



Office of Student Activities

OSA

Manchester Community College



Student Club Handbook

TABLE OF CONTENTS

Introduction	3
Roles & Responsibilities Office of Student Activities, Student Activities Suite, Student Government Association, Club Advisor's Role, Club Officer Roles and Responsibilities	3 - 5
General Regulations Governing All Clubs Returning Funded Clubs, Returning Non-Funded Clubs, New Non-Funded Clubs, Community Service, Web Presence/Logo Usage, Grievances, Club Members & the SGA, Club Office and Club Privileges, Club Mailboxes, Club E-mail Accounts Digital Signage, Club Misconduct, Club Member Misconduct, Minutes of Meetings, Mailings, Harassment/Non-Discrimination Clause, SAF Equipment	5 - 8
Policies for Organizing Student Events Facilities & Events, Guidelines, Food & Craft Vendors, Raffles, Alcoholic Beverages, Equipment Use, Video/DVD Copyright, Contracts & Obligating Funds, Advertising: Publicity Methods & Procedures, Travel, Insurance	8 - 11
Student Activity Fund Financial Guidelines State Tax Exemption, Purchasing Regulations & Payments, SAF Financial Request Forms, Unauthorized Expenditures, Fundraisers, Bake Sales, Deposits, Contributions & Gifts, Transfer of Funds, Tickets, Solicitation of Funds, Scholarships, Awards & Prizes	11 - 15
How To Organize A New Club Recognizing New Clubs, Privileges of New Clubs, Tips For Organizing A New Club	15 – 16
Parliamentary Procedure What is Parliamentary Procedure, How To Make A Motion, Changing Motions	16 – 18
Dance Policy Process, Tickets/Fundraising, Appeals, Attendance, Publicity, Accountability, Security, Alcoholic Beverages	19 – 20
Sample Documents	21 – 40

INTRODUCTION

This resource handbook has been produced by the staff of the Office of Student Life to define the operational procedures for Manchester Community College (MCC) student clubs. 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, effective and rewarding. Please feel free to direct any questions or comments concerning the information contained in this handbook to OSA, located in room L149, or call (860) 512-3283.

All student leaders participating in a club 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 Government Association (SGA) 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.

ROLES AND RESPONSIBILITIES

Office of Student Activities (OSA)

OSA is part of Student Life and 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, administer MCC photo IDs (created in the AST Information Desk), operation of the AST Information Desk and Student Ambassador Program, Cougar Pride Discount Program, lockers, referrals and general information.

Location: Lowe building Room 149
Hours: Monday through Friday, 9:00 AM – 4:30 PM

Student Life Suite

The Student Life Suite consists of OSA, the SGA Executive Board office, a conference/club room, the Live Wire office, ICE Radio office, Computer Repair and Share Club Office, Fitness Center, Student Life, Cougar Student Lounge and student club mailboxes.

The Student Government Association (SGA)

- Serves as the official representative/voice of the student body.
- Governs and appropriates the Student Activity Fund (SAF).
- 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.
- Elects/appoints student representatives on MCC governance and/or college-wide committees that then present brief reports to the SGA of said meetings.
- Regulates the activities of approved clubs in the best interests of the student body.
- Appoints students to all governance and College committees requiring student representatives.

Club Advisors

All student clubs must have a full-time MCC employee as an official advisor, limited exceptions may be made by the OSA based on extraordinary circumstances. An advisor serves as a link between the College and the student club and should assist the club in achieving its goals and objectives. It is preferable to have two advisors for each club, one being a staff member and one a professor. This helps spread the workload as well as insuring consistent access for student clubs to advisors.

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 club and time commitment?
- How will the advisor's personal characteristics blend with the members of the club?

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 club.
- Interpret/clarify College policy and procedures to student clubs.
- Provide historical continuity for the club.
- 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 club 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 student club. Every student club advisor must sign all event forms and financial paperwork for clubs, 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 club 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 club, projects, or programs.

Other things to do together:

- Develop an orientation/retreat for the club.
- Discuss your club's history, traditions, major accomplishments, fundraisers, programs, etc.
- Review the club's constitution together.
- Explore the relationship your group might have with others (ideas for cosponsorship, recruitment, etc.).
- Review your budget (if funded, \$500 per semester max).
- Discuss general goals for the club to share with group members and receive input.

Roles of Student Club Officers

To Be an Effective President:

- Prepare an agenda for each club 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 for 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 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 its account. You can get this information from OSA or the SGA Treasurer.
- Meet with the SGA Treasurer monthly.
- Maintain accurate records of monies received, paid or owed on an electronic spreadsheet (see Sample Documents for an example).

- Understand and accept responsibility related to student funds.
- 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 OSA. Minutes should reflect date, time, and place of the meetings, attendance, agenda topics, all motions and votes, new business, and adjournment time (see Sample Documents for an example).
- Be knowledgeable of office procedures, including use of Microsoft Word and Excel.
- 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 Funded Clubs

Must register with OSA by submitting the following items no later than October/March 1 (or the first weekday in either):

- An officer's list with names and signatures (minimum of three officers and a faculty/staff advisor)
- Club minutes verifying elected officers and name of faculty advisor(s).
- Copies of each officer's unofficial transcript.
- Budget Request form

Returning Non-Funded Clubs

Non-Funded Clubs have access to OSA resources and may reserve space in accordance with all applicable College regulations. Non-Funded Clubs do not have access to any funding by the SGA (special events or otherwise). Returning Non-Funded Clubs must re-register with OSA by submitting the following items no later than October/March 1 (or the first weekday in either):

- An officer's list with names and signatures (minimum of three officers and a faculty/staff advisor).
- Club minutes verifying elected officers and name of faculty advisor(s).
- Copies of each officer's unofficial transcript.
- Club roster (if more than three students are participating).

New Non-Funded Clubs

Students may start a student club with as few as three students participating; however, student clubs with less than 10 members may not be approved for funding (special events or allocations). Non-Funded Clubs have access to OSA resources and may reserve space in accordance with all applicable College regulations. Students wishing to start a Non-Funded Club must provide the following to be recognized by OSA:

- Student club constitution based on the sample constitution available on form depot. Revisions may be required before approval.
- An officer's list with names and signatures (minimum of three officers and a faculty/staff advisor)
- Advisor agreement
- Copies of each officer's unofficial transcript.
- Club minutes verifying elected officers and name of faculty advisor(s).

