

Student Clubs and Societies Organizations Handbook



2016-2017

SCFSM

STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

SCF.edu/StudentLife

Table of Contents

Introduction	ii
How to Charter or Recharter a Club/Organization	1
Club/Organization Benefits and Responsibilities.....	3
Club/Organization Advisor Responsibilities.....	3
Responsibilities of Students to Club/Organization Advisors	4
Loss of Club/Organization Charter	4
Characteristics of Successful Clubs/Organizations.....	4
How to Conduct a Meeting	5
Budget Process	6
Club/Organization Finances	6
Purchase Requisitions	6
General Encumbrance	7
Direct Pay.....	7
Petty Cash	7
Deposits	7
Fund 2 and Fund 6 Account Regulations.....	7
Budget Amendments	7
Fundraising	7
Club/Organization Travel.....	8
Travel Authorization Process.....	8
Advisor Trip Checklist	8
Travel Authorization Form Instructions	9
SCF Facility Support	10
Facility Use	10
Advertising Events	10
Service Projects.....	11
Checklist of Due Dates for Various Forms	11
Example of Travel Release of Liability Form	12
Examples of Club/Organization Activity Request and Fundraising Activity Request Forms	13
Examples of Conference/Retreat Reflection and Semester Activity Report Forms.....	14

State College of Florida, Manatee-Sarasota thanks the Association for the Promotion of Campus Activities (APCA), Valencia Community College, Florida State College at Jacksonville and St. Petersburg College for use of their club/organization and programming handbooks as a model for this publication.

NOTE: The term “club” used throughout this handbook refers to any chartered SCF club or organization.

State College of Florida, Manatee-Sarasota is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of State College of Florida, Manatee-Sarasota. SCF does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

Introduction

Greetings from the State College of Florida, Manatee-Sarasota (SCF) office of student life. This Student Clubs & Organizations Handbook has been designed to provide you, the student leader, with necessary tools for making your club successful. In addition to helpful tips and suggestions on strengthening your club/organization, many College policies and procedures are included to make this handbook a valuable resource. Each club/organization needs to become familiar with these policies and procedures to become more effective on campus. This handbook is designed to assist you with daily operations of your club/organization.

As student leaders and advisors, you are an important part of life at SCF. Numerous studies have shown that by becoming involved in extracurricular activities, students are more successful in their academic endeavors. Thank you for your involvement and commitment to enhancing campus life at SCF.

If you have questions or concerns, please contact the office of student life. While this handbook is an excellent resource, it is important that your group communicates regularly with the office of student life. We are ready to assist you and your club/organization whenever possible.

Office of Student Life – SCF Bradenton
Phone: 941-752-5607
Office location: Student Union (Building 14) – Room 130

Office of Student Life – SCF Venice
Phone: 941-408-1523
Office location: Student Union (Building 500) – Room 515

How to Charter a Student Club/Organization

A new student club/organization can be chartered anytime during the school year. The following needs to be completed and submitted to the student life office on the respective campus.

1. A minimum of 10 currently enrolled SCF students must indicate an interest in forming the student club/organization.
2. The proposed student club/organization must find a full-time SCF employee to act as student club/organization advisor. (Adjunct professors are NOT eligible to be student club/organization advisors unless they have other duties as a full-time SCF employee.)
3. Student club/organization paperwork needs to be completed and submitted to the office of student life on the respective campus. These forms are available in the office of student life and on the student life website, The HUB. The paperwork consists of:
 - an application for student club/organization charter
 - membership roster with student club/organization officers, including all students' names, addresses, telephone numbers and SCF student email addresses
 - a schedule of meeting dates and planned activities
 - a signed advisor acceptance form
 - a student club/organization constitution. (A constitution template is available in the office of student life.)

The submitted paperwork will be reviewed for approval by the respective campus Student Government Association (SGA), the student life staff, and the vice president of strategic enrollment management. After the paperwork is approved, the student club/organization president and advisor must attend a mandatory orientation training session of College policies and procedures before being recognized as a College-sanctioned organization, or having access to funding.

By completing the above steps, a student club/organization is considered chartered as an approved group on campus and is subject to all policies and regulations of SCF and the District Board of Trustees.

How to Recharter a Student Club/Organization

All student clubs/organizations must recharter annually, no later than September 30 of each year. The following needs to be completed and submitted to the student life office on the respective campus.

I. Clubs/Organizations

A. Academic Honors, Academic Discipline, Health Science and Special Interest.

1. An application for student club/organization charter
2. A membership roster with student club/organization officers, including all students' names, telephone numbers and SCF student email addresses
3. A signed advisor's acceptance form
4. A student club/organization constitution

B. Academic Class

1. An application for student club/organization charter
2. Course syllabus
3. Class roster
4. A signed advisor's acceptance form
5. If applicable, proposed schedule of competition

II. Competitive Teams

A. Academic

1. An application for student club/organization charter
2. Membership roster
3. A signed advisor's acceptance form
4. A student club/organization constitution
5. Proposed schedule of competitions

B. Athletic

1. Team roster
2. A signed coach's contract
3. Proposed schedule of games

III. Student Publications

- A. An application for student club/organization charter
- B. Policy/procedure manual
- C. List of student publication staff
- D. A signed advisor's acceptance form

Student Club/Organization Benefits and Responsibilities

All officially recognized campus student clubs/organizations have the following benefits and responsibilities:

BENEFITS

The Student Club/Organization may:

1. use the College name.
2. recruit members on campus.
3. have a permanent file in the office of student life.
4. have representation on the InterClub Council (ICC).
5. hold meetings and other functions on campus.
6. submit a budget to the Student Activities Budget Review (SABR) committee.

