

Aims Community College Student Clubs Handbook

Student Life Office
Student Commons Room 120
Greeley, CO

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Welcome Letter from Student Club Coordinator

Dear Student Clubs and Organizations,

Welcome to Aims Community College! I'm Whitney Cowling, the Student Club and Organization Coordinator in Student Life. I'm excited to connect with you and help you get involved in the vibrant student life experience at Aims.

Joining a student club or organization is a fantastic way to enhance your college experience. It's an opportunity to:

- **Meet new people:** Connect with fellow students who share your interests.
- **Develop valuable skills:** Gain leadership experience, improve communication and teamwork, and learn valuable organizational skills.
- **Explore your passions:** Discover new interests and delve deeper into your existing ones.
- **Give back to the community:** Engage in service projects and make a positive impact on campus and beyond.
- **Have fun!** Enjoy social events, outings, and other exciting activities.

This handbook provides essential information for all students involved in clubs and organizations at Aims. It outlines the policies, procedures, and expectations for recognized student groups.

I encourage you to carefully read through this handbook and familiarize yourself with its contents. Understanding these guidelines will help ensure a smooth and successful experience for you and your fellow club members.

Throughout this handbook, we use the terms "club" and "organization" interchangeably. We understand that each group has its own unique identity and may prefer one term over the other.

I'm here to support you and your club in any way I can. Please don't hesitate to contact me with any questions or concerns. I look forward to working with you and witnessing the positive impact that student clubs and organizations have on our campus community.

Best Wishes,

Whitney Cowling
Club and Organization Coordinator
Student Life
Aims Community College
studentorgs@aims.edu

Student Life

Vision

To be the hub for student engagement, resources, community, & impact.

Mission

To empower students to become stronger leaders, create meaningful experiences, and meet their essential needs, all while building a strong and supportive community where they truly belong.

Values

- **Students** First
- **Learning & Growth**
- **Inclusiveness**
- **Fun**
- **Ethic of Care**

Student Life Office Info

Location: 5121 West 20th Street

Greeley, CO 80634

Student Commons, Room 120

Phone: (970) 339-6501

Office Hours: 8:00 a.m. - 6:00 p.m. (Monday)

8:00 a.m. - 5:00 p.m. (Tuesday - Friday)

Summer Office Hours: 7:30 a.m. – 5:30 p.m. (Monday – Thursday)

Student Life Office Employees

- Janet Chase - Director, Student Life
- Becca Herman – Director, Student Leadership
- Whitney Cowling – Student Clubs & Organizations Coordinator
- Patty Schulz – Hunger Free Campus Program Coordinator
- Alyssa Garcia – Campus Activities Program Manager
- Vacant – Graphic Design & Media Specialist
- Tiffany Brickley - Staff Executive
- Ann Zarezadegan - Staff Associate

Our Commitment to Student Organizations

The Student Life office is here to help!

We have made it our mission to help students grow their leadership capacity while they are at Aims. By supporting student clubs and organizations we are helping students create meaningful experiences, find community, and build their leadership capacity.

Our staff in Student Life wants your clubs or organizations to be successful. We help you out in many ways:

- **Leadership training:** We teach you the skills you need to be a great leader in your organization.
- **Help with problems:** If you're having trouble running your organization, we can offer advice and support.
- **Money and decisions:** We help you manage your organization's finances and make educated choices.
- **College policy and procedures:** We are responsible for communicating and clarifying college policy and procedures to clubs and organizations. This also means we develop processes and rules to ensure clubs and organizations can operate effectively within the larger Aims organization.

Important note: Sometimes we might need to change the information and/or procedures in this handbook. If that happens, we'll let you know in writing.

Specific Supports for Student Organizations

The Student Life department provides...

Leadership Development and Training

- **Officer Training:** leadership development, position duties, and information on policies and procedures.
- **Leadership Development Initiatives:** many and varied opportunities for clubs and organizations to engage in the college and expand their leadership practice.
- **College Policies and Procedures:** information on the Student Code of Conduct, P-Card Policies, Student Travel, and Student Expressive Activity.
- **Support:** assistance with conflict resolution, organization management, and organization advice.

Project Management

- **Event Planning Assistance:** assistance with planning both on-campus and off-campus events, including room scheduling and contracts with external vendors.
- **Travel Planning Assistance:** assistance and guidance when planning and organizing travel for student organizations.

Finance

- **Account/Budget Management Assistance:** support with financial planning and club/organization fund management.
- **Funding Requests Assistance:** with funding requests to the Student Government Association (SGA).
- **Fundraising Support:** support for fundraising in partnership with the Aims Foundation.

Marketing and Promotion

- **Graphic Design Assistance:** support with graphic design for branding, promotional items, and event advertising.
- **Printed materials:** a \$25 allowance at Reprographics per semester.
- **Copy Services:** Access to a copier in the Student Life office.

