

**ASMC**  
ASSOCIATED STUDENTS  
MOORPARK COLLEGE

  
MOORPARK  
COLLEGE

Advising Student Clubs + Organizations  
Office of Student Life & Engagement | Fall 2023

# WHAT THE SLIDES COVER

- Who gets to make decisions regarding club operations
- Role of the advisor in supporting the club/organization
- Understanding campus, district, and state policies
- Handling grievances or reporting behavioral issues

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✓ CALIFORNIA EDUCATION CODE

✓ FCMAT TRAINING / ADVISEMENT

✓ VCCCD POLICY

✓ AMERICAN COLLEGE  
PERSONNEL ASSOCIATION  
(ACPA) ADVISOR'S MANUAL

WHERE  
DOES THIS  
INFORMATION  
COME FROM?

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# WHO MAKES DECISIONS REGARDING THE CLUB?

**Pictured:** Nature's Finest club members build out their student garden.

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# STUDENTS

are the primary authority when making club decisions.

**Scheduling meetings • Developing budgets • Planning fundraisers • Prioritizing spending**

# ADVISORS

are to support and develop club leaders.

**Provide assistance, advice, and co-approval on the aforementioned topics**

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# ROLE OF THE ADVISOR

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## **Mentor**

To be effective in this capacity, you will need to be knowledgeable of their academic goals and be interested in their personal and professional development.

## **Team Builder**

You may need to take the initiative in transforming the students from individuals with separate goals and expectations into a team.

## **Conflict Mediator**

Inevitably, students who join the organization come with different goals and ideas about how things should function and what direction they should be taking. When working with students who have come into conflict, you may need to meet with them and have them discuss their issues with each other.

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# ROLE OF THE ADVISOR

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## **Reflective Agent**

As an advisor, encourage your officers to reflect with you about how they think they are performing, their strengths and their weaknesses. Students look to advisors for constructive and honest feedback.

## **Educator**

You will have an important role to play in modeling behavior, guiding the students to reflect on actions, and being there to answer questions. Sometimes your role is to do nothing at all, which can be one of the hardest things to do.

## **Policy Interpreter**

For student organizations to operate, they must understand policies, procedures and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies, the more effective you will be in your advising.

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# REQUIREMENTS OF ADVISORS

## **Help clubs develop goals and strategize how to achieve them.**

- The goals should align with the club's mission and vision (as defined by its Constitution & By-Laws)
- Advisor should help students understand what college resources are available to them and how to seek out external resources

## **Guide student leaders in developing a budget and planning fundraisers or submitting funding requests to the Associated Students.**

- When students ask you to approve requisitions, it should not be a surprise to you what they are looking to spend their money on
  - It is your job to help your club leaders track their budget and stay within it
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# REQUIREMENTS OF ADVISORS

## **Familiarize yourself with relevant policies and procedures.**

- VCCCD BP & AP 5430 "Clubs - Regulations"
- Financial policies and procedures
- VCCCD field trip policies/processes
- The club's governing documents (these may need updating!)
- ASMC club renewal guidelines / club leadership eligibility requirements
- Student Code of Conduct

## **Attend all club meetings and field trips.**

- Meeting frequency is likely defined in the club's Constitution & By-Laws
  - A district employee must travel with clubs on all district-sanctioned trips and excursions
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# LIABILITIES

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## Alcohol and drugs

Use of alcohol and drugs (even if the student is legally of age) is prohibited at MC-sanctioned club activities/events or during club travel.

## Hazing or harassment

MC Student Code of Conduct prohibits sexual harassment, harassing or discriminatory behavior, or intimidation or bullying.