Club Activity

Social programming entails any activities outside of a regular club business meeting, including bake sales, events, guest speakers, etc. No social programming may occur during the fall semester until the completion of the Fall Welcome Festival. Social programming for the fall semester ends the first week of December on a date determined by either the completion of the Holiday Festival or based on the decision of the OSA. Spring social programming by student clubs may begin after the first full week of classes has finished. Spring social programming ends with the completion of the SGA/OSA Awards Ceremony (typically the day after Spring Fling) or based on the decision of the OSA.

There is no social programming, typically, during the following times: the first week of classes each semester, the last week of classes each semester, Finals week, Spring Break (except for alternative spring break trips), during intercession or summer break. The only student organization that is active year round is the Student Government Association.

Community Service Requirement

All student clubs receiving funds from the SGA will complete a community service project which has been approved by OSA before receiving their funding during the spring semester. A majority of the club membership must participate (majority meaning with an assumption of 10 students in funded clubs, at least 6 must engage in the project). Non-funded student clubs are strongly encouraged to perform community service as well.

Student clubs wanting to collect clothing or other items for their community service project must collect items ONLY at bake sales or other tabling reserved through OSA. Collection boxes, other than the book collection boxes presently on campus, are not allowed as they have been neglected and are frequently targeted for looting. Additionally, the intent of the community service requirement is to actively engage students in the service project and passive collection boxes do not encourage active participation.

Social Media/Web Presence/Logo Usage

Any club wishing to have a social media account, Facebook page or web presence MUST discuss with the Director of Student Activities any social media or web presence prior to creating any pages or accounts. Facebook pages MUST be linked to the SGA Facebook Account and the Director of Student Activities and club advisor MUST both be given administrative privileges for the club page. Students and clubs will be held accountable for any activity that violates College policies online. Use of the college logo or name on promotional materials (t-shirts, pens, key chains, etc.) requires permission from MCC's Marketing Department. Contact the Director of Marketing and Public Relations for more information and assistance.

No club shall have an external website without prior approval from the Director of Student Activities. Any external sites cannot have any correlation with, or reference MCC or the student club. Any functionality not available on the MCC website will be reviewed and discussed with the MCC Webmaster to confirm that an external site is required.

Grievances

Can be lodged with the SGA by any club or club member if they believe they were not treated fairly with regard to their constitution or disbursement of funds. The Director of Student Activities and the SGA Conduct Committee will investigate the grievance and submit a report to the Office of the Dean of Student Affairs within 14 working days from the date of filing. The Director of Student Activities will then submit recommendations based on all parties reviewing the grievance(s) input to the SGA within the following 14 working days of receipt. An appeal may be made directly to the Office of the Dean of Student Affairs.

Club Members & the SGA

All clubs are strongly encouraged to attend all SGA meetings in order to enhance communication and increase involvement in the governing process. Additionally, the SGA will be appointing one member from each funded club to a College Governance or Ad Hoc committee to represent the student body. Attendance at the appointed committee is required to comply with the same percentage as SGA meeting attendance. Club appointees need only be a member of the club, not necessarily an officer. The SGA Constitution requires funded clubs to attend a set amount of meetings, check the current constitution for the exact number.

Club Office and Club Privileges

The Club room is located in L149 and is open and available to all students, although it is primarily meant to be used for official club business. It houses computers, color printer, telephone and copier. Contact OSA staff for access during regular business hours. Students must use their assigned net ID# to access the computers.

Club Mailboxes

Are located in the hallway of the Student Activities Suite, it is the responsibility of the club president and advisor to see that their officers and members receive information in a timely manner.

Club E-mail Accounts

Officially recognized student clubs will be issued MCC e-mail accounts to communicate more effectively with the SGA, OSA and potential members. It is the responsibility of the club officers to insure appropriate use and regular checking of the e-mail account to insure speedy responses and clear communication. The accounts will be reset each summer and new passwords communicated to the advisors. YOU MAY NOT CHANGE THE PASSWORD WITHOUT INFORMING

OSA OF THE NEW PASSWORD. OSA is administering the accounts and will be able to check the mailboxes to insure proper functionality.

Digital Signage

Student clubs have access to the digital signage on campus to display notices about events and meetings. Anything submitted via the website will require approval by OSA before the signage will display the flyers. The easiest method for creating slides is to use Microsoft Power Point to create a LANDSCAPE/HORIZONTAL slide with all of the information you want on it and then SAVE AS a .jpeg, .png or .tiff before uploading to the signage. E-mail T.J. (tbarber@manchestercc.edu) the slide and he'll post it on the signage as soon as possible. Slides shouldn't run for more than a month at a time.

Club Copier Privileges

Clubs are given a copier code and are allowed to make 25 copies at a time. Limits are set for each academic year to maintain appropriate levels based on the cost of the copier to use. When a club reaches its limit, the Director of Student Activities can reset the limit on an as needed basis. However, it is at the discretion of the Director of Student Activities as to whether a club is abusing their privileges or not.

Club Misconduct

The SGA Secretary and/or the Director of Student Activities will send an initial written warning to the club advisor if a club violates any SGA, College or State policies pertaining to the use of SAF funds or clubs in general. Particularly if a club fails to regularly submit current minutes, a current officers list, any constitutional changes, 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 SGA Secretary will send a second written statement of violation to the club president, club advisor and the Director of Student Activities.
- The club's account will be frozen. The SGA Conduct Committee will further investigate the matter within 15 days. Written recommendations by the Conduct Committee will be made to the SGA Executive Board, which will present their findings to the full SGA.
- If found in violation, the club's recognition will be revoked and privileges will be denied.

Club Member Misconduct

It is critically important that any club member suspected of misconduct be provided with: written notification of charges from student club executive officer(s), time and date of meeting to address said charges (minimum of 72 hours notification in writing/e-mail) and be provided with ample opportunity to address said charges.

