

CLUB ADVISOR HANDBOOK

August 2023

Department of Cadet Activities
Mark Clark Hall, 2nd floor

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Direct links to documents and PDF form links are available at
<https://www.citadel.edu/cadetactivities/clubs-organizations/>

CLUB ADVISOR HANDBOOK

A. INTRODUCTION

Our intent in the Department of Cadet Activities is to support the school's mission of developing principled leaders through active involvement in clubs and organizations. We organize clubs into one of four categories that match the four pillars: Academic, Character, Fitness and Military.

The Citadel traditionally has over 100 active clubs and organizations that must re-charter each academic year. While some clubs will not charter every year, new clubs with new interests will form as interested parties come together. In order to charter a new club, there must be at least 10 cadet participants and a staff advisor committed to monitor club activities and support club members and activities.

This handbook supplements the rules and regulations listed in [The White Book, Chapter 4 – Cadet Support Services, Section 1 – Cadet Activities](#),

B. CLUB ADVISOR REQUIRED TASKS

- **Annual Club Charter.** The designated charter form must be submitted to the Campus Club Coordinator (CCC) during fall semester NLT 1 October. *The information needed for charter submissions is noted in section 3 below.*
- **Semester Financial Reports.** At the end of fall and spring semesters before exam period, advisors are required to submit club financial reports to the CCC.
- **Semester Performance Report for Club Officers.** All semester reports must be submitted to CCC NLT 10 December. Spring semester reports must be submitted to CCC NLT 10 May.
- **Special Orders.** Refer to *The White Book*, Chapter 4 Cadet Support Services, Section 1 – Cadet Activities
- **Attendance Rosters.** Attendance must be taken at all club meetings and events both on and off campus. The rosters will be forwarded to the CCC and will be kept on file for a minimum of 3 years. Events where special orders are generated require sign in/attendance roster. Clubs will keep on file for 3 years and submit to CCC upon request.
- **EMS Bookings.** Instructions in *Annex B*. Reservations for room/space on campus for all club meetings/events through EMS on Lesesne Gateway. *Reference 9. Event Management System (EMS).*

C. GUIDELINES FOR CLUB ADVISING

We ask advisors to support the club by being a knowledgeable resource, sharing valuable input regarding program development, insight and advice regarding college policy and regulations. Advisors will encourage and support continuity from year to year with the club as well as serve as a solid, positive role model for club members.

- The main tasks of advisors are to confirm the interest and need for the formation of a new group or the continuation of an existing group, identify support resources, assist in obtaining a source of income, ensure effective student leadership, and develop methods of system maintenance.
- Effective advisors prepare experiential learning opportunities throughout the academic year; instill leadership development in all aspects of the club's activities, even to those members who do not fill a defined leadership position within the club.

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- The advisor should help the group develop goals and plans of action and should know the collective group, the members of the group, and the group's unique needs.
- Advisors should be available and approachable, provide, appropriate feedback, and share in the group's experiences.
- Advisors should participate in activities that help the group exist, such as interpreting policies, sharing information about resources, and serving as the validation signature when necessary.
- Group growth functions should be designed to help the group become more effective in progressing towards its goals through leadership development opportunities that will strengthen the group and the individuals participating.
- Advisors should provide ideas for new programs and should encourage those behaviors that help the group achieve higher levels of self-actualization through pointing out new perspectives.
- The amount of attention organizations need from their Advisor will vary. It is helpful to discuss expectations that the organization has of you, and vice versa, at the beginning of the academic year.
- Mediate between club members and campus officials. Mediator responsibilities include listening, observing and reporting information in regards to the well-being and safety of the students and campus.

The Department of Cadet Activities is available to assist you should any challenges arise. Advisors will take action or respond to particular issues on behalf of the institution.

The Department of Cadet Activities will offer Zoom advisor training opportunities several afternoons in August/September. See Cadet Activities Club/Organizations page for upcoming dates. The training is mandatory for your club to be fully chartered for the academic year. We will be available for consultation as needed throughout the year to discuss policies and club events as well as offer suggestions for improving the organization's activities.

