways to do this might include inviting the new students to an open meeting or inviting them to a social gathering of the group to start participating immediately.





# Club **Business Accounts**

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Student clubs are eligible to receive funds from the SGA for participating in/helping with specific on and off-campus events. For the Business Office to establish an account for a Student Club, the club must first be recognized by the SGA as a sanctioned organization. To be eligible to receive an official budget, as allocated by the SGA from the Student Activities fees, all clubs and organizations must meet the following criteria:

- Complete new club paperwork and received club sanctioning from the SGA Executive Board.
- The club/organization must retain active status by completing an updated Advisor Agreement form and club roster annually.
- The club/organization must remain in good standing with the college and not be on probation.
- The club/organization must not specifically represent or endorse any political party.\*\*
- If a club is inactive for three years, funds remaining in the club account will be transferred back into SGA for club support per the SGA Constitution.

\*\*Political organizations can receive a budget to be used for issue awareness events and non-partisan voter registration; however, this money cannot be used to endorse any political figure's campaign, advancement, or platform.



# Clarity Software & Requesting Funds

Once an account is established, the club advisors will access the software Clarity to check account balances. Clarity can be accessed on the faculty/staff page of the SCC website. Club expenditures are at the discretion of the Club Advisor. **Any purchases/expenditures greater than \$500 must be approved by the Director of Student Life.**

## **Advisors Only:**

- Cash/Check Deposits: Advisors can make deposits at the Business Office in Stone Hall during business hours. All that is needed is the funds for the deposit and the 18-digit club account number.
- A Check Request can be used for any of the following: A reimbursement for an item you paid for out of pocket or to pay a vendor that provided a service to your club. Complete the check request in eForms, include your 18-digit club account number for the amount you need, and include a copy of the receipt.
- P-Card: You can ask to use your department's P-card for club-related purchases. After completing the purchase, make a copy of the receipt (for club records) and submit the original receipt to the P-Card owner. **Club Advisors are also allowed to use the Director of Student Life's P-Card if needed.** Please contact the business office in the Business Office to add your club's 18-digit club account number to the credit card system for reconciliation.

**\*\*If you complete a check request with a new vendor, you will need to get a W-9 from the new vendor. Contact the business office to see if a W-9 is necessary.**

## **Financial Records**

It is the responsibility of the Club Advisor to keep financial records. The best way to do this is to keep a club notebook with a copy of all check requests, receipts, and deposits made on behalf of the club.



# Purchasing Guidelines

## Club Purchases

It is up to the discretion of the advisor and club/organization officers as to what items are purchased for the club using club funds. Before purchases can be made, a request must be submitted to the Director of Student Life via email. Once approved, the director will give options as to the easiest way to complete the purchase. The Student Life department has a p-card that clubs can use to purchase approved items.

**If items for an event or activity are purchased with personal funds, member or advisor, SCC will not refund the individual.** The purchase made is considered a donation to the club or organization.

When submitting an event request for a purchase the club will need to explain the following:

- The purpose of the purchase
- The amount of funding needed
- Where the supplies are to be purchased

## Process Rules

- Club and organizations may not spend more money than what is in their account
- Purchases that violate the Student Code of Conduct or College policies are not allowed.
- Reimbursements CANNOT be issued for unapproved purchases.

## Reimbursements

If an individual purchases an item(s) for the club or organization without an approved purchase request, the purchase will be considered a donation by the individual and is not eligible for reimbursement from Student Life. **\*\*Event requests must be approved BEFORE the purchase is to be made**

To request a reimbursement, the Club Advisor must send request via email to the Director of Student Life with the following information:

- Name of person requesting reimbursement (person who made the purchase)
- If it is a student, please include Student ID number
- Attached copy of the scanned receipt

# Fundraisers, Sales, and Solicitation

## Fundraisers

If your club would like to do a fundraiser, please submit the Club Fundraiser Request Form via eforms. \*\*The purpose of the fundraiser and funds collected must be clearly stated on the event request. Clubs must clearly advertise to everyone the reason they are raising funds.