- Written notification from the student(s) running the meeting must be provided to the student charged with misconduct of the findings from the meeting within 48 hours.
- If found responsible for misconduct, the club member's ability to participate in club activities may be withheld.
- The student charged with misconduct may appeal to OSA for a review. Appeals may only be made based on the following: (1) procedural error that unfairly and/or materially affected the outcome of the meeting, (2) new evidence has emerged since the meeting, (3) clear abuse of discretion on the part of the meeting chair, or (4) severity of the penalty in relation to the charge.
- A club can be held responsible for the actions of members if the behavior can reasonably be considered to be related to the activities of the club. Misconduct may or may not be sanctioned by the club in order to be considered grounds for sanctions.
- The student(s) charged with misconduct may be subject to separate criminal and/or College sanctions.

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, treasurer's report of income and expenses and all action taken by the group, particularly concerning financial matters.
- Should be electronically sent to the club's treasurer, faculty advisor, OSA and the SGA Treasurer.

Mailings

- The College will absorb the postage cost of recognized club's official mail (200 pieces maximum) submitted using an SAF Purchase Order.
- 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 mail room 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 using a college purchase requisition.
- For more detailed information regarding special mail, contact OSA. Clubs may drop off and pick up their mail from OSA, L149.

Harassment/Non-Discrimination Clause

Harassment and/or discrimination of any kind is not tolerated and is unacceptable at MCC. Complaints of harassment and/or discrimination should be directed to OSA, any Dean, Human Resources, the MCC Affirmative Action Officer or the Office of the President. Student clubs may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law.

Student Activity Fund Equipment

Equipment and supplies purchased from the SAF become the property of OSA 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 OSA 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 Director of Student Activities. When planning an event, use the following time line 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 club advisor must be submitted to OSA.
- 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 OSA 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 complete an online room request which is linked from OSA's section of the Form Depot.
- **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 e-mail to inquire of space availability. If available, space will be penciled in until approved paperwork is received.

Guidelines 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* recognized student club, except that the president or his/her designee may authorize the cosponsorship 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
- W9
- Please contact OSA for details.

Raffles

Require written approval from Town/State officials and town police. Before your club attempts this venture, you must consult first with OSA.

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 SAF 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 must hold the event in a fully licensed establishment.

Equipment Use

- Requests for audio-visual equipment, special room set-up and maintenance services for any event should be made on the Event Setup 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/Video Games Copyright

- Check with OSA 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.
- The SGA has contracted iGames for public performance rights of certain video game titles and specific publishers. Contact OSA for specifics.

Contracts & Obligating Funds

- The Director of Student Activities and the Dean of Student Affairs are the only individuals authorized to sign contracts for the SAF.
- Students and advisors are not authorized to commit the college without prior club authorization (as noted in club minutes) and clearance by the Director of Student Activities. 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 OSA 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 *W9 form*. Except for purchase orders, all club forms are available on the web and in the hall outside the OSA.

If a student, advisor, or student club 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 Student Affairs 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 SGA and MCC/State rules.

Advertising: Publicity Methods & Procedures

The following are guidelines for event advertising:

- All advertising/flyers must be “approved” and signed by the Club Advisor or OSA before posting.
- Multiple postings 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 OSA via e-mail.
- Requests for the posting of “approved” student events on the College’s web site must be made via e-mail to OSA.
- For instructions on sending an all-points e-mail or voice mail, contact your club advisor.
- Use of the college logo or name on promotional materials (t-shirts, pens, key chains, etc.) requires permission 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* Advisor can provide additional assistance.
- Ideas & resource materials are available in OSA upon request.

Travel

- The Director of Student Activities must authorize all travel requests before making a commitment.
- Promoting off-campus travel not sponsored by MCC or the State of Connecticut is prohibited.
- Activity waivers signed by all participants and a certificate of insurance for each bus or vehicle (state contractors) must be submitted to OSA 24 hours prior to the departure date. A copy of the current travel policy is available from OSA.
- The following paperwork is required when traveling. Stop by OSA to pick up the travel packet:
 - ✓ Club Minutes authorizing the trip
 - ✓ Student Activity Request Form filled out and signed by club advisor
 - ✓ Travel Authorization Form (CO-112) filled out and signed by the Chaperone, their supervisor, Division Head, Director or Dean.
 - ✓ List of all persons attending the trip
 - ✓ The Activity Waiver signed by all participants (one copy for the chaperone, one copy for Campus Police and one copy stays in the file in OSA)
 - ✓ Acknowledgement of Travel Policies signed by each participant
 - ✓ Travel Guidelines for Student Behavior signed by all students
 - ✓ Detailed itinerary for the trip.
 - ✓ Chaperone Guidelines Form filled out by each chaperone and signed
 - ✓ TAs for each chaperone are required to be on file prior to booking any travel. Particularly airline tickets which require payment at the time of purchase.
- Events that require travel must be chaperoned by an authorized, full-time employee of the College. They serve as an agent of the College. In certain cases a part-time employee may serve as a second chaperone by approval from the Dean of Student Affairs.
- Only full-time employees approved as trip chaperones may drive MCC students in vehicles rented by the College.
- Only 12-passenger vans or smaller vehicles can be used, NO 15-Passenger vans may be used.
- Chaperones MUST stay in the same location as the students they are chaperoning. If a hotel, separate rooms are appropriate and required.
- Chaperones MUST participate in the same official trip activities as the students they are chaperoning. If they are unable to participate in an activity, they MUST at least be in the same location to supervise and assist in the case of an emergency.

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 OSA (L149). All students participating in any approved club activity must sign the College's Activity Waiver (see Sample Documents for an example).

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. No club events will be held following commencement in the spring semester.

Clubs 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

- The assumption will be made each spring semester that funded clubs want to remain funded rather than requiring the completion of a budget request form. New clubs must request funding once from the SGA, until they are no longer active and recognized clubs funding will remain in place. Clubs will receive a base allocation not to exceed a maximum of \$500 per semester; the total amount they may receive for the academic year is \$1,000.
- Special funding needs must be made in writing by submitting an Event/Travel Funding Request form (see Sample Documents for an example) to the SGA 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.
- In order for a club to receive the spring budget allocation, club officers must be re-approved by OSA, show proof the club has completed at least one community service project, submitted all monthly minutes and must have complied with the current requirement for attendance at SGA meetings (including monthly officer meetings) during the fall semester.
- The funds of any club that has been inactive for two consecutive years will automatically, without notice, be transferred to the SGA Surplus Account.
- Each club president, advisor and treasurer is responsible for compliance with SGA, 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 Financial Request Forms. 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.
- **No recognized club or its advisor may encumber or obligate the College without substantiating minutes and appropriate authorization by the OSA. All goods or services must be delivered by the end of the fiscal year, June 30.**
- 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.
- Any expenses for members of a club that are not available to non-members of the club must be a 50/50 shared expense for the club and any participating members for SAF funds to be used. Exceptions only apply to minimal investments (e.g. \$5 shirts for members need not be a shared expense, \$30 tickets to an event must be split evenly between the members and the club). The Director of Student Activities will decide whether an expense should be split or not on a case by case basis. There is no appeal process for these decisions.
- Clubs may not spend more than \$200 per semester (or half of their allocation, whichever is smaller) on food for meetings.

