



---

# SGA CLUBS & ORGS HANDBOOK



# WELCOME

## LETTER TO CLUBS/ORGS

Dear advisors and student representatives,

Thank you. Thank you for your time, dedication, and investment to our SGA clubs and organizations. Over the past few years, our students have shown an increased desire toward engagement on campus. Our hope is for clubs and organizations to help foster this increased involvement through building a better sense of community, belonging, and student success. I look forward to partnering with you for the growth, opportunity, and revitalization of clubs and organizations at Spartanburg Methodist College.

The purpose of this guidebook is to set out clubs and organizations up for success during this academic year, share resources, and give updates on the Student Government Association and how clubs and organizations will operate this school year.

I will be your main point of contact throughout the academic year, and I look forward to assisting you in growing your organizations and encouraging student engagement.

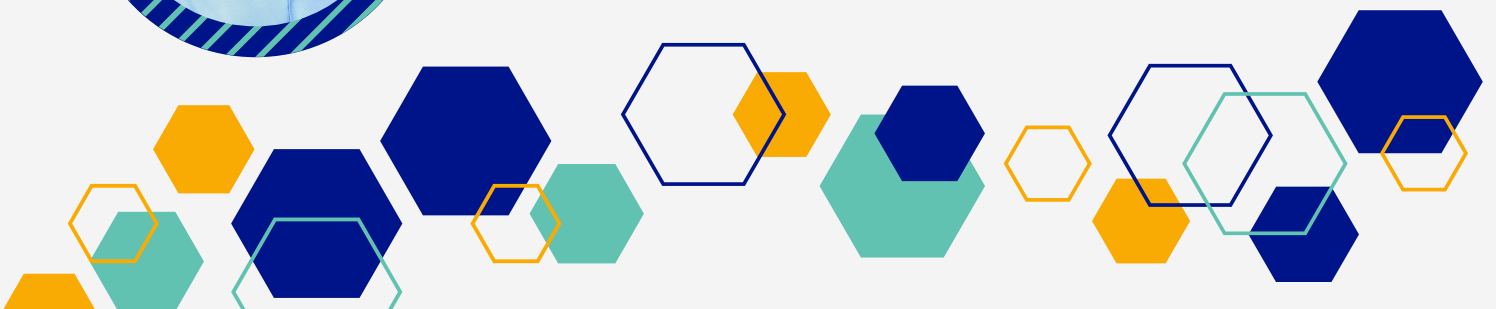
If you have any questions, do not hesitate to reach out! My office is located in the Burgess Student Center, second floor suite 22 office 222, and can be reached by MS Teams or email at [JostesR@smcsc.edu](mailto:JostesR@smcsc.edu).

Thank you for all you do, and looking forward to a great year ahead!



**Reed Jostes**

*Assistant Director of Involvement*





# TABLE OF CONTENTS

<b>SMCX Involvement.....</b>	<b>3</b>
<b>SGA Organization Chart.....</b>	<b>4</b>
<b>About the Chamber.....</b>	<b>5</b>
<b>Clubs and Orgs - Communication.....</b>	<b>6</b>
<b>Clubs and Orgs - Budget.....</b>	<b>6</b>
<b>Clubs and Orgs - Canva Account.....</b>	<b>6</b>
<b>Planning an Event.....</b>	<b>7</b>
<b>Advertising on Campus.....</b>	<b>9</b>
<b>Catering Needs.....</b>	<b>11</b>





# SMCX INVOLVEMENT

SGA Clubs and Organizations fall under the SMC Experience (SMCX) umbrella, specifically under SMCX Involvement. Below are the people who make up the team SMCX Involvement team and little bit about what each person does. We LOVE to collaborate. Let us know if you are interested in partnering with events!

## J. Allen Lollis

*Dean of Students*

Oversees SMCX Community (Community Life, Wellness, and Involvement) and is the advisor for SGA.

**LollisA@smcsc.edu | Office phone: (864) 699-4632**



## Reed Jostes

*Assistant Director of Involvement*

Oversees SMCX Involvement Coordinator and SGA clubs and organizations.