Guidelines for Fundraisers:

- All student fundraising events must be approved by the Director of Student Life at least seven days before the event.
- The number of fundraisers is limited to two a semester.
- Appropriate fundraising ideas include: Pancake Breakfast, Chick-Fil-A Night, t-shirts sales, Valentines Day flower sales, etc.
- Fundraisers similar in nature to those of other clubs or organizations will not be approved. Fundraising in the form of a raffle is only permitted with approval.

## Sales

- No student is permitted to operate a business to sell items on campus.
- All money collected must be submitted to the club advisor for deposit into a club account within five (5) business days.
- Club officers are responsible for overseeing all monetary transactions.
- To be deemed acceptable for sale, all food items must be pre-packaged or prepared in a licensed kitchen facility. \*\*Pre-packaged food includes food items that are packaged by the manufacturer and are not prepared by the students. Examples include microwave popcorn, individually sealed muffins, packages of gum, canned drinks, etc.

## Solicitation

- Large solicitation of funds from donors in the community is strictly **prohibited**. If you are uncertain what would be deemed a large solicitation, please contact the Director of Student Life.
- Gifts of over \$5,000 to clubs must be reported to the Director of Student Life prior to acceptance.
- Loans from the SGA may also be available for club use. A formal statement must be submitted to the Director of Student Life and the SGA Executive Board. Information detailing expenses, the amount needed, how much the club will pay, any proposals on how you will repay your loan, and by what date should be included in the statement. Once this request is received, it will be reviewed by the SGA Executive Board and scheduled to be voted upon at an upcoming SGA General Meeting. A representative from your club should plan to attend to present the proposal and answer any questions that may arise.

# Club

# Point System

To earn additional funding for your club, clubs will have the ability to earn points in various ways throughout the year. Club points earned will translate into additional SGA funds distributed into club accounts at the end of each semester. Only student club members and advisors may earn points.

Clubs will earn points by assisting/participating in the following events:

## FALL

- Help Tents- August 19 (1 point per hour per student)
- Help Tents- August 20 (1 point per hour per student)
- Attending SGA General Meeting- August 26 @ 3PM (1 point per student)
- Hosting a table at the Club & Resource Fair- August 28 (5 points)
- Attending SGA General Meeting- September 30 @ 3PM (1 point per student)
- Attending SGA General Meeting- October 28 @ 3PM (1 point per student)
- Hosting a table at Fall Fest- October 30 (5 points)
- Attending SGA General Meeting- November 25 @ 3PM (1 point per student)
- Attending the Southern Pines Christmas Parade- \*\*\*Tentative Date is December 7 (1 point per student)

## SPRING

- Help Tents- January 13 (1 point per hour per student)
- Help Tents- January 14 (1 point per hour per student)
- Southern Pines MLK March- January 20 (1 point per student who attends)
- Hosting a table at the Club & Resource Fair- January 22 (5 points)
- January SGA General Meeting- Date TBA (1 point per student)
- Winter Formal Decorating- February 21 (1 point per hour per student)
- February SGA General Meeting- Date TBA (1 point per student)
- March SGA General Meeting- Date TBA (1 point per student)
- Hosting a table at Spring Fling- April 16 (5 points)
- April SGA General Meeting- Date TBA (1 point per student)

1-10 Points = \$100  
11-20 Points= \$200  
21-30 Points= \$300  
31-40 Points= \$400  
41-50 Points= \$500

# Events explained

- **Help Tents- August 19 & 20th AND January 13 & 14**
  - We will have help tents set up in two locations on the main campus on the first two days of school. You would be at one of the tents answering questions and showing students where to go.
- **Attending SGA General Meetings**
  - Each month, the SGA board has a general meeting where they invite all students and we love to have club representation.
- **Hosting a table at the Club & Resource Fair**
  - Each club has the opportunity to host a table to recruit members for their club.
- **Hosting a table at Fall Fest/Spring Fling**
  - Each club can host a table/activity at Fall Fest to help promote their club and recruit members for their club
- **Attending the Southern Pines Christmas Parade**
  - This event is usually held the first Saturday in December. We will organize a group of students, faculty, and staff to walk the parade and represent SCC. The parade usually starts at 8AM and goes until about 12PM.
- **Southern Pines MLK March**
  - This event is held on MLK day. We organize a group of students, faculty, and staff to march in downtown Southern Pines.
- **Winter Formal Decorating**
  - Decorating the Dempsey Student Center for Winter Formal the morning of the event.