Equipment and Resources

Equipment Check-Out: an inventory of commonly used items for student organizations, such as drink dispensers, popcorn poppers, speakers, button makers, games, cupcake stands, and photo booth supplies. Items are reserved on a first-come, first-served basis.

Student Clubs and Organizations

Aardvark Connect: Your Club or Organization Management Tool

Aardvark Connect is the information portal for all recognized student clubs and organizations at Aims. Aardvark Connect is where you go to manage your club/organization roster, check into events, find events/activities for students, and manage your club/organization information page.

Requirements to be a Recognized Student Club or Organization

Every club or organization must complete these requirements on an annual basis. Every club/organization will have from April 1st through September 15th to provide evidence that each of the following requirements have been met.

- 5 registered student members, minimum
 - 1 President
 - 1 Treasurer, if the club/organization holds or is planning to hold club/organization funds.
 - Nonregistered persons (alumni, community partners, etc.) can be members, but do not count toward the five-member minimum and are not eligible to vote.
- 1 Aims employee advisor, minimum – not a voting member.
- Club Constitution – ratified for the current academic year.
- Club/Organization mission, general information, and logo on file with Student Life
- New Officer Training for the President, and, if applicable, the Treasurer
- Advisor & Supervisor Agreement form completed for every identified advisor.

Organization Status Definitions

- **Active:** Organizations that have completed all the steps outlined in the Requirements to be a Recognized Student Club or Organization section (pg. 6) by September 15th and have been officially recognized as an Aims Community College student organization.
- **Frozen:** Organizations that have not completed the necessary steps to be active or have been placed on a disciplinary hold. Frozen organizations cannot add new members, complete or plan activities, or spend/deposit funds until the steps are completed and approved.
 - **Note:** Frozen Organizations may still hold regular meetings and participate in events hosted by the Student Life office, such as, Fall-In and Club Rush for up to one academic year without completing all the recognition steps required.
- **Inactive:** Organizations that are or have been registered but have lost their Active status. Loss of Active status can occur for a variety of reasons, including, but not limited to not completing all recognition steps in an academic year, having no activities for two years, or being suspended for violating policies.
- **Probationary:** New or previously inactivated organizations that haven't completed all the steps for recognition. These organizations can recruit members, hold regular meetings, and attend events but cannot spend funds, hold their own events, or collect/deposit money. Clubs and organizations must complete the Re-recognition process (see pg. 9) within one year of formation to avoid deactivation.
 - **Note:** Probationary Organizations may still participate in events hosted by the Student Life office, such as, Fall-In and Club Rush.
- **Suspended:** A student organization that has lost its funding and recognition due to violating college policies. The suspension lasts for two academic years. After the suspension period, the organization can reapply for recognition as a new organization using the Suspended Club Reactivation Form.

Organization Status and Procedures

Voluntary Inactivation

Action to inactivate recognition may be initiated by the advisor, organization members, or Student Life.

Recognized student organizations should voluntarily request inactivation if there is insufficient interest for the organization to function.

Process for Voluntary Inactivation

1. **Vote to disband.** A 2/3 majority vote is required to disband an organization. If there is no membership, the advisor can initiate deactivation.

2. **Contact Student Life.** Recognized student organizations wishing to take such action should contact the Student Organization Coordinator and/or Director of Student Leadership for Student Life.
3. **Debt Settlement.** Student Life will ensure that all debts are. Any remaining funding will be distributed based on the Beneficiary Clause in the Club/Organization Constitution. If there is not beneficiary clause or constitution, then the funds will revert to SGA.
4. **Close Accounts.** Student Life in partnership with club/organization representatives will make sure any club/organization accounts, and social media or web pages are closed.

Suspension

If violations result in student organization suspension, the organization will lose access to all current funds and will be inactivated for the remainder of the current academic year and the entire following academic year.

Student Life will allocate funds based on the club/organization's beneficiary clause and then any remainder will be put into the SGA account.

After the suspension period, the student organization may apply for recognition as a new organization would.

Organization Conduct and Compliance

Adhering to All Policies & Procedures

Organization members must follow the policies and procedures outlined in this handbook, their organization's governing documents, the Aims Community College Student Code of Conduct, and all applicable local and federal laws.

This handbook, the Student Code of Conduct, and all applicable local and federal laws supersede any conflicting provisions in a club/organization's constitution.

Responsibility for Member Behavior

Organizations are responsible for the behavior of their members, both during official and unofficial events. If a member's actions reflect negatively on the organization, the organization may face consequences.

Failure to Comply

Student organizations that do not comply with college policies, SGA Procedures, the Student Organization Handbook, or local/federal laws may face consequences, up to and including freezing or suspension.

Active Clubs and Organizations

Maintaining Recognition of your Student Club or Organization

What is Re-recognition?