RESPONSIBILITIES

1. The policies and objectives of each student club/organization must be consistent with those of SCF and the District Board of Trustees.
2. All student club/organization activities, including events and fundraisers, must be submitted for approval to the student life office using the student club/organization activity request or fundraising request form. The activity may not take place until the student club/organization receives the appropriate paperwork with approved signatures.
3. Submit a completed semester activity report form to the office of student life at the end of the Fall and Spring terms.

ACTIVITY REQUIREMENTS

If requesting College funds for the following year, the student club/organization must submit a budget with justification during the Spring term. Specific dates and forms will be sent to each student club/organization as determined by the vice president of finance and administrative services each year. (Refer to the Budget Process section of this handbook.)

The following minimum activity requirements are approved by the Student Activity Budget Review (SABR) committee for student club/organizations, competitive teams and student publications requesting student activity funds for the following year. If a student club/organization does not meet its category requirements, its proposed budget will be reduced up to a maximum of 35 percent of its current year allocation according to the guidelines stated in this handbook.

I. Student clubs/organizations

- A. Academic Honors, Academic Discipline and Special Interest.
 1. Attend six of eight InterClub Council (ICC) meetings.
 2. Attend five of eight campus events (four Club Rush, one Fall Frolic/Fall Festival, one Spring Fling, two Leadership Forums).
 3. Complete a minimum of two service projects (one Fall and one Spring) as outlined in the Service Projects section of this handbook.
 4. Complete a minimum of two fundraising activities with at least one activity being open to community participation.
 5. Maintain an active account on the SCF Student Life website, The HUB.
- B. Health Science
 1. Complete two campus projects/activities to promote awareness of a topic via a health screening, table display or other method.
 2. Complete a minimum of two service projects (one Fall and one Spring) as outlined in the Service Projects section of this handbook.
 3. Complete a minimum of two fundraising activities with at least one activity being open to community participation.
 4. Maintain an active account on the SCF Student Life website, The HUB.
- C. Academic Class
 1. Complete a minimum of two service projects (one Fall and one Spring) as outlined in the Service Projects section of this handbook.
 2. Maintain an active account on the SCF Student Life website, The HUB.

II. Competitive Teams (academic and athletic)

- A. Attend six of eight InterClub Council (ICC) meetings.
- B. Attend five of eight campus events (four Club Rush, one Fall Frolic/Fall Festival, one Spring Fling, two Leadership Forums).
- C. Complete a minimum of two service projects (one Fall and one Spring) as outlined in the Service Projects section of this handbook.
- D. Complete a minimum of two fundraising activities with at least one activity being open to community participation.
- E. Maintain an active account on the SCF Student Life website, The HUB.

III. Student Publications

- A. Complete a minimum of two service projects (one Fall and one Spring) as outlined in the Service Projects section of this handbook.

Student Club/Organization Advisor Responsibilities

IV. Student Enrollment Verification

All student clubs/organizations that participate or complete in any FCSAA sanctioned activity will be required to provide **grade reports** for each student that will participate prior to activity or competition. The respective advisors will be responsible for collecting the grade reports and submitting a **statement of academic eligibility** and **good standing** in addition to the **travel liability waiver form** and **travel authorization form**, if appropriate, prior to travel or participation.

All student clubs/organizations must verify prior to any travel that each participating member is currently enrolled and in **good academic standing**. Each advisor will be required to submit a **statement of academic eligibility** along with the **travel liability waiver form** and **travel authorization form**, if appropriate.

InterClub Council (ICC) Meetings

ICC is a collaborative meeting made up of representatives from each registered club on campus. It is a place for student leaders to meet, work together and share knowledge. The main purpose of ICC is to coordinate and share information about campus club/organization activities. ICC promotes collaborative efforts among campus clubs and organizations. Clubs are asked to attend six out of eight meetings in an academic year to remain in good standing, which means full access to your budget.

Budget Reductions

Student club/organizations that do not complete the minimum activity requirements will have their allocation for the following year reduced as follows:

5 percent for each of the following missing requirements:

- Any of the six of eight ICC meetings
- Any of the five of eight campus events

Student club/organizations missing a total of six ICC meetings and/or campus events will result in a 35 percent total budget reduction.

Note: Each reduction cannot be substituted for attending an additional meeting or activity.

Student club/organizations failing to meet the service project requirement only will result in an 18 percent budget reduction. Student club/organizations missing the service project AND an ICC meeting or campus activity will result in a 35 percent total budget reduction.

All campus student club/organizations are required to have an advisor who is a full-time employee of SCF. (Adjunct professors are NOT eligible to be a student club/organization advisor unless they have other duties as a full-time SCF employee.) While advisors should assist student club/organization members, it is not their responsibility to run the student club/organizations. The following are responsibilities that each advisor must accept:

1. Advise, counsel and serve as a resource person to the student club/organization.
2. Maintain the club/organization presence on the Student Life website, The HUB.
3. Assist the student club/organization in achieving its stated objectives.
4. Be familiar with SCF policies and procedures. The advisor should comply with these policies and ensure compliance with these policies by student club/organization members.
5. Assist the student club/organization in setting realistic goals and objectives each year.
6. Be present at all scheduled student club/organization activities, conferences and off-campus trips.
7. Assist in the planning of the student club/organization's functions and activities. The advisor should be well informed about all student club/organization plans and activities. The advisor also should work with student club/organization members to help them plan programs that are beneficial to the students and consistent with the educational objectives of SCF.
8. The student club/organization advisor must approve all flyers, posters and any other form of advertising for the student club/organization's events.
9. Be aware of the financial status of the student club/organization at all times. This includes:
 - a. Assisting in the formulation of the annual student club/organization budget.
 - b. Assisting the student club/organization treasurer in proper accounting procedures.
10. Assist the student club/organization in submitting necessary paperwork to the office of student life prior to each student club/organization event. This includes all off-campus activities or travel forms for student club/organization activities, fundraising and travel.
11. Assist student club/organization members in maintaining a balance between academic and co-curricular aspects of student life.
12. Contact the office of student life on any question or problem concerning the student club/organization.

