



# RSO Handbook

Student Clubs & Organizations





# Welcome Message

## Dear Student,

On behalf of the Student Life Office at Waubonsee Community College, we're excited to welcome you to Student Life training and involvement opportunities. Whether you hold an officer position or are an active member of a student club or organization, your participation matters and plays an important role in shaping the campus experience.

Student clubs and organizations are central to the culture of Waubonsee. They drive connection, foster belonging, and create spaces where students feel represented and valued. Through your involvement—whether planning events, participating in meetings, or simply showing up—you help build community and ensure that the diverse identities, interests, and perspectives of our students are reflected across our four campuses.

This handbook is designed to support all club members by providing clarity around Student Life policies and procedures, offering tools for effective collaboration, and highlighting resources available to support your organization. Topics include event planning, budgeting, communication, and ways clubs can build inclusive, engaging experiences for their peers. No prior leadership experience is required—only a willingness to learn and engage.

We encourage you to explore the opportunities available through Student Life, including volunteer engagement, leadership development, and wellness initiatives, all designed to support your involvement and success at Waubonsee.

Thank you for being part of Waubonsee's vibrant student community. Your involvement—at any level—helps shape the campus culture and strengthens the sense of belonging we strive to create. The Student Life Office is here to support you and your organization every step of the way.

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# **Vision, Mission, and Values**



## Our Vision

To cultivate a vibrant and inclusive campus community where every student feels valued, develops a sense of purpose, and is empowered to lead, learn, and make a difference locally and globally.

## Our Mission

Student Life empowers Waubonsee students to lead with integrity, engage in their communities, and build meaningful connections through clubs, organizations, and campus events.

We foster belonging, growth, and civic engagement by offering co-curricular experiences that enrich academic success, personal development, and professional readiness.



# Values



**Leadership &  
Integrity**



**Civic Engagement  
& Responsibility**



**Community  
& Belonging**



**Growth &  
Engagement**



The desire to enhance my leadership and communication skills motivated my decision to join the Student Senate. Being part of this club provided me with a platform to express my creativity and appreciate the value of teamwork while working to achieve a common goal.

–Joyce Tikeng Tiotsop

# Learning Outcomes

At Waubensee Community College, Student Life believes that students learn and grow best through active engagement, experiential learning, and meaningful involvement outside the classroom. Our programs and services are intentionally designed to support holistic student development.

By engaging with Student Life, Waubensee students will:

## **01 Demonstrate Leadership & Integrity**

- Exhibit ethical decision-making and responsible leadership in campus and community roles.
- Communicate effectively in diverse settings and collaborate with respect.

## **02 Engage Civically & Socially**

- Participate in service, advocacy, and activities that promote civic responsibility and global awareness.
- Recognize their capacity to make a positive impact within their communities.

## **03 Build Community & Belonging**

- Develop meaningful connections with peers, mentors, and organizations that foster inclusion and shared purpose.
- Contribute to a campus culture of respect, celebration, and engagement.

## **04 Grow Personally & Professionally**

- Apply co-curricular learning to academic and career goals.
- Demonstrate self-awareness, resilience, and a commitment to lifelong learning.





**What is an  
“RSO”?**

Registered Student Organizations (RSOs) are officially recognized, student-led groups approved by the Student Life office at Waubensee Community College. To become an RSO, organizations must secure a faculty or staff advisor, recruit at least five members, and submit a constitution. Constitutions are reviewed twice by the Student Senate to ensure alignment with the College's values and non-discrimination policy. Once approved, RSOs gain access to designated college resources to support their mission and activities.

## The Benefits

Registered Student Organizations receive access to a variety of resources and supports, including:

### Resources

Opportunities to promote events through college bulletin boards, the Student Life Canvas Shell, TVs, and other approved campus channels

### Development

Access to leadership development opportunities, including trainings, conferences, and college initiatives

### Supplies

Use of Student Life resources such as storage, craft supplies, decorations, conference rooms, and printing

**Through involvement in student clubs and organizations, students engage in experiences that support the following key areas of development:**



**Leadership Roles &  
Officer Positions**



**Event & Program  
Planning**



**Community  
Service**



**Skill Building  
Experiences**



**Networking &  
Collaboration**



**Engagement &  
Representation**

All student organizations at Waubonsee Community College are required to register annually with the Student Life office in order to maintain Registered Student Organization (RSO) status and access associated benefits. The annual renewal process, completed through an online submission, ensures the College maintains an accurate and up-to-date record of active student organizations and current leadership and advisor information. Registration does not imply institutional endorsement of the views, beliefs, or activities of any registered student organization.

## Requirements

### **01** Organization Structure & Leadership

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- Identify at least one Waubonsee-employed faculty or staff member to serve as the organization advisor
- Keep advisors informed of organization operations and activities

### **02** Operations & Administrative Responsibilities

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- Register all events with Student Life
- Submit and maintain current governing documents, including a constitution and, if applicable, national bylaws

### **03** Meetings

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- Hold monthly meetings during the academic year (September–December and February–May); no regular meetings are required during the summer

### **04** [Annual Registration Form](#)

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- Due each September to remain active.
- Organizations that do not renew will be considered inactive and lose access to funding, event registration, and RSO benefits.