Re-recognition is the process for organizations that were officially recognized at Aims Community College in the current academic year and want to continue being recognized in the upcoming year.

When does Re-recognition happen?

Student Life will send an email to organizations in April asking them to complete the Re-recognition process for the upcoming academic year. The re-recognition period is April 1st through September 15th every calendar year.

What are the steps for Re-recognition?

To maintain continuous recognition, organizations must complete the following steps by September 15th:

1. **Update your Aardvark Connect Organization page.** This includes information like your mission, vision, a list of officers, advisor(s), meeting times/locations, and membership roster.
2. **Complete New Club/Organization Officer Training** for all new presidents and treasurers.
3. **Complete Advisor & Supervisor Agreements** for all recognized club/organization advisors.
4. **Review and Ratify your Constitution.** Your club/organization constitution must be reviewed and ratified annually. To fulfill this requirement your constitution must be ratified within the current recognition period.
 - a. For example, a ratification date of May 05, 2024, makes the Constitution document applicable through April 01, 2025.
5. **Submit your meeting dates, times, and locations** to the Student Life Office via the Club Activity Request form.
6. **Submit evidence of your club/organization's engagement on Aims' campuses.** This could be meeting attendance data, a list of events you held, or other proof of your activities.

Benefits of Completing the Re-recognition Process Early

Organizations that complete the Re-recognition process early may receive incentives, such as funding, ability to plan and hold events, no interruption of services or support, etc.

Continuous Recognition

If you complete the Re-recognition process before the September 15th deadline, your organization will have continuous recognition for the entire academic year.

This means you will have no gap in club/organization benefits and funding from one year to the next. If you submit your re-recognition documentation after September 15th, your organization's status may be frozen until approved by the Student Organization Coordinator and/or Director of Student Leadership.

Membership Requirements

Student clubs and organizations cannot exist without their student members. There are some minimum requirements set in place by Student Life that all clubs and organizations must adhere to to remain Active and recognized at Aims.

- **Minimum Membership:** Each recognized student organization must have at least five registered Aims students as members.
- **Officer Positions:**
 - One of the members must hold the position of President.
 - If the organization has or plans to maintain organizational funds, it must also have a student Treasurer.
 - All officers must be currently, registered Aims students.
- **Non-Registered Persons:**
 - Non-registered persons may participate in club/organization meetings but cannot vote, hold an officer position, or receive college funding for their involvement. These members also do not count toward the minimum membership requirements and cannot officially represent the club or organization at activities or events.

Club/Organization Membership Provisions in Club Constitution

Club/organization membership requirements must be clearly outlined in the organization's constitution.

Membership Requirements cannot contradict Section 5 of the Aims Student Code of Conduct, as written below:

Aims Student Code of Conduct Section 5: Discrimination and Harassment

“The College prohibits discrimination and harassment in its treatment, access to, admissions to, or employment in the administration of its educational programs, admissions policies, scholarship and loan programs, athletics programs, employment, or in any other College programs or activities on the basis of an individual’s protected characteristics. (See [College Policy 509](#))

Discrimination is any conduct that treats a person or group unfavorably or differently because of that person’s (or group’s) age, race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, disability, genetic information, marital status, veteran status, or other legally protected status.

Harassment is verbal or physical conduct that is unwelcome and so severe or pervasive to create a work or educational environment under both an objective (e.g., a reasonable person's view) and subjective (e.g., from the viewpoint of the subject of the alleged conduct) standard that it has the purpose or effect of unreasonably interfering with a person's (or group's) academic or work performance or creating an intimidating, hostile, or offensive educational or working environment, otherwise known as a "hostile environment". Harassment may be a form of discrimination when it targets a person (or group of persons) on the basis of that person's (or group's) age, race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, disability, genetic information, marital status, veteran status, or other legally protected status."

Note on Summer Membership

If a student organization member is not enrolled in summer classes but is enrolled in fall classes, they may participate in summer organization events and maintain their officer position.

Advisor Responsibilities

Advisor Qualifications:

- Must be an Aims Community College employee (full-time or part-time), and not a student or contingent employee.
- Must have knowledge and willingness to serve in an advisory role.
- Requires supervisor approval to serve as an advisor.
- Employees taking Aims courses may not hold both advisor and student officer positions, even if they are affiliated with different club/organizations.
- Advisor credentials will be reviewed by the Director of Student Leadership.

Advisor Role:

- **Support student leadership:** Let students run the organization while providing guidance and resources.
- **Attend events:** Be present at as many on-campus events as possible and, per the Aims Student Travel Procedure, some off-campus activities.
- **Collaborate with officers:** Meet regularly with organization officers.
- **Support Financial Processes:** Work with the treasurer on budgeting, record-keeping, and financial oversight.
- **Set goals:** Assist in developing an action plan for the organization.
- **Adhere to policies:** Follow Aims Community College policies.
- **Communicate:** Keep members informed of Aims, state, and national opportunities.
- **Facilitate decision-making:** Support the organization in achieving its goals.
- **Voluntary Deactivation:** A club/organization should strive to foster student leadership and involvement. If an advisor is solely responsible for maintaining the club/organization's activities, it may be beneficial to explore alternative options or consider its discontinuation.

