

4 Reasons Why I Need A



- 1 To support my **scholarship and award** applications
- 2 To highlight my BMCC involvement when seeking **internships or employment**
- 3 To complement my academic transcript when applying to **colleges or universities**
- 4 To **make the most** of my involvement

What can I include on my Co-Curricular Transcript?

The CCT is organized around six categories that reflect various co-curricular activities at BMCC: **Athletics; Clubs and Organizations; Community Service; Honors and Awards; Leadership Training; and Workshops and Seminars.**

How do I get started?

Log in to the BMCC Portal at www.bmcc.cuny.edu to access your CCT account.

Visit www.bmcc.cuny.edu/cct for step-by-step instructions.

Please direct any questions to CCT@bmcc.cuny.edu



March and October are C.O.A.C.H. months!

Every Wednesday during these months the BMCC Academy of Leadership and Service offers helpful workshops:

Coaching Officers to Acquire Critical Club Habits.

- ⇒ Club Officer Orientation
- ⇒ Recruitment and Retention
- ⇒ Leadership Compass
- ⇒ Great Event Planning
- ⇒ Leadership Styles

For more information, contact the Office Student Activities at the information below.



BOROUGH OF MANHATTAN
COMMUNITY COLLEGE

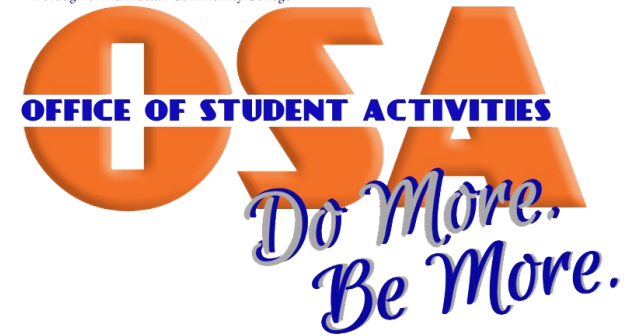
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Borough of Manhattan Community College



*"If your actions inspire others to dream more, learn more, **Do More,** and **Become More,** you are a leader."*
~J.Q. Adams~

A brief guide for the new Club Treasurer

Congratulations on being elected Club Treasurer!

You are now part of BMCC's family of elite student leaders. As your fellow officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to maintain accurate records of the club's financial transactions and maintain continuity by training those that will follow in your steps.

Leaders are accountable to their membership.

Remember

The duties listed here are general duties for the Club Treasurer of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of the group.

Duties of the Club Treasurer

1. Be fully aware that he/she is responsible for all funds of the organization. He/she signs all requisitions—along with the Club President and Club Advisor—for the expenditure of funds allocated by the Student Government Association (SGA) in room S242.
2. Prepare a budget and have it approved by the executive committee and members.
3. Plan your purchases in advance of events by filling out forms and attaching invoices, contracts or other necessary documents.
4. Make certain the organization spends the funds in accordance with the approved budget and within college policy and regulations.
5. Have available for review a Club Treasurer's Report at each business meeting of the organization listing receipts, expenditures, and balance on hand.
6. Coordinate with the BMCC Association Business Office (S233) to see that club records are accurate and up-to-date.
7. Keep a record of all expenses and indicate purposes for which money was disbursed.
8. Have records available and in a condition for examination at any time.
9. Do not write requisitions or amounts that exceed the club's budget.
10. Work with the Club President and Club Vice President to create grant proposals requesting funding for club projects.

A Club Treasurer is ...

- ◆ A person who has the capacity to learn and apply new rules and regulations.
- ◆ A person who works closely with the Student Government Association, the Office of Student Activities and the BMCC Association.
- ◆ A person who is organized and insures that the proper paperwork contains the proper authorization and information.

Make plans and strategies to reach your goals.

Balancing Leadership and Academic Demands

Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of the tutorial services that the College offers.