**JostesR@smcsc.edu | Office phone: (864) 587-4537**



## Hailey Gass

*Involvement Coordinator*

Oversees events and activities, Campus Recreation, and is the advisor to Xvibes.

**GassH@smcsc.edu | Office phone: (864) 587-4247**



**Team email:  
involvement@smcsc.edu**

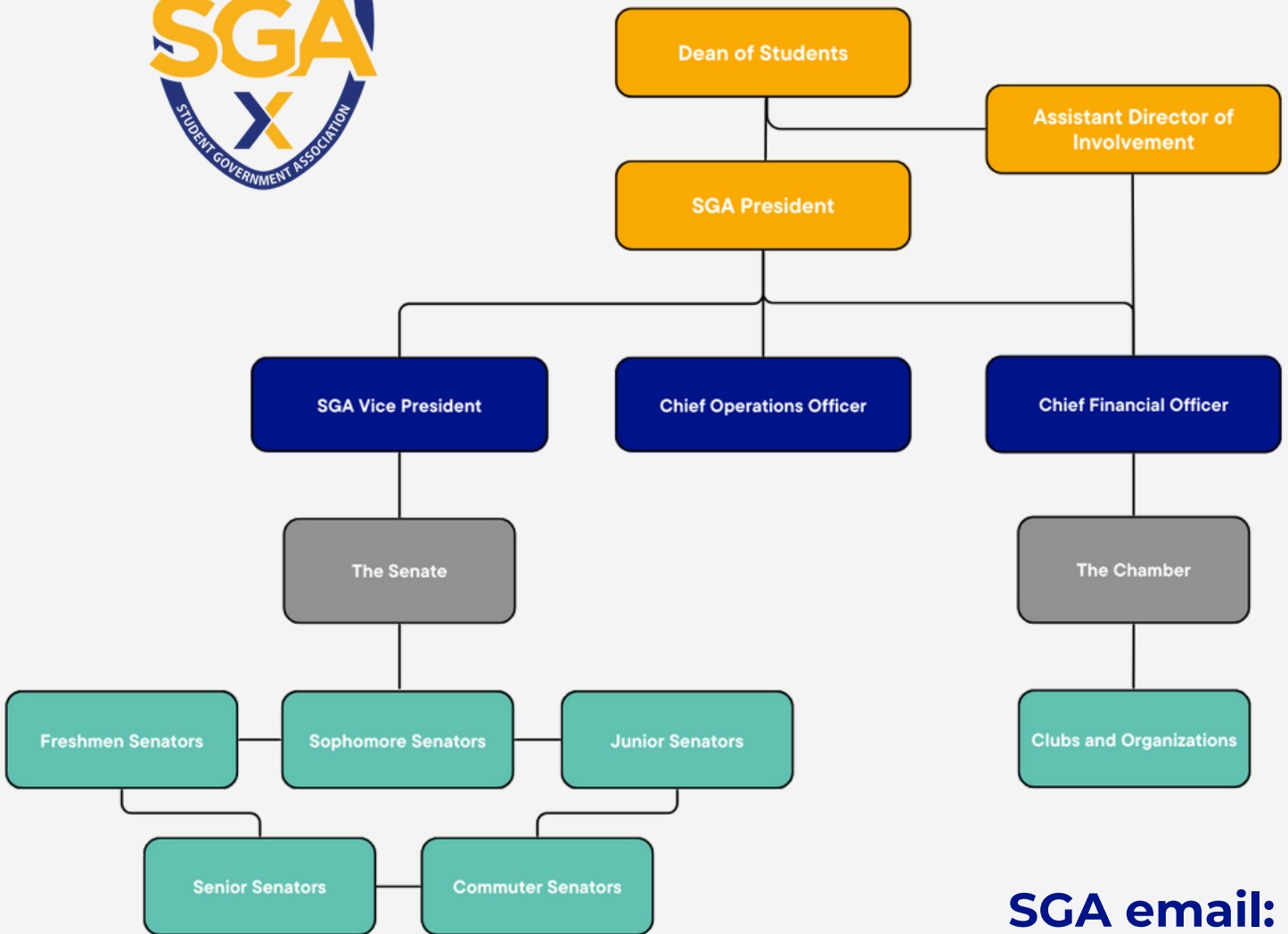


# SGA

## ORGANIZATIONAL CHART

SGA will have three main branches:

The Executive Board, The Senate, and The Chamber. All SGA Clubs and Organizations will be reporting to the Chief Financial Officer, who oversees the Chamber.



