2025-2026

STUDENT ORGANIZATION HANDBOOK

Contents

Student Organization Handbook

LRCC supports student life and encourages faculty/staff involvement in student clubs, organizations, functions and activities, both as participants and advisors on a voluntary basis. Student organizations and sponsored events provide a learning laboratory for leadership experience and opportunities to explore and pursue interests outside of the classroom. Advisors are available to help students reach these goals while allowing students the freedom and space to grow and develop skills.

Creating Student Club or Organization

- Students interested in starting a new club must submit a Student Club/Organization Proposal.
- A minimum of four interested students and a faculty/staff advisor are required to initiate a club.
- Proposed clubs must align with the mission and values of LRCC.
- Upon submission, the proposal will be reviewed by the Campus Life Manager, Associate Vice President and Vice President
- Once approved, the club will be listed as an official student organization and gain access to student activity funding and event support.
- It is the responsibility of the advisor and club/organization members to recruit students.
- If a club or organization remains inactive for four consecutive semesters (excluding summer), it must resubmit a Student Club/Organization Proposal to regain official recognition.

Clubs/Organizations agree to:

- An established group shall be open to all students without regard to race, sex, color, marital status, sexual orientation, political affiliation, creed, national origin, age, handicap, or religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. (According to all State and Federal Laws).
- Established groups are free to examine and to discuss all questions of interest to them and to express their opinions. They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution or any other organization. At the same time, it must be made clear that in their public expression, students or student organizations in their public expressions speak only for themselves. Activities shall be planned and conducted with the awareness that CCSNH is a public institution.

- With the approval of the faculty/staff advisor and President of the institution, they invite and hear speakers of the students' own choice. It shall be made clear to all concerned that sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Advisor Responsibilities:

- Serves as role model for the organization
- Meets with organization officers on a regular basis
- Assists in the planning and attends programs when possible
- Assists in goal setting
- Assists with budget and fiscal issues, including budget requests and fiscal oversight Obtains liability waivers for activities as required
- Assists in the development of by-laws
- Keeps students informed of institutional policies, practices, and mission
- Assists in the continued development of the organization
- Assists in officer transitions
- Acts as a liaison between the organization and faculty and administration

Advisor Responsibilities at Student Events

- Serves as a role model during the event:
- Assists in the planning of the event and ensures that the event is planned in accordance with college policies and procedures
- Obtains liability waivers for activities as required
- Is present at the event and, with the event planners/sponsors, manages any problems that may arise.
- As a representative of the college, ensures that the event reflects the values and mission of the college.

Planning Student Events/Activities

- All events, including tabling events, must be approved by the Vice President, Associate Vice President, and Campus Life Manager.
- A Student Event Request must be submitted at least one week prior to the proposed event date.
- Student events should be intended for currently registered LRCC students only.

- Clubs/Organizations wishing to invite non-LRCC students must schedule a meeting with the Associate Vice President for consideration. Additional costs may apply based on the type of event.
- Space reservations, equipment needs, and technology requests should be included in the request form to ensure availability.
- Events involving food, off-campus guests, external vendors, or public performances may require additional approval or documentation.
- All events must adhere to college policies and the Student Code of Conduct.
- Promotional materials must be approved before distribution and should clearly state the event is sponsored by the student organization.

Decisions on Student Event Requests

- Clubs/Organizations will receive notification regarding the decision via email from the Associate Vice President of Academic and Student Affairs.
- Notifications will typically be sent within three business days after the request is submitted.
- Approved events may require additional steps, and this will be communicated by the Associate Vice President
- If an event request is denied, the email will include the reason and, if applicable, guidance on how to revise and resubmit the request.
- For questions or clarification, please contact Laura LeMien, Associate Vice President at llemien@ccsnh.edu.

