

## 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](http://www.bmcc.cuny.edu) to access your CCT account.

Visit [www.bmcc.cuny.edu/cct](http://www.bmcc.cuny.edu/cct) for step-by-step instructions.

Please direct any questions to [CCT@bmcc.cuny.edu](mailto: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

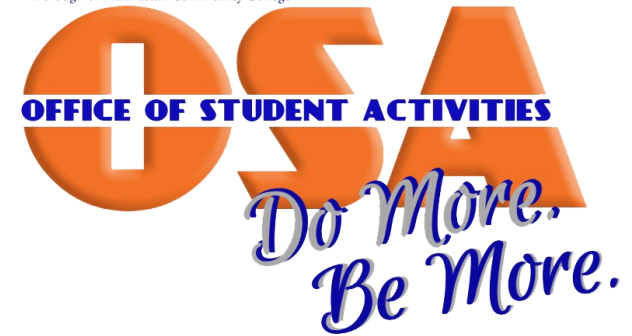
## Office of Student Activities

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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 new Club Members**

## **Congratulations on becoming a member of a student club!**

You are now part of BMCC's family of elite student leaders. Yes, student leaders! Along with your club officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to help develop goals for the organization, participate in club activities and help to carry out specific tasks.

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**Good members can be counted on to follow through.**

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### **Remember**

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

### **Expectations of a Club Member**

1. Attend regular and special meetings:
  - Know the proper procedure for participating in a meeting.
  - Make your statements and contributions to the chair of the meeting.
  - Have a knowledge of parliamentary procedures.
2. Understand and follow the club's constitution and by-laws.
3. Set an example for the organization in fairness, courtesy and respect for the rules.
4. Know the school policies and regulations and see that they are followed at all meetings and activities.
5. Don't criticize the ideas of others, but make suggestions that make the ideas helpful to the organization.
6. Participate by joining a committee or volunteering to carry out needed tasks.
7. **Commit to a task, complete that task.**
8. Communicate to your fellow members and leaders regularly.
9. Attend club events and bring your friends.
10. Total participation of all members makes for a strong organization.

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**Respect the chain of command.**

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### **Prepare now to be a leader in the future**

1. Become familiar with the duties of each club leader.
  2. Take on a the perspective of a leader now:
    - Become aware of all aspects of managing the club.
    - Carry out your assigned task and be aware of all of the tasks necessary to reach the club goals.
  3. Take on tasks that force you to learn new skills.
  4. Take on tasks that force you to speak to vendors, club advisors, student leaders and administrators.
- Also remember**
- Leaders serve their constituents by providing for their needs.
  - Your leadership opportunity may come with a different club, at a different place, and in a different time.
  - Be prepared to step up at a moment not of your choosing.

### **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.