# TABLE OF CONTENTS

Introduction.......................................................................................................................................... 2

Roles & Responsibilities................................................................................................................................

- Student Activities Office & Student Senate.................................................................................. 2
- Club Advisors Role......................................................................................................................... 3
- Officer Responsibilities................................................................................................................... 4

General Regulations Governing All Clubs.............................................................................................

- Returning Clubs, Community Service, Websites, Grievances...................................................... 5
- Club Members & the Student Senate, Club Office and Privileges,
  Club Mailboxes and Club Misconduct
  Minutes of Meetings, Mailings, Harassment, Student Activity Fund Equipment. 6

Policies for Organizing Student Events..................................................................................................

- Facilities and Events, Guidelines, Food & Craft Vendors............................................................ 7
- Raffles, Alcoholic Beverages, Equipment Use and Maintenance............................................ 8
- Videos, Contracts & Obligating Funds
  Advertising: Publicity Methods & Procedures, Travel, Insurance........................................... 9

Student Activity Fund Financial Guidelines.........................................................................................

- Budget Allocation and Requesting Funding.................................................................................. 10
- State Tax Exemption
- Purchasing Procedures/Regulations and Payments.................................................................... 11
- Payment Vouchers, Unauthorized Expenditures.......................................................................... 12
- Fundraisers, Bake Sales, Deposit Information.............................................................................. 13
- Contributions, Gifts & Bequests, Transfer of Funds, Tickets & Reports................................. 14
- Solicitation of Funds, Scholarships, Awards and Prizes............................................................. 15

How To Organize A New Club..............................................................................................................

- Recognizing New Clubs, Privileges of New Clubs.............................................................. 16
- Tips For Organizing A New Club............................................................................................. 17

Parliamentary Procedure....................................................................................................................

- What Is Parliamentary Procedure............................................................................................. 17
- How To Make A Motion.............................................................................................................. 18
- Changing Motions..................................................................................................................... 19

Sample Documents............................................................................................................................

- Constitution............................................................................................................................... 19
- Sample Agenda.......................................................................................................................... 21
Sample Minutes........................................................................................................... 22

Appendix.................................................................................................................................

- Release & Indemnification Agreement........................................................................... 23
  Guidelines for Student Behavior..................................................................................... 25
INTRODUCTION

This resource handbook has been produced by the staff of the Student Activities Office to define the operational procedures for Manchester Community College (MCC) clubs and organizations. This information should provide users with pertinent information on starting or re-registering a club, handling funds, scheduling space and planning meetings/events within the College and State of Connecticut established guidelines.

By following the procedures as they have been outlined in this handbook, the responsibility of organizing a club, program development and finance will be much easier and more effective and rewarding.

Please feel free to direct any questions or comments concerning the information contained in this handbook to the Student Activities Office, located in room L-154i, or call (860) 512-3283.

IMPORTANT

All student leaders participating in a club or organization are responsible for being familiar with the information contained in this handbook and are expected to comply with all rules and regulations. This document is a supplement to the Student Senate Constitution and By-Laws and is enforceable pursuant to State of Connecticut and College established policies. Failure to comply may result in impeachment, suspension and/or expulsion from the college. Incidents may be placed in the violator’s academic file.

I ROLES AND RESPONSIBILITIES

STUDENT ACTIVITIES OFFICE

The Student Activities Office administers the co-curricular program and offers a variety of services that may include leadership workshops, event planning assistance, interpretation of state regulations, monitoring the Student Activity Fee (SAF) fund, games and equipment rentals, student photo IDs, discount movie ticket sales, lockers, referrals and general information.

Location: Student Activities, Lowe building Room 154
Hours: Monday through Friday, 8:30 AM – 5:00 PM
Consists of the office of Student Activities, the Student Senate Executive Board office, an office for student clubs & organizations, and the game room.

THE STUDENT SENATE

• Serves as the official representative/voice of the student body.
• Governs and appropriates the Student Activity Fund.
• Hears the petitions or complaints of students regarding all matters of student life.
• Provides an effective means of communication between the MCC student body and MCC faculty and staff.
• Represents the SS on MCC governance and/or college-wide committees and present a brief report to the SS of said meetings. The senate doesn’t serve, members do.
• Regulates the activities of chartered clubs and organizations in the best interests of the student body.

CLUB ADVISORS

All student organizations must have a full time member of the faculty or staff as its official advisor. An advisor serves as a link between the College and the organization and should assist the organization in achieving its goals and objectives.

Considerations when selecting an advisor:
• What is the advisor's philosophy about organization?
• What training, expertise and skills does the advisor have in student leadership and development?
• What is the advisor's level of interest in the organization and time commitment?
• How will the advisor's personal characteristics blend with the members of the organization?

Advisors should...
• Be an information/resource person and suggest program ideas
• Share specific knowledge in the development and implementation of programs
• Attend meetings and programs of the organization
• Interpret/clarify College policy and procedures to student organizations
• Provide historical continuity for the organization
• Provide ideas and guidelines for the recruitment of new members
• Be a personal role model and serve as a problem-solving agent
• Advise officers about meeting agendas and minutes

Advisors should not...
• Run the student organization meetings
• Vote or have veto power over decisions
• Take care of last minute program details or be ultimately responsible for program problems or failures

Find the Right Connection
Now that you have some information about what advisors and leaders see as the role of the advisor, you as a leader may need to find the right fit for the advisor of your organization. Every student organization advisor must sign all event forms and vouchers for an organization, but it's up to you and your advisor to define additional roles. You may also want to consider discussing some of the items outlined below with your advisor to help your organization get off to a great start! Meet with your advisor at the beginning of the year to talk about his/her perceptions of the role of the advisor. Outline your and their expectations. Continue to meet with your advisor at least once a week to touch base and to keep the advisor informed as to what is happening with the organization, projects, or programs.

Other things to do together:
• Develop an orientation/retreat for the organization;
• Discuss your organization's history, traditions, major accomplishments, fundraisers, programs, etc.
• Review the organization's constitution together;
• Explore the relationship your group might have with others (ideas for co-sponsorship, recruitment, etc.);
• Review your budget. Discuss general goals for the organization to share with group members and receive input.