**SGA email:**  
**SMCSGA@smcsc.edu**





# ABOUT THE CHAMBER

During the 2020-2021 academic year, the SGA went through the process of revising the constitution to better suit the growth and development of Spartanburg Methodist College and to accommodate better sustainability moving as a four year institution.

**The Chamber will meet once a month.** The date, time, and location will be communicated prior to the first Chamber meeting of each semester. **Every club/organization will send a representative,** and advisors are encouraged to attend, but are not required. At the meetings, clubs/organizations will be able to update SGA on their current needs, projects, and events. The Chief Financial Officer will oversee the Chamber.

## **From Article II Section 2 of the SGA Constitution:**

Members of the Chamber duties include, but are not limited to:

1. Attending monthly Chamber meetings decided upon the SGA President and recognized SGA clubs/organization's presidents at the beginning of the academic year.
2. Serving as liaison between the SGA governing body and the club/organization.
3. Promoting club/organization's events and pressing business.
4. Relaying SGA club/organization's processes to club/organizations, keeping updated records, complying with campus event and marketing approval processes.
5. Participating in a community service project.
6. Meeting regularly with their faculty/staff SGA club/organization Advisor.





# CLUBS AND ORGS

## COMMUNICATION

All communication, announcements, and updates will primarily be sent via email or posted on the SGA MS Team. Be sure to set up your notifications, and reach out if you have any questions! You are also welcome to attend Senate meetings every other Monday at 7pm in Ballard.

# CLUBS AND ORGS

## BUDGET

If a club or organization would like to request funding for events, programs, or supplies, you can do so through filling out this Budget Request form. Funding will be allocated per event/need. Students (with the help of their advisor) should complete the form with their club/organization, then the SGA CFO and advisor of the Chamber will decide whether the request will be approved in full, approved in part, or declined.

**[CLICK HERE for the Club/Org Budget Request Form](#)**

# CLUBS AND ORGS

## CANVA ACCOUNT

Canva is a great tool to assist in designing posters, digital signage, social media content, and more. We have a “Student Leaders” premium account that clubs/organizations are allowed to use. Go to <https://www.canva.com> to access the account.

- Username: SMCSGA@smcsc.edu
- Password: SMCX2324!