Responsibilities of Students to Student Club/Organization Advisors

The following are responsibilities of student club/organization members to their advisor:

1. Planning all activities when the advisor is able to attend.
2. Checking all dates with the advisor before scheduling meeting, social functions and activities.
3. Keeping the advisor informed about the programs, activities and progress of the student club/organization.
4. In addition to regular student club/organization meeting times, the student club/organization officers should meet regularly with the advisor to discuss the affairs of the club.
5. Asking the advisor for his or her opinion and advice when problems arise in the student club/organization.
6. All student club/organization expenditures must be authorized by the advisor and the student club/organization president.
7. The advisor should be recognized as an integral member of the student club/organization.

Remember, the advisor is assisting the student club/organization on personal time beyond normal College duties. Proper courtesy should be extended to this individual at all times.

Loss of Charter

It is the responsibility of all approved campus student club/organizations to know and adhere to the policies and regulations of SCF and the District Board of Trustees as well as all federal, state and local laws. Any misrepresentation of SCF or the student club/organization and/or its purpose, failure to adhere to the student club/organization responsibilities as set forth in the Student Clubs & Organizations Handbook, or failure to comply with College policies and regulations could result in the loss of the student club/organization charter.

Characteristics of Successful Student Clubs/Organizations

The following are some suggestions to help your student club/organization be successful:

- 1. The student club/organization must have a clear purpose and a meaningful program.**
All members of the student club/organization must understand the purpose. Each member must strive to achieve the purpose and be able to explain it to others.
- 2. Goals must be established for the student club/organization.** These should include short- and long-term goals. Lack of established goals may result in a lack of motivation, enthusiasm and accomplishment.
- 3. The student club/organization must continue activities between meetings as well as at the meetings.** Officers will need to do follow-up work. Committees must form and function. Members must be kept informed as to the progress of the student club/organization. Use public relations resources to let others know what the student club/organization is doing.
- 4. Meetings must be well planned to be effective.** The first meeting can be instrumental in setting the tone for the organization for the entire year. Prepare and organize for every meeting. Use printed agendas that have been prepared by the officers or executive board.
- 5. Participation.** Participation is often the key to a good student club/organization. Encourage all members to express their opinions and thoughts, not just student club/organization officers. Acknowledge all ideas, suggestions and opinions in a positive manner. Solicit opinions if necessary. Give each member a responsibility in the student club/organization. Make people feel important in the group. Take attendance in meetings to document participation.
- 6. Officers set the tone for the entire group.** Enthusiasm is contagious. Believe in your group and foster the same attitude among group members. Let the members know that this is a student club/organization that is DYNAMIC and GETS THINGS DONE.
- 7. Use the experience and knowledge of the student club/organization advisor.** Seek and use his/her advice.
- 8. A student club/organization must have a regular meeting time and place.** This will help strengthen the student club/organization's identity as people begin associating a certain location with the group. Consistency also helps people better plan their schedules to attend.
- 9. Evaluate your meetings and your student club/organization.** Evaluation is an effective tool to determine what your student club/organization does well and what areas can be improved. This can be key to providing future direction for the student club/organization.

How to Conduct a Meeting

Organizational skills, practice and experience are key factors in being an effective presiding officer. The following are some suggestions to help your student club/organization plan and conduct meetings:

1. The student club/organization president, with advice from the executive board and the student club/organization advisor, should prepare an agenda before each meeting. Every meeting should be run by an agenda to ensure a smooth and efficient meeting. The following is a sample agenda to help organize your student club/organization meetings:
 - I. Call To Order
 - II. Roll Call/Attendance
 - III. Introduction of Guests
 - IV. Approval of Minutes of Last Meeting
 - V. Officer Reports
 - a. Treasurer
 - b. ICC President
 - c. President
 - d. Advisor
 - VI. Standing Committee Reports
 - VII. Special Committee Reports
 - VIII. Unfinished (Old) Business
 - IX. New Business
 - X. Program (optional but can contribute to a more creative and fun meeting – examples include a guest speaker, video, icebreaker, etc.)
 - XI. Adjournment
2. The day before the meeting, make certain that people with committee reports are ready and that the time and location have been confirmed with any guest speakers scheduled.
3. Start your meetings on time. If you start late, your meeting will end late. Keep in mind that people have places to go after your meeting and you do not want to make them late.
4. Recognize new members and guests and make them feel welcome.
5. Conduct the meeting in a business-like manner, following parliamentary procedure. This does not mean that you cannot have a sense of humor. Recognize holidays and birthdays. Be creative to keep everyone's attention and keep them coming back. Meetings should not be boring.
6. Do not cut off debate, but do all you can to expedite the flow of business.
7. Speak clearly so you may be heard by everyone. If you sound interested and enthused, it will keep everyone's attention.
8. Maintain control of the meeting at all times without suppressing a free exchange of ideas. Invite agreement and disagreement but politely keep control over the "overly talkative" person with a statement like: "Let's hear from some others who have not yet spoken."
9. If you have an opinion about someone's remark, hold your comments for a while. Immediate censorship or endorsement from you will have a quieting effect on the group.
10. Have the secretary record motions and read them back. The secretary also should keep an accurate record of the meeting's minutes.
 - Minutes should be typed immediately following the meeting while notes are still fresh in the mind of the secretary.
 - Minutes should reflect accurate quotes and statements. The secretary may need to ask people to repeat their statements to ensure an accurate quote.
 - Minutes should be filed and brought to each meeting.
11. Before the meeting is adjourned, make certain the agenda has been adequately discussed.
12. Keep meetings within a specific timeframe and end them before or as close to the specified time as possible. Most meetings should not last longer than one hour and 30 minutes.

