

Club Advisor Manual & FAQ's



Updated: 08/2025

Welcome & Introduction

Serving as a club advisor is a gratifying experience! Club advisors have the opportunity to develop relationships with Brightpoint Community College students that goes beyond the classroom. The Office of Student Activities is here to assist advisors in any way possible! This manual should answer any questions you may have regarding the advising position and give you guidance as you step into your new role as an advisor!

College Mission Statement

Brightpoint Community College provides quality educational opportunities that inspire student success and community vitality.

Vision Statement

A success story for every student.

College Goals

- ✓ *To enhance and promote excellence in teaching and learning.*
- ✓ *To provide access to educational opportunities for persons from all segments of society.*
- ✓ *To provide a comprehensive program of student development services.*
- ✓ *To develop and foster mutually beneficial relationships with external constituencies to meet the educational and economic needs of the region.*
- ✓ *To provide excellent administrative services, fostering accountability and efficiency.*
- ✓ *To administer integrated and transformative institutional assessment and planning processes.*
- ✓ *To maximize external funding to support the mission of the College.*
- ✓ *To strengthen a positive image of the College and effectively promote services and programs to the community.*
- ✓ *To encourage a positive organization, which attracts and retains a diverse and highly competent workforce.*

Office of Student Activities

Chester Campus:

Nicholas Center, Room: N122

Office: (804)-706-5189

Midlothian Campus:

Hamel Hall, Room: H103

Office: (804)-594-1516

Email: studentactivities@brightpoint.edu

Website: <https://www.brightpoint.edu/services/student-activities/>

The Office of Student Activities is responsible for:

- ✓ Planning educational, cultural, and social experiences for students.
- ✓ Overseeing the operations of the college-recognized student groups, clubs, and organizations.
- ✓ Advising the Student Government Association.
- ✓ Distributing student identification cards.
- ✓ Coordinating intramural sports.

Our office works to enhance our student experience outside of the classroom through student groups, clubs, and organizations. Student involvement is a fundamental to the Brightpoint community and leads to an enhanced learning experience in our student's academic and personal success.

Student Activities Team

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Student Activities
Coordinator

Ms. Kayla Dyson

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Assistant Program
Coordinator

Mrs. Wanda Davis-Alves

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Assistant Student
Activities Coordinator

A letter to you,

Thank you for agreeing to serve as a Club & Organization Advisor! Your commitment to our students demonstrates that you are actively attempting to make a difference in their lives outside of the classroom. During your time as a Club and Organization Advisor, the Office of Student Activities wants to be a key resource and support system in your role. We will assist you in any way we can when it comes to supporting your organization and your duties and responsibilities as an Advisor.

Throughout this manual, you will find tips that will assist you in being an active Advisor. If there are questions unanswered within this manual, please feel free to reach out to us. If you have any concerns, please do not hesitate to contact the Office of Student Activities.

Again, thank you for your time and commitment to assist our students and the Brightpoint community.

Best Regards,

Office of Student Activities
Brightpoint Community College

Table of Contents

Welcome & Introduction	2
College Mission Statement	2
Vision Statement	2
College Goals	2
Office of Student Activities	3
Student Activities Team	3
A letter to you,	6
Student Organization Classifications/Categories	8
Steps to Establish a New Club/Organization:	8
Statuses of Student Organizations	9
Inactive Status of Student Organizations	9
Loss of Recognition of Student Organizations	9
Club Sponsored Activities/Events:	10
Reserving Space for Campus Events:	11
Funding	11
Club Advisor, Presidents, and Treasurer's Responsibilities	12
Fundraising Policy	13
Fundraiser Ideas	14
Advisor Responsibilities:	14
FAQ & Answers	17

Student Organization Classifications/Categories

Official Club—Recognized Student Organization

For a student club or organization to officially gain status as a college—recognized student organization, they must submit a completed [Application for Student Organization](#) and await an official vote by the Brightpoint Student Government Association.