D. BASIC PRINCIPLES OF A CLUB ADVISOR.

The Citadel requires an appreciation for the dedication to the basic principles of honesty, accountability, integrity, and respect. These principles are fundamental in the ultimate mission of the college; to produce well-educated, wholly prepared graduates who will serve as leaders in our communities, our nation and our world.

All advisors, coaches, and/or religious leaders who oversee a club have an obligation to apply these ethical principles in their duties and responsibilities. Staff and/or faculty advisors will take note of the following principles and apply them to their interactions with clubs and club members.

- **Honesty** - Advisors, coaches, and/or religious leaders are to be truthful and sincere in all interactions with the public, with students, and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge any unethical behavior. They should set an example of personal honor that students can emulate and admire.
- **Accountability** - Advisors, coaches, and/or religious leaders are to take responsibility for their own actions and personal decisions and should protect the institution by following all Policies and Procedures of The Citadel and uphold the constitutions and laws of the United States and the State of South Carolina.
- **Integrity** - Advisors, coaches, and/or religious leaders are to adhere to a personal code of conduct, which fully supports the moral values necessary for good leadership, sets positive example for all students and advances the overall purpose and mission of The Citadel.

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- **Respect** - Advisors, coaches, and/or religious leaders are to discharge their duties with care, compassion, and concern for the well-being of all those whom they serve. They recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, handicapping condition, social or economic status.

E. MANAGING YOUR ORGANIZATION

Keep in mind that you are an Advisor, not the leader. Through your role, you provide guidance, insight, perspective and experience with the students as they work on, and participate in, their common interest. Do not do the work for the students. The students need to make decisions and be accountable for them. They should experience the joy of successes and learn from their failures or shortcomings resulting from group activities.

- Advisors will be aware of all meetings, activities and programs so they are in touch with club developments and can attend when necessary.
- An officer and/or designated person in the organization will meet regularly with the Advisor.
- Consultation is recommended with the Advisor when making significant changes and decisions.
- Members will respect the Advisor, allow them to share their ideas and suggestions, and listen with an open mind. They have the organization's best interest at heart.
- Assist and be involved with the development of the organization's programs/events.
- Discuss the direction and goals of the organization.
- Discuss the financial status of the organization, including issues and potential solutions. Review monthly bank statements. Serve as one of the signatures for the organization's account.
- Discuss any internal organization difficulties/challenges and assist the leadership's resolution.
- Familiarize yourself with the organization's national/international structure if applicable.
- Articulate the college's policies and procedures and assist the organization in understanding and complying with the policies.
- Understand that the affiliation of your role as the Advisor with the students should continue as long as all parties believe the relationship is productive and mutually beneficial.
- Recognize your student volunteers to strengthen your relationship. Provide positive feedback and praise for a job well done, show an interest in the student's life, have an informal and formal thank you opportunities.
- Officer transition occurs from year to year and a successful transfer of leadership can be one of the key elements to a smooth transition for the club as a whole. Transition methods include passing on notebooks, electronic records, updating organization information contact information such as signatures, emails, etc., and having one on one conversations between incoming and outgoing officers.
- Provide leadership development reports on club officers during the spring semester for TAC review. SPOT reports are also helpful for TACs to recognize positive impact on club activities and processes.

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- Club officers have their duty positions (as noted by the advisor) annotated on their Leadership Development Transcripts. Advisors will report any changes that occur during the year in club leadership to the CCC so that accurate information is shared with the registrar's office.

F. ANNUAL CLUB CHARTER

In order to be an officially sanctioned Citadel club or organization, the following criteria must be met. See [The White Book, Chapter 4, Section 1](#).

- The Annual Club Charter must be completed and submitted to the CCC before any club activities take place. Charters must be submitted NLT 1 October to be an official campus club
 - [Campus Club/Organization webpage](#)
 - [Annual Club Charter Form](#) Click this link to complete your clubs charter.
- The group must have at least ten Citadel students as members.
- Clubs must have an advisor who is a Citadel staff or faculty member approved by the Campus Club Coordinator (CCC). Religious ministries and ICRA club sports may have a non-Citadel volunteer only if approved respectively by the Religious Activities department or ICRA club sports manager.
- The Annual Club Charter must be completed and submitted before any club activities can take place.
- Information required to complete the Annual Club Charter
 - **Mandatory club advisor training completion dates.** In accordance with the Citadel's [Mandatory Training Policy Memorandum Number 6-125 dated 13 March 2023](#). All employees must complete numerous trainings. Club advisors must complete the trainings listed below and dates of completion are required for the charter form. All must be current for the academic year.