### **05** Policy Compliance & Accountability

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- Comply with the Registered Student Organization Handbook, Student Handbook, and Waubonsee administrative policies
- Adhere to all applicable local, state, and federal laws

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# Club Funding



Registered Student Organizations (RSOs) have access to financial resources through the Student Senate allocation process. These funds are intended to support clubs in planning and delivering meaningful experiences for students throughout the academic year, including—but not limited to—club swag, meetings, events, programs, guest speakers, and educational or engagement initiatives. By participating in the allocation process, clubs can plan ahead and secure funding to support their goals and activities for the upcoming academic year.

## RSOs may request funding in two ways:

### Annual Allocation Process

- Funding requests for the next academic year
- RSOs must complete the budget packet (Form A and Form B) in Google Sheets
- Student Senate reviews applications, considers funding availability, and submits allocation recommendations to the Dean for Students.
- Requests of \$1,000 or more require at least one RSO member to deliver a brief 5-minute presentation to Student Senate

### Special Requests

- When an unexpected need arises or allocated funds are not sufficient to meet the RSO's goals
- Requests are made using the Event form
- All requests are reviewed for consideration at the next scheduled Student Senate Business Meeting.
- Each RSO can request up to \$500 each semester

#### Why apply for the Annual Allocation?

- Begin the academic year with funds available in their account
- Plan events and activities in advance
- Gain experience building and managing a budget

## Important Funding Notes

- 01** Each student organization has its own club account managed through the Waubonsee Business Office.
- 02** Allocated funds are not accessible until the RSO's Annual Registration Form is submitted.
- 03** Forms must be submitted by a student who plans to return for the next academic year to ensure the club remains active and a point of contact is maintained.
- 04** Funds are typically available around August 1



# Expenditure Guidelines

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## Organizational Alignment

- All purchases must support the mission of your student organization as outlined in your constitution and align with the mission of the college.

## Purchasing Through Student Life

- Students should work with Student Life to make all purchases—including Amazon orders. Please communicate any special instructions when requesting items so staff can process orders accurately.
- Students can request food or catering for their events and meetings by submitting the [Food Order Form](#) 3 weeks in advance.

## Reimbursements

- If a student pays out-of-pocket for approved supplies, they may request reimbursement by completing the RSO Reimbursement Form and attaching original receipts.
- **Advisors:** Please use the reimbursement form found in the File Cabinet.

## Approved Uses of Student Organization Funds

Student organization funds may be used for:

- Admission fees
- Conference or workshop registrations, including advisor expenses
- Hosting on-campus events
- Supplies for meetings and other necessary club items
- Refreshments for events and meetings
- Giveaway or SWAG items



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# **Event Planning**

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*Planning strong, engaging events is an important part of every student organization's success. The guidelines below outline expectations, timelines, and resources available to help your RSO create meaningful programs while complying with college policies.*

## Types of Student Organization Activities

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**Most student organization activities fall into one of these four categories:**

- Meetings
- Club Member Events
- Events for the Waubonsee Community
- Fundraisers

## Event Approval Requirements

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- The [Event Request Form](#) is required at least three weeks before all events, fundraisers, and off-campus activities.
- Student Life will typically provide approval or denial within five business days.
- If an event is denied, Student Life will provide a written explanation. RSOs may request a meeting with the Student Life Manager to discuss the decision.
- Failure to follow this process can lead to probationary status (see page 36 for Accountability & Probation information).

### **Common Reasons an Event May Be Denied**

- Another RSO is hosting an event at the same time.
- A similar event is already planned by another group (e.g., same fundraiser time period).
- The activity does not support the mission, guidelines, or policies of Waubonsee Community College.
- The event presents safety or liability concerns that cannot be mitigated.
- Required paperwork was submitted late.

## Event Logistics

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### **When your event is approved:**

- Student Life will reserve your space, including any necessary media or technical support.
- You can promote or advertise your event

# Resources

Event planning often requires more coordination than organizations anticipate.

Key areas to consider include:

- Materials (programs, decorations, giveaways)
- Publicity
- Contracts
- Funding
- Event set-up and tear-down
- Volunteer needs
- Catering or food arrangement
- Required forms
- Location



**The following tips and planning checklist are designed to support your preparation. While not comprehensive, they provide a strong foundation for successful event planning.**

## 01 Identify the Concept

- Choose a clear concept or theme for your event—this helps guide decisions and ensures everything fits your purpose.
- Select an activity or theme that reflects your club's purpose and interests.

## 02 Assign Roles + Tasks

- Assign specific roles to each team member so everyone knows exactly what they are responsible for.
- Break tasks into manageable pieces and match them to members' strengths, interests, or availability

## 03 Know Your Timeline

- Create a timeline that outlines what needs to be done and when, so your team can stay on track.
- Build in extra time for printing, promotion, approvals, and any unexpected delays.