Budget Process

All chartered student club/organizations have the opportunity to request funds from the College. All requests are submitted to the Student Activity Budget Review (SABR) committee for consideration.

The following are members of the SABR committee:

- Vice President of Finance and Administrative Services, Chair
- SGA President (Bradenton)
- SGA President (Venice)
- SGA Vice President (Bradenton)
- SGA Vice President (Venice)
- SGA Secretary/Treasurer (Bradenton)
- SGA Secretary/Treasurer (Venice)
- SGA InterClub Council (ICC) President (Bradenton)
- SGA InterClub Council (ICC) President (Venice)
- SGA Chief Justice (Bradenton)
- SGA Chief Justice (Venice)
- Student Athlete
- (2) InterClub Council Member (Bradenton)
- (2) InterClub Council Member (Venice)
- VPAA Appointment
- Athletic Director
- Coordinator, Student Life
- Advisor, Student Life
- Faculty Representative
- Financial Services Manager, ex-officio
- Executive Assistant to the Vice President of Finance and Administrative Services, Recording Secretary
- Staff Assistant II, Student Life
- Dean of Student Services

Student club/organizations requesting funds must submit a detailed budget in the Spring term for consideration the following year. Specific forms, instructions and due dates will be distributed by the vice president of finance and administrative services. The SABR committee will review each budget and submit a recommendation to the president and District Board of Trustees for final approval. Once student club/organization budgets have been established, student club/organizations will have three additional opportunities throughout the year (September, October/early November, and late January/early February) to submit requests to the SABR committee. The specific dates for these additional requests will be announced each term by student life offices.

With the addition of baccalaureate degrees at SCF, a new Baccalaureate Student Activity Budget Review Committee (B-SABR) has been created, and will determine budget processes for student club/organizations forming out of these baccalaureate programs. The following are members of the B-SABR committee:

- Vice President of Finance and Administrative Services, Chair
- Baccalaureate Programs Student Advisory Group
- B.S.N. Student Representative
- One Student Representative from each Baccalaureate Program
- Faculty Representative from Baccalaureate Programs Appointment

- VPAA Staff Appointment
- Coordinator, Student Life
- Advisor, Student Life
- Director of Online Learning, ex-officio
- Financial Services Manager, ex-officio
- Executive Assistant to the Vice President of Finance and Administrative Services, Recording Secretary
- Staff Assistant II, Student Life
- Dean of Student Services

Student Club/Organization Finances

All student club/organizations are required to adhere to the following College policies and procedures when spending funds. This includes spending funds provided to the student club/organization through the Student Activities Fee (Fund 2) and funds raised by the student club/organization (Fund 6). All funds must be kept in College-approved accounts. Off-campus accounts in such places as banking institutions are not permissible.

All student club/organization spending must utilize a purchase requisition (purchase order), general encumbrance, direct pay or petty cash form. Purchase requisitions and general encumbrances are created in the Banner computer system. Direct pay and petty cash forms must be signed by the student club/organization president and student club/organization advisor before being forwarded to the student life office for approval. The student life office will forward the approved requests to the vice president of strategic enrollment management for final approval.

All student club/organization budgets will be tracked in the office of student life. Each student club/organization is encouraged, however, to keep its own financial records for the student club/organization.

PURCHASE REQUISITIONS

Purchase requisitions involve spending that requires a purchase order number. This occurs when a student club/organization places an order for products that will be delivered. Examples include office supplies, T-shirts or grocery items.

The request is entered into the Banner computer system, which immediately generates a purchase requisition number. This number needs to be recorded for each order and maintained by the student club/organization for accurate financial records. Once the purchase requisition has been completed, a purchase order number from the purchasing office will follow.

Each request needs to be submitted THREE weeks in advance of the event or activity. Approval queues set up in Banner include the student life office and the vice president of strategic enrollment management. Once a purchase order number is issued, the vendor will ship the ordered items. Upon receipt of the items ordered, a receiver needs to be requested from central services and an invoice sent to the purchasing department.

GENERAL ENCUMBRANCE

The general encumbrance procedure is used when a vendor will not accept a College purchase order or a check is needed at the time of purchase. The general encumbrance is created in the Banner computer system and verifies available budget before a check is processed. If the budget is insufficient, the document will be suspended until a budget amendment has been processed. Examples where this procedure is used include expenditures for conference registrations, hotel expenses, consulting agreements, subscriptions, individual student and advisor travel reimbursements, and reimbursements to student club/organization members and advisors for EMERGENCY expenditures over \$50 (in very rare cases).

A general encumbrance request must be submitted at least ONE week in advance of when the check is needed to ensure timely payment of the expense. Banner approval queues will include the student life office and the vice president of strategic enrollment management. Once the general encumbrance has been entered in the Banner system, an encumbrance number will be assigned. This number needs to be recorded by the student club/organization to maintain accurate financial records. A copy of the encumbrance should be printed and sent to the purchasing department for payment with an invoice attached.