Advisor Expectations:

- Avoid making decisions for the organization.
- Advisors do not have voting rights.
- Allow the club/organization to learn and grow through experiences. It is okay for the group to fail.

Club/Organization Constitution

A well-written constitution provides a solid foundation for your club/organization and helps ensure its success. It outlines your club/organization's purpose, structure, and rules. Think of it as your club/organization's roadmap.

All clubs and organizations are required to have a signed constitution on file with the Student Life office. These constitutions must be re-ratified (reviewed and signed) annually as part of the re-recognition process.

Key Sections of a Constitution

1. **Name of the Organization:** Clearly states the official name of the club or organization.
2. **Mission Statement:** Defines the club/organization's purpose and goals.
3. **Membership Composition:** Outlines the member classifications (i.e. voting and non-voting) and the criteria for membership. Ensures compliance with Aims' Anti- Discrimination policy (See [College Policy 509](#)).
4. **Aims Student Code of Conduct Section 5: Discrimination and Harassment:** Must be copied and pasted with no changes made; can be found on p. 10-11 of this document.
5. **Officers:** Lists the club/organization's officer titles and their respective duties and responsibilities.
6. **Member Behavior:** Addresses expected behavior, consequences for misconduct, and a process for addressing negative behavior.
7. **Decision-Making Model:** Outlines how decisions are made within the club/organization, including voting procedures and quorum requirements.
 - a. **Note:** A Quorum is the minimum number of club or organization members that must be present for official business to be carried out.
8. **Meetings:** Specifies meeting frequency, attendance requirements, and how to conduct meetings.
9. **Advisors:** Defines role of advisors, their qualifications, their expected involvement, and their responsibilities.
10. **Funding:** Describes the different ways the club/organization can obtain funding.
11. **Beneficiary Clause:** Specifies what happens to remaining club/organization funds if the club/organization is deactivated or suspended.
12. **Constitutional Amendments:** Outline the process for making changes to the constitution. This process should be more rigorous than the Decision-Making Model for day-to-day club or organization decisions.
13. **Enabling Clause:** State the date the constitution was adopted, and ratification signatures of acting student officers.

Additional Considerations

- **National Policies:** If your club/organization is affiliated with a national organization, you may need to combine information from this handbook and the organizations working papers.
- **Updates:** If you make changes to your constitution, you must submit the revised document to Student Life.
 - **Note:** Make sure to update the Enabling Clause date and get updated signatures!

Timelines for Club & Organization Requests

These are **minimum deadlines** for many of the common activities student clubs and organizations complete during the year. For any deadlines that are specific dates there may be a slight annual change (a day or two sooner or later) than is listed due to the deadline falling on a weekend or holiday.

Important: These lead times are critical for Student Life to process your activity requests and ensure timely approvals. They do not account for potential delays like staff vacations, shipping times, or vendor processing times. To avoid any setbacks, we recommend planning and submitting your requests well in advance.

General Activities (i.e. meetings, tabling, on-campus events)

These activities must be initiated at least **3 weeks** before the date they are needed/scheduled.

Monetary Needs

- Club Funds Spending Request – at least **3 weeks** before needing the funds.
 - This form is requesting permission to spend your club/organization's funds.
- SGA Non-Travel Funding Request – at least **3 weeks** before needing the funds. Additional dates of note:
 - Nov. 08 – last day to request SGA funding for use during Fall semester.
 - April 12 – last day to request SGA funding for use during Spring semester.
- SGA Travel Funding Request Deadlines:
 - August 01 – for any trips occurring between November 01 – February 28/29
 - November 01 – trips occurring between March 01 – June 30
 - April 01 – trips occurring between July 01 – October 31

Travel

- Off-Campus Day trips – at least **3 weeks** before departure date. These are trips within Colorado, leaving and returning on the same day.
- Off-Campus Overnight and/or Out-of-State Travel – at least **90 days (3 months)** before departure date. These are trips outside Colorado or requiring overnight stays.
 - **Important:** this submission date is also dependent on requesting funding. If the club or organization needs to submit a travel

funding request to SGA, that request deadline is more than 90 days prior to departure.

Graphic Requests

3 weeks prior to posting/distributing your materials.

Note: Best practice would give you at least 3 weeks to have your materials posted before the event, activity, or deadline, which means that you should submit your request at least 6 weeks before the event/activity date.

Planning Club/Organization Activities

What are club/organization activities?

A club/organization activity is any event or activity that a club/organization organizes, plans, and does together. These activities must be staffed by at least 75% currently enrolled student club members to be considered a club activity.