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 OSA.

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:

- Each club is to elect a treasurer to handle its financial transactions. Expenditures should be made within the available budget. The treasurer will be responsible for keeping accurate and up-to-date records to prevent overspending.
- A Purchase Order should be filled out with proper authorizing signatures (Director of Student Activities and/or Dean of Student Affairs). Attach minutes of the meeting authorizing the purchase and an invoice indicating the amount of the expenditure. Purchase orders must be used for any purchase over \$500, or if the vendor requires one.
- All vendors must have a *W9 form* on file. If they do not, they must fill one out prior to purchasing. Contact OSA for details.
- Initiate the purchase.
- In order to initiate any payments, the officer of the club will acknowledge the receipt of the goods or services and prepare a *SAF Financial Request Form* (see below for details). The form must be signed by the authorized officer [treasurer/president] of the student club and co-signed by the authorized club advisor or the Director of Student Activities. **Payments should be initiated within 72 business hours of receipt of goods/services.**
- All payments for goods and services are to be substantiated by original vendor's invoices or by itemized 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 club to support the payment voucher. It takes at least ten business days to receive a check.
- Individuals will NOT be reimbursed for taxes paid.
- In accordance with the SGA 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.
- The signed SAF Financial Request Form 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 SAF Funds and all contracts for professional service. The attorney general must authorize *Artist Agreements*, which equal or exceed \$25,000. You should allow at least 90 days to obtain this signature and to process your *Artist Agreement*. *Artist Agreements* are available in Student Life.

In the event there is no official of the student club 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 club.

SAF Financial Request Forms

All clubs are required to use SAF Financial Request Forms 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 *SAF Financial Request Form*.
- All vendors must have a *W9 form* on file.
- When paying for travel, entertainment or professional services, documentation must include an authorized *Activity Request Form* and club minutes reflecting a description of the item, the specific amount requested and which account the expenditure will be charged to.
- The *SAF Financial Request Form* is to be made payable to the vendor or individual receiving payment and must be signed by the club president or treasurer, the club advisor and the Director of Student Activities. Purchases over \$1,000 must be signed by the Dean of Student Affairs.
- 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 SGA, State or College policies governing the use of SAF 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

Fundraising activities by student clubs are not allowed at major campus events (Fall Welcome Festival, Spring Fling, etc.) that are funded by the SAF. Any goods or activities must be free to event goers as students already paid the SAF. Any off-campus vendors must be approved by the OSA as part of the Off-Campus Vendors program. Fundraising activities that result in officers, advisors or members 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 Fee funds, but may come from the revenue generated as long as it is processed through OSA and the club account.
- Any fundraising efforts are to be approved by the Director of Student Activities prior to any fundraising.
- Any fundraising efforts off-campus are to be approved by the Dean of Development and the Director of Student Activities prior to any fundraising.

Bake Sales

All bake sales must be held on **Tuesdays or Wednesdays ONLY**. 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:

- ✓ Individually wrap baked goods.
- ✓ 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. Clubs 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 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 the table. Remember to request two, large trash containers and extra liners on the *Event Setup* 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. The Director of Student Activities must approve the vendor.
- Cash income from ticket sales or gate receipts cannot be used to make direct purchases. In other words, you can’t take \$20 from a bake sale to the store to buy more baked goods for the bake sale.
- Income earned through fundraisers will be carried over from year to year in an active club’s account.

- There are deposit envelopes with forms inside in OSA that are to be used to deposit money at the end of each day. Money is not to leave campus with students or advisors and must be deposited nightly. When the Bursar's Office is closed use the night deposit chute next to their cashier windows.

Deposit Information

- SAF Financial Request Forms are available in OSA, these are to be used for all club financial transactions.
- All club members, officers, volunteers of student run groups, or people handling cash must make deposits of cash and gate receipts to OSA **the same day as their collection or acceptance**. (Cash receipts must correspond with the deposit total).
- Please make sure that the name of the club is on the *SAF Financial Request Form* 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's account with the approval of the Dean of Student Affairs, Director of Student Activities and the Dean of Development. 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's account must be submitted in writing for approval to the Dean of Students, Director of Student Activities and the Dean of Development 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 by a MCC staff member.

Transfer of Funds

A transfer of monies between funds (i.e. from a club to a Department or vice-versa) other than at the end of the fiscal year or from one "Restricted" account to another requires the completion of the CO-1052 form in addition to the SAF Financial Request Form. Proper authorization by all individuals responsible for the monies involved in the transfer is required.

- Connecticut prohibits the use of outside bank accounts by any MCC student club using the activity fund
- OSA will not process any paperwork shifting SAF monies from a monitored on-campus account to an off-campus account. The use of personal or off-campus club accounts for club money is expressly prohibited and will result in an investigation and potential conduct and/or criminal charges being brought by MCC.
- All club funding will follow the State fiscal year of July 1st through June 30th. If a club's allocation from the SGA is not spent by June 30th, said funds will be reclaimed and redistributed based on the current year's approved SGA Budget.

Tickets

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 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, Banner ID and ticket number of each recipient),
 - ✓ Deposit amount, date, receipt numbers, and
 - ✓ A list of expenditures.