## 04 Create a Checklist

- Make a detailed checklist of everything needed for the event—tasks, supplies, deadlines, and responsibilities.
- Use the checklist to track progress and make sure nothing gets missed during planning or on event day.

# Event Planning Tool

## 1. Event Basics

- ☐ What is the purpose or goal of the event?
- ☐ Who is the intended audience?
- ☐ What type of event is it (social, educational, fundraiser, service, meeting)?
- ☐ Date(s) and time(s) selected (including setup and cleanup)
- ☐ Location reserved and confirmed

## 2. Timeline & Planning

- ☐ Create a timeline outlining what needs to be done and when
- ☐ Assign tasks to officers or committee members
- ☐ Build in extra time for printing, promotion, approvals, and unexpected delays
- ☐ Confirm deadlines for forms, contracts, and payments

## 3. Budget & Funding

- ☐ Estimated total cost of the event
- ☐ Funding source identified (organization budget, fundraising, co-sponsorship)
- ☐ Cost-saving options explored
- ☐ Purchases approved according to Student Life procedures

## 4. Risk Management & Safety

- ☐ Identify potential physical, emotional, financial, reputational, and facilities risk
- ☐ Consider weather, accessibility, food safety, travel, and crowd size
- ☐ Determine if waivers, training, or additional approvals are needed
- ☐ Plan for emergencies and know who to contact

## 5. Facilities & Logistics

- ☐ Room setup requested (tables, chairs, AV, power, tech needs)
- ☐ Accessibility needs considered (location, seating, materials)
- ☐ Setup and cleanup plans confirmed
- ☐ Custodial, security, or staffing needs identified

## 6. Collaboration & Contracts

- ☐ Campus partners or collaborators confirmed
- ☐ Advisor informed and involved as needed
- ☐ Vendors, performers, or speakers approved
- ☐ Contracts submitted and processed through Student Life

## 7. Promotion & Outreach

- ☐ Marketing plan created (flyers, social media, email, tabling, word-of-mouth)
- ☐ Promotional materials approved and printed
- ☐ Event shared with Student Life for broader promotion
- ☐ RSVP or registration link created (if applicable)

## 8. Day-Of Details

- ☐ Volunteers or staff assigned to roles (check-in, setup, hosting, cleanup)
- ☐ Supplies and materials prepared
- ☐ Sign-in sheets or attendance tracking ready
- ☐ Backup plan in place (weather, low turnout, tech issues)

## 9. After the Event

- ☐ Space cleaned and returned to original condition
- ☐ Bills and receipts submitted
- ☐ Thank-you messages sent to volunteers, partners, or speakers
- ☐ Event evaluated for future improvement





Meetings are your chance to bring members together, build connection, and move things forward. While meetings may seem simple, a little planning goes a long way in keeping them organized, engaging, and productive.

Below is a sample agenda to help you plan meetings that are efficient, inclusive, and worth showing up for.

# Agenda

## **1. Welcome & Check-In (5 minutes)**

- Quick welcome from the facilitator
- Brief icebreaker, question, or announcements
- Review today's goals

## **2. Approval of Previous Notes (2 minutes)**

- Review highlights from the last meeting
- Address any updates or corrections

## **3. Officer & Committee Updates (10–15 minutes)**

- President/Chair update
- Officer or committee reports
- Quick wins, progress updates, or reminders

## **4. Main Discussion Topics (15–25 minutes)**

- Topic #1
- Topic #2
- Decisions needed or next steps

## **5. Event & Program Planning (10–15 minutes)**

- Upcoming events or deadlines
- Volunteer needs or sign-ups
- Assign tasks and responsibilities

## **6. Open Floor / Member Voice (5 minutes)**

- Questions, suggestions, or ideas from members
- Space for new business

## **7. Next Steps & Reminders (5 minutes)**

- Review action items and deadlines
- Confirm next meeting date, time, and location

## **8. Adjourn & Connect**

- Thank members for attending
- Optional social time or informal conversations



**Promotion**

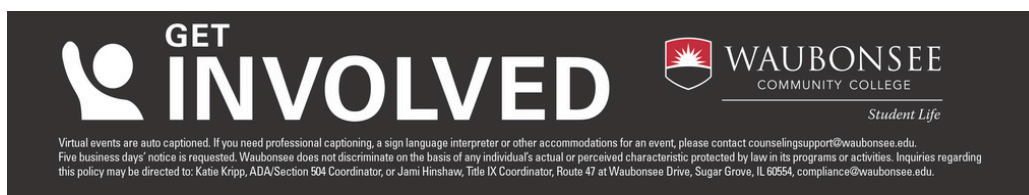
*Effective promotion helps ensure strong attendance. Consider your audience, timeline, and where your promotional materials will be placed. RSOs may use posters, social media, digital screens, and in-person outreach—following the guidelines below.*

## Posting & Flyer Guidelines

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**All flyers must follow Waubonsee's posting policies:**

1. Events must be approved by Student Life before posters or flyers are displayed
2. All flyers must be approved and stamped by Student Life
3. Flyers must not exceed 8.5" x 11"
4. Flyers must include:
  - a. Event date, time, and location
  - b. Sponsoring organization's name
  - c. Contact information (FMI)
  - d. Non-discrimination Student Life footer
5. Only one flyer per bulletin board is allowed
6. Flyers may only be posted for four weeks
7. Student Life stamps materials for student-related events; Marketing & Communications stamps non-Student Life posters.
8. Do not post on bulletin boards reserved for faculty or special programs.
9. Do not place flyers over existing posters.
10. RSOs must remove outdated flyers within seven days after the event.
11. Flyers cannot be posted on windows, walls, doors, restrooms, trees, poles, cars, stairwells, or any non-designated surfaces.
12. Flyers may not be left on tables, chairs, or benches.
13. Profanity or lewd images are not permitted.