# Demonstrations On Campus

Individuals have the right to hold a demonstration on campus. Forms of demonstration include but are not limited to protests, sit-ins, marches, picketing, rallies with speakers, and chalk displays.

Demonstrations must be approved by the Director of Student Life at least seven business days before the proposed demonstration. You will complete the Demonstration & Advocacy Intent Form in Eforms. It is recommended that demonstration organizers register the event as early as possible.

Demonstrations that occur off-campus, where the individuals are representing the College in a formal capacity, must follow the same procedures for approval as on-campus demonstrations. Approved SCC individuals and clubs participating in off-campus demonstrations will be held subject to the SCC Code of Conduct.

## **Demonstration Guidelines**

**The Demonstration Guidelines are intended to protect the rights of those involved in the demonstration and others at Sandhills Community College.**

- Demonstrations may be organized by Sandhills Community College students, faculty, or staff, as well as off-campus persons or organizations.
- Students, faculty, or staff may not reserve a facility on behalf of or for use by an outside/unaffiliated group, organization, or individual.
- Students, faculty, or staff organizers may include a community partner in their demonstration, but this must be noted in the Demonstration and Advocacy Intent Form.
- Use of microphones or bullhorns to amplify sound is prohibited.
- Demonstration organizers are expected to return the grounds/area to its condition before the event unless told otherwise by a college official. This includes properly disposing of all trash.
- The Vice President of Enrollment Management and SCC Chief of Police will work with organizers if counter-protests are scheduled to occur.
- All demonstrators are expected to abide by the Sandhills Code of Student Conduct. The code of conduct can be found in the Student Handbook.
- Marketing materials distributed on campus must be approved by the The Vice President of Enrollment Management and the SCC Chief of Police no later than 48 hours before the event.
- Areas have been designated for marches and the use of chalk in a central location on campus that does not interfere with ingress/egress or classroom instruction.
- Failure to properly register the event with campus officials according to this policy or failure to remain in designated areas will result in the termination of the demonstration.
- For student demonstrations, following submission of the Demonstration and Advocacy Intent Form, the organizer(s) will be contacted by the Associate Vice President of Student Services and the SCC Chief of Police to schedule a meeting to review demonstration details, needs, and guidelines and finalize approval for the demonstration.
- For non-student demonstrations, following submission of the Demonstration and Advocacy Intent Form, the organizer(s) will be contacted by the Administrative Assistant for the Executive Vice President and the SCC Chief of Police to schedule a meeting to review demonstration details, needs, and guidelines and finalize approval for the demonstration.

# SCC **Game Room**

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The SCC Game Room offers recreational opportunities between or after classes. The Game Room houses TVs, Ping Pong Table, Air Hockey Table, Music, video and board games.

In an effort to maintain an atmosphere of relaxed recreation and decorum, game room attendants are employed to staff the facilities and to provide customer service. General duties of student assistants include maintaining the check-in and check out system, equipment usage and area supervision/security. Employees must be familiar with all operating procedures for the equipment as well as the various programs and activities sponsored by the Student Life Office.

Certain guidelines and regulations have been established to ensure that a proper attitude, appearance, and atmosphere are presented to each visitor to the Game Room, and the Student Life office.

## **Game Room Policies**

- Access to the Game Room is only permitted during normal facility operating hours.
- All Game Room patrons are required to provide their SCC Student ID card to the staff member on duty in order to enter.
- Approved flyers may only be posted outside of the Game Room
- Game Room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, air-hockey, etc.).
- No one is permitted to leave the Game Room with equipment. All patrons forfeit their game when leaving the Game Room
- Gambling, betting, and/or similar activities are not permitted. Students suspected of gambling will receive disciplinary or correctional action.
- Food and beverages are not permitted. This includes snacks (i.e. chips, cookies, etc.).







**Thank You for  
supporting our SCC  
Campus Clubs and  
Organizations!**

**Check out our  
webpage!**

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SCC Student Life

**Follow us on  
Instagram!**



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