ROLE OF CLUB OFFICERS/STUDENT SENTATE OFFICERS

To Be an Effective President:
• Prepare an agenda for each organization meeting
• Know Robert's Rules of Order for conducting a meeting and practice this procedure.
• Remain impartial - avoid expressing your personal opinion and set an example others
• Know and understand your club constitution.
• Carry out the decisions of the group even though they may be contrary to yours.
• Know the responsibilities of all your club officers.
• Keep the group goals directed and on track throughout the semester. Work closely with your club/organization advisor.
• Know your limitations and seek support and guidance whenever necessary.

To Be an Effective Vice President:
• Be prepared to take over the presidential responsibilities at any time and assist the President in any way.
• Be prepared to take on any specific duty that is requested of you, i.e. represent the club on committees.
• Model appropriate behavior and be aware of your limitations.
• Call issues to the attention of the President.

To Be an Effective Treasurer:
• Always know how much your club has in it's account. You can get this information from the Business Office.
• Maintain accurate records of monies received, paid or owed on an electronic spreadsheet.
• Understand and accept responsibility related to student funds.
• Prepare a budget and make sure that the club or organization keeps within the budget.
• Keep records that can be easily obtained and understood and give a treasurer's report at each meeting or upon request.

To Be an Effective Secretary:
• Take minutes of all club meetings and type them up within 5 days of the meeting. Give minutes to your advisor, members and a copy to the Student Activities Office. Minutes should reflect date, time, and place of the meetings, attendance, agenda topics, all motions and votes, new business, and adjournment time. (see back of book for sample)
• Be knowledgeable of office procedures including use of Microsoft word.
• Keep an updated membership roster with contact information.
• Be responsible for all correspondence and maintain and organize all files for future use.
GENERAL REGULATIONS GOVERNING ALL CLUBS

Returning Clubs
Must re-register with the Office of Student Activities by submitting the following items to become an official club no later than October 2nd of the Fall semester.
   a) An officer’s list with names and signatures
   b) Club minutes verifying elected officers and name of faculty advisor(s)
   c) Copies of each officer’s transcript
   d) A budget Allocation Request Form

Community Service Requirement
All official clubs or organizations receiving funds from the Student Senate will complete some form of community service project, which will be approved by their advisor and submitted to the Student Senate for approval before disbursing their final installment of funding during the Spring Semester. A majority of the club membership must participate.

Websites
At no time can a club/organization create a website using MCC’s name or logo. Club’s may have a formal web presence on the college’s website.

Grievances
Can be lodged with the Student Senate by any club/organization. If they believe they were not treated fairly with regard to their constitution or disbursement of funds, they can file a written grievance. The Director of Student Activities and the SS Jurisdiction Committee will investigate the grievance and submit a report to the Dean of Student Affairs within 21 working days from the date of filing. The Dean of Student Affairs will submit recommendations to the SS within 21 working days of receipt. An appeal may be made to the College President.

Club Members & The Student Senate
Official Clubs must send a representative to no less than 3 Student Senate meetings per semester. Are strongly encouraged to attend all Student Senate meetings and college-wide committee meetings in order to enhance communication and increase involvement in the governing process. You can sign up to be on a college committee by contacting the SA office.

Club Office and Club Privileges
The Club room is located in L154j and is open and available to all official club officers for official club business only. It houses computers, color printer, telephone, copier, and mailboxes. Access to the room will be granted to each officer upon completion of all paperwork. Contact the SA Office for the access codes for the club office door. Students must use their assigned banner ID# to access the computer.

Club Mailboxes
Are located in the Club Office room L-154j. It is the responsibility of the club president and advisor to see that their officers and members receive information in a timely manner.

Club Misconduct
The SS Secretary and/or SA Director will send an initial written warning to the club advisor if a club/organization:
   • overextends itself or flagrantly violates any SS or College policies pertaining to the use of student activity fees or clubs/organizations in general,
• fails to regularly submit current minutes, a current officers list, semi-annual budget statements, or a current constitution,
• has any ineligible officers, or has been inactive for one year

If corrective measures are not taken, further action will be taken in the following order:
• The SS Secretary will send a second written statement of violation to the club/organization president and advisor, the Dean of Student Affairs, the FAS Accountant, and the Director of Student Activities.
• The club’s account will be frozen. The SS Judicial Committee will further investigate the matter within 15 days. Written recommendations by the Judicial Committee will be made to the SS Executive Board, which will present their findings to the full SS.
• If found in violation, the club’s charter will be revoked and privileges will be denied.

Minutes of Meetings
• All clubs are required to have at least one business meeting per month during the regular academic year.
• Are public information and must be available for state audit. Minutes must be distributed within five working days after the meeting. In accordance with College policies and the State of Connecticut Accounting Procedures Manual (herein referred to as Activity/Welfare Manual), minutes must clearly indicate names of members present, treasurers report of income and expenses, and all action taken by the group particularly concerning financial matters.
• Should be typed with copies made to provide one copy each for the club’s treasurer, faculty advisor, Student Activities Office and the SS Treasurer.
• The club copies should be put in a binder and the sheets numbered consecutively with the initial of the club secretary on each page. This indicates that the typed material is an accurate copy of the original minutes and the
• Signatures of the secretary and advisor should be affixed to the final page.

Mailings
• The College will absorb the postage cost of recognized club’s/organization’s official mail (200 pieces maximum) submitted using a purchase requisition.
• All outgoing mail must be sent in college envelopes and have the club name and return mail station #7 noted beneath the college’s return address.
• Members must bundle unsealed envelopes together, flaps up, with an elastic band. Do not use white college envelopes for interdepartmental mail. Do not use college letterhead for club correspondence; each club must design its own letterhead.
• Notify the mailroom at least 24 hours in advance for mail in excess of letter size, bulk, or volume mailing (200 or more pieces). Costs for volume and bulk mailing will be charged to the requesting club/organization using a college purchase requisition.
• For more detailed information regarding special mail, contact the SA Office. Clubs may drop off their mail in the Athletic Office and pick up their mail from the club office, L-154k.

Harassment
Of any kind is not tolerated and is unacceptable at MCC. Complaints of discrimination should be directed to any Dean, Human Resources, Affirmative Action Office or Office of the President.

Student Activity Fund Equipment
Equipment and supplies purchased from the SAF become the property of Student Activities and shall be used for official business only. All equipment must be tagged in accordance with State
Comptroller regulations. Equipment should not be transferred to another office or discarded without completing a move ticket. A copy shall be submitted to the FAS Office Accountant and the Director of Student Activities. Equipment and supplies highly susceptible to theft should be under lock and key and frequently checked. Always immediately report, in writing, lost or stolen items to the FAS Office Accountant and the Director of Student Activities.