## Posting Process

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- Email your flyer to [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu) at least two weeks before you want it displayed.
- Allow 1–2 business days for Student Life to print your stamped flyers.
- Failure to follow posting policies may result in loss of posting privileges.

# Additional Ways to Promote Your Event

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## Social Media & Online Promotion

- Set up a club social media account (Instagram, Snapchat, etc.) to help promote your events and keep members engaged. When creating account, use the following disclaimer:

*This account was created by [insert RSO name]. The opinions expressed on this page are the organization's own and do not reflect the views of Waubonsee Community College.*

- Create a club Canvas Shell for consistent updates and reminders to club members
- Post reminders and countdowns on social media.
- Tag Waubonsee Community College or @Waubonsee.
- Share event photos and updates on social media and tag the college's accounts to help highlight your organization's activities.

## In-Person Promotion

- Request and set up information tables.
- Visit other RSOs to share your announcement.
- Make brief announcements in classes (with instructor permission).
- Simply talk to people—personal outreach makes a difference.

# Student Life Promotional Resources

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## Digital Screens

- RSOs may submit a PowerPoint or Canvas slide to [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu)
- Must be submitted 10 days before you want it displayed.
- Slides run on Student Center Lobby screens and additional locations.

## Large Black Sandwich Boards

- Six boards are placed around campus
- If space allows, Student Life will include your event flyer

## Campus-Wide Calendar

- RSOs may submit events to the [campus-wide calendar](#) using their student email
- RSOs can also add their meetings to the campus-wide calendar

## Student Life Canvas Shell

- Request an Announcement on the Student Life Canvas Shell

## Canva

- Canva is a free, easy-to-use design platform for creating presentations, flyers, social media graphics, and more.
- Create a free account, or—with permission—use the Student Life premium account through the Student Life Office.



**Fundraising**

*Student organizations are encouraged to host fundraisers to help support events, conferences, trips, service projects, and other club activities.*

# Fundraising Guidelines for Student Organizations

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**All fundraisers must follow Student Life and college policies. Below are the key guidelines to keep in mind:**

- **No direct solicitation:** Asking individuals for money one-on-one is not allowed.
- **Fundraisers must support a purpose:** Your project should clearly benefit your club's educational, community service, or student engagement goals.
- **No personal profit:** Fundraising for an individual's personal gain is strictly prohibited.
- **Deposit all funds promptly:** All money raised must be deposited into your organization's account at the Student Accounts and Cashier Office immediately after the event.
- **Off-campus fundraising:** If you want to fundraise off campus using your club's name, you must submit a proposal with your Event Request Form. Approval is based on how the activity reflects on the college.

## Approval Requirements

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- All fundraising requests must be submitted to Student Life in advance through the Event Request Form.
- You may not begin fundraising until you receive official approval.
- Hosting a fundraiser without prior approval may result in the organization losing its registered status.

## Cashbox Request

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- Student Life will request a cash box for your fundraiser through the Student Accounts and Cashier Office.
- You can indicate your cash box needs directly on the Event Request Form.
- Each cash box includes a standard \$50 starting amount, unless you request a different amount.
- Cash box requests must be submitted at least two weeks in advance.
- Student Life will provide instructions for verifying your final total and depositing funds into your organization's account.
- If an event occurs outside of Student Life operating hours, the cashbox must be dropped off with Campus Police.



# FUNDRAISING IDEAS



## Event-Based

- Selling tickets to a themed event (e.g., game night, talent show, cultural showcase).
- Hosting a workshop or mini-class taught by club members (e.g., art, fitness, cooking basics).
- Holding a tournament (e.g., esports, board games, basketball shoot-out)



## Sales

- Selling club-made items like crafts, artwork, bracelets, or buttons.
- Selling pre-packaged snacks or drinks (e.g., bottled beverages, wrapped treats).
- Selling club or event SWAG such as stickers, shirts, mugs, tote bags, or keychains



## Service-Based

- Organizing a restaurant or business "give-back" night where a percentage of sales supports your club.
- Offering a service like photography at campus events, skill-based trainings, or car-wash style activities (if approved).
- Creating a fundraiser tied to a philanthropy or awareness campaign.



# Recruitment

An organization's success depends on its members. Ongoing recruitment helps keep your club active and thriving, and all members are encouraged to support outreach and recruitment efforts.