	<u>Training good for</u>
Clery Act Overview	1 year
Title IX & Sexual Misconduct	1 year
FERPA (<i>Family Educational Rights & Privacy Act</i>)	3 years
Discrimination Awareness in the Workplace	5 years
Camps on Campus: Keeping Minors Safe	5 years
Bull Dog Alert (take only once)	indefinitely
All Trainings are access through LESESNE GATEWAY. <i>Instructions are found on the Club/Organization webpage.</i>	

- Date on which the club advisor reviewed and understood the *Club Advisor Handbook*, fall 2023.
- Date on which the club advisor reviewed and understood *The White Book*, Chapter 4, Section 1 which includes club related policies and procedures. .
- EMS reservation number for club meetings or events. See 9. *Event Management System*.
- If a club has a previously approved patch, a PDF image of the patch is required as a part of the club charter submission.

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- Volunteer club advisors (anyone not employed by the Citadel) are required to submit the [Volunteer Request Form – Cadet Activities, The Citadel](#) only once. Upon submission, a background check will be initiated. *It is recommended that this form be submitted before completing and submitting the Annual Club Charter Form*
- Advisors unable to access Vector Solutions or the Volunteer Request Form must contact the Onboarding Specialist at the Citadel Human Resources Department at (843) 953-5379 or via email ckosior@citadel.edu to make arrangements to complete the required training.

G. CLUB FINANCES

It is mandatory that all club financial accounts be kept with The Citadel's Financial Services Department agency index account or department account. There are no exceptions.

If your club does not have an on campus account, open one before 1 October. To open an agency account, complete a [Request to Establish an Agency Fund Form](#). Instructions on how to submit the document are included on the request form.

It is required that all clubs must submit a [Semester Financial Report](#) to the CCC before final exams begin. An account statement must be included as part of the report. The club advisor and club treasurer are to compile all a semester account activity to the CCC prior to final exams each semester. Pertinent information is listed on the form.

Funds are deposited into the agency index in the Treasurer's office with a deposit form. The index number will be the agency fund number beginning with a "9" and the account number will be 590400 – Miscellaneous Revenue.

Club agency fund account forms are available on the following link. [Student Business Services forms](#). This link includes the following: Petty Cash form, Student Meal Money Receipt form, Cash/Check Transmittal form and Credit Card Transmittal form. Hard copies are available treasurer's office. For finance questions contact via email finances@citadel.edu or call 843-953-5254.

For department accounts, ask your department's administrative personnel for assistance. . Departments have different procedures so you should check with your specific sponsoring department to find out how you request funds.

Members can be reimbursed via petty cash if under \$250 or by check if over that amount. You will need to provide itemized receipts for any reimbursement.

Club treasurers will issue receipts for all funds received and spent. Expenditures must be approved by the club advisor. Dues from members and funds received from other sources, such as fundraisers, will be properly recorded, and the transactions will be shared with the advisor. The club advisor will conduct a review of the organization's financial records each semester, and the review will include all funds received and spent, the beginning-of-the-academic year balance, and the current or end-of-the-academic year balance. The advisor will submit a copy of the review to the CCC at the end of fall and spring semesters.

H. FUND RAISING

[Fund Raising Form](#). All club fund raising activities and events must be requested and approved by the CCC via the fund raising form found on the club webpage. Once approved, the club will have a copy of the form present at the event.

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The fund raising form is a fill in the blank form requiring details of the intended event such as the location, time and date of event, approval from the facility manager of the intended location, and approval from Sodexo staff if the event includes food or beverage sales.