Approval Process

Important: No formal arrangements or payments can be made prior to activity approval. If payment is made prior to approval, it is the responsibility of the person who conducted the purchase to pay in full.

1. **Submit activity request.** Submit the Club Activity Request Form at least **3 weeks** before your activity.
2. **We'll get back to you.** We'll contact the person listed on the form within 2 business days to follow-up with more information or to ask any questions.
3. **Check-in.** If you haven't heard from us in 2 business days, reach out to studentorgs@aims.edu to check on your request.

Club Activity Request Form Specifics

Spending Money

Using club/organization account funds.

Fill out the Club Funds Spending Request form.

Using Honors Society funds.

Only officially recognized student honor societies at Aims can request funding from this source. To request this money, fill out the Honors Funding Request form.

Requesting Student Government Association (SGA) Funds.

- Fill out the SGA Funding Request form to ask SGA for help.
- There are two ways that SGA can assist with funding:

- **General funding help.** These are requests for things like supplies, giveaways, food, or apparel.
- **Travel funding.** There are three deadlines a year depending on when the club/organization wants to travel.
 - **August 1** – travel between November 1st and February 28th/29th
 - **November 1** – travel between March 1st and June 30th
 - **April 1** – travel between July 1st and October 31st

Reserving Space

We share spaces with many groups on campus. We'll contact the person listed on the Club Activity Request Form for the club/organization's specific space needs, and help you find the best space for your activity. Clubs and organizations aren't allowed to use space without an approved reservation request.

During an event/activity. As the event organizer, your organization is responsible for any damage to property or facilities that occurs during your event. Ensure the event site is returned to its original condition after the event.

Marketing Materials

Refer to the Marketing Request Process for Clubs guide for more information about this process.

Other Activity Information:

After Hours Supervision

Any club events occurring on an Aims campus, after normal business hours, are required to always have an Aims employee present. This can be the club chaperone, or if the chaperone is not available, it is the club's responsibility to find another Aims employee to act as the primary point of contact for the activity. This supervisory employee cannot be a student employee at Aims.

Per Campus Safety & Security: This person will act as the primary point of contact for the entire event. This person will be responsible for contacting 911 and Campus Safety and Security in the event of an emergency. They are also responsible for monitoring the behavior of students at the event and communicating concerns or conduct violations to the Campus Safety and Security team.

Contracts

Contracts are sometimes necessary when planning an event or activity. Aims has a contract process which takes at least **4 weeks** to complete. If an

expenditure for your event requires a signature on a contract, you will need to plan enough time to allow for the Aims process, and any other unforeseen hurdles.

Important: Students and employees cannot sign contracts. Any contract needing a signature must be shared with Student Life and we will enter it into the Aims contract process. Ultimately the contract is signed by one of the administrators in the Administrative Services department. If a student or employee signs a contract they are letting the vendor know that they are responsible for all charges, and Aims will not be paying for or held responsible for anything.

Examples of Contracts:

- Rental of event linens
- Motivational Speaker/asking an outside group to facilitate a workshop.
- Using space in a non-Aims facility
- Catering

Food at Events

If you are planning on serving food at an event you have three options:

1. If there will be guests aside from club/organization members, you are required to use an Aims approved food vendor.
 - a. **Note:** This list can be found by an advisor through MyAims, search for “Vetted Food Vendor”. If the vendor you want to work with is not listed in the Approved Food Vendor list, reach out to Student Life and we will assist with trying to get them added.
2. Purchase prepackaged foods and beverages, e.g. Snacks from Sam’s Club.
3. If only club/organization members are invited to participate, club/organizations can hold potlucks.

Movies

Movies are copyright protected material, so we have to be careful about how we use them for club/organization events. If you want to show a movie for a club/organization event reach out to the Student Life office so we can plan accordingly. Please keep in mind you may have to pay licensing fees depending on how you are showing the movie.

To check on licensing fees you can reach out to any of the following licensing companies:

- SWANK Motion Pictures
- Criterion Picture, Inc.
- New Yorker Films

Summer Events

Recognized student organizations may conduct events/activities during the summer semester, in anticipation of continued recognition the following fall term.

There is a blackout period for purchases made with organization funds in the summer from **June 15th through July 1st**. Please do not make any purchases in this period due to fiscal year end being June 30th.

Security Consideration for Events

Campus Security

- **Aims Community College Campus Safety & Security Department:** Oversees contracted security services.
- **Weld County Sheriff's Office:** Provides law enforcement services on all Aims campuses.
- **College Resource Officers (SROs):** Two SROs are assigned to Aims full-time.
- **Private Contracted Security:** Armed security is provided on all campuses during academic hours.

Reporting Misconduct

All allegations of misconduct by students, faculty, or staff should be immediately reported to the Campus Safety & Security Department or the Dean of Students.