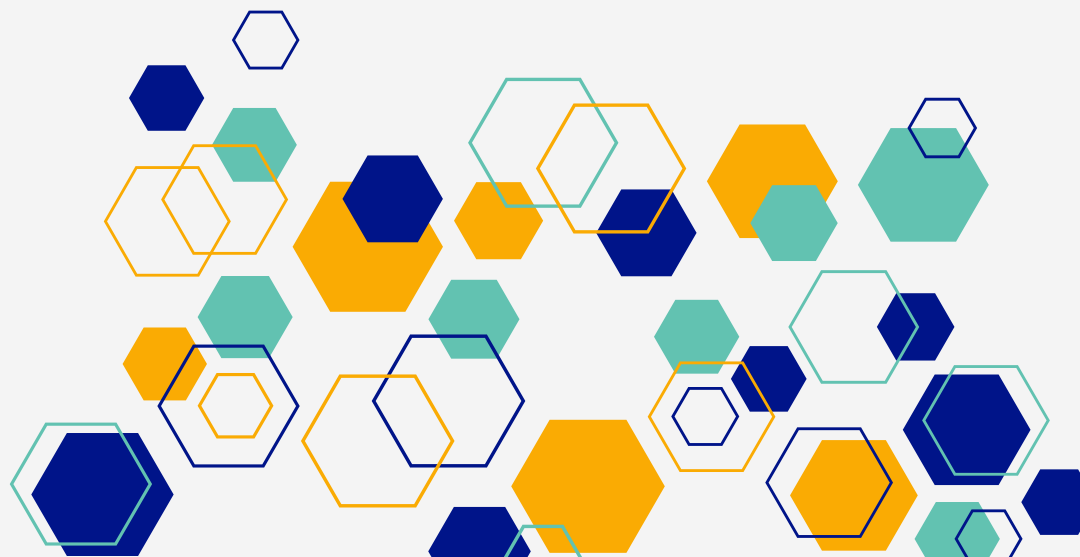


# PLANNING AN EVENT

All events must be approved by the club/organization advisor. The advisor or student representative is then responsible for informing the Assistant Director of Involvement so SMCX Involvement is informed about all events. SMCX Involvement can then help answer any questions or think through ideas.

Planning an event takes time, organization, and communication. Best practice for students when planning events is to sit down with the leaders, members, and advisor to come up with a plan. Start with who, what, when, where, and why.

- **WHO:** Who are you trying to reach with this event, is it just for your club or all of campus?
- **WHAT:** What will you be doing at the event, what is the name, what will you need for supplies?
- **WHEN:** What day of the week and time are you thinking? 30 days before the proposed event is a good practice to plan for events, but can be successful within a two week planning period.
- **WHERE:** Where do you want to have the event? Do you need a back up location?
- **WHY:** Why do you want to have this event? How does this promote your branding as a club/organization? What are your goals for having this event?





# PLANNING AN EVENT

## CONTINUED

Here is an event checklist to work through to help with all necessary details:

- Creating an event for the club/organization which includes the date, time, and location.
- Advisor approves the event.
- The advisor or club/organization student representative emails the Assistant Director of Involvement to inform SMCX Involvement about the event.
- Submit a budget request (if needed) and gather supplies.
- Reserve a venue or room through Resource Booking.
  - If the space is on campus and needs to be unlocked, inform Campus Safety because Resource Booking does not inform Campus Safety.
- Submit a facilities request through Facilities for any additional items such as tables, chairs, trashcans, extension cords...
- Submit a SMC Today ticket to have the event on the school calendar.
  - More information on next page.
- Secure event staff from other club/organization members.
- Create marketing plan.
  - Design and email poster to [involvement@smcsc.edu](mailto:involvement@smcsc.edu) for approval and printing.
  - Email [involvement@smcsc.edu](mailto:involvement@smcsc.edu) to submit market request for digital billboards and/or social media graphics.
- Hang posters around campus.
- Show up to the event early for set-up.
- Have a great event!
- Clean up after the event.
- Let the Assistant Director of Involvement know how the event went and how many people attended.

### **[CLICK HERE to access Resource Booking](#)**

To reserve a classroom or auditorium, you will need to get approval by Sharon Wilborn [wilborns@smcsc.edu](mailto:wilborns@smcsc.edu).

### **Facilities Request**

Email [Facilities@smcsc.edu](mailto:Facilities@smcsc.edu) to submit request with ALL event/meeting details, including time, place, location, and set up time.



# ADVERTISING ON CAMPUS

We want to get the word out about your awesome club/organization, events, and meetings on campus! Follow these guidelines for posting on campus. For best results, use multiple types of marketing to reach your members and students.