- Sale of merchandise - If merchandise is being sold, photos of the merchandise will be attached to the request form. The form is to be completed and turned in to the CCC at least five business days prior to the intended event date. Do not create merchandise without approval from our office.
- Sales opportunities - Clubs may arrange to sell items at football games in the concourse of the stadium. The DCA's fund raising form is required. The Athletics Office has their own forms and policies/procedures regarding this opportunity. Contact Facilities and Operations in the Athletic Department for more details about this opportunity. Clubs will be charged \$50 per season to set up at the stadium. Please note that space is limited and that space is allocated to clubs on a first come-first serve basis. *Stadium sales requests must be submitted to Athletics by September 6.*
- Use of Citadel logos - A club that wishes to use any Citadel logo or mark on a product to sell, the club will become acquainted with the school's [Brand Assets Policy](#), Memorandum number 7-006, dated 5 March 2021. The guidelines presented in this toolbox ensure a basic level of consistency across college communications and provide students the latitude to develop projects that meet their specific needs. This toolbox provides specific directions for the proper application of our logo and related elements.

I. EVENT MANAGEMENT SYSTEM (EMS)

- You are required to book space for your club meetings and events through EMS. To access, log into **Lesesne Gateway** using your Citadel network login credentials. Instructions to book are found in **Annex A** of this document.
- Useful links –
 - o [Use of Citadel Facilities Policy, 6-404](#), revised 9 November 2017.
 - o Room/Space reservations are made through Event Management System (EMS, VirtualEMS).
 - o [User resources for Virtual EMS](#)
 - o If you do not already have EMS access, contact the [Office of Event Management](#) to be given the ability to make room requests in the system and instructions. Utilize the [Online Event Inquiry](#) form.

J. INSTITUTIONAL PLANNING COMMITTEE (IPC)

Fund raising activities and general club events may also require approval from the school's Institutional Planning Committee and possibly from the school's legal department depending on the size, attendance and nature of the event. The IPC directions and flowchart to determine if consideration and approval is required. [IPC Request for Review form](#).

The IPC oversees all activities on campus and seeks to ensure that bookings involving campus resources do not conflict and are unable to support proposed activities or events. IPC review and approval may be required for club events on campus. Thresholds for IPC Review are noted below.

Events that meet at least ONE of the following criteria must be reviewed by the IPC:

- Require attendance by The Citadel President, Provost, or any of the Vice Presidents
- Include a high profile guest / VIP in attendance.
- Media coverage is desired for the event.
- It is a recurring event.

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- Is an Advisory Board.
- The event is open to the public.
- Shutdown or interruption in service: power, steam, buildings, common areas, parking, roads, internet service, IT systems, Banner
- Camps, non-Citadel athletic events, lecture series, conferences
- Funeral services

Advisors will use their best judgment in analyzing the impact of an intended event, and the CCC will be available to discuss logistics, impact, and best practices for events as needed.

The IPC request form helps the committee to understand what needed, who, what, where and when of proposed activities on campus. When completing the IPC request form, please note that you will need the EMS reservation number in order to submit the request.

K. LEADERSHIP DEVELOPMENT REPORTING

Club advisors will use club leadership positions to provide and report on experiential learning opportunities and leadership development for members of the club. Club advisors will, at a minimum, write a leader development report for the Club President/leader and the club president may write a leader development report for each junior officer/leader of the club. The advisor will also make SPOT reports as necessary to provide feedback on the leader development of any club member.

The Semester Performance Report for Club Officers and SPOT Reports forms are available on the Cadet Activities webpage.

[Semester Performance Report for Club Officers](#)

[Leadership SPOT report](#)

Reports are forwarded to the cadet's TAC for use in cadet leader development counseling. A club may use the report listed on the Cadet Activities website or they may develop their own unique leader development report and submit it to the DCA for approval. In addition to the documents required by the CCC, advisors may be required to submit reports specified by the Chaplain of the Corps of Cadets; the Chair of the Department of Health, Exercise & Sports Science, an ROTC Department; or other Academic Department; or national headquarters as required.

L. CLUB PATCHES

All Club patches are approved by the Commandant of Cadets through Cadet Activities. All club patch request proposals must be submitted only by the club advisor to the CCC.

Patch requests must be submitted in the form of a memo (example in *Annex B*). Specific information is needed in each section of your memorandum. Below lists what is required in each section.