- **Expenses incurred in connection with social events may 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 account. Expenses must be paid by College check from the SAF.
- 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 Director of Student Activities and 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 OSA **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#
- If applying for a scholarship, applicant must be currently enrolled in at least one (1) credit and must attend MCC the following semester.
- The amount of the prize, award or scholarship and how the award should be spent.
- The advertising process must be fair and open to all interested MCC students so all of those eligible have the opportunity to apply.
- The prize, award or scholarship must be awarded before the student graduates from MCC. Proof of enrollment is required to obtain award.
- Previous recipients are ineligible.
- 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 SGA 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 OSA:

- Signed Advisor Agreement (the name of a full-time staff member who has agreed to serve as the club's advisor)
- Membership List of a minimum of three current MCC students (10 if you are seeking funding) who have expressed an interest and willingness to work and have met the following requirements:
 - ✓ Currently enrolled in at least (1) one credit-earning class at MCC
 - ✓ Have paid the current semester's student activity fee
- A Constitution written in accordance with *Robert's Rules of Order* and signed by the president, secretary and advisor. A sample constitution is available in OSA or on the Form Depot.
- Officers List with signatures. A minimum of three officers is needed.
- 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 2.0 or higher
- Minutes of the Meeting in which the constitution and by-laws were ratified and officers were elected

The Director of Student Activities will review the constitution and forward the documents (once properly edited by those submitting them) to the SGA if the club is seeking funding. Constitutions are approved by OSA, funding is approved by the SGA. The SGA President or Secretary will sign the constitution and forward it to the Director of Student Activities for recognition as a funded student club. Upon written approval from the Director of Student Activities, the new club will become an officially recognized club, funded or otherwise.

Recognized, FUNDED 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 SGA and OSA

Recognized, NON-FUNDED clubs will have the following privileges

- 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
- The opportunity to seek program advice/assistance from the SGA and OSA

Unrecognized clubs 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 outlet 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, OSA is interested in assisting students with the formation of student clubs. When developing a new club 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 catchy!
- **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*.

Dance Policy

The MCC Dance Policy promotes the effective and equitable use of the Cougar Café for dances. ONLY fully recognized and funded student clubs may sponsor dances on or off campus. No dances will occur within three weeks of any other on-campus dance, no exceptions. Forms are processed and dances approved on a first-come, first-served basis. Clubs may only hold ONE dance per semester to give other clubs the opportunity to hold a dance.

1. Process

1-Month prior to dance (minimally)

- ☐ Submit the Student Activities Request & Facility Reservation Form to OSA via e-mail requesting the Cougar Café for a dance
- ☐ Meet with the Director of Student Activities to review event details.
- ☐ Submit publicity materials to OSA for approval. Distribute ONLY after approval.
- ☐ Set up a pre-dance meeting with Facilities, Campus Police and OSA.
- ☐ Use the Event/Travel Funding Request form to request funding from the Student Government Association (SGA). NO ARTIST AGREEMENTS WILL BE SIGNED WITHOUT ADEQUATE FUNDING.
- ☐ Contact a security company (approved by the Director of Student Activities) for staffing of the event.
- ☐ Arrange for DJ or MCC ICE Radio.

2-weeks prior to dance (minimally)

- ☐ Contact either the MCC Foodservice provider or an external vendor for refreshments at the event.
- ☐ Process invoice from food vendor using the SAF Financial Request Form.

Night of the Dance

- ☐ Club advisors MUST be present for the entire dance; dances will end if the club advisor leaves.
- ☐ The host club must provide staff at the event to operate the copier to record guest IDs.
- ☐ OSA staff will be present at the event to ensure everything is set up properly and all service providers (security, food vendors, etc.) are in place.
- ☐ The DJ will announce 30 minutes prior to the scheduled end of the event that the event is ending and will end music 15 minutes prior to the scheduled end time of the event.
- ☐ External security and Campus Police will disperse the crowd at the end of the event.
- ☐ Club members are responsible for cleaning all large trash from the Cougar Café and making sure that the room is in the condition agreed upon by Facilities and the club at the pre-dance meeting.

2. Tickets/Fundraising

- a. Policy is on page 15 of the Club Handbook.

3. Appeals

- a. For space availability there is no appeal process, the Cougar Café is the only space being used for club dances.
- b. If the space is unavailable due to staffing or another issue the club must select another date for the dance.

4. Attendance

- a. Only current MCC students with an MCC student ID and their guest(s) may attend dances.

- b. All guest attendees are required to show government issued photo identification, no exception.
- c. Non-MCC students under 18 years of age will not be admitted.
- d. A maximum of two guests are allowed with each MCC student.
- e. All attendees will be subject to search by external security personnel via pat-downs and/or metal detectors.
- 1. Participants MUST be notified through clearly posted signs at the dance entrance(s) that they are subject to a search.
- f. Cougar Café capacity shall be established by the Facilities Department based on the layout of the room for the dance. Facilities and/or Campus Police may reduce capacity based on staff availability and other considerations.

5. Publicity

- a. Policy is on page 10 of the Club Handbook.

6. Accountability

- a. The club officers and advisors may be held personally responsible for any costs associated with excessive cleaning and/or damage to MCC facilities.
- b. Any individuals found responsible during the event will be removed and referred to the MCC Conduct Process via the Dean of Student Affairs Office. Non-students may be arrested.
- c. Students and/or guests removed from a dance due to violation of MCC policies and/or State of CT law are NOT eligible for a refund.

7. Security

- a. MCC Campus Police will be the final authority for security issues at dances.
- b. External security firms hired to work events at MCC will coordinate with the MCC Campus Police.
- c. The authority to end a dance based on security concerns rests with the MCC Campus Police in conjunction with OSA.

8. Alcoholic Beverages

- a. Policy is on page 9 of the Club Handbook.

Sample Documents

Sample Constitution

ARTICLE ONE - NAME

Section 1: The Name of this student club shall be _____

ARTICLE TWO - PURPOSE

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

ARTICLE THREE – MEMBERSHIP

Section 1: The membership of this student club shall consist of MCC Students.

Section 2: Voting members may only be fee-paying MCC students, taking at least one for-credit course at MCC during the semester voting is occurring.

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

Section 4: Student clubs may not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law.

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 2.0, must be currently enrolled in at least one for-credit course at MCC, have paid a student activity fee, have completed 3 academic credits at MCC 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 Student Club Handbook.

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 or 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 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 for the for the following academic year shall be held at the end of the Spring semester. Vacancies shall be filled via presidential appointment.
- Section 2: Only voting members may vote for the election of an officer. If a member is absent and wishes 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 the 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.