DIRECT PAY (For Fund 6 expenditures only)

Direct pay forms only are used when spending money from a Fund 6 account (fundraising account). **Backup paperwork showing the expense should be attached to each direct pay form.** To ensure timely payment of the expense, direct pay forms should be submitted to the student life office at least ONE week before a check is needed. This form must be signed by the student club/organization president and student club/organization advisor. Approvals from the student life office and the vice president of strategic enrollment management are needed for direct pay forms. Fund 6 expenditures must match the original purpose stated on the initial fundraising request form.

PETTY CASH

Petty cash is available for reimbursement of expenses encumbered by a student or advisor if the expense is less than \$50. If the expense is more than \$50, the general encumbrance method should be utilized and the individual will receive a College check. Multiple receipts submitted at the same time, from the same place of business and totaling more than \$50 will not be accepted under petty cash.

Approved petty cash forms are submitted to the business office in the Student Services Center. Please keep in mind that approval from the campus student life office and final approval from the vice president of strategic enrollment management must be received before the business office with reimburse petty cash to a student and/or advisor.

DEPOSITS

Student club/organizations may earn funds through dues, donations and fundraising activities. These funds need to be deposited into a Fund 6 account in the College's business office. A copy of the completed deposit form must be sent to the office of student life.

FUND 2 AND FUND 6 ACCOUNT REGULATIONS

Fund 2 (funds received from the College)

The SABR committee allocates these funds to the student club/organization to serve as "seed" money for student club/organization activities involving SCF students. No funds may be spent on alcohol, illegal substances or for any purpose that is illegal. Fund 2 monies do not carry over from year to year in the student club/organization account.

Fund 6 (funds received through student club/organization dues, donations, fundraising efforts)

These funds are maintained in the student club/organization's Fund 6 account in the College's business office. Again, no funds may be spent on alcohol, illegal substances or for any purpose that is illegal. Fund 6 monies do carry over from year to year.

Note: Monies cannot be moved from Fund 2 to Fund 6.

BUDGET AMENDMENTS

Budget amendments are needed if a student club/organization does not have money in an account code to cover expenses. All budget amendments need to be approved by the campus student life office and the vice president of strategic enrollment management.

FUNDRAISING

The student life office and the vice president of strategic enrollment management must approve all student club/organization fundraising activities, per the District Board of Trustees Rule Number 6HX14-1.18. The rule states:

"No student, College employee or College-approved student club or organization will make solicitations including, but not limited to ticket sales, to raise funds for any College organization or project without prior written approval from the campus student life office and vice president of strategic enrollment management."

To obtain written approval, a College fundraising request form must be completed and submitted to the student life office at least TWO weeks prior to the proposed fundraising activity. The fundraiser may not take place until the student club/organization receives this form with approved signatures. This policy applies to all student club/organization fundraising activities, including bake sales, car washes, "chance to win" contests, etc. **Student club/organizations are encouraged to raise funds to help support the "seed" money allocated to them by the SABR committee.**

Any time student club/organizations are earning funds through making a sale, sales tax needs to be paid by completing the appropriate sales tax form at the completion of the fundraiser. These forms can be obtained from the office of student life. All sales are taxable except for food items such as bake sales.

Student Club/Organization Travel

SCF is committed to providing safe travel opportunities for its students. Student travel to, during and from College-approved events and activities for student club/organizations is covered by the student travel polices below. Guests attending College-sponsored trips must travel with an enrolled student and be at least 5 years old, traveling with their parent or guardian.

Definition of “College-Sponsored Student Travel for Student Clubs/Organizations” – College-sponsored travel occurs when a student event, activity or trip is:

- Preapproved by the student life office and the vice president of strategic enrollment management. Reservations, deposits, etc., may not be made until the trip is approved by following the travel authorization process below.

TRAVEL AUTHORIZATION PROCESS

1. Complete a student club/organization activity/event request form listing the names of the students traveling.
2. All College-sponsored student travel must include an advisor or chaperone who is a full-time employee of the College to serve as a resource contact during the trip. If the advisor is unable to attend, then the student club/organization must find an approved alternate to act on the advisor’s behalf. This person needs to be approved by the student life office. **Students may not take trips as a student club/organization representing the College or spending College funds without an approved chaperone.** At no time while traveling are students allowed to room with advisors/chaperones.
3. The student club/organization advisor needs to complete a travel authorization form and submit it to the student life office on the respective campus at least TWO weeks before the trip. Students need to complete a travel authorization form ONLY if they will be reimbursed for trip-related expenses. **Instructions for completing the travel authorization form can be found on the next page.**
4. A list of names of students traveling, with their SCF ID numbers and trip’s itinerary or conference agenda, should be attached to the student club/organization advisor’s travel authorization form.
5. The student club/organization advisor needs to submit to the student life office a statement of eligibility that all students traveling are currently enrolled and in good academic standing by providing grade reports for each student. If the travel is a sanctioned FCSAA activity, grade reports for each student will be required prior to the activity or competition.
6. All students are required to complete the travel release of liability form, which the student club/organization advisor collects and forwards to the student life office at least TWO weeks before the trip.