## Know your Organization

Prospective members may not be familiar with your organization and will look to current members for information. It's important to clearly communicate who you are, what your organization does, and how someone can get involved. Creating a simple fact sheet with the following information can be a helpful way to share this.

- Organization's Purpose
- Past successes
- Types of activities
- Future plans
- Expectations of members
- Benefits to members

There are many ways to connect with potential members. Think about using different approaches and consider the questions below:

### 01 WHO

Who are you as an organization? Think about what sets your group apart and what makes it unique. Understanding your identity, purpose, and values will help you connect with students who are a good fit for your organization.

### 03 WHEN


Recruitment should happen throughout the year, especially during high-visibility moments such as tabling during high foot-traffic times, attending on-campus events for peer-to-peer outreach, and participating in the Engagement Fair or club-centered events.

### 02 WHAT

What does your organization do, and what can members expect to gain? Highlight your activities, events, and experiences, as well as the benefits of getting involved—such as skill-building, leadership opportunities, community, or career-related experiences.

### 04 WHERE

Where will students see your organization? Think about high-visibility spaces such as classrooms, the cafeteria, and other common gathering areas. Be sure to clearly promote where your club meets, what time meetings take place, and how students can easily find and join you.

 **Tip:** Personally invite and walk new members to their first meeting. Remember that it can feel intimidating to walk into a room full of new people—having a friendly face can make all the difference in helping someone feel welcome and included



**Retention**



One of the goals of any organization is to keep members engaged and involved. Member retention is an ongoing process that happens through everyday interactions and experiences.

# Keeping Members Engaged

Below are a few ideas to help keep your members interested, connected, and excited to be part of your organization:

## **1. Orientation**

Welcome new members and help them learn about the organization's purpose, activities, and expectations. Match roles and responsibilities to people's interests and strengths, rather than trying to fit everyone into the same role. Everyone brings different talents—invite new members to get involved right away and give them meaningful responsibilities so they feel valued and connected.

## **2. Rewards**

Celebrate accomplishments and milestones by offering swag, hosting social events, or planning field trips as rewards for reaching goals. Most importantly, create a fun, welcoming, and positive environment where members feel valued, appreciated, and excited to stay involved.

## **3. Teambuilding**

Incorporating social events, retreats, group activities, icebreakers, and team-building opportunities helps organizations build stronger relationships and a more connected membership.

## **4. Feedback**

When members feel comfortable offering feedback, they feel more connected to the club. Creating regular opportunities—like end-of-meeting feedback rounds, online surveys, anonymous suggestion forms, or peer-to-peer discussions—helps clubs build a stronger, more responsive community.



Joining a club was one of the best decisions I made in college! It helped me find new people, build leadership skills, and have fun!

—Anna-Marie Godina

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**Travel**



Students who travel on behalf of Waubonsee Community College represent the institution and are expected to uphold the highest standards of conduct, responsibility, and professionalism. The guidelines below outline expectations related to commitment, behavior, safety, and financial accountability during student travel.

## Eligibility & Commitment

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**Students who accept financial support from Waubonsee for a college-sponsored trip agree to the following expectations:**

- **Full Commitment:** Once travel arrangements have been confirmed and paid for, the student is expected to attend and fully participate in the trip.
- **Reimbursement Requirement:** If a student cancels, withdraws, or fails to attend after college funds have been issued—except in documented emergency situations—they may be responsible for reimbursing all non-refundable expenses incurred on their behalf.
- **Replacement Responsibility:** If a student can no longer attend, they may provide a qualified replacement. Any costs associated with changing attendee information (e.g., name changes, ticket reissues) will be the student's responsibility.
  - *Note: Airline tickets cannot be transferred to another traveler. Unused airline ticket costs must be reimbursed to Student Senate.*
- **Academic/Practice Excusal Letters:** Waubonsee can provide letters requesting students be excused from class, practice, or other commitments without penalty.
- **Paperwork Deadlines:** Student organizations must submit all required travel documentation 3-weeks in advance. This includes:
  - Event Form – B
  - Travel Waivers
  - A Commitment Letter (if applicable)

## Conduct & Expectations

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- **Student Handbook Applies:** All policies outlined in the Waubonsee Student Handbook (e.g., conduct, alcohol, drugs, harassment, safety) remain in full effect.
- **Alcohol & Substances:** Alcohol and illegal substances are strictly prohibited throughout the duration of all college-sponsored travel—regardless of age.
- **Professional Conduct:** Students must conduct themselves in a manner that reflects positively on the college during scheduled activities and free time.
- **Advisor Supervision:** Any unscheduled activities (off-site meals, sightseeing, recreational outings) must be communicated to and approved by the trip advisor. Students must remain within reasonable proximity.
- **Dress Code:** Students are expected to follow attire guidelines provided by the advisor or sponsoring department and dress appropriately for the event or conference.