POLICIES FOR ORGANIZING STUDENT EVENTS

Facilities & Events

- A complete Event Planning Packet is available in the SA office to assist you.
- To schedule a meeting, sponsor any event (on or off campus) or to reserve any space, an Activity Request form must be filled out (available on form depot) and approved by the SA Director. When planning an event, use the following timeline for paperwork:
  - Planning a meeting – allow 7-14 days
  - General event – allow 30 days
  - Large event – allow 45 days
  - Conventions/Conferences – allow 60 days
- For off-campus events, special events, and large group events, a detailed program proposal with the signature of the Dean of Student Affairs are also required. The signature of the Director of Environmental Health and Public Safety is required for large group events in the Auditorium.
- This does not guarantee space availability. It is the club’s responsibility to accurately complete all the information on the form and to submit paperwork signed by the SA Office to the Facility Scheduler.
- The Facility Scheduler is the contact person for reserving “A” frames, Auditorium, AST Rotunda, courtyard, Lowe lobbies, music room, classrooms, conference/meeting rooms, cafeteria, dining room, etc. Students must forward an Activity Request Form that has been authorized by the SA Office with a Special Services form to the Facility Scheduler to reserve space and arrange for setups.
- The scheduler will notify the club advisor if space is approved or available.
- During planning of large events, clubs should contact the scheduler by phone or email to inquire of space availability. If available, space will be penciled in until approved paperwork is received.

The following guidelines apply for the use of campus facilities

- Commercial endeavors, including solicitations, are discouraged. If the College President or his/her designee determines that a commercial activity is beneficial to the educational function of the college, he or she may authorize such activity, provided that in doing so he or she ensures that the name of the college is not associated with the activity and that the college does not appear to have endorsed the endeavor.
- The name of the College shall not be associated with any group that is not a bona fide college organization, except that the president or his/her designee may authorize the co-sponsorship of activities which are consonant with the philosophy of the comprehensive community and technical college.

Requesting & Securing Food (catering) and Craft Vendors

- Requires certificate of insurance
- Certificate of health inspection
- Tax permit
• Vendor contract.
• Please contact the SA Office for details.

*Raffles*
Require written approval from Town/State officials and town police. Before your organization attempts this venture, you must consult first with the Student Activities Office.

*Alcoholic Beverages*
Are prohibited on or off campus during student sponsored events. MCC is a “dry” campus. Exceptions may be made:
• HFSM and the Culinary Arts programs provide meals and there is either no special charge for the beer and wine or the patrons bring their own. All students seated at a table at which beer and wine are served must be carded by their club advisor/chaperone.
• Rare special functions with prior written approval from the Office of the President. Example; “An Evening of Fine Wines”.
• Use of SA funds to pay for an open bar and advertising alcohol is strictly prohibited. For more information, request the MCC President’s current policy on the use of alcohol on campus. When planning an off-campus social activity requiring a cash-bar service, clubs/organizations must hold the event in a fully licensed establishment.

*Equipment Use, Set-up and Maintenance*
• Requests for audio-visual equipment, special room set-up and maintenance services for any event should be made on the *Special Services* form available online at form depot.
• Other than special arrangements agreed to in advance and general maintenance, sponsor assumes full responsibility for coordinating all equipment and special needs.
• Sponsor is responsible for set-up, clean-up, and returning the space to original layout.

*Video/DVD Copyright*
• Check with the SA Office before planning any films.
• Showing a video or DVD version of a feature movie is considered a public performance even if the event is free.
• Rentals must be obtained from professional film distributors that offer, as part of the rental, full public performance rights. Libraries and local video stores cannot offer rights.

*Contracts & Obligating Funds*
• The Director of Student Activities and the Dean of Student Affairs are the only individuals authorized to sign contracts.
• Students and advisors are not authorized to commit the college without prior club authorization (as noted in organizational minutes). All contractual arrangements for travel, entertainment, professional services, catering, facilities-use, merchants/vendor’s services, and any other binding riders or agreements must be made using a State contract or SAF Purchase Order (available in the SA Office to authorized officers only). Be sure to include the service provider’s social security number or federal tax ID number to process payment. A Vendor’s Invoice must also be attached to the W-9 form. Except for purchase orders, all club forms are available on the web and in the hall outside the SA Office.

**IMPORTANT:**
If a student, advisor, or student organization extends a public invitation to, negotiates a contract with, or otherwise invites a lecturer, artist, or group to the campus before permission is granted
in writing by the Director of Student Activities, (or Dean of Students if the amount equals or exceeds $1,000.00), it will be assumed that the invitation was extended personally, and the individual(s) extending the invitation will be held liable for all contractual agreements and arrangements. This policy ensures that all college student activity contracts are professionally handled, prices are competitive and all the invitations conform to MCC/State policy. Reprimand, resignation or expulsion may be recommended pursuant with student discipline policy due to violation of any SS and MCC/State rules.

**Advertising: Publicity Methods & Procedures**

The following are guidelines for event advertising:

- All advertising/flyers must be stamped “approved” and signed by the Club Advisor or Student Activities Office before posting. Unauthorized advertisement will be discarded.
- Multiple posting in the same area are prohibited. Clubs are responsible for posting and removing their advertising immediately after the event.
- Advertisement is not allowed in bathrooms, on cars, on windows or on painted walls.
- Flyers can be placed on designated bulletin boards and “A” frames only.
- Requests for the use of the “A” frames (sandwich boards) shall be made to the Facility Scheduler, using a Special Services form.
- Requests for the posting of “approved” student events on the College’s web site must be made in writing to the Director of Marketing; an email is an appropriate method.
- For instructions on sending an all-points email or voice mail, contact your club advisor.
- Use of the college logo or name on promotional materials (t-shirts, pens, key chains, etc.), permission must be received from MCC’s Marketing Department. Contact the Director of Marketing and Public Relations for more information and assistance.
- Press releases must be reviewed by the Director of Marketing and Public Relations. The Director of Student Activities and *The Live Wire* Editor can provide additional assistance.
- Ideas & resource materials are available in the Student Activities Office upon request.