ADVISOR TRIP CHECKLIST

Before the Trip

1. Complete a student club/organization activity/event request form listing the names of the students traveling.
2. Complete a travel authorization form for yourself with the appropriate supervisor or department chair’s signature. Attach a trip itinerary or conference agenda and a list of students traveling with their SCF ID numbers, and send it to the student life office at least TWO weeks prior to the trip.
3. Submit to the campus student life office a statement of eligibility for all students traveling and provide grade reports for each student.
4. Complete travel authorization forms for students if reimbursement will be needed.
5. Have each student sign the student travel release of liability form and a registration reimbursement agreement and forward to the campus student life office at least TWO weeks prior to the trip.
6. Compile a list of the following contacts’ office and cell phone numbers in order to notify them of any emergency situation:
 - SCF manager of public safety
 - Vice president of strategic enrollment management
 - Supervisor or department chair
7. Prepare an “excused absence letter” to notify faculty of any student absence as a result of the trip. Students should deliver the letters to each respective professor at least TWO weeks before the trip.
8. Confirm registration and hotel reservations. Make sure general encumbrances are submitted by established deadlines. Refer to General Encumbrance section of this handbook.
9. Arrange a pre-trip meeting with the travel party to discuss the trip’s itinerary, dress code, no alcohol/drug policy and other items. Also, the students at this meeting can complete and sign necessary forms.

Parking

If club members are parking their cars overnight while on a club trip, here are things that must be done.

1. Display a valid parking decal on vehicle.
2. Advisors please notify Public Safety, 24 hours prior to leaving.
3. Please provide Public Safety the following information: Name of each person leaving a vehicle, the make/model or license plate number and color of their vehicle, and a contact number should anything happen to their vehicle while traveling, so we may contact the owner.

Lakewood Ranch Campus - Advisor is REQUIRED to contact Public Safety and give them the information requested. There is no overnight security on site.

Venice Campus - Advisor is REQUIRED to contact Public Safety and give them the information requested. Motorcycle Safety classes occur on the weekends using Lot PL-1 and maintenance is done by Facilities. To avoid any issue, let Public Safety assign you the parking lot. There is overnight security on site.

Bradenton Campus - Advisor is REQUIRED to contact Public Safety and give them the information requested. Motorcycle Safety classes occur on the weekends using LOT I and maintenance is done by Facilities. Clubs leaving vehicles overnight utilize parking lot "A," on the north side of Facilities building 23, unless told otherwise. There is overnight security on site.

During the Trip

1. If applicable, bring hotel and registration checks along with the College's tax-exempt form.
2. Make sure students know how to contact you in case of an emergency.
3. Make sure you know how to contact all students on the trip at all times.

After the Trip

1. Complete the travel authorization form for reimbursement.
2. Notify the student life office of any awards or accomplishments the student club/organization received.
3. Students attending conferences and retreats should submit a conference/retreat reflection form to the student life advisor no later than ONE week after the trip.

Emergency Procedures

In the event of an emergency during the trip, the advisor or chaperone must:

1. Notify the three contacts at SCF – the manager of public safety, the vice president of strategic enrollment management, and the appropriate supervisor or department chair.
2. Follow the same steps used in any emergency situation:
 - Check the student to assess his or her condition.
 - Call 911 if needed.
 - Provide care for the student until advanced medical help arrives.
3. Complete an incident report form upon your return to the College.

The College reserves the right to change the above travel policies and procedures.

TRAVEL AUTHORIZATION FORM INSTRUCTIONS

Before Travel:

1. The student club/organization advisor completes "estimated" column of travel authorization form and traveler signs at "traveler's signature (authorization)" line. The student club/organization advisor keeps the goldenrod copy.
2. The student club/organization advisor submits form to receive all required authorization signatures (student club/organization advisor, student life office, and the vice president of strategic enrollment management).
3. The vice president of strategic enrollment management sends form to the human resources office (HRO). HRO keeps the pink copy and prepares a board report.
4. HRO returns the form to the student club/organization advisor.

After Travel:

1. The traveler completes "actual reimbursement" column, signs at "traveler's signature (voucher/report)" line, completes report section, attaches all documentation (agenda, receipts, etc.) and returns the completed form to the student club/organization advisor.
2. Submit the form for authorization initials ONLY IF ACTUAL TRAVEL EXPENSES EXCEED ESTIMATE BY 10 PERCENT OR MORE. No initials are required if actual expenses do not exceed 10 percent of estimated expenses.
3. The student club/organization advisor (or respective staff assistant) completes a general encumbrance for the EXACT amount of "actual" expenses and attaches a copy to the front of the travel authorization form. The general encumbrance procedure will check the budget. If the budget is insufficient, the document will be suspended until a budget amendment is processed. DO NOT send any paperwork forward until the general encumbrance procedure is complete.
4. Send all documents (travel authorization form, receipts, general encumbrance printout) to the cashiering/fee payment office in the Student Services Center (building 1 or 100). This office will verify that all expenses are in compliance with Florida statutes and will process payment.

Canceled Travel:

1. If travel is canceled, please return the travel authorization form to the human resources office for cancellation. Student may be held responsible to reimburse the College for any and all deposits made for travel should student cancel except in the event of a documented medical or family emergency.

SCF Facility Support

FACILITY USE

Space for on-campus student club/organization activities must be reserved in advance to ensure exclusive use of the facility for the event. This includes activities held on College grounds and in College buildings. The exception to this is SGA sponsored events such as Club Rush, Fall Frolic/Festival and Spring Fling. Student club/organizations must use the following procedure to reserve event space:

1. Log on to scf.edu/FacilityRentals
2. Click on the reservation calendar link to see if the space is available.
3. If available, click “make a request,” complete the online form and submit.
4. After the request has been submitted, an internal room reservation form will be emailed to the contact listed on the request. This form needs to be completed, signed and returned to SCF’s auxiliary services department to complete the reservation.

NOTE: The space is not reserved for the event until the signed reservation form is returned to auxiliary services with a copy of the student club/organization activity request form with the approved signatures attached. Room reservations will be held for two days and released if the signed reservation form is not returned.

Some facilities of the College also may require the student club/organization to pay a fee. To reserve SCF’s Neel Performing Arts Center, contact the box office manager for availability.