Student Interest Group

It is recognized that some groups of students may wish to meet on an informal basis and, therefore development of a constitution and formal structure are not necessary. Such a group, called a student interest group, may be formed. A student group anticipating a more permanent function and seeking College funding will go through a process of recognition as a College-recognized student organization.

Steps to Establish a New Club/Organization:

In order for a student to successfully start a club or organization that is officially recognized by Brightpoint Community College, they must complete the four critical items listed below:

1. Find a full-time faculty or staff advisor. *Part-time faculty may require supervisor approval. Work-studys and student contract workers are not permitted to advise Student Clubs.
2. Have at least six students interested in joining the student club.
3. Host an unofficial club meeting to vote on club officers.
4. Complete the Application for Student Organization to include a faculty advisor, signatures of six interested students, and a club constitution.

After submitting the completed [Application for Student Organization](#) the Student Government Association (SGA) will review and vote on the club constitution. This process can take up to two months. Once the club constitution is passed by the SGA, the club will officially be recognized as a Brightpoint Student Club or Organization. If the SGA denies the constitution, the SGA will provide the potential club suggestions to make to the club constitution.

Statutes of Student Organizations

Inactive Status of Student Organizations

Prior to being declared inactive, the student organization's advisor will be so advised by the Student Government Association in conjunction with the Office of Student Activities and given an opportunity to present relevant information on behalf of the organization. Such a hearing will be with the Student Government Association.

1. An organization may be declared inactive by the SGA if any one of the following conditions exists:
 - a. Failure to maintain the required number of members in the organization (six).
 - b. Failure to provide lists of officers, members, or constitutional changes to the SGA and the Office of Student Activities when requested.
 - c. Failure to comply with audit requirements of accounts when required.
 - d. Failure to provide or engage in campus service activities.
2. An organization may declare itself inactive for a given semester or semesters by submitting a written request to the Office of Student Activities, which will be presented for approval by the Student Government Association.
3. Until the organization corrects all deficiencies which caused a declaration of inactive status, the following conditions will be observed:
 - a. The organization is not eligible for any financial support from the College.
 - b. The organization's name will not appear in campus publications.
 - c. The organization is ineligible for awards or honors available to recognized organizations.
 - d. Funds accrued in the student organization account is placed on inactive status and reverted to the Student Activities Fund.

Loss of Recognition of Student Organizations

Possible reasons for loss of recognition include, but are not limited to:

1. Evidence of failure to comply with College, local or state policies and regulations.
2. Evidence of failure to abide by its own constitution and bylaws.
3. Inactivity for a period of two academic semesters, excluding summer term.

Procedure following loss of recognition:

1. Students interested in establishing a similar organization at a later time would follow the guidelines for official recognition.
2. Funds accrued in the student organization's account for which recognition is revoked is reverted to the Student Activities Fund.
3. The organization's name will not appear in any College publications.

Club Sponsored Activities/Events:

It is suggested that club and organizations are planned (2) months ahead of time to ensure the event happens. Club events have the option to be open to the general public. Club events only for the club members need to be specified prior to or during the event proposal.

An event will be denied/shut down if any of the following occurs:

- The activity is in, or requested for, a place that is already reserved for another event.
- The activity attracts or entertains a crowd larger than the venue can safely contain.
- The activity substantially disrupts another event being held at a neighboring venue.
- The activity substantially disrupts college operations (including classes, offices, and faculty meetings).
- The activity is a clear and present threat to public safety, according to the college's Department of Police.
- The activity occurs during college final and midterm periods in open areas or areas around classrooms where students are taking their test.
- The activity is unlawful.
- During an event, if it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
- For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events¹, (d) substantially disrupt college operations, (e) constitute unlawful activity, or (f) create a clear and present threat to public safety, according to the college's police department

In the event that other persons react negatively to a student's, student organization's, or college employee's expression, college officials (including college police) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

¹ The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

Club Meetings

In order for a club or organization to remain efficient, meetings should be held **at least three times** a semester. Meetings should be coordinated by students and the advisor should be present at all meetings held by his organization. In the event the advisor is unable to attend a meeting, the meeting notes (and attendance) should be emailed to the advisor. If the club does not have an advisor please email the meeting does to sga@brightpoint.edu.