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
_____	_____
SGA President	Date
_____	_____
Director of Student Activities	Date



Office of Student Activities Advisors Agreement and Guidelines Form

In the beginning stages of an organization, the advisor's role is one of leadership, guiding the group with strong interest and experience towards a meaningful program. As the program becomes self-sufficient, the advisor's role should gradually become that of consultant, advising, recommending, acknowledging and approving programs and material as the situation may determine.

The following outline consists of the policies and guidelines for the student organization advisors at Manchester Community College. Interpretation of the following points may be necessary in certain situations; therefore, consultation is encouraged by the Office of Student Activities when questions arise.

1. All clubs and organizations recognized by Manchester Community College must have an advisor. Only a full time employee may serve as a club advisor. **Advisor(s) chosen must sign and submit this Advisor Agreement and Guidelines Form.**
2. Clubs usually need only one advisor, but may chose more than one if the club is unusually large or if such a diversified nature that would warrant the time and talents of two or more advisors.
3. Club members should consult with the advisors concerning preparation of the budget and allocation of funds. Advisors shall assist the organization in proper handling of funds. All activity request forms, budget requisitions, vouchers, and contracts should have an advisors signature.
4. The advisor is not the leader, but may give advice, ideas, or any information applicable to the club's interest. Decisions should be made by the members themselves. Therefore, in reality, the advisor's role is that of a consultant or resource person regarding pertinent College policies, regulations, and other matters.
5. The advisor shall attend all meetings. This requires that the club officers keep the advisor informed of the time, place and date of all meetings and also of any cancellations.
6. The advisor shall assist clubs in developing programs and/or projects. The organization's officers should keep the advisor fully informed of their program's and event's status. The club's secretary should forward minutes of meetings to the advisor as soon as possible. The members should be able to speak to the advisor as often as necessary to discuss problems, complaints, programs, etc...
7. Since the advisor is an official MCC liaison between the club/organization and the office of Student Activities, periodically communication between the advisor and the Director of Student Activities is necessary to properly coordinate organizational activities, especially events requiring contracts.
8. The advisor or their designee must attend and remain at all club activities.

Please submit to the Office of Student Activities.

Advisor's Name (please print)

Telephone #

Advisor's Signature

_____/_____/_____
Date

Division/Department

Name of MCC Club/Organization

Rev: 8/1/11



SAMPLE AGENDA

Instructions: Parliamentary procedures (*Robert's Rules of Order*) are a set of rules used by groups to conduct business in an effective and orderly manner. Below is a typical example of an agenda based on Robert's Rules of Order:

(NAME OF CLUB) AGENDA

- 1. Call to Order (time started)**
- 2. Roll Call (or distribute attendance sheet)**
- 3. Adopt Today's Agenda**
- 4. Approve Minutes of Previous Meeting (date)**
- 5. Unfinished Business:**
- 6. New Business:**
- 7. Reports:**
 - Officers-**
 - President-**
 - Vice-President-**
 - Treasurer-**
 - Committees-**
- 8. Concerns/Announcements**
- 9. Date/place of next meeting**
- 10. Adjournment (time ended)**



How to Keep Minutes of a Meeting

Manchester Community College

Name of Club or Organization

Day and Time of Meeting

MINUTES

1. The meeting was called to order at (time) by (name of person presiding over meeting).
2. Present: List by name or attach signed roll call sheet.
(Is there a quorum? A quorum is the number of members that must be present for business to be conducted legally. The number for a quorum is stated in in your constitution).
3. Approval of today's agenda. (last name of who made motion and who second the motion).
4. The minutes of (date of last meeting) were approved. Last name of who made motion and who second the motion.
5. Officer's Reports: President.....
 Vice President.....
 Treasurer.....
 Secretary.....
6. Unfinished Business
7. New Business
8. Announcements
9. Meeting was adjourned at (time and last name of who made motion).

Respectfully Submitted by,
Jane Doe, Secretary

*****COPIES OF ALL CLUB MEETING MINUTES MUST BE FORWARDED TO THE***
OFFICE OF STUDENT ACTIVITIES AND THE STUDENT GOVERNMENT TREASURER**



MANCHESTER
COMMUNITY
COLLEGE

SAF Financial Request Form

Club: _____ BM ☐ ☐ Form # **000000**

Name & Position: _____ Date: ____/____/____

Banner ID: ☐☐☐☐☐☐☐☐ Phone: _____ Minutes dated: ____/____/____

Purchase Order #: _____

☐ **DEPOSIT REQUEST**- Turn in deposits to OSA in SSC L149 (Monday-Friday 9 a.m. to 3:30 p.m.)

Amount of deposit: \$ _____ (cash) \$ _____ (checks) = \$ _____ (TOTAL)

Purpose of deposit _____

☐ **TRANSFER OF FUNDS**

CREDIT or CHARGE (circle one) Club/Department: _____

Amount: \$ _____

Reason for transfer _____

☐ **REQUEST FOR PAYMENT/REIMBURSEMENT**- Credit card statements are unacceptable. PLEASE ATTACH ALL PAPERWORK (itemized receipts, contracts, etc.)

____ **Purchase via Invoice** - Invoice # _____ Invoice Date: ____/____/____

____ **Contract** - Attach W9 with contract if not on file already in Business Office.

____ **Reimbursement** - Remember to attach all original ITEMIZED receipts. Credit card receipts must be accompanied by an original itemized receipt.

Amount: \$ _____

Purpose of request _____

Make Check Payable To (check will not be processed without an address) Vendor ID ☐☐☐☐☐☐

Check Destination:

____ Call x3283 and x|____|____| when ready

____ Mail to Payee

President/Treasurer: _____ Advisor: _____

For Office Use Only

Date Processed: ____/____/____

SGA Treasurer: _____ OSA: _____

Dean of Student Affairs: _____ Bus. Office: _____

Entered/Notes: _____

WHITE COPY BUSINESS OFFICE * YELLOW COPY STUDENT ACTIVITIES * PINK COPY STUDENT CLUB



MANCHESTER
COMMUNITY
COLLEGE

SAF N^o 1801

STUDENT ACTIVITY FUND PURCHASE ORDER

CHARGE TO SAF ACCOUNT CLUB NAME: _____ DATE: ____/____/____

ACTIVITY: _____

REQUESTOR: _____ DATE REQUIRED: ____/____/____

This form is to be used if purchase equals or exceeds \$500 or if vendor requests a purchase order. Void unless signed by Club Advisor and/or Director of Student Activities. Goods subject to return if inferior in specifications or unreasonable standard of quality. Delivery hours: 8:30 am-12:00 pm, 1:00 pm-4:00 pm