Safety Measures

- **CCTV System:** Aims has a comprehensive CCTV system with numerous cameras across all campuses.
- **Emergency Preparedness:** Campus Safety & Security handles all emergency preparedness plans.
- **Parking Enforcement:** Campus Safety & Security is responsible for parking enforcement.

Need Assistance?

Immediately call 911 for any emergency situation.

To report incidents, including traffic accidents, contact the Campus Resource Officers/Security at the following numbers:

- **Greeley Campuses (including the Airport Location):** 24/7 at (970) 539-2171.
- **Regional Campuses:** Monday-Friday, 7 AM - 10 PM while the college is in session.
 - **Loveland Campus:** (970) 518-5137
 - **Ft. Lupton Campus:** (303) 591-3164
 - **Windsor Campus:** (970) 744-0322

If you're unsure which number to call, contact the Greeley Campus number. They can assist you with directing your call to the appropriate location.

Club/Organization Finances

Account Numbers

Student Life can provide these numbers to internal stakeholders (e.g. Reprographics) if an expenditure has been approved.

- **Revenue (money coming in):** Your club/organization has a special account number for deposits (revenue).
- **Expenditures (money going out):** Your club/organization has a special account number for purchases (expenditures).

Club/Organization Banking

- **All banking must be through Student Life:** Clubs and organizations may not use outside bank accounts for their money.
- **Club/Organization Funds Carryover:** Club/organization funds carry over year-to-year unless the organization is deactivated.
- **Recordkeeping:** Any club/organization holding funds must designate a Treasurer to maintain a separate record of all transactions (deposits and expenditures). Student Life keeps records for auditing purposes.
 - **Note:** The Treasurer is required to complete New Officer Training.

Suspension and Funds

If suspended due to policy violations, Student Life will ensure all debts are paid before any remaining funds are transferred based on the beneficiary clause in the club/organization's Constitution.

Spending Rules

For more information about Purchasing rules and procedure refer to the Club Purchasing Process Guide.

- **Follow the rules:** All spending must follow Aims Community College and Student Life policies, procedures, and processes.
- **Financial Responsibility:** SGA, Student Life, and Financial Services will not be responsible for debts incurred by non-compliant organizations. Failure to meet obligations within 30 days may lead to the club/organization being Frozen.
- **Audits:** Student Life can review your club/organization's finances at any time.
- **Meeting Minutes:** Meeting minutes with expenditure motions, approval votes, amounts approved, and attendance records are required to initiate financial transactions.

Who Can Initiate Financial Transactions?

Only these club/organization officers may initiate transactions on behalf of the club/organization:

- President
- Treasurer
- Advisor

Depositing Money into your Club or Organization Account

Important things to do before depositing funds:

- **Secure Funds:** Never leave cash or checks in unsecured areas.
 - We can keep the money in the Student Life safe until you are ready to make a deposit.
- **Proper Check Payee:** When accepting checks, ensure they are made out to the organization's name as it appears in Aardvark Connect.
- **Prepare Currency:** Group coins by denomination and exchange excessive amounts for paper money before depositing.

To deposit money into your organization's account, follow these steps:

1. **Submit Funds:** Deliver checks or cash to the Student Life office promptly.
 - a. **Note:** We can hold funds in the office safe until the club/organization is ready to deposit them
2. **Complete the Student Organization Deposit Form:** Fill out this form with accurate information before submitting the money.
3. **Verify Deposit Amount:** The organization's President, Treasurer, or Advisor and a Student Life staff member will mutually verify the deposit amount.
4. **Receive Confirmation:** You will receive a copy of the Student Organization Deposit Form for your records.

Fundraising

Fundraising can help your club/organization attain its goals for the year, and if done intentionally you might only have to complete one fundraiser a year!

General Fundraising Notes

- **Purposeful Fundraising:** All funds raised must be used for the advertised purpose.
- **Secure Funds:** After a fundraiser, bring all cash and checks to the Student Life office for safekeeping and deposit.
- **First come, first served:** If multiple club/organizations have similar fundraising ideas, the club/organization that submits the request first will get priority .
- **Aims-Focused Funding:** Funds awarded from Student Life or SGA must benefit Aims students and cannot be donated to external organizations.
- **No Soliciting:** clubs and organizations are prohibited from directly soliciting funds or in-kind donations from area businesses without prior approval from the Aims Foundation.

How to hold a fundraiser

1. **Get approval:** Complete a Club Activity Request form.
2. **Money Handling**
 - a. **Online Payments:** Once the fundraiser is approved, Student Life will work with the Aims Foundation to setup an online payment link for credit card payments.
 - b. **Cash and Check Handling:** Bring cash and checks to Student Life for secure deposit.
3. **Processing Funds Raised:** Student Life will partner with the Foundation to process all funds raised. Be aware that this process can impact how quickly the funds are accessible.