**Travel**

- The Director of Student Activities and the Dean of Student Affairs must authorize all travel requests before making a commitment.
- Promoting off-campus travel not sponsored by MCC or the State of Connecticut is restricted.
- Insurance waivers signed by all participants and a certificate of insurance for each bus or vehicle (state contractors) must be submitted to the Student Activities office 24 hours prior to the departure date. A copy of the current travel policy is available from the SA Office.
- The following paperwork is required when traveling. Stop by the SA Office to pick up the travel packet:
  - Club Minutes authorizing the trip
  - Student Activity Request Form filled out
  - Travel Authorization Form (CO112) filled out by Chaperone
  - List of all persons attending the trip
  - Release & Indemnification Agreement signed by all participants
  - Travel Guidelines for Student Behavior signed by all students
  - Detailed itinerary for the trip.
  - Chaperone Guidelines Form filled out by each chaperone and signed
  - Chaperone Form (CO112 Form)

Events that require travel must be chaperoned by an authorized, full-time professional representative of the College. They serve as an agent of the College.

**Insurance**
Currently enrolled students are automatically covered for accidents on or off campus during events sponsored by the College. Students may also purchase an optional 24-hour accident and health insurance plan with dependent coverage. Information about the policy and applications are available in the Health Services Office. All students participating in any approved club activity must sign the college’s Release and Indemnification Agreement (see appendix for this form)

STUDENT ACTIVITY FUND FINANCIAL GUIDELINES

Pursuant to the terms of section 4-52 through 4-58 of the Connecticut General Statutes, the College’s annual student activity fee rates are $20 for full-time students and $10 for part-time students per academic year. The Student Activity Fee supports most co-curricular activities held during fall and spring semesters only.

Clubs and organizations cannot collect membership dues from their students unless the fees are for a national chapter. Important: Since this fee is collected from MCC students, it must be used to support only those co-curricular activities that benefit MCC students.

Budget Allocation, Requesting Funding

A. All clubs must submit a budget request form [see appendix] at the start of the Fall semester. Clubs may request a maximum of $400 per semester; the total amount they may receive for the academic year is $800. Club budget requests are due by the last Friday in October. The full SS will review requests at the next regularly scheduled meeting. If the officer’s list has been approved by the SA Office and if the club’s budget request has been approved by the SS, then the SS Treasurer will request a transfer of $400 into each approved club’s account. Requests received after the above date will be reviewed and if sufficient funds are available will be honored on a pro-rated basis. Special funding needs must be made in writing event/travel funding request form to the SS Treasurer 30 days in advance. Self-sustaining clubs with a large treasury may not receive all the money to which they are permitted in order to reserve sufficient funds for clubs with a small treasury.

B. In order for a club to receive the spring budget allocation, clubs officers must be re-approved by the SA Office, show proof the club has completed at least one community service project, submitted all monthly minutes and treasury reports and must have member(s) that attended at least three different SS meetings during the fall semester.

C. Annual Budget Allocation Request Forms from the SS, Student Activities Committee, Cultural Programs Committee, Child Development Center, and The Live Wire (including projected income) must be submitted to the SS Budget Committee by March 15th of the preceding year.

D. The SS Budget Committee will review budget requests and make a decision based on projected enrollment, the estimate of student fees to be collected, earned income, expenditures, the balance in the SS’s club account, and the balance in the club’s treasury. Results of club funding will be posted in the SS minutes and forwarded to the Director of Student Activities for approval.

E. The funds of any club that has been inactive for two consecutive years will automatically, without notice, be transferred to the SS Surplus Account.
F. Each club/organization president, advisor and treasurer is responsible for compliance with SS, MCC & State financial procedures and regulations. Responsibilities include maintaining accurate financial records, completing ticket reports in a timely manner, making and recording deposits, and completing Student Activity Fund payment vouchers. In the absence of the treasurer, the club president is responsible for carrying out said duties. The club president and advisor are ultimately responsible for the ethical handling of all club funds.

G. No SS club/organization or its advisor may encumber or obligate the College without substantiating minutes and appropriate authorization. All goods or services must be delivered by the end of the fiscal year, June 30 (also see contracts and obligations, page 15).

H. If a club fails to use or cancels allocations for an event or to purchase goods or services, the club must vote to rescind the funds during the next meeting. The minutes must reflect this change and include an explanation.

**State Tax Exemption**

Pursuant to the General Statutes of Connecticut, sales of tangible personal property or services to the State of Connecticut or any of the political subdivisions thereof, or its or their respective agencies are tax exempt. For information on special taxes from which the college is not exempt, contact the FAS Office Accountant. A tax-exempt form for club purchases can be obtained in the Student Activities office.

**Purchasing Regulations & Payments**

Purchases should be made at the best prices obtainable. Before making a purchase, the officer should contact the business office or the Director of Student Activities and obtain information about special rates available on State contracts. **Competitive bids should be obtained for major purchases.** Approval of the Department of Administrative Services - Procurement Services will be required for major purchases, such as motor vehicles and computer equipment.

A purchase order system should be used and the following procedures are to be adhered to when purchasing items for the club/organization:

1. Each club/organization is to elect a treasurer to handle its financial transactions. Expenditures should be made within the organization’s budget. The treasurer will be responsible for keeping accurate and up-to-date records to prevent overspending.

2. A Purchase Order should be filled out with proper authorizing signatures (SA Director). Attach minutes of the meeting authorizing the purchase and an invoice indicating the amount of the expenditure.

3. All vendors must have a **W-9 form** on file. If they do not, they must fill one out prior to purchasing. Contact the SA Office for details.

4. Initiate the purchase

5. In order to initiate any payments, the officer of the organization will acknowledge the receipt of the goods or services and prepare a **Student Activity Fund Payment Voucher (see below for details)**. The payment voucher should be signed by the authorized officer [treasurer/president] of the student club/organization and cosigned by the authorized club/organization advisor or the Director of Student Activities. **Payments should be initiated within 72 business hours of receipt of goods/services.**

6. All payments for goods and services are to be substantiated by original vendor’s invoices or by receipts from individuals. In cases where such supporting documentation is not available,
a written statement containing pertinent data is to be prepared by the officer of the organization to support the payment voucher. It takes at least ten days to receive a check.

7. In accordance with the SS Bylaws, the treasurer may approve vouchers for payments. In the absence of the student treasurer/president, the Director of Student Activities shall have the authority to approve, make or direct payment of any outstanding obligation that he/she determines to be due and payable.

8. The signed payment voucher with the supporting document attached will be forwarded to the student treasurer and countersigned by a representative designated by the College President.