Bill to: MANCHESTER COMMUNITY COLLEGE

Director of Student Activities
Great Path, MS #7
P.O. Box 1046, Lowe 154c
Manchester, CT 06045-1046
Tel: (860) 512-3283 Fax: (860) 512-3351

Ship to:

VENDOR _____

ADDRESS _____ **CITY/ST/ZIP** _____

EMAIL _____ **TEL** () _____ **FAX** () _____

- VENDOR NOTE:**
1. Include the purchase order number on the invoice, packages, and all correspondence.
 2. This order may be exempt from Federal Excise taxes under registration #06-1269050 and from the Connecticut State Tax (call OSA for details).
 3. Submit original invoice within 7 days to insure proper payment.

ITEM#	DESCRIPTION	UNIT	# OF UNITS	UNIT PRICE	AMOUNT
This purchase was authorized by club minutes dated: ____/____/____ OSA Initials: ____				TOTAL	

AUTHORIZATIONS

_____ Club Treasurer/President	_____ Date	_____ Club Advisor	_____ Date
DEAN OF STUDENTS SIGNS IF AMOUNT EQUALS OR EXCEEDS \$1,000.			
_____ Director of Student Activities or Designee	_____ Date	_____ Dean of Students	_____ Date



ARTIST AGREEMENT

1. This AGREEMENT made and entered into this _____ day of _____, 20____, by and betw
_____ (name of Club/Organization) of MANCHESTER COMMUN
COLLEGE hereinafter referred to as the SPONSOR and _____ (name of
lecturer, artist or performer) hereinafter referred to as the ARTIST(S), shall be executed by a College official after recei
the ARTIST(S)' signature in triplicate. The ARTIST(S) understands that sponsorship does not imply an endorsement.
SPONSOR and ARTIST(S) hereby agree to be bound by the terms and conditions contained herein:
 - a. Total # of performers _____
 - b. Place of engagement _____
 - c. Event _____/_____ (Inclement Weather, event rescheduled on _____/_____)
Month/Day Month/Day
 - d. Artist arrival time _____
 - e. Program Hours: From ____ To ____ Break Time: _____ The ARTIST(S) non-consecutive "Break Time"
consist of _____ Breaks. Set, acts or presentations shall be _____ hours. Break time shall not exceed _____ minutes eac
 - f. Type of event _____ g. Artist(s) fee \$ _____
 - h. Artist(s) shall provide _____
 - i. Sponsor shall provide _____
2. If this contract is signed by persons other than the ARTIST(S), said person warrants that he/she is authorized by the ARTIS
to execute this contract for same, for this engagement, at the time and place specified above.
3. The SPONSOR in signing this contract, warrants that he/she signs an authorized representative of the MANCHES
COMMUNITY COLLEGE and is hereby relieved of and shall not be held personally liable for meeting the terms of
contract. The SPONSOR shall be held blameless for ARTIST violations or damages incurred. Moreover, the views expresse
the ARTIST are his/her Own, and the SPONSOR is not responsible for ARTIST content and presentation.
4. All additions and deletions to this contract and its rider(s) must be initialed and dated by both parties in order to be valid.
5. The ARTIST(S) or their Representative must call the College's official Representative, _____
at (860)512-3283 or _____ in case of an emergency or an unavoidable delay is incurred by same so
appropriate announcements can be made. The performance fee will be prorated and/or adjusted for beginning later than
agreed upon time specified line 1.e above.
6. The SPONSOR is hereby relieved of any liability if unable to meet the responsibilities of this contract because of any "ACT
GOD", riots, epidemics, strikes, any act or order of public authority, any other cause similar or dissimilar beyond the contr
the SPONSOR; Furthermore, the SPONSOR shall not be held responsible if, through any "Act of God" or conditions beyor
control, is unable to provide a facility on the date and time when the engagement herein contracted for is scheduled. If such
or conditions occur this contract shall be deemed terminated; the ARTIST(S) or authorized representative shall have no claim
damage against the SPONSOR by reason(s) thereof.

When adjusting payment based on actual performance time versus contracted performance time the ARTIST'S payme
calculated by dividing the contracted amount by the contracted minutes and then calculating the amount owed by multipl
actual performance time times the per minute cost (For example: \$1,000 contracted payment to ARTIST for 60 minut
performing equals a cost of \$16.67 per minute, actual performance time of 45 minutes multiplied by \$16.67 equals \$750.15)

7. The SPONSOR reserves the right to prorate and/or adjust the cost of all services rendered, or to cancel or void if by their judgement, undue delay; regardless of cause on the part of the ARTIST(S) and representatives, effect a starting time later than agreed upon and herein stipulated above.
8. This contract shall remain in full force and effect unless cancelled by either party in writing _____ c
9. If for any reason except due to an “**Act of God**”, riot, epidemic, or act of public authority this ARTIST(S) beyond the cancellation clause contained herein, or a change of the date is require reason other than an “Act of God”, riot, epidemic, or act of public authority, the ARTIST(S) agree for all bona fide advertising related expenses immediately upon presentation of a certified statement ARTIST(S) or their authorized representative.
10. **As an agency of the State of Connecticut, and therefore subject to the policies thereof under General, advance deposits for payment(s) prior to the completion of services contracted shall**
11. In accordance with State of Connecticut policy, payment for services rendered will be exclusive payment to be made immediately following the engagement contracted, unless there has been due payment. In such a case the appropriately adjusted check will be mailed to the ARTIST(S) with engagement.

The check shall be payable to:

_____ ARTIST/AGENT	_____ FEDERAL OR SS#	(____)_____ TELEPHONE
_____ ADDRESS	_____ CITY/STATE	_____ ZIP CODE

ARE YOU INCORPORATED? ☐ **YES** ☐ **NO**

12. The SPONSOR is not responsible for any equipment not specifically stated in the contract or rider. the equipment required in this contract is not used, he/she shall pay Rental cost of said equipment.
13. The SPONSOR is relieved of any liability in meeting the terms of this contract if same is not properly authorized person(s) representing the ARTISTS(S) and returned to the Office of Student Activities on line 1.c.