Reserving Space for Campus Events:

Student Clubs and Organizations often need to reserve a space on campus for their meetings or when hosting an event. Students currently **do not** have access to reserve a space on campus, only advisors—faculty and staff have permission to reserve a space. Below is the link and more information regarding Reservation:

[Room/Space Reservation and Event Request Form](#)

In Spring 2024, the college began implementing a new process for room/space reservations, tabling and event management.

The goal is to make these processes clearer and to better collaboratively plan, implement, and promote events and activities at the college.

This initiative is complex and multi-faceted. The Events Task Force, led by Susan Grinnan and comprised of Mikell Brown, Heather Busch, Lisa Kendrick, Chip Kramer, Jenny Polm, and Holly Walker, will be approaching the work in phases. Phase 1 is currently underway.

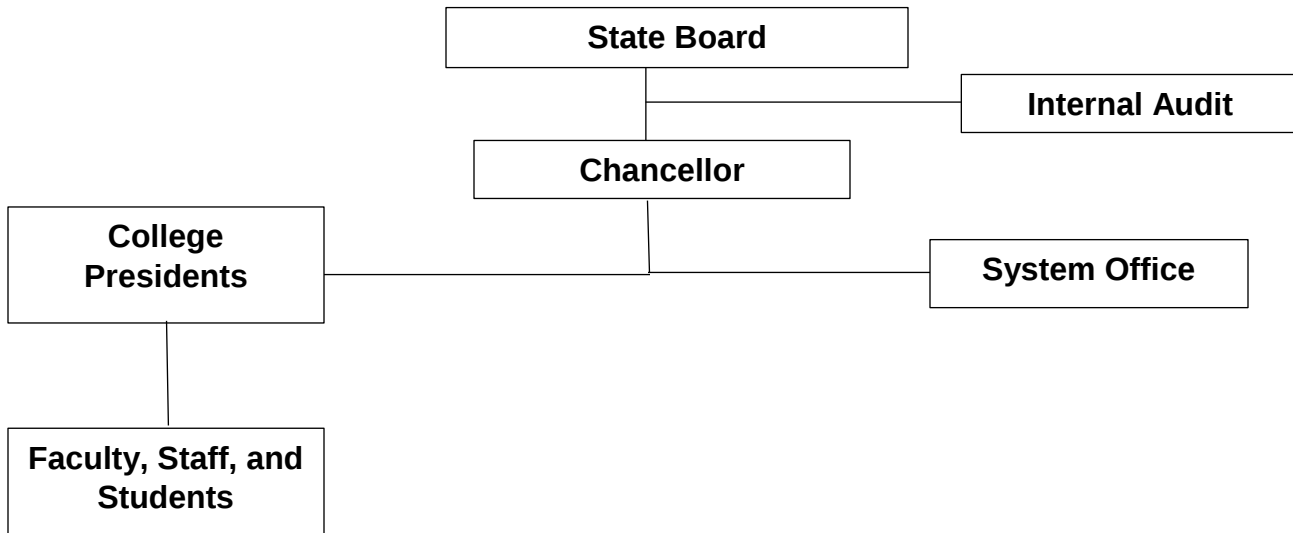
For purposes of this first phase, the following definitions will be used:

- Room Reservation/Meeting Request (not to include H109, N102, or Lynn Theatre): A request to use space for a gathering or meeting, led by a college employee or student/student club or organization, not to exceed the existing capacity of the space that is being requested and that requires no room setup or IT support. H109, N102 and the Lynn Theatre require set up and must be submitted as Events/Activities.
- [Tabling](#): A reserved table with two chairs in designated high traffic locations for activities (examples: welcome tables, employer visits, college visits, student club display).
- Events/Activities: A gathering, led by a college employee or student/student club or organization, held indoors or outdoors, not to exceed existing capacity of the space being requested, and that requires setup, IT support, promotions and/or other college resources and supports.