The Director of Student Activities and the Dean of Student Affairs must approve all expenditures that equal or exceed $1,000 from SA Funds and all contracts for professional service.

The attorney general must authorize Personal Service Agreements (PSA), which equals or exceeds $3,000. You should allow at least 90 days to obtain this signature and to process your PSA. Student Fund Payment Vouchers are available in the hall outside the Student Activities Office or in the SS office.

In the event there is no official of the student organization available from whom authorization may be obtained, the Chief Fiscal Officer of the parent educational institution will have the authority to liquidate any fully substantiated obligation from the resources of the student organization.

**Payment Vouchers**

All clubs are required to use payment vouchers when paying for approved goods, services or transportation. Use the following as a guideline:

- All original receipts and invoices must be attached to the completed Student Activities Fund Payment Voucher.
- All vendors must have a W-9 form and Vendor Profile on file.
- When paying for travel, entertainment or professional services, documentation must include an authorized Activity Request Form and club/organization minutes reflecting a description of the item, the specific amount requested and which account the expenditure will be charged to.
- The payment voucher is to be made payable to the vendor or individual receiving payment, and must be signed by the club/organization president or treasurer and the advisor.
- Advisor’s receiving reimbursement are not allowed to sign their own payment voucher.
- Absolutely no checks or payment will be made for unauthorized requests or requests that are in violation of SS, State or College policies governing the use of SA funds.

**Unauthorized Expenditures**

According to the Activity/Welfare Manual, expenditures for the following items will not be made from activity or welfare funds:

- Routine expenditures such as equipment, supplies, forms and postage for State use.
- Repair or maintenance of State equipment (except certain jointly used equipment).
- Professional books, magazines and memberships in professional organizations not related to specific activity/welfare fund functions or for which the greater benefit does not accrue to clients, inmates or students.
- Salaries for services that are the responsibility of the institution or agency.
• Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association). Specific fund raising events for charitable organizations are not excluded and must be accounted for in a restricted account.

• Only the net profits of the proceeds may be donated to the charitable organization. If the fund-raiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fund must cover all expenditures of the event. However, if the fund policy provides guidance on this issue, the policy statement prevails.

• Loans to State employees and persons other than inmates, students, or clients of the institution or agency. Other expenditures that directly benefit the employees, except expenditures from restricted accounts that are established in accordance with Section IV-B.4 (REVENUES-Restricted Accounts). However, expenditures for State Agency sponsored joint ventures participated in by employees in conjunction with patients, clients, inmates or students may be made from activity or welfare funds.

**Fundraisers**

Activities that result in receiving a direct personal benefit or interest are strictly PROHIBITED.

• If a fundraiser is conducted to raise money for a scholarship or charitable donation, minutes must reflect the name of the program and donation recipient (i.e., American Heart Association Flower Sale). Expenses for such a program cannot be paid directly from Student Activity funds, but may come from the earned or interest income.

• **Bake Sales:**
  Due to an exclusive rights agreement with the foodservice contractor, all bake sales held in the AST, LRC or Lowe buildings must be held on **Wednesdays ONLY.** Until further notice, **no other food fundraisers** will be authorized; **only bakery items** may be sold during club fundraisers. Use high standards, sanitary and safety precautions when handling food. The club advisor and event chair must:
  ✓ Baked goods must be individually wrapped.
  ✓ Must provide a receipt to everyone. (either hand written or from register)
  ✓ Keep a list of all items provided, and the names of all donors and/or vendors. Be sure to indicate if items were home-baked or commercially prepared (bakery or grocery store). A donation list must be submitted to the SA Office within 24 hours of event.
  ✓ There must be strict adherence to the separation of the handling of money and food. Servers must wear plastic gloves while handling or serving refreshments. Club will need to purchase a box of plastic gloves, plastic table cloths, plastic wrap or preferably baggies to keep items covered. Servers must change gloves after using the cash register, handling money or other items.
  ✓ If refreshments are “self-serve”, provide plenty of napkins, plates, cups and serving utensils. Keep service area free of spills, used cups and napkins. Assign a host/hostess to keep the table neat and clean. Servers should not eat while working table. Remember to request two, large trash- containers and extra liners on the “special services” form for clean up.

• The State prohibits the sale and solicitation of goods on campus unless a vendor is invited on campus and sponsored by a recognized club/organization. The Director of Student Activities and the Dean of Students must approve the vendor.

• A cash register tape for bake sales or receipt book for other activities must be used to record sales if the organization is not using tickets. The customer must receive a copy of the sales transaction.

• Cash income from ticket sales or gate receipts cannot be used to make direct purchases. (see page 15)
• Income earned through fundraisers will be carried over from year to year in an active club’s/organization’s treasury.
• A 6% sales tax will be taken out of an organization’s account for all sales of goods and services.

Deposit Information
• Deposit forms are available in the SA Office.
• A cash register tape or receipt must be attached to the Activities Income Expense Report to verify itemized entries.
• All club members, officers, volunteers of student run groups, or people handling cash must make deposits of cash and gate receipts at the Business Office cashier window or drop in the night-deposit box the same day as their collection or acceptance. (Cash receipts must correspond with the deposit total). The night-deposit box is located next to the cashier’s window in the Lowe building.
• Please make sure that the name of the organization is on the deposit slip as well as a description of the deposit.

Contributions, Gifts & Bequests
Contributions with a value under $250 may be accepted and credited to the club/organization’s account with the approval of the Dean of Student Affairs or Director of Finance. These refer to small sums of money such as donations during the Magazine Campaign and minor items of commodities or equipment donated for student activity purposes. Contributions over $250 are to be considered as gifts.

All gifts, trusts and/or bequests of cash, securities or property in the amount of $250 or more to a club/organization’s account must be submitted in writing for approval to the Dean of Students and the Director of Finance indicating the purpose and any conditions under which the gift or bequest is made and proposing the purpose for which it is to be expended or used.

Notification to the donor of the approval or disapproval of the acceptance of the gift will be given.

Transfer of Funds
A transfer of monies between funds other than at the end of the fiscal year or from one “Restricted” account to another requires the completion of the CO-1052 form. Proper authorization by all individuals responsible for the monies involved in the transfer is required.
• The State of Connecticut prohibits the use of outside bank accounts by any MCC student club/organization using the activity fund.
• All club/organization funding will follow the State fiscal year of July 1st through June 30th. If a club’s allocation from the SS is not spent by June 30th, said funds will lapse into SS surplus account.