AUTHORIZATION

_____ AUTHORIZED REPRESENTATIVE/ARTIST	_____ DATE
_____ STUDENT ACTIVITIES DIRECTOR	_____ DATE

☐ **Rider is attached**



Manchester Community College Guidelines for Participant Behavior

Manchester Community College (MCC) sponsors field trips and special events for students as a means of providing comprehensive and diverse learning opportunities for our students. Field trip/event participants, and their guests, are expected to conduct themselves in a professional and positive manner as representatives of MCC. All students, and their guests, are held to the MCC Student Code of Conduct and all applicable laws. Every participant of the event/trip must abide by all applicable rules and regulations. Failure to follow operating guidelines, instructor/staff directives and/or the Guidelines for Participant Behavior 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/event.

1. MCC students, and their guests, are expected to conduct themselves in a manner that will not discredit himself or herself or the College.
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/staff 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 College 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 event/trip.

Student Name

Date



Community Service Project Report

Student Clubs

Please use this form to report the community service project your club completed as partial requirement for receiving the spring semester installment of funding from the Student Government Association. Any other activities that benefit community organizations should be reported using this form as well.

CLUB NAME

ADVISOR NAME

COMMUNITY SERVICE PROJECT NAME

DATE OF SERVICE PROJECT

How many club members contributed to the service project? _____

How many hours on average did each member spend on the service project? _____

List the community organizations (and the towns in which they're located) that benefited from the service project:

Describe the service project:

What were the outcomes of the service project? (For example: What needs did you address? How much money did you raise? How many non-student community members did you get to participate?)

PRESIDENT SIGNATURE

DATE

ADVISOR SIGNATURE

DATE



State Tax Exemption Form

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.

Tax Exempt # 06-6000798-7701

Manchester Community College
Department of Student Activities
Great Path, MS #7
P.O. Box 1046
Manchester, CT 06045-1046
(860)512-3283

T.J. Barber, Director
Office of Student Activities





Student Activities Accident/Incident Report

Date of Report: ___/___/___ Date of Incident: ___/___/___ Time of Incident: _____ AM ☐ PM ☐

Place where incident occurred _____

Information on Person Assisted *(Complete a separate form for incidents involving more than one person)*

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Age: _____ Male ☐ Female ☐ Phone Number: _____

Family Contact Person: _____ Phone: _____

Incident Data

Location of incident: _____

Did an injury occur? Yes ☐ No ☐ If yes, describe the type of injury: _____

What was person doing at the time: _____

Provide description of incident/accident: _____

Care Provided

Did victim refuse medical attention by staff? Yes ☐ No ☐ Did facility provide care? Yes ☐ No ☐

Describe in detail the care provided: _____

Were emergency medical services (EMS) personnel called? Yes ☐ No ☐

Was the victim transported to an emergency facility? Yes ☐ No ☐

If yes, where? _____ If no, person returned to activity? Yes ☐ No ☐

If the victim is a minor, were the minor's parents contacted *(if not present)*? Yes ☐ No ☐

Witnesses

First Name: _____ Last Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Report Prepared By:

Name: _____ Position: _____

Signature: _____ Date: _____



**Board of Regents for Higher Education
Manchester Community College**

Activity Waiver Form

Student Name: _____
Last Name First Name MI

Banner ID#:

--	--	--	--	--	--	--	--

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Phone:** _____ **Email:** _____

Name of activity: _____

Provided transportation: ☐ Bus ☐ Airplane ☐ Automobile ☐ Taxi ☐ Other: _____ ☐ None

_____ If you are driving, initial here as verification that you have insurance covering your vehicle and passengers.

Location(s) of activity or trip: ☐ MCC Campus ☐ Other: _____

Date(s) of activity or trip: ____/____/____ to ____/____/____

Sponsoring club/department: _____

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: _____

*******I understand that I am responsible for my own transportation if I miss the provided transportation.*******

In consideration of being permitted to participate in the above listed activity (hereinafter called "the Activity") I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue Manchester Community College and/or the Board of Regents for Higher Education (hereafter called "the College"), their Regents, officers, employees and agents and to indemnify them from liability for any and all claims resulting from personal injury, accidents or illnesses (including death), and property damage or destruction arising from, but not limited to, participation in the Activity.

I understand that participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises and sprains, 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions, to 3) catastrophic injuries including paralysis and death. I have read the previous paragraphs and I know, understand and appreciate these and other risks that are inherent in the Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

I also agree to indemnify and hold the College harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees, brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred. I further expressly agree that the foregoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of Connecticut and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Finally, I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. **I acknowledge that I am signing the agreement freely and voluntarily, and intend it by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.**

Signature of Participant

Date

Signature of Parent/Guardian of Minor

Date

Publicity Release

This letter confirms the agreement between you and Manchester Community College (MCC) regarding your participation in Manchester Community College activities in which you may be photographed or videotaped ("the Property") from time to time.

You hereby irrevocably grant to Manchester Community College perpetually, exclusively, and for all media throughout the world (including print, non-theatrical, home video, CD-ROM, internet and any other electronic medium presently in existence or invented in the future), the right to use and incorporate (alone or together with other materials), in whole or in part, photographs or video footage taken of you as a result of your participation in the activities of Manchester Community College.

You hereby agree that you will not bring or consent to others bringing claim or action against Manchester Community College on the grounds that anything contained in the Property, or in the advertising and publicity used in connection herewith, is defamatory, reflects adversely on you, violates any other right whatsoever, including, without limitation, rights of privacy and publicity. You hereby release Manchester Community College, its directors, officers, successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that you may hereafter have against Manchester Community College in connection with the Property.

This agreement shall not obligate Manchester Community College to use the Property or to use any of the rights granted hereunder, or to prepare, produce, exhibit, distribute or exploit the Property.

Manchester Community College shall have the right to assign its rights hereunder, without your consent, in whole or in part, to any person, firm or corporation.

AGREED TO AND ACCEPTED this _____ day of _____, 20____

Participant's Signature

Witness Signature

Print name of Participant

Witness Signature

Participant's Telephone Number

Banner I.D.



This handbook is published by the Manchester Community College Office of Student Activities with the assistance of and in cooperation with the Student Government Association.