Funding

Allocated Club Funds

Below is an excerpt of information from the Virginia Community College System, VCCS Internal Audit Department (prepared April 2015). Club and organizations are reminded club activity money allocated by Brightpoint and VCCS is not their money.



Club Advisor, Presidents, and Treasurer's Responsibilities

Club and Organization Advisors, Presidents, and Treasurer's all have responsibility to ensure that money is handled in a proper manner. Documentation (receipts) should be kept with every transaction and communication should be kept between the Office of Student Activities, the Student Government Association Treasurer, and the Business Office (as needed). Below are the responsibilities of the Advisor, President, and Treasurer when managing club funds (prepared by the VCCS Internal Audit Department). This list varies due to the procedures adopted by Brightpoint's Office of Student Activities and Business Office.

- **Advisor**—supervises club activities year-round, instructs students in leadership and personal development, builds school and community support for clubs, attends meetings and events, and **approves club purchases (before and after the money is spent)**
- **President**—facilitates meetings, establishes committees, coordinates club activities, and represents the club at official functions.
- **Treasurer**—maintains accurate club financial records, provides timely reports, prepares the annual club budget and participates in committees or activities that involve fundraising.

Definitions to note:

- Activity: Any educational, social, or other function sponsored by the college with the specific purpose of engaging students, i.e., cultural events, clubs, and performances.
- Clubs: Student groups designed to meet a specific interest of students. These clubs have an advisor, are initiated and led by students, are approved by Student Activities Coordinator, and are overseen by the Assistant Program Coordinator.
- Student activity fees: funds for student-related activities collected as part of tuition payment.
- Student activity funds: monies collected from student activity events or student clubs (e.g., ticket sales, bake sales, etc...). Student club/student organization: any group of students that is officially recognized by the Office of Student Life and the college with the intent to function for more than one (1) year, and which may be academic, social, or service-oriented.

State Board policies and procedures govern all student activity funds.

- Student Activities must be under college supervision.
- Every student organization must have a faculty or staff advisor.
- Every student organization must deposit and expend its money using its account at the college business office.
- No club accounts with banks!!
- Each college sets its own procedures that implement VCCS policy.

If you see something, say something!

Management —Advisor, Student Activities Director, Dean

VCCS Internal Audit — (804)-81-4959 (Intan McCartt, Investigations & Special Projects Auditor)

State Hotline — (800)-723-1615

- Toll-Free in Virginia
- Monday through Friday, 8:00am to 5:00pm
- Confidential—Caller never identified; call is not traceable.

Fundraising Policy

Funds raised from club and organization fundraisers will be added to the club and organization account. In order for a club and organization to hold a fundraiser they must complete a copy of a Fundraiser Proposal. The Office of Student Activities will need the Fundraiser Proposal form at least two weeks prior to the fundraiser. Fundraisers will need to be approved by the Foundation, if it has not been done by the college. It is suggested fundraiser ideas be submitted 1-2 months in advance.

It is important to note:

- All proceeds should be brought to the business office along with a completed Student Club Funds Transmittal Form within one business day of the fund-raising event.
- Funds should only be used for club or organization expenses.
- Students may not solicit vendors or alumni for donations or support without prior approval from the Foundation.
- All fundraising activities must be conducted in accordance with all College policies and procedures as well as local, state, and federal laws and regulations.
- Activities conducted by student groups using College facilities must not inconvenience, harass, or annoy other members of the College community.
- All fund-raising activities conducted by student groups must be submitted for approval to the Student Activities Coordinator or the VP A&SA at least two weeks in advance of the event.

In order for a student organization to conduct a fundraiser, they must complete a [Student Group Fundraiser Proposal](#) and submit it to the Office of Student Activities at least two weeks prior to the proposed event date.