Student club/organizations may reserve space on campus only if the event is pre-approved through the office of student life with a completed student club/organization activity request form with the approved signatures.

ADVERTISING EVENTS

The campus student life office must approve all student club/organization activities and events. Requests for approval must be sent to the office of student life at least TWO weeks before the event. The following are methods of advertising to help promote your event:

Flyers/Posters:

Must be approved by the student club/organization’s advisor and may be posted only at the designated kiosks, on sandwich boards and in the respective campus Club Hub. Please submit the information to be advertised at least ONE week before posting. Flyers and posters are NOT to be displayed on windows, glass doors, painted surfaces, brick surfaces, restrooms, or in the Student Services Center.

Sandwich Boards:

These are owned by the SGA and must be reserved in advance. Depending upon availability, student club/organizations may use these sandwich boards by contacting the office of student life. The procedure for posting flyers/posters must be followed when using SGA sandwich boards.

Marquee Requests:

All requests for advertisements on any SCF marquee need to be approved by the student life office. Once approved, these requests will be forwarded to the SCF communications and marketing office. Requests should be submitted at least two weeks before the desired “run” date.

Student club/organizations also must contact the office of student life for approval regarding the following:

1. Advertising a campus event outside the College
2. Sending press releases to local media outlets
3. Inviting the community to the event

In each of the above situations, the approved request will be forwarded to the SCF communications and marketing office.

Note: Please do not forward requests directly to the SCF communications and marketing office. This office does not accept student club/organization requests without prior approval from the student club/organization advisor and the student life office.

Service Projects

Each year, student club/organizations must perform a minimum of two service projects (one Fall and one Spring) designed to benefit the College, the community or a charity group.

Following the project, a written report concerning the project must be submitted to the office of student life by the end of the term it was performed. This report will be included in the student club/organization's file and become part of consideration for awarding the activity budget for the coming year.

Please contact the office of student life for a suggested list of service projects and to obtain a service project report form.

Example:

The form is titled "SCF Student Club/Organization Service Project Form" and is due by the end of the semester in which the project was performed. It includes contact information for the Office of Student Life at SCF (Sarasota Campus) and a section for the student to provide details about their project, including the date, club name, advisor, and project description. It also has signature lines for the club president and advisor, and a section for the form to be received by the Student Life Coordinator/Advisor.

Checklist of Due Dates for Various Forms (all forms are online)

1. Student club/organization paperwork
(Due Sept. 30 each year online via The HUB)
 - a. Application for student club/organization charter
 - b. Membership roster with student club/organization officers, including all students' names, addresses, telephone numbers and SCF student email addresses
 - c. Signed advisor's acceptance form
 - d. Student club/organization constitution
 - e. If applicable, proposed schedule of conferences or competition.
2. Student club/organization activities and fundraising events
(Proposal due in the office of student life two weeks before activity/event)
3. Student club/organization travel
(All forms due in office of student life two weeks before trip)
 - a. Student club/organization activity/event request form listing the names of students traveling
 - b. Travel authorization form with trip itinerary/agenda and list of students traveling and their SCF ID numbers attached
 - c. Statement of eligibility (all travel) and grade reports (FCSAA travel) for students.
 - d. Student travel release of liability form
 - e. Registration Reimbursement Agreement
4. Student club/organization purchases
 - a. Purchase requisitions – submitted three weeks in advance of activity/event
 - b. General encumbrance – submitted one week in advance of activity/event
 - c. Direct pay – submitted one week before a check is needed
 - d. Petty cash – reimbursement for expenses under \$50
5. SCF facility support
(All forms due in office of student life two weeks before activity/event)
 - a. Facility use
6. Student club/organization advertising
 - a. Flyers/Posters – reviewed and approved by respective campus student life office prior to posting
 - b. Sandwich boards – contact office of student life three weeks in advance of event (based upon availability)
 - c. Marquee requests – due two weeks before advertisement is placed on marquee (based upon availability)
7. Service project report
(Due in office of student life by end of term during which project was performed)

Example of travel release of liability form available from the office of student life.

ACKNOWLEDGEMENT, INDEMNITY, WAIVER and RELEASE OF LIABILITY
FOR PARTICIPATION in a STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA ACTIVITY

**THIS AFFECTS YOUR LEGAL RIGHTS.
PLEASE READ CAREFULLY BEFORE SIGNING BELOW.**

Participant: _____ MI
 Last First Apt: _____
 Address: _____ Zip: _____
 City&State: _____
 Telephone: Home: _____ Cell: _____

I intend to participate in the event called _____ ("Activity") to be conducted by _____ ("Sponsor/Organizer/Operator") that is scheduled to take place on or about _____, 200_. The event consists of the following types of activities (i.e., - transportation, hiking, swimming, etc.)

I acknowledge that I must thoroughly read and understand the information contained in this Acknowledgement, Indemnity, Waiver and Release of Liability ("Release") pertaining to the Activity and the possible risks and hazards that might result from participation in this Activity.

NOTE: If I am under eighteen (18) years of age, I understand that while I am bound by the provisions of this Release and must acknowledge and agree to its terms, I am not permitted to execute this Release or participate in this Activity without approval of my parent or legal guardian, who must initial and execute this Release on my behalf.