Fundraising Ideas

Reference the Fundraising Menu linked in the resource section of this document for some creative ideas.

Donations

All donations must be deposited through the Student Life office.

There are two types of donations that an organization can receive:

1. In-Kind Donation – this is a donation of goods or supplies.
2. Monetary Donation – a monetary gift to the organization
 - a. Checks must be made out to the organization name as it appears in Aardvark Connect.

Best Practice: Send a Thank You note to any single donor thanking them for helping support the organization. This is not expected for events where the donations are small monetary donations.

Club Marketing Guidelines

Printed Marketing Material Policy and Procedures

Important: Student Life is not responsible for distributing or physically posting marketing materials, this is the club/organization's responsibility.

Student Life Bulletin Board Approved Posting Guidelines

- **Content:** Postings should be relevant to student centered events, resources, and community-building opportunities.
 - Postings that include advertising related to alcohol or other drugs is prohibited.
- **Duration:** All approved material may remain on the board for up to three (3) weeks or until the event date. This helps maintain the appearance and relevance of the board for students.
- **Language:** Any material written in a foreign language is required to have a verbatim English translation attached to assure that the posting complies with the Aims Student Code of Conduct and Aims mission and values.
- **Date:** Include a clear date (event date, deadline, or posting date) on your posting. This helps make sure your posting is up for the full 3 weeks allotted.
- **Location:** Materials may only be posted on Student Life bulletin boards, or the poster strips found in some restrooms on campuses.

Do not post here:

To maintain the appearance of our campus, please do not post on:

- Non-Student Life Bulletin Boards: please don't post on any other department bulletin boards. We have asked other departments to not post on our boards, so we want to respect their spaces too.
- Painted surfaces, inside or outside
- Any existing sign, internal or external
- Vehicles parked on college property, even if it is just under the windshield wipers.
- Any external surface of any building
- Windows or mirrors

Digital Marketing Materials & Methods

With so much information sharing happening digitally we want to make sure club/organizations can meet other students in those spaces too.

Aims Website

All Active registered student club/organizations and organizations at Aims have their own club/organization page on the Aims website. The list of all club/organizations with current pages can be found on the Clubs and Organizations at Aims page on the Aims website under the 'Student' tab.

Student Life can make changes to the club/organization web page information. To facilitate this process please studentorgs@aims.edu with the following information:

- Club Name
- Best contact person for this request, please include the best way to contact them too (email, phone, etc.)
- Specific changes that need to be made.
- Requested date of completion

Social Media

Club/organizations can create social media accounts in a variety of spaces. All social media accounts at the college are under the advisement of the Aims Marketing Team.

To create any social media accounts for your club/organization you must complete the request process.

1. **New Social Media Page Request Questionnaire** – Complete the questionnaire.
2. **Email finished questionnaire** – send your completed questionnaire to Taylor Brown, taylor.brown@aims.edu and studentorgs@aims.edu.
3. **Approval/Denial** – Taylor will communicate with the club/organization if they are okay to proceed with starting their social media page or if there are other steps they need to complete.
4. **Add Taylor Brown as admin.** If your request is approved, make sure to add Taylor Brown as an administrator to all social media accounts you create. This will help with re-recognition or in the case the club/organization is ever deactivated.

Student Club/Organization Travel and Off-Campus Activities

We firmly believe that students learn a lot from traveling, and we want to enable as many students as we can to participate in these experiences. However, travel is also a privilege and there are many deadlines and rules that must be met for travel to occur. For example, if any minors will be participating in your off-campus day trip, the Application for Student Travel must be submitted at least 2 months prior to the departure date. For day trips, without minors, the Application for Student Travel must be submitted at least three weeks prior to departure.

Aims defines travel as any activity or event occurring somewhere other than an Aims campus.

Mandatory Travel Training

To be eligible to travel a club/organization must participate in an annual travel training facilitated by the Student Club and Organization Coordinator. These trainings will be held at regular intervals throughout the year, typically coinciding with the SGA travel funding request deadlines.

Definitions

- **Travel Coordinator:** The Aims employee (often a staff executive, staff associate, or program coordinator) that manages the travel for the area that is traveling. For club/organization travel this is always Ann Zarezadegan in the Student Life office.
- **Traveler Classification:**
 - **Chaperone:** The Aims employee responsible for this trip and the students participating in it while off campus. This person travels with the students to their destination and interacts with them through the entire off-campus trip. Chaperones may not be student employees.
 - **Student Traveler:** A student that is participating in this off-campus travel experience.
 - **Minor:** a student participant, under the age of 18
- **Types of Travel:**
 - **In County, Off-campus, Day Activities:** These are trips where the destination is in the same county as the club/organization's home campus and travel to and from occurs on the same day. These do not require a chaperone unless minors are participating in the activity.
 - **Out of County Day Activities:** These are trips where the destination is in a different county than the club/organization's home campus and travel to and from occurs on the same day. These require a chaperone even if there are no minors participating.
 - **Overnight/Out of State Activities:** These are trips where the destination is outside Colorado and/or the activity occurs over multiple days and

requires lodging for participants. These are the most involved type of travel for student club/organizations at Aims. There are a lot of steps and deadlines to follow, so planning ahead is super important! If you don't meet all the requirements, your trip might get canceled.