Fundraiser Ideas

- Partnering with a restaurant approved by the Business Office and the Foundation, i.e., Chipotle, Moe's, or Pizza Hut.
- Selling packaged snacks/refreshments
- Car wash

Advisor Responsibilities:

In order to be an effective club and organization advisor,

- Attend club meetings and events.
- Ensure the clubs constitution bylaws and schools policy are being abided by.
- Communicate with the Office of Student Activities of any changes, request, or questions when appropriate.
- Advisors should help club members in a supportive manner and assist them in thinking through options, as needed.
- Advisors should offer informed advice to students.

- As an advisor you are not just playing a role in the club, within your confines of the school you are also (typically) a trusted confidant to the student and club members.
- Complete forms and documents in a timely manner.
 - All forms and documents are available on the [Student Activities Website](#). Please make note of the amount of time the Office of Student Activities will need in order to process documents, forms, requests, etc.
 - Special Event Proposal
 - Should be completed 30 days prior to a scheduled event.
 - Fundraiser Proposal
 - Should be completed at least two weeks prior to the fundraiser.
 - Request for Expenditure
 - Should be submitted at least one month prior to the event date in order to utilize any student activities funds allocated by the College for your club. Purchases must be made in advance of planned events. If this is a request for additional funds outside of your allocated yearly budget, please attach a cover letter that outlines the reason this expenditure was not included in the annual budget request, fundraising events planned to help offset the cost, any additional pertinent information, etc. Exceptions are rare, since each organization is allocated funds each fiscal year.

All forms should be submitted to the Office of Student Activities, in-person, or through email.

**If an advisor is no longer able to serve as the advisor of the group, they must find a replacement in order for the group to keep status as a recognized student organization. Otherwise, the group will be given the option to become a student interest group until a new advisor is found, during that time, the group's ability to fundraise, hold events, and access the club account (finances) will be suspended. As long as a new advisor is identified and confirmed with the Office of Student Activities within three months, the group will be returned to status as a student organization. Otherwise, the group must seek formal (written) approval from the Office of Student Activities to have the status returned.

Brand Materials

Promotional materials and apparel must be in compliance with the Brightpoint Community College brand standards. For questions regarding brand standards, please contact the Office of Creative Services.

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hwalker@brightpoint.edu

Public Relations Manager

Ms. Heather Busch

hbusch@brightpoint.edu

Creative Services
Manager

Meghan Ochs

mochs@brightpoint.edu

Content Strategist

Social Media Guidelines:

All social media platforms used by student clubs and organizations need to be reported to the Office of Student Activities. Content posted on social media platforms should exclude derogatory language, explicit media, and/or material that paints the college in a bad light. For information about the college's Social Media Guidelines go to [Brightpoint Social Media Guidelines](#).

Before starting a page consider the following:

1. What do you want the page to do?
2. Who do you want the page to reach?
3. What types of posts will you make?
4. How frequently do you plan to post?
5. Who will be responsible for posting?
6. Do you have ideas for regular post content?
7. Who will monitor the page and respond to inquiries or comments?

Social sites should not be inactive. They should be active with posts that hopefully earn them more followers, start conversations, inspire interactions, etc. The frequency of posts depends on the social site, but at least one post a week is suggested. Inactive pages reflect poorly on our college and make our student life seem stagnant. You should not start a page until you have thought through strategies to sustain the development of the page over time.

FAQ & Answers

What are the main responsibilities of the club advisor?

- A club advisors' role is essential to the functionality of the student group; therefore, the advisor or a designated substitute should be present at every student group meeting and event.
- Club advisors provide leadership, guidance, advice, and supervision to the officers and members of the student group.
- The advisor must sign all forms and requests provided to the Office of Student Activities. No form or requests will be processed without this signature.
- All functions of the student group are ultimately the responsibility of the advisor due to their supervisory role in the student group.