1. I acknowledge and agree that I am required to act in a mature and responsible manner at all times during the Activity and further acknowledge and agree that I will be held responsible for my own behavior and must respect the property of the State College of Florida, Manatee - Sarasota ("College") and others. Initials: _____

2. I acknowledge and agree that I must observe all state and local laws and College regulations and policies, including those concerning alcohol/drug use and required student conduct. Information regarding applicable College regulations and policies are contained in The Student Handbook which can be located online at <http://www.scf.edu/pages/963.asp>. I further acknowledge and agree that in the event that I have any questions regarding the applicability of the College's regulations and policies to the Activity, it is my responsibility to make any necessary inquiries to the Activity Sponsor/Organizer/Operator or to make any necessary inquiries to the College's Office of Student Affairs. Additionally, I acknowledge and agree that I must observe and comply with the specific rules and conditions developed for participation in the Activity by its Sponsor/Organizer/Operator. Initials: _____

3. I acknowledge and agree that it is my obligation to make any necessary inquiries to the Activity Sponsor/Organizer/Operator regarding my ability, physically or otherwise, to safely participate in the Activity and that, prior to executing this Release, I have been provided the opportunity to inquire and discuss the possible risks and hazards to me resulting from my participating in the Activity. Any questions I had regarding my ability to participate in the Activity have been answered to my satisfaction, and I have received sufficient information to make a sound and voluntary decision to participate in the Activity. Initials: _____

I hereby acknowledge and agree to the terms and conditions of the Release, and intend to be bound by the terms of this Release. Initials: _____

Participant's Signature
(I certify that I am 18 years of age or older.)

Parent or Guardian's Signature
(If participant is under 18 years of age.)

Example of student club/organization activity request form and fundraising activity request form available from the office of student life.

Office Use Only
Date Received by Office of Student Life

SCF OFFICE OF STUDENT LIFE
SCF Bradenton: 941-752-5310
SCF Venice: 941-408-1523
scf.edu/Student Life

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

SCF Student Club/Organization Student Activity Request
(Must be submitted to Office of Student Life **TWO** weeks prior (ONE month for news release) to event)

NOTE: This form is to be used for activities where NO FUNDRAISING is done.

Today's Date: _____ Activity Date: _____ Activity Time: _____

Club/Organization: _____

Activity: _____

Location (campus bldg.-room or off-campus address): _____

Description of Activity: _____

List any College equipment/facilities needed (includes tables, room, campus grounds) specific: _____

Approval:

Club President (print name) _____ Club President Signature _____

Club Advisor (print name) _____ Club Advisor Signature _____

Approved by: _____
Coordinator/Advisor, Student Life

News Release:
Is this activity open to the public? YES NO
Does the club advisor want SCF Communications & Marketing to produce a news release?
If yes, please complete the News Release Request Form located on the SCF website under Communications & Marketing and submit with activity request. The Office of Student Life will forward approved forms to Communications & Marketing.

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

Office Use Only
Date Received by Office of Student Life

SCF OFFICE OF STUDENT LIFE
SCF Bradenton: 941-752-5310
SCF Venice: 941-408-1523
scf.edu/Student Life

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

SCF Student Club/Organization Student Fundraising Activity Request
(Must be submitted to the Office of Student Life **TWO** weeks prior to event)

Today's Date: _____ Fundraiser Date(s): _____ Fundraiser Time: _____

Club/Organization: _____

Fundraiser Event: _____

Location (campus bldg.-room or off-campus address): _____

Cost to Participant: _____

Description of Fundraiser (include who, where, and how funds will be collected): _____

List any College equipment/facilities needed (includes tables, room, campus grounds, etc.) please be specific: _____

For Fundraiser – Explain how funds raised will be used. (Must match Direct Pay Request when spending Fund 6 fundraising monies): _____

Approval:

Club President (print name) _____ Club President Signature _____ Date _____

Club Advisor (print name) _____ Club Advisor Signature _____ Date _____

Approved by: _____
Coordinator/Advisor, Student Life _____ Date _____

News Release:
Is this activity open to the public? YES NO
Does the club advisor want SCF Communications & Marketing to produce a news release? YES NO
If yes, please complete the News Release Request Form located on the SCF website under Communications & Marketing and submit with activity request. The Office of Student Life will forward approved forms to Communications & Marketing.

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

Example of conference/retreat reflection form and semester activity report form.

SCF OFFICE OF STUDENT LIFE
STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
SCF Bradenton: 941-752-5310
SCF Venice: 941-408-1523
scf.edu/StudentLife

Office Use Only
Date received by Office of Student Life

Conference/Retreat Reflection

I, (print name) _____, as a delegate to the _____ conference held _____

Understand the I need to complete and submit this **Conference/Retreat Reflection** To the Office of Student Life no later than one week after I return from the conference/retreat. Failure to do so may jeopardize my opportunity to represent SCF at another conference/retreat, or funding for my club/organization for future trips.

What did you learn by attending this conference/retreat? (Do not list activities you participated in, but rather reflect on the experience and give concrete examples of the things you **learned**.)

How will you apply this information to benefit your club/organization?

How will you apply this information to enhance your personal growth and development?

Attach any supporting documentation if applicable.

Print Name _____ Signature _____

SCF OFFICE OF STUDENT LIFE
STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA
SCF Bradenton: 941-752-5310
SCF Venice: 941-408-1523
scf.edu/StudentLife

Office Use Only
Date Received by Office of Student Life

SCF Student Club/Organization Semester Activity Report

(due by the last day of classes each semester)

Fall Semester Spring Semester

Club/Organization: _____

Report completed by: _____

In bullet form list the club/organization activities for each month (attach additional pages if necessary).

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

SCF Bradenton 5840 26th St. W., Bradenton, FL 34207, 941-752-5607

SCF Venice 8000 S. Tamiami Tr., Venice, FL 34293, 941-408-1523

SCF Lakewood Ranch 7131 Professional Parkway E., Sarasota, FL

[SCF.edu/StudentLife](https://www.scf.edu/StudentLife)