# Travel Planning & Lodging Procedures

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- **Student Life Coordination:** Hotel reservations, required hotel documentation (including W-9s), travel arrangements and invoices are coordinated through Student Life. Student Life will guide Registered Student Organizations (RSOs) through the required steps.
- **Room Assignments:**
  - Standard room assignments are two students per room.
  - Rooms are assigned based on same-gender pairings.
- **Curfew:** Students must follow curfews set by the advisor and remain in assigned rooms after curfew unless an emergency occurs.
- **Hotel Expectations:**
  - Keep noise to a minimum.
  - No outside guests are permitted in student rooms.
  - Follow all hotel rules and respect all property.

## Transportation

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- All students must use transportation arranged or approved by Waubensee Community College.
- Seat belts must be worn at all times.
- Airfare, car rentals, and WCC van reservations are coordinated through Student Life.

## Meals & Spending

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**Students must follow Waubensee's meal allowance policy when meals are not provided by the event:**

### **Meal Allowances (Low-Cost / High-Cost Localities):**

- Breakfast: \$15 / \$20
- Lunch: \$20 / \$24
- Dinner: \$33 / \$36
- Daily Maximum: \$68 / \$80

### **Additional expectations:**

- Must make meal choices within these limits.
- Receipts must be provided when requested.

### **The college does not reimburse for:**

- snacks or personal items
- alcohol
- luxury or excessive meal purchases



# Attendance & Participation

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**Because travel is funded by the college, students are required to:**

- Attend all scheduled sessions, workshops, competitions, meetings, and events.
- Be on time and prepared.
- Participate actively and professionally.
- Check in with advisors at designated times.
- Failure to participate may result in disciplinary action or ineligibility for future travel.

## Emergencies & Required Documentation

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**Before travel, students must:**

- Complete and sign the Waubensee Travel Waiver. Students who do not complete the waiver will not be permitted to travel.
- Provide accurate emergency contact information.
- Report any emergencies or concerns directly to the trip advisor.
- Follow all emergency procedures communicated by advisors or event organizers.

## Violations

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**Failure to follow these guidelines may result in:**

- Immediate removal from the trip (at the student's expense, if necessary).
- Disciplinary action under the Student Code of Conduct.
- Loss of eligibility for future travel opportunities.
- Reimbursement to the college for expenses incurred, when appropriate.





# **Co-Curricular Transcript**



Being involved on campus makes me feel like a part of the Waubonsee community.

Tanis Georgi,  
Cybersecurity Club  
Engineering, Math + Physics Club  
Phi Theta Kappa



## What is a Co-Curricular Transcript?

A co-curricular form is a simple way to track and showcase your involvement outside the classroom. Think of it as giving yourself credit for the leadership, teamwork, and skills you're building through Student Life.



## When you submit, you're:

- Logging your participation in events, clubs, service, and leadership opportunities
- Showing how your involvement connects to your personal and academic growth
- Building your Co-Curricular Transcript—a record you can use for scholarships, transfer applications, or your résumé

**Just like your classes go on your academic transcript, your campus involvement can be captured on your co-curricular record—proving you're not only a student, but also a leader, collaborator, and changemaker.**



# **Policies & Community Standards**



Being part of a student organization comes with opportunities—and responsibilities. These policies are in place to help create a safe, respectful, and inclusive campus community where everyone can learn, lead, and belong. Student Life is here to help organizations understand these expectations and plan responsibly.

## Alcohol & Other Substances

Alcohol and illegal drugs are not permitted on campus or at student organization events. All events must follow college policies as well as local, state, and federal laws.

Student organizations and their members are expected to review and follow the Student Code of Conduct outlined in the Student Handbook. If you have questions or are unsure about what is allowed, connect with the Student Life Office early—we're here to help.

If it is determined that a student organization knowingly hosted an event involving alcohol or illegal substances, the organization may face college sanctions, including loss of recognized status. Individuals may also be referred to the Student Conduct Board and could face additional consequences under the law.

## Hazing

Waubonsee has zero tolerance for hazing.

Hazing includes any action or situation—whether someone agrees to it or not—that puts a student's physical, mental, emotional, or academic well-being at risk.

Hazing is not about tradition, bonding, or "earning" membership. It harms individuals and communities and goes against the values of Student Life and the College.

Hazing may include, but is not limited to actions that:

- Create risk of injury or harm
- Cause embarrassment, humiliation, or discomfort
- Involve harassment, degradation, or ridicule
- Force participation in activities against someone's will
- Require consumption of food, drinks, or substances
- Interfere with academics or personal freedom
- Damage or remove property as part of initiation

Any organization found responsible for hazing may lose its registered status. Individuals involved may be referred to the Student Conduct Board. If you're unsure whether something could be considered hazing, ask Student Life before moving forward.





# Student Assembly

Student assemblies are an important way for student groups to share ideas, raise awareness, and engage in meaningful dialogue as part of the college experience. Waubonsee supports students' ability to gather and express themselves while also ensuring that campus remains a safe and respectful learning environment for everyone.