- **One Trip Per Student Per Fiscal Year:** Students can only receive funding from SGA or the Honors Society Budget for one student travel trip per fiscal year (July 1 to June 30).
 - **Multiple Trips with Clubs/Organizations:** Students can still travel with their clubs, organizations, or honors societies more than once per year, but they must find alternative funding or cover the costs themselves for these additional trips.
 - **Exceptions**
 - **Aims-Funded Trips:** Trips funded by Aims under a different budget outside of Student Life (SGA/Honors Society Budget) do not count towards the one-trip limit.
 - **Work-Related Travel:** Student employees traveling for their jobs, even if funded by Student Life (SGA, CAP, or ARC), do not count towards the one-trip limit.

Travel Planning Process

Important: Do not make any reservations or pay for any travel related expenses until you have been given full approval.

1. **Complete the Application for Student Travel Form**
2. **Complete the Club Travel Planning Worksheet**
 - a. **Note:** make sure to keep screenshots, emails, etc. as evidence of your travel costs
3. **Determine Funding Source** – how will you fund this travel?
 - a. Club/Organization Funds
 - i. Do you have enough in your club/organization account to cover this travel?
 - ii. Do you need to fundraise?
 1. If yes, refer to the Fundraising section of this handbook for more information.
 - iii. SGA Funds – to request funds from SGA you must adhere to the following deadlines
 1. April 1st –travel occurring between November 1st and February 28th/29th

2. November 1st – travel occurring between March 1st and June 30th
 3. April 1st – travel occurring between July 1st and October 31st
4. **Submit Funding Request Form**
 - a. Submit the correct form based on your funding request needs
 - i. Club Funds Spending Request form
 - ii. SGA Funding Request form
 - iii. Honors Fund Request form
5. **Funding Approval:** Assuming your funding request is approved either in part or fully the Aims Travel Process will start just after the funding is secured.
6. **Aims Travel Process:** For each type of travel, we will follow the Aims Student Travel Checklist process. The Checklists are linked on the Resources page of this handbook.

Student Organization Advocacy

There may be times in which a student organization wants to advocate for changes in the Aims policy, procedure, or practice. When these issues arise, please begin the process by setting up a meeting with the Director of Student Leadership within Student Life to discuss the concerns and possible solutions. Additionally, the organization can attend an SGA meeting to voice their concerns there.

Aims Community College

Vision

First Choice – The Recognized Leader in Learning and Student Success

Mission

Provide knowledge and skills to advance the quality of life, economic vitality, and overall success of the diverse communities we serve.

Values

- Authenticity & Truthfulness
- Community
- Equity & Professional Respect
- Inclusiveness
- Performance Excellence & Effectiveness

Resources

Process Guides:

- [Activity Request](#)
- [Event Planning](#)
- [Marketing Request](#)
- [Purchasing](#)
- [SGA Funding Request](#)

General Club/organization Processes:

- [Club Activity Request Form](#)
- [Club Advisor & Supervisor Agreement Form](#)
- [Club Funds Spending Request](#)
- [Honors Funding Request](#)
- [SGA Funding Request](#)
- [Student Life Marketing Request](#)
- [Student Organization Deposit Form](#)

Reference:

- [Aardvark Connect](#)
- [Basic Club Constitution Template](#)
- Fundraising
 - [Fundraising Menu](#)
 - [Fundraising Worksheet](#)
 - [“The Aims Foundation” presentation](#)

Travel:

- [Application for Student Travel](#)
- [Club Travel Planning Worksheet](#)
- [Student Travel Checklist for In County Day Trips](#)
- [Student Travel Checklist for Out of County Day Trips.](#)
- [Overnight and/or Out-of-State](#)

Important Email Addresses:

- General Club/organization Email: studentorgs@aims.edu
- General Student Life email: student.activities@aims.edu
- SGA emails:
 - President: sga.president@aims.edu
 - Executive Vice President: sga.executive.vp@aims.edu
 - Vice President for Academic Affairs: sga.vp.academicaffairs@aims.edu

- Vice President for Administrative Services:
sga.vp.adminservices@aims.edu
- Vice President for Public Relations: sga.vp.publicrelations@aims.edu
- Vice President for SEIS: sga.vp.seis@aims.edu
- Social Media Requests: taylor.brown@aims.edu

Good to Know:

- Club/organization webpages: [Clubs and Organizations at Aims](#)
- [Aims Student Code of Conduct](#)