Club Funding and Budgeting

- Recognized student organizations may be eligible to receive funding through student activity fees or institutional support.
- Fund request must be submitted to the Student Senate for review and approval by submitting a Student Senate Funding Request Form.
- Clubs are responsible for maintaining accurate financial records and using funds in alignment with college policies.
- All spending requests must be approved by the club/organization advisor, Campus Life Manager and Associate Vice President and processed through the college's Business Office by submitting a Student Organization Expenditure Request From

Fundraising

Policy Students, organizations, and groups on campus that wish to engage in a fundraising activity or solicitation must receive approval from the Associate Vice President of Academic and Student Affairs (AVPASA) prior to the proposed activity. All student fundraising projects, whether for a college-based cause or a non-LRCC effort, must have the approval of the faculty/staff advisor of the organization/club prior to submitting the request to the Associate Vice President of Academic and Student Affairs.

The AVPASA may impose additional requirements on campus clubs and organizations to coordinate student fundraising activities. If the fundraising activity or solicitation conflicts with the fundraising program and activities of the College or Foundation, the AVPASA will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution. If a conflict cannot be resolved, the Vice President of the College will make a final decision. All funds received from fundraisers must follow the policy regarding expenditure for student activity funds.

Fundraising income must be processed using LRCC's Toast Point of Sale system, unless otherwise directed. Students are not permitted to accept cash and/or debit and credit cards for any purchases. Organizations/clubs advisors should provide a QR code for payment to be made for purchases. Requests for exceptions must be submitted in writing to the AVPASA.

Process

Requests for fundraising activities shall be submitted via the Fundraising Request Form. Requests should be submitted at least four weeks prior to the requested start date of the fundraiser.

All requests require the following information:

- Name of club of organization
- Officers of the organization
- Advisor of the club or organization
- Items being sold
- Cost
- Dates of fundraiser
- Reasons for raising money/Where proceeds will go

Upon the AVPASA's decision, organizations/clubs will receive notification via email. Additionally, the Campus Life Manager and Bursar will be notified and provided the following information:

- Name of club of organization
- Items being sold
- Dates of Fundraiser
- Cost

When fundraising requests are approved, the advisor of the organization/club must work with the department chair for Culinary Arts to set up the fundraiser in the Toast Point of Sale system.

When fundraisers are completed, the organization/cub must submit a Summary of Sales form to the AVPASA, Director of Finance and Accounting and Bursar's Office. The Summary of Sales form requires organizations/clubs to report funds raised.

Marketing Guidelines

Approval Process

- All flyers must be approved by Academic and Student Affairs prior to being posted.
- An approved flyer template must be used
- Submit a copy of the flyer to LRCCASA@ccsnh.edu.
- Approved flyers will receive an email approving the flyer to be posted.

Who Can Post

- Flyers may be posted by LRCC departments, clubs, student organizations with prior approval.

Where Flyers May Be Posted

Approved flyers may only be posted on designated areas around campus. Flyers posted in areas not identified below will be removed. Additionally, flyers should only be hung using painters tape, which can be found in Shipping and Receiving.

Turner

- Outside of Student Senate bulletin board
- Across from room 217- Second Floor bulletin board
- Bennett Library bulletin board
- What's Poppin on Campus bulletin board outside of shipping and receiving

Center for Arts and Technology

- Across from 209 bulletin board
- Outside of the first-floor restrooms

Health and Science

- Lobby-CAT building side
- Wall outside of restrooms

Automotive

- On the wall outside of the restrooms

Duration

- Flyers may be displayed for up to two weeks
- It is the poster's responsibility to remove outdated or expired flyers the day after the event has occurred

Design of Flyers

All departments and student clubs must have the LRCC logo on the flyer. Any individuals outside of LRCC wishing to have a flyer put up, must post on the community events board outside of shipping and receiving.

Prohibited Content

Flyers must not include:

- Offensive, discriminatory, or inappropriate language/images
- False or misleading information
- Advertisements for alcohol, drugs, weapons, or illegal activities
- Personal business promotions without college partnership approval
- Outside organizations must receive explicit permission from Student Services.

Questions

Questions regarding policies and procedure may be sent to Laura LeMien, Associate Vice President at llemien@ccsnh.edu or 603-366-5221 or Rob Morrison, Campus Life Manager at rmorrion@ccsnh.edu or 603-366-5287