To help make sure student assemblies run smoothly and fairly, the following guidelines apply:

- **Student groups must submit an Event Request Form** to hold an assembly, rally, or demonstration on campus.
- **Event Request Forms should be submitted at least three weeks in advance** to allow time for coordinating space, staffing, and other campus resources.
- **All assemblies must follow college policies** that apply to the use of campus facilities and are approved by the Board of Trustees. This includes:
  - Some spaces, set-up needs, or security services may involve a fee.
  - Assemblies must be conducted in an orderly and respectful manner.
  - Events may not block pedestrian walkways or vehicle traffic.
  - Activities may not disrupt classes or other college-sponsored events.
  - Demonstrations that fall outside commonly accepted academic conduct may not take place inside college buildings.
  - Language or materials used must not be obscene or vulgar.
  - Students are expected to follow directions from college officials; failure to do so may result in action under the Code of Student Conduct.





# Film Screening Guidelines

Showing a movie on campus—even for free—comes with legal responsibilities.

All student organization film screenings must comply with federal copyright law. Movies shown to the public do not fall under “educational fair use,” even if the event is educational in nature.

Before hosting a film screening, your organization must meet one of the following requirements:

Purchase a public performance license from a non-theatrical distributor (such as Swank or Criterion).

**OR**

Obtain written permission from the copyright holder or their agent, clearly outlining the specific material, how it will be used, and any applicable conditions.

Student Life staff can help guide you through this process—please plan ahead.

If proper documentation is not submitted with your event registration, the screening may be canceled. Cancellation does not remove any financial obligations tied to the event.

For more information about copyright, visit the Todd Library copyright page.

## Image Copyright Promotion

Just because an image appears online does not mean it is free to use.

When creating flyers, social media posts, or promotional materials:

- Use original images when possible
- Use images labeled “free to use and share” through Google Advanced Search
- Give credit when required

When in doubt, Student Life can help review materials before posting.

# Accountability & Probation

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Student organizations and their advisors are expected to uphold all policies, maintain communication with Student Life, and actively support Waubonsee's values of inclusion, integrity, and belonging.

Failure to comply with advisor or organizational requirements—including training attendance, communication expectations, or policy adherence—**may result in probation or removal through the Student Conduct process.**

During probation, the organization:

- Will lose access to Student Life funding and purchasing privileges
- AND**
- May have limited event approval or activity participation rights until compliance is restored.

This process ensures student representation in accountability decisions and reinforces our collective responsibility to maintain an equitable, inclusive, and values-based co-curricular environment.

Reinstatement will occur upon completion of corrective steps and approval by Student Life in consultation with the Dean for Student Engagement's office.

*The Student Conduct process outlines the expectations and procedures for addressing behavior by students and student organizations that do not meet college standards. Waubonsee is committed to respecting students' rights, including freedom of speech, inquiry, and assembly, as well as the peaceful pursuit of an education and reasonable use of college services and facilities.*

*The Code of Student Conduct may be found in the Student Handbook or can be accessed online via [www.waubonsee.edu/student-handbook](http://www.waubonsee.edu/student-handbook).*



## Community Expression, Inclusion & Shared Responsibility

Student Life is committed to being a neutral, inclusive space where all students—across identities, beliefs, and backgrounds—feel welcome and respected. This responsibility is shared by student organizations, advisors, and student leaders alike.

Student organizations are encouraged to express values, advocate for causes, and engage in meaningful dialogue. At the same time, events and activities should be planned in ways that:

- Do not target, exclude, or diminish others
- Encourage learning and conversation rather than division
- Reflect respect for differing perspectives

Advocacy and expression are strongest when they elevate ideas without “othering” people. Learning how to share beliefs responsibly and respectfully is an important part of leadership and civic engagement.


## Our Shared Commitment

As members of the Waubonsee community, we are all accountable to the College’s mission and values. Student Life supports student expression while maintaining an inclusive, nonpartisan environment that allows all voices to be heard.

This means:

- Supporting student-led initiatives with care and intention
- Guiding one another in responsible and respectful engagement
- Upholding institutional values and community standards
- Modeling integrity, empathy, and inclusive leadership

Together, we help ensure that every student has the opportunity to belong, grow, and lead.



# **Advisor Guidelines & Expectations**

Advisors play an integral role in shaping the student experience at Waubonsee Community College. By guiding, mentoring, and supporting student leaders, advisors help foster a campus environment that promotes learning, belonging, leadership, and civic engagement.

Student organizations are student-run entities—advisors serve as facilitators and mentors, not decision-makers. Their primary role is to empower students to lead, while ensuring all club operations align with the mission, policies, and values of Student Life and Waubonsee Community College.

## Eligibility & Requirements

- Advisors must be employees of Waubonsee Community College and have approval from their department administrator to serve in this capacity.
- Each student organization is required to have at least one advisor, and may have up to three.
- Advisors must complete and sign the Advisor Consent Form.
- Advisors should be familiar with all policies outlined in the RSO Handbook and Student Life procedures.
- Advisors are required to attend two trainings each year—one at the start of the Fall semester and one at the start of Spring semester.
- Advisors are required to complete two online trainings—Conflict Resolution and Inclusive Practices—available through Cornerstone.
- Advisors can expect to dedicate approximately five (5) hours per month to their organization through meetings, events, and advising responsibilities.