Tickets & Ticket Reports
According to the Activity/Welfare Manual, “income derived from and expense incurred for social activities and/or similar events should be accounted for as follows:
• Pre-numbered tickets for all revenue producing social events should be sent directly to the FAS Office by the printer. Ticket inventory records will be set up and maintained to account
for tickets purchased, sold, complimentary, discounted, and returned and should be controlled by serial numbers.

- The Ticket Chairperson should control the ticket sales by maintaining a list of tickets assigned to individuals for sale. Each person selling tickets shall be responsible for the price of the tickets assigned to him/her. A list of names of persons receiving complimentary tickets should be maintained by the Ticket Chairperson. All ticket sales are non-refundable unless the College cancels the event. All unsold tickets shall be returned promptly to the FAS Office.

- Within ten business days after each event sponsored by the club/organization or subdivision thereof, a financial report is to be prepared itemizing the income and expenditures and showing the accountability of tickets. A preprinted form, which contains the financial/ticket report submitted to the business office, must contain:
  - the quantity of tickets sold (with corresponding ticket numbers),
  - the quantity of unsold tickets (with corresponding ticket numbers),
  - the complimentary ticket list (with the name, social security number and ticket number of each recipient),
  - deposit amount, date, receipt numbers, and
  - a list of expenditures.

- Expenses incurred in connection with social events should never be paid directly out of income (gate receipts). All proceeds received from the sale of tickets and other items must be deposited to the club’s/organization’s account. Expenses must be paid by check from the SAF checking account.

- Event chaperones are entitled to receive a complimentary ticket, but it should be pre-approved in club minutes.

**Solicitation of Funds**
The solicitation of funds from local businesses/residents is prohibited on behalf of Manchester Community College without prior approval from the Dean of Institutional Development.

**Scholarships, Awards & Prizes**
Absolutely no cash funds can be awarded or issued - only gift certificates. The criteria for giving out financial awards or scholarships are to be submitted to the Student Activities Office prior to advertising the award or scholarship. The minutes must reflect the criteria for selecting applicants using the following guidelines:

- The applicant’s name & banner ID#
- The amount of the prize, award or scholarship
- Advertising instructions
- How the award should be spent
- Applicant must be currently enrolled in at least one (1) credit class
- If applying for a scholarship, applicant must be currently enrolled in at least one (1) credit and must attend MCC the following semester
- The prize, award or scholarship must be awarded before the student graduates from MCC
- Previous recipients are ineligible
- The advertising process must be fair and open to all interested students, so every student has the opportunity to apply.
- Proof of enrollment is required to obtain award.
- Recipients must not be involved in the award planning or selection process.
- Academic scholarships awarded to current graduating MCC student(s) can only be paid from generated funds, not student activity fees.
- The SS and Live Wire Officers may not participate in club drawings or club scholarships.
ORGANIZING A NEW CLUB

How To Become An Official Club On Campus
Interested students must submit the following items to the Student Activities Office:

1) 30 Day Permit
2) Signed Advisor Agreement. (the name of a full-time faculty or administrative sponsor who has agreed to serve as the club’s advisor)
3) Membership List of a minimum of ten active students who have expressed an interest and willingness to work and have met the following requirements:
   ✓ are currently enrolled in at least (1) one credit class at MCC
   ✓ have paid a student activity fee
4) A Constitution and by-laws written in accordance with Robert’s Rules of Order and signed by the president, secretary and advisor. A sample constitution is available in the SA Office.
5) Budget Allocation Request Form (up to $400 per semester/$800 per year)
6) Officers List with signatures. A minimum of three officers is needed.
7) Copies of Transcripts of all Officers. Officers must meet the following criteria:
   ✓ are currently enrolled in at least (1) one credit class at MCC,
   ✓ have paid a Student Activity fee,
   ✓ have completed three academic credits at MCC
   ✓ have earned a cumulative grade point average of 2.5 or higher
8) Minutes of the Meeting in which the constitution and by-laws were ratified and officers were elected

The SS Constitution Committee & SA Director will review the constitution and by-laws. Their recommendation will be presented to the full SS. The constitution will be ratified by a simple majority vote of the full SS at the next general meeting. The SS President or Secretary will sign the constitution and forward it for review and approval by the Director of Student Activities and the Dean of Student Affairs. Upon written approval from the Dean of Student Affairs or designee, the new club will become an official recognized club.

Recognized clubs will have the following privileges
• an account established in the FAS Office
• a right to request activity funds
• a right to request permission to sponsor events
• permission to use the College name and logo for approved events and activities
• use of MCC facilities and campus resources/services as approved
• and the opportunity to seek program advice/assistance from the SS and the SA Office

Unrecognized clubs must complete a 30-Day Permit and are allowed to:
• participate in club day, club orientation, and New Student Orientation.
• schedule meetings,
• recruit interested members
• use campus facilities

Unrecognized clubs cannot obligate the college to purchase goods and services or begin any financial or social activities until the Director of Student Activities or designee authorizes the officers’ list in writing.
**Tips for Organizing A New Club**

Student clubs, like any group, involve people getting together out of a common interest and/or cause to accomplish a task. The task can be anything from providing a social for students with special interest areas to providing a forum in which to keep abreast of current issues, to providing a concert for enjoyment. Whatever the interest may be, the Student Activities office is interested in assisting students with the formation of student clubs. When developing a new club or organization, please consider the following:

- **The Club Needs To Have A Reason for Existing:** There needs to be a sense of purpose that others can relate to, understand and share, and a common goal for everyone to become part of. Ownership in the club is the key to retaining members.
- **Be Prepared** during the developmental phase of the club to take on a great deal of the responsibility for setting up the first few meetings and publicizing them. Once the club has a sense of organization to it, this task should be delegated to another member of the group.
- **Enthusiasm Is A Must!** Recruit campus-wide and be excited! It's catching!
- **Cooperate** with other student clubs and administrative offices and use these campus resources to the fullest.

**PARLIAMENTARY PROCEDURE**

Parliamentary Procedure is the code of rules for working together in groups. It has evolved through centuries out of the experience of individuals working together for a common purpose. It is logic and common sense crystallized into rules of law.