## Contracts

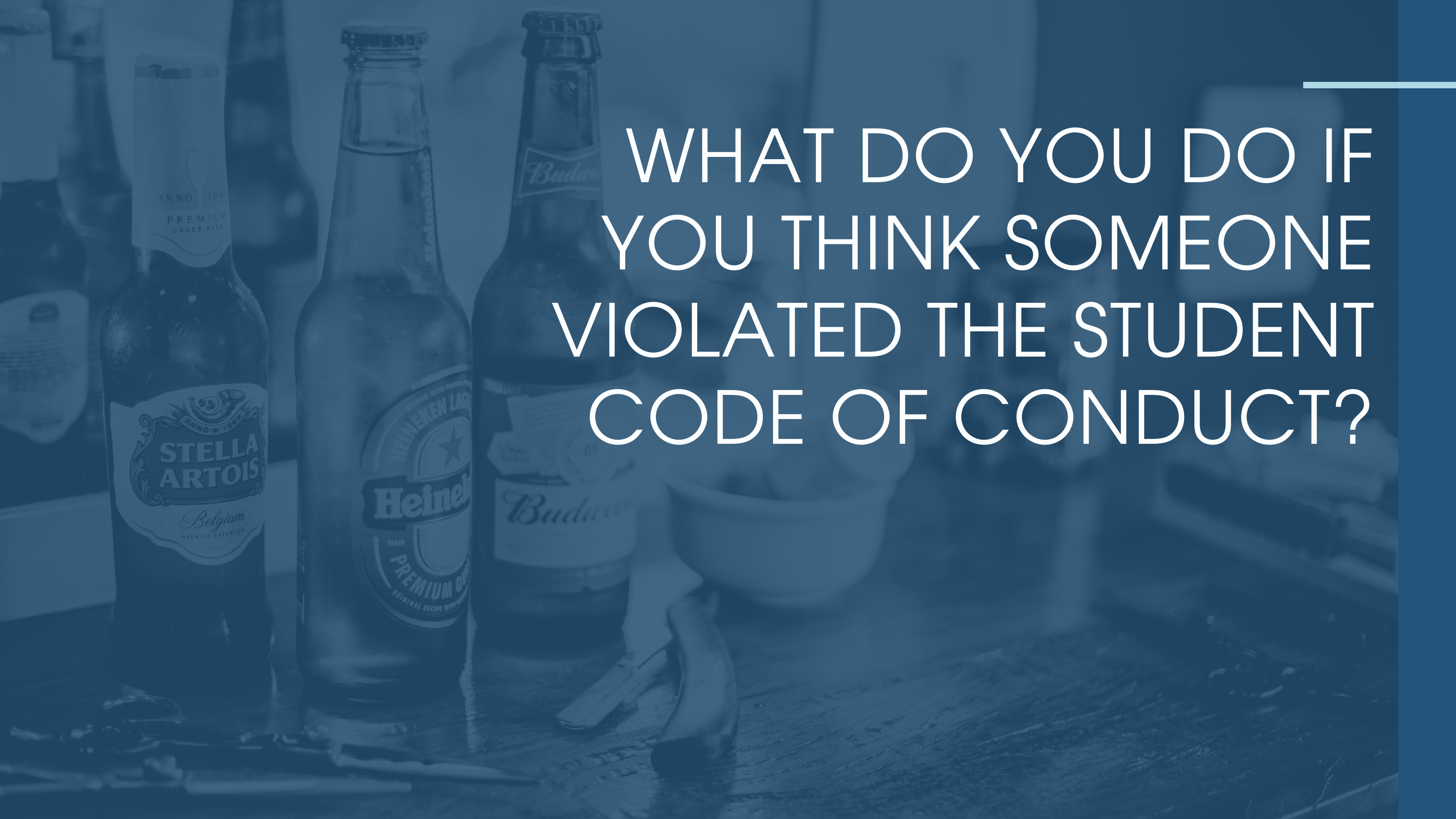
Neither students nor club advisors are authorized to sign contracts with vendors or performers.

## Transportation

If using an MC vehicle, only advisors who are permanent employees may drive. Students can drive **personal vehicles** to attend field trips if they fill out the correct liability waiver form (see "Field Trips" section of "[Virtual club handbook](#)" webpage). It is unadvisable that a club advisor travel alone with a student due to liability concerns.

**Pictured:** A student learns about the International Student Organization at Club Rush.





WHAT DO YOU DO IF  
YOU THINK SOMEONE  
VIOLATED THE STUDENT  
CODE OF CONDUCT?

# Student Conduct, Complaint & Grievances

[Home](#) > [Student Conduct, Complaint & Grievances](#)

**If you have a concern and aren't quite sure how to address it, you have come to the right place.**

Moorpark College has a "students first" mission in all facets of the student experience. Our goal is to provide wrap-around support. This webpage is designed as a guide for issues students experience that may require additional help.

## Complaint and Grievance Procedures

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of three categories: Academic, Non-Academic, and Discrimination.

It is our charge to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a Moorpark College institutional decision or action has adversely affected his or her status, rights, or privileges as a student.

## Here's How

The forms and procedures for academic and non-academic grievances are listed

[BIT Concerns](#)


[BEHAVIOR ASSESSMENT & CARE \(BAC\)](#)

[STUDENT CODE OF CONDUCT](#)

## Student Assist Contact

### Monica Garcia

*Dean of Student Learning- Conduct/BIT, English, Humanities, ESL, & Student Life*

 7075 Campus Road Division Office  
LLR-314  
Moorpark, CA 93021

 (805) 553-4848

<https://www.moorparkcollege.edu/student-conduct-complaint-grievances>

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# ADDITIONAL TIPS

## **Know what the students expect from you as an advisor.**

Review the Moorpark College "Advisor Agreement" you signed with your club leadership so they understand the college's expectations of you as an advisor. They may have additional expectations in terms of accessibility.

## **Collaborate with student leadership on completing forms or developing documents.**

There are a number of forms student club leaders will have to complete depending on what they are trying to accomplish (e.g., funding applications, requisitions, updating Constitution). Make sure you know what you're signing and help them successfully complete this documentation.

## **Choose your battles.**

Sometimes challenging your students will keep them from making grave mistakes, but other times confronting them on something trivial could be far more damaging than letting them fail. Encourage students to take initiative and don't give all the answers. Public praising and private critiquing can also help.

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# ADDITIONAL TIPS (CONTINUED)

## **Ensure club's governing documents address how to deal with problematic members.**

When an issue arises, the first thing we will ask is whether your Constitution & By-Laws define what will and will not be tolerated and how the club members may go about removing leaders or members who behave inappropriately.

## **Consider advising only one student club at a time, or consider recruiting a co-advisor.**

To do it right, club advisement can take a lot of time and energy, especially if the officers have a lot of ambitions for their organization or they are "green" and need a lot of guidance.

## **Develop a plan to successfully transition leadership.**

If the club sets up a Gmail or Instagram account, make sure you have the log-in credentials so this information isn't lost as students leave. Ensure your current club leadership allow for adequate time to elect and train new leaders.

## **It's okay to say no sometimes.**

Your job is to empower and guide your organization to reach their goals, not to do everything for them. It's important to find a balance between your professional commitments, personal life, and advisory role.

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# ANY QUESTIONS?

Pictured: **FLeX Club** members pose after their Raider Pentathlon event.

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