## Responsibilities

Advisors are expected to:

- Serve as a liaison between the organization and the college.
- Attend organization meetings and events as appropriate, particularly those occurring after hours or off-campus.
- Provide guidance on event planning, budgeting, and policy compliance.
- Encourage accurate record keeping and the timely submission of membership rosters, officer updates, and event forms.
- Support officer transitions and assist with leadership development.
- Model integrity, inclusivity, and respect in all interactions.
- Uphold institutional neutrality and ensure club activities reflect Waubonsee's commitment to belonging and equity.
- Immediately report any activity that may violate college policy or law to Student Life.

# Advisor Roles in Practice

- **Mentor**  
Encouraging personal and professional development.
- **Team Builder**  
Fostering collaboration and inclusivity among members.
- **Conflict Mediator**  
Guiding students toward constructive dialogue and solutions.
- **Reflective Agent**  
Helping students evaluate and learn from experiences.
- **Educator**  
Modeling ethical leadership and empowering student autonomy.
- **Motivator**  
Inspiring persistence, engagement, and innovation.
- **Policy Interpreter**  
Ensuring students understand and follow institutional procedures.



## Upholding Institutional & Departmental Values

Advisors represent both Student Life and Waubensee Community College. This includes:

- Supporting student-led initiatives that promote learning, belonging, and leadership.
- Encouraging responsible expression and civil discourse.
- Upholding Student Life's mission to empower students through leadership, civic engagement, and community connection.
- Maintaining an inclusive environment where all students feel safe and valued.

Advisors should model empathy, respect, and community-minded leadership at all times.

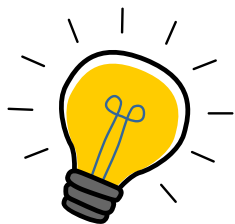
# Conflict Resolution: Student Leaders vs. Advisors

*Advisors support the process, not the outcome. The goal is to empower students to resolve conflict whenever possible while ensuring safety, fairness, and policy compliance.*

Student	Advisor
Address day-to-day interpersonal conflict within the organization	Coach and guide student leaders through conflict resolution
Set and uphold group norms and expectations	Help students clarify expectations and norms
Communicate directly with members about concerns	Encourage and model effective communication strategies
Attempt resolution at the peer level first	Determine when advisor involvement is appropriate
Facilitate conversations among members when needed	Support conversations without taking control or sides
Escalate concerns to the advisor when issues persist	Escalate concerns to Student Life when policy, safety, or legal issues arise
Focus on peer accountability and group culture	Maintain institutional neutrality and compliance
Learn and grow through the conflict process	Protect student development while managing risk and boundaries

# Tips for Exceptional Advising

- Discuss expectations with organization officers at the beginning of the year and as needed.
- Remain open to feedback from officers and members, and be willing to compromise when appropriate.
- Be available and accessible to officers and members, responding to questions and concerns in a timely manner.
- Encourage goal setting and advance planning to support the organization's success.
- Build strong relationships with students in the organization. Advisors are most effective when they know members personally and attend meetings and events when possible.
- Maintain an appropriate level of involvement by offering guidance and setting principles without taking on responsibilities that belong to students.
- Support student independence by encouraging members to resolve conflicts and solve problems on their own, allowing them to learn through experience.
- Allow space for failure as a learning opportunity. While difficult, failure can be an important part of leadership development; advisors should not assume responsibility for organizational outcomes.
- Model positive behavior and leadership practices, as students often learn by example.
- Provide ongoing support while also challenging student leaders to continue developing themselves and the organization.
- Maintain a visible presence at organization meetings and events when possible.



## Advisor's Corner

*Show up consistently and be prepared to support student leaders. Attending meetings, helping guide the agenda, and having backup activities ready can keep meetings moving and build students' confidence as leaders.*

*Dan Portincaso, Creative Writing Club Advisor*





# **Acknowledgment & Agreement Form**

# RSO Handbook Acknowledgement

☐ By checking this box, I acknowledge that:

- I have read and reviewed the Waubonsee Community College Registered Student Organization (RSO) Handbook in its entirety.
- I understand my responsibilities as an advisor or student leader representing Student Life and Waubonsee Community College.
- I agree to uphold all policies, procedures, values, and expectations outlined in the RSO Handbook.
- I will participate in required Fall and Spring trainings, as applicable to my role.
- I will maintain open and timely communication with Student Life staff.
- I will support my organization in alignment with Waubonsee's mission and Student Life's commitment to inclusion, belonging, leadership, and civic engagement.
- I understand that recognized student organizations operate under the Student Life Department and are accountable to its standards.
- I understand that failure to adhere to the expectations outlined in the RSO Handbook may impact the organization's standing, recognition, and eligibility for funding or institutional support.

**Name (Printed):** \_\_\_\_\_

**Role (Advisor or Student Leader):** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Student Life

Connect. Engage. Succeed.

(630) 466-2369  
[waubonsee.edu/studentlife](http://waubonsee.edu/studentlife)  
[studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu)

**Sugar Grove Campus**  
Student Center (STC), Room 126