**Why Should Parliamentary Procedure Be Used? (Advantages)**

- It facilitates the transaction of business.
- The vote of the majority decides.
- All members have equal rights, privileges, and obligations.
- The minority has rights that must be protected.
- Full and free discussion is an established right.
- Only one question can be considered at one time.
- Every member has the right to know what the question before the group means before she/he votes.
- The membership may delegate duties and authority, but retains the right of final decision.
- Parliamentary rules are administered impartially.

**When Should Parliamentary Procedure Be Used?**

- Policy making groups.
- Groups with large membership.
- Groups composed of elected representatives.
- On matters of relative importance.
- On controversial issues.
- Whether either the chair or a member suggests its use in a particular situation.
How Should Parliamentary Procedure Be Used?
The conduct of meetings can be conceived to be a continuum of formality. At one end we have the highly formal type of meeting using parliamentary procedure in its strictest sense. At the opposite end we have the informal discussion in which the "elected" leader is indistinguishable from the other members. An effective democratic leader should develop sensitivity to the situation and she/he should be flexible in adapting the group's procedure appropriate to the situation.

The Purpose Of Parliamentary Procedure Is...
- To enable a group to conduct business with efficiency and harmony.
- To protect the rights of each individual.

Accordingly, there are some basic principals to consider in achieving these purposes:
- Only one person may claim the attention of the meeting at one time.
- Each motion is entitled to full and free debate.
- Every member has rights equal to every other member.
- The will of the majority must be carried out, and the rights of the minority will be preserved.

How to Make a Motion
- Member rises to address the Presiding Officer and waits to be recognized.
- Member is recognized by the Presiding Officer. Chair states the member's name or nods to the member in the red shirt, etc. That member is the only member entitled to present or discuss a motion at that time. If two members rise at the same time, the member on the chair's right goes first.
- Member proposes a motion. Introduce a motion by saying, "I move that..." followed by a statement of the proposal. The motion is not to be discussed until it has been seconded by someone and stated in full by the chair. Never say "I make a motion..."
- Another member seconds the motion. The member does not have to rise or address the chair, but simply says, "I second the motion." If no one seconds the motion, the chair may ask, "Did the chair hear a second to the motion?" If there is none, the chair will declare, "The motion is lost for want of a second."
- The Chair restates the motion in full. When the motion has been properly made and seconded, the chair restates the motion in full to the group.
- The members discuss or debate the motion. After the chair has restated the motion, any member may discuss it. The members must be recognized first and is allowed to speak only twice on any one issue in any one day. Time limit is 10 minutes each for a total of 20 minutes. If the originator of a motion wishes to speak, he/she is recognized first. Privilege of speaking may not be transferred to another.
- The Presiding Officer takes the vote on the motion. When all members have finished discussion, the chair "puts the motion to a vote." He/she will ask for any further discussion. If none, the discussion is closed. The chair will then take the vote by announcing, "All in favor of the motion to (restate the motion) say 'Aye'." Following that response, the chair says, "Those opposed say 'Nay.'" The chair cannot tell from the volume of voices which way the majority vote went, he/she might ask those in favor to rise. After counting, he/she then says, "Be seated. Those opposed, rise. Be seated."
- The Presiding Officer announces the result of the vote.
- The chair states, "The ayes have it and the motion is carried" or "The nays have it and the motion is lost." As soon as the vote has been announced, if determined by voice vote rather than standing, and any member questions the results of the vote, the
member may call for a Division of the House. The chair must then ask members to stand for an actual count.

**How to Change a Motion**

When you want to change a motion that is on the floor, you must first stand to be recognized. Then you say, "I move to amend the motion by (and state your change precisely)."

There are three ways to change a motion:

- By adding -- add something to the original motion.
- By striking out -- strike out something from the original motion.
- By striking out and inserting -- striking out something from the original motion and inserting something else in its place.
- An amendment must be germane to the motion -- that is, it must have direct bearing on the main motion.

When an original motion has been amended, there is a specific order of voting.

- Amendments are voted upon in order before the group can consider the main motion.
- After discussion, if necessary, the vote is taken on the amendment to the motion. If this amendment passes, then the motion is amended.
- After discussion of the amended motion, the motion is voted on. The vote is taken on the main motion as amended.

For additional information, consult *Robert's Rules of Order, Newly Revised.*
Sample Constitution

ARTICLE ONE - NAME

Section 1: The Name of this organization shall be _______________________

ARTICLE TWO - PURPOSE

Section 1: The purpose of this organization shall be to _______________________
(promote, organize, manage, direct, assist, recognize, etc...)

ARTICLE THREE – MEMBERSHIP

Section 1: The membership of this organization shall consist of ____________________
(all members of the MCC Community, MCC Students, MCC faculty and staff)

Section 2: Honorary & Associate Members
(will the club have honorary members and associate members? )

Section 3: Eligibility requirements
(example: qualifications for membership; currently enrolled at MCC, in good academic standing and have an active interest in the club)

ARTICLE FOUR – OFFICERS

Section 1: The officers of this organization shall be the President, Vice President, Secretary and Treasurer.
(and any other officers the club may need)

Section 2: To be an eligible officer of this club, students must have a minimum GPA of 2.5 and have a regular attendance at meetings.

Section 3: The term of office shall be one year.

Section 4: Duties of the officers shall be included but not limited to the outline specified in the MCC handbook for clubs and organizations.

Section 5: In the event that an officer does not continue to meet the qualifications for said office, the officer may be removed by majority vote.

Section 6: Upon the removal of an officer, the club members shall nominate and vote for a new officer.

ARTICLE FIVE – MEETINGS

Section 1: Regular meetings of this organization shall be held monthly, more as needed.

Section 2: Special meetings may be called at any time by the president upon petition of majority members of upon petition of majority officers upon three days notice of such meeting to members.

Section 3: A quorum shall consist of a majority of voting members present at any regular or special meeting.
Section 4: Roberts Rules of Order shall govern the club in the order of its business.

ARTICLE SIX - ELECTIONS

Section 1: Election of officers shall be held at the beginning of the Fall semester on the day of the second meeting.

Section 2: Only voting members may vote for the election of an officer. IF a member is absent and wished to vote, he/she must give a written ballot to the advisor, in order for his/her vote to count.

Section 3: Notice of elections shall be given two weeks in advance to the day of the elections.

ARTICLE SEVEN – EXECUTIVE AUTHORITY

Section 1: There shall be 1 or more full time faculty or staff advisors who shall be members ex-officio, without vote.

Section 2: Advisors shall be nominated by the club officers, and voted upon by the members of this organization.