## SUBMIT TO SMCX INVOLVEMENT

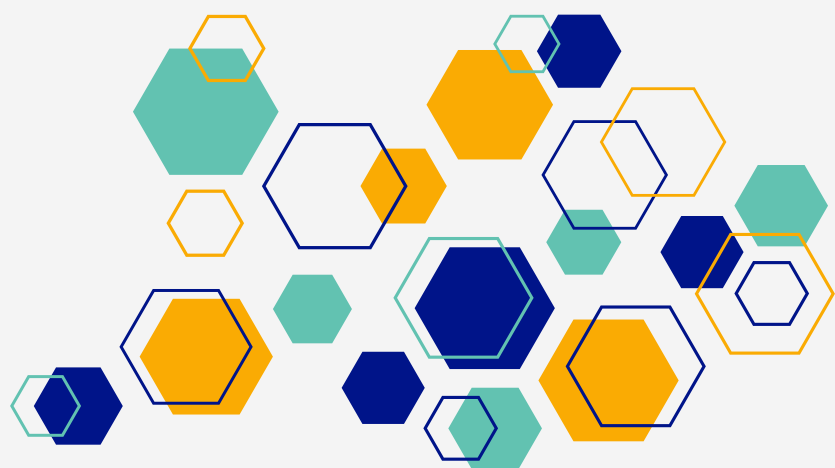
Again, all events must be approved by the club/organization advisor. The advisor or student representative is then responsible for informing the Assistant Director of Involvement of the event and how many people attended so SMCX Involvement is informed about all events. SMCX Involvement can then help answer any questions or think through ideas.

## SMC TODAY

Do not forget to submit event or meeting information to SMC Today! SMC Today and the SMC Event Calendar are great resources to get your information out on a daily basis. These are run by SMC Marketing, and if you ever have any questions, email Mary Hurston Zuelke at [ZuelkeM@smcsc.edu](mailto:ZuelkeM@smcsc.edu). We encourage all clubs and organizations to create announcements and event entries prior to the event/meeting.

### **[CLICK HERE to submit a SMC Today](#)**

Submit an announcement or event to go on the school calendar.





# ADVERTISING ON CAMPUS

## CONTINUED

### HANGING UP POSTERS

In an effort to keep our facilities looking the best, we are requiring all printed materials be attached using blue painter's tape. This is supplied by SMCX Involvement, and you can stop by the SMCX Involvement office suite anytime to pick up a roll.

For security and safety reasons, please do not post any materials on entry way doors or anywhere on the Chapel. Feel free to hang posters to the sides of doors, but not where vision can be obscured. There are plenty bulletin boards, walls, and window space across campus. **Please do not forget to take down the posters after the event or meeting.**

### POSTERS & DIGITAL MARKETING

For any advertising needs, please email [involvement@smcsc.edu](mailto:involvement@smcsc.edu) with the poster or digital marketing requests. The Assistant Director of Involvement will then approve or suggest changes to be made to the designs. Once approved, SMCX Involvement can print any posters for the club/organization or pass along information to have digital marketing needs be uploaded to social media or the digital billboards around campus.



# CATERING NEEDS

SMC Dining Services offers a variety of catering options for events and meetings from chips and drinks to full plated meals at discounted pricing.

Clubs/organizations are always welcome to get their catering needs from off campus, but we want everyone to know about the resources on campus as well.

## CATERING REQUESTS

All catering requests will go through Hildegard Linder, Director of Dining Services. Please send SMC Dining Services requests to Hilde at [LinderH@smcsc.edu](mailto:LinderH@smcsc.edu) and include the following information:

- Name of club/organization, advisor, and student contact
- Date and time of event (include time everything needs to be set up by), and location
- Indicate if you would like catering staff to assemble or you are picking up
- Quantities either per item and/or per person
- Dietary needs

The more details the better! Be as specific as possible when requesting catering needs. **Pro tip: make sure you request a quote ahead of finalizing the request so you can determine if it is within your budget.**

To ensure catering preparation and success, please submit all requests **at least** two weeks in advance. 30 days is best practice for catering ordering. Must send guarantee numbers at least 3 days out to finalize order.

To strengthen collaboration and communication, follow up your catering request email with a meeting. SMC Dining Services is great to work with, and this helps understanding turnaround times, event logistics, and to finalize menus.



**Hilde Linder**

*Director of SMC Dining Services*

**[LinderH@smcsc.edu](mailto:LinderH@smcsc.edu) | Office number: (864) 278-6291**