1. Qualifications a club member must have to receive the club patch.
2. The following 2 statements verbatim are required to be in this section. Copy and paste if you like.
 - Proposed patch is in accordance with *The White Book* and the *Club Advisor Handbook*.
 - Proposed patch will be no larger than 4"x4"
3. A brief statement about the meaning of any symbols and the colors used,
4. A statement indicating that all artwork is original and that there are no known trademarks being used in the artwork, or if the patch uses a known trademarked logo, a statement that the club

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has obtained required approval to use the trademarked logo from the holder of the trademark holder.

5. A JPG file clearly displaying the artwork for the patch,
6. Name of the POC for this memorandum, phone number and email address

The CCC will consolidate patch requests and submit them for the Commandant's approval at the end of each month. If the patch is not approved, the advisor will be notified and will have five business days to re-submit based on feedback from the Commandant.

After the Commandant approves the new patch design, the club leader will coordinate with an outside source to produce the patch and make it available to authorized cadets.

- All costs associated with the creation of a new design and purchase of the patch will be the responsibility of the club.
- Only clubs that have been chartered and active for one full year may request patch approval.
- Clubs that have let their charter lapse may not request a patch for one complete year following the submission of their re-charter paperwork. Clubs that allow their charter to lapse for one full year will have their patch de-commissioned and must have their patch re-approved by following the patch approval process from the beginning.
- Club patches may be no larger than 4"x4" in accordance with *The White Book*.
- Cadets requesting the Tailor Shop sew a patch on their field jacket must present the approved patch request. The cost of adding the patch to the field jacket is included in the cadet's tuition under alteration fee.

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ANNEX A. EVENT MANAGEMENT SYSTEM (EMS) BOOKING INSTRUCTIONS

Clubs are encouraged to reserve space for club meetings and events through the Events Management System (EMS). Your Reservation ID is required in the Club Charter form.

1. Log into Lesesne Gateway
2. At the homepage, look to right at **Links** and click ***Submit a Room Reservation Request (EMS)***
3. In top right corner, click **Welcome, Guest**. Login using your campus credentials.
4. In left column, click **CREATE A RESERVATION**. Click **book now** for the room type you wish to book.
5. Chose the date & time on which you would like to book. Look towards the bottom on the column for **I Know What Room I Want** and add the requested room name.
6. **Attendance** and **Setup Type** are required. Click **add room**.
7. Click **Next Step** and enter all reservation details. At bottom right of page, click **Create Reservation**.

The following links should assist in booking your club's room/space in EMS.

- a. **Office of Event Management** at <https://www.citadel.edu/root/eventmanagement>
- b. **Planning Policies & Resources for Citadel-Related Events**
<https://www.citadel.edu/root/eventmanagement-forms>
- c. Contact the **Office of Event Management** by phone at 843-953-4611 or via email at reservations@citadel.edu

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ANNEX B. CLUB PATCH REQUEST MEMORANDUM SAMPLE



THE CITADEL

SAMPLE

12 November 2022

MEMORANDUM

SUBJECT: Club Patch request proposal for the Knitting Club

1. The Knitting Club is requesting a patch to represent those members in good standing within their ranks. To receive a patch, club members must meet the following criteria.
 - a. Individual has been a club member for a minimum of 1 year.
 - b. Must maintain a cumulative GPA of 2.5 or better.
2. In accordance with *The White Book*,
 - a. The Knitting Club has been officially chartered for three consecutive academic years. 2020-2021, 2021-2022, and 2022-2023
 - b. The Knitting Club's proposed patch be no larger than 4x4 inches.
3. The Knitting Club patch contains the following:
 - a. The piece depicted, is an example of a knitted quilt. A quilt is an example of an item that can be knitted.
 - b. The quadrangle design is based on the red & white tiles inside the barracks. The checkerboard design is a variety of colors including red, yellow, blue, orange green, purple, as these are examples yarn available. The colors have no particular meaning.
 - c. "The Citadel Knitting Club" name is just below the tile design. The club name will be royal blue as we are a Citadel club.
4. All art within the design is original was created by Cadet John Smith, Umbrella Co. The patch proposal is being used with his permission.
5. A PDF copy of the proposed Knitting Club patch is included below for review.
6. The POC for this memorandum is the undersigned who can be reached at (843) 953-0000.

Fred Brown
Department of Creativity
Knitting Club Advisor