Section 3: Powers and duties of the Advisor are as set forth in the MCC Handbook for Clubs and Organizations.

ARTICLE NINE – COMMITTEES

Section 1: There will be no standing committees for this club.

Section 2:

ARTICLE TEN - DUES

Section 1: There shall be no dues to join this club.

ARTICLE TEN – AMENDMENT AND BYLAWS

Section 1: This Constitution may be amended and adopted by ¾ of the membership present and voting at any regular/special meeting.

Section 2: Notice of official Amendment shall be given exactly one week from the date of vote.

AUTHORIZATIONS

_________________________________________   _______ _____________
Club President        Date

_________________________________________   _______ _____________
Club Advisor        Date

_________________________________________   ________ ____________
Student Senate President or Designee     Date

_________________________________________   ________ ____________
Director of Student Activities      Date

_________________________________________   ________ ____________
Dean of Student Affairs       Date
SAMPLE AGENDA

General Meeting Agenda
DATE
LOCATION, TIME

1) Call to order
2) Roll Call
3) Adopt today’s agenda
4) Approve minutes of 4/20/07
5) Unfinished Business:
6) New Business:
7) Reports:
   • President
   • Treasurer
   • SAC
   • Committees
8) Announcements
9) Issues & concerns
10) Adjournment
SAMPLE MINUTES

Manchester Community College
Name of Club or Organization
Day, Date

MINUTES

The meeting was called to order at time by name of person presiding over meeting.

Present: List by name or attach signed roll call sheet.

Is there a quorum? (The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.)

The agenda was approved as read (or revised). Last name of who made motion.

The minutes of date of last meeting were approved as read (or revised). Last name of who made motion.

Officer’s Reports: President………………
Vice President…………
Treasurer………………
Secretary………………

Committee Reports

Unfinished Business

New Business

Announcements

Meeting was adjourned at time. Last name of who made motion.

Jane Doe
Secretary

Approved _____ Date _____ Initials _____

Copies must be forwarded to the Student Activities Office, the Student Senate Treasurer, and the Business Office.
RELEASE AND INDEMNIFICATION AGREEMENT

Banner ID: @[_________]

Name: _____________________________________________________________
(Please Print)           Last Name     First Name            MI

Address: ___________________________________________________________________________

City: _____________________________________________ State: ______ Zip Code: _____________

Phone: _________________________ Email: ____________________________________________

Description of activity or trip: ____________________________________________________

Mode of transportation: ___________________________________________________________

Location(s) of activity or trip: _____________________________________________________

Date(s) of activity or trip: _________________________________________________________

List names of those traveling with your party:__________________________________________

List the name and telephone number of a relative or friend who should be notified in case of an 
emergency:

Name:_______________________________________ Relationship:___________________________

Home Phone:_________________________________ Cell Phone:____________________________

Doctor:______________________________________ Telephone:____________________________

Are you allergic to any medications, or is there any medical or health related information that we 
should be made aware of by you?  If so, please list below____________________________________

I, the above named student, am eighteen years of age or older and have voluntarily applied to participate 
in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to 
hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the 
nature of such hazards and risks. (*under 18 years of age requires signature by parent or guardian)

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my 
injury or death that may result from such participation and I hereby release Manchester Community 
College, its governing board, officers, employees and representatives from any and all liability to me, my 
personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of 
action for loss of or damage to my property and for any and all illness or injury to my person, including my 
death, that may result from or occur during my participation in the Activity or Trip, whether caused by 
negligence of Manchester Community College, its governing board, officers, employees, or 
representatives, or otherwise. I further agree to indemnify and hold harmless the Manchester Community 
College and its governing board, officers, employees, and representatives from liability for the injury or 
death of any person(s) and damage to property that may result from my negligent or intentional act or 
omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL 
CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY 
THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT 
OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR
DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

☐ Please check if you are a designated adult student driver to verify that you have appropriate automobile insurance.

________________________________________  ____/____ /____
Signature of Student            Date
________________________________________  ____/____/____
Signature of Witness            Date

* I certify that I am the parent or legal guardian of the above named student who has applied for participation in the field trip program. I have read the Release and Indemnification Agreement and I understand it. Further, in consideration of being permitted to participate in the field trip program, I accept and agree to be bound by, on my own behalf and on behalf of the child, the terms and conditions set forth in the Release and Indemnification Agreement.

________________________________________  ____/____ /____
Signature of Parent or Guardian           Date
Manchester Community College
Travel Guidelines for Students Behavior

Manchester Community College sponsors field trips and special events for students as a means of providing a comprehensive and diverse learning opportunities. Field trip/event participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of Manchester Community College. All students are held to certain standards of conduct. Every student participating in the trip must abide by all of the rules and regulations stated below. Failure to follow operating guidelines, instructor/staff directives, and the behavior guidelines may result in disciplinary action. Each student understands that once the student has signed this contract, the rules and requirements will be in effect throughout the entire trip.

1. Students at Manchester Community College are expected to conduct themselves in a manner that will not discredit himself or herself or the school.

2. Drugs or alcohol are not permitted on the field trip/event. Possession, use, sale, distribution, and/or transportation of alcohol, any controlled substance, illegal drug, or drug paraphernalia is prohibited conduct.

3. No firearms, explosives (including fireworks), or other weapons are permitted on the field trip/event. Transportation, storage, possession or use of these items is prohibited conduct.

4. Sexual harassment, sexual misconduct, lewd or indecent behavior, or sexual assault is prohibited conduct.

5. Physical abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person is prohibited conduct.

6. Every student is responsible for making appropriate travel arrangements prior to and after the field trip/event.

7. Failure to comply with instructor directives, engaging in prohibited conduct, or violation of any laws may result in disciplinary and/or legal action. Students may be discharged from the field trip/event and be responsible for transportation home under these circumstances.

8. Interfering with normal university activities including studying, teaching, research and recreation is prohibited.

9. The College does not have liability or automobile coverage for students driving themselves or other students to College-sponsored events. Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.

10. Anyone with a history of medical problems should consult with their physician prior to the field trip/event to be sure that they are in condition to make the trip or participate in the event. Any student with a medical problem and/or under the care of a physician may be required to provide a medical release prior to the field trip/event.

I have read and understood all of the above rules and requirements and agree to accept the consequences as stated. I further understand that the chaperones are in charge and I will accept their authority during the entire course of the trip.

___________________________________________    _______
Student Name         Date