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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.
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, many College policies and procedures are included to make this handbook a valuable resource. Each club 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.

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.

The Office of Student Life supports the Student Government Association and the InterClub Council (ICC). 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 whenever possible.

Office of Student Life – SCF Bradenton
Phone: 941-752-5310
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

Existing Clubs

Academic Honors
Phi Theta Kappa – PTK (Bradenton and Venice)
Sigma Kappa Delta – English Honors (Bradenton)
SCF Nursing Honor Society (Lakewood Ranch)

Competitive Academic Teams
Brain Bowl (Bradenton)
Phi Beta Lambda – PBL (Bradenton and Venice)
Math Olympics (Venice)

Fine & Performing Arts Clubs
Delta Psi Omega – Theater (Bradenton)
Music Educators Club (Bradenton)

Health Sciences Clubs
Occupational Therapy Assistant Club – OTA (Bradenton)
Physical Therapist Assistant Club – PTA (Bradenton)
Radiography Club (Bradenton)
Student American Dental Hygienists’ Association – SADHA (Bradenton)

Natural Sciences Club
American Chemical Society – ACS (Bradenton)

Social & Behavioral Sciences Clubs
History and Political Science Club (Venice)
Paralegal Society of SCF (Bradenton)

Special Interest Clubs
African-American Student Union – AASU (Bradenton)
Alliance (Bradenton)
Arts Club (Venice)
Film Club (Bradenton)
Literary Guild (Bradenton)
Model UN – Class (Bradenton and Venice)
Museum Club (Bradenton)
Philosophical and Environmental Trekkers (Venice)
Pop Culture Club (Venice)
Student Nurses Association (Bradenton)
Student Veterans of America (Bradenton and Venice)
Swamp Scribes (Venice)
The Nerd Culture Club (Bradenton)

Student Government
Student Government Association (Bradenton and Venice)
**How to Charter a Student Club/Organization**

A new student club can be chartered anytime from the start of the Fall Semester to the end of January. The following needs to be completed:

1. Communicate with the Office of Student Life about the interest in creating a club. The Office of Student Life will create an online profile on The Hub (Student Life’s online platform) to register the club.

2. A minimum of 10 currently enrolled SCF students must indicate an interest in forming the student club.

3. The proposed student club must find a full-time SCF employee to act as student club advisor. (Adjunct professors are NOT eligible to be student club advisors unless they have other duties as a full-time SCF employee.)

4. Student club registration needs to be completed and submitted on The Hub. You will need the following information to complete the registration process.
   - Membership roster with students’ names and SCF email addresses
   - Schedule of meeting dates and planned activities
   - A signed advisor acceptance form
   - Club 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 Dean of Students. After the paperwork is approved, the student club 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 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.

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**How to Recharter a Student Club/Organization**

All student clubs must recharter annually, no later than September 30 of each year. You will need the following information to complete the registration process on The Hub.

I. Clubs
   A. Academic Honors, Academic Discipline, Health Sciences and Special Interest.
      1. Membership roster with students’ names and email addresses
      2. Schedule of meeting dates and planned activities
      3. A signed advisor acceptance form
      4. Club constitution (A constitution template is available in the Office of Student Life)
   B. Academic Class
      1. Membership roster or class roster with students’ names and email addresses
      2. Course syllabus
      3. A signed advisor acceptance form
      4. If applicable, proposed schedule of competition

II. Competitive Teams
   A. Academic
      1. Membership roster with students’ names and email addresses
      2. Schedule of meeting dates and planned activities
      3. A signed advisor acceptance form
      4. Club constitution (A constitution template is available in the Office of Student Life)
      5. Proposed schedule of competitions

III. Student Publications
   1. Membership roster with students’ names and email addresses
   2. Policy and Procedure manual
   3. A signed advisor acceptance form
   4. If possible, publication dates
Student Club/Organization Benefits and Responsibilities

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

BENEFITS

The student club may:
1. use the College name.
2. use the College logo with approval from Communications and Marketing.
3. recruit members on campus.
4. have a permanent file in the Office of Student Life.
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 must be consistent with the Mission of SCF and the District Board of Trustees.
2. All student club activities, including events and fundraising, must be submitted for approval on The Hub using the Event Request or Fundraising Request. The activity may not take place until approved.
3. Submit a completed semester activity report, via The Hub, by the last day of the Fall and Spring terms.

ACTIVITY REQUIREMENTS

If requesting College funds for the following year, the student club must submit a budget with justification during the Spring term. Specific dates and forms will be sent to each student club 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 clubs, competitive teams and student publications requesting student activity funds for the following year. If a student club 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
   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 fundraising activities with at least one activity being open to community participation.
   3. 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.

IV. Student Enrollment Verification
   A. For all student clubs that travel or participate/compete in any Florida College System Activities Association (FCSAA) sanctioned activity, the advisor will be required to submit:
      1. Statement of academic eligibility for all students participating.
      2. Travel liability waiver form for all students participating.
      3. Travel authorization form for advisers.

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 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.

Continued
Budget Reductions
Student clubs that do not complete the minimum activity requirements will have their allocation for the following year reduced 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
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.

Failing to meet the service project requirement only will result in an 18 percent budget reduction. Missing the service project AND an ICC meeting or campus activity will result in a 35 percent total budget reduction.

Student Club/Organization Advisor Responsibilities
All student clubs are required to have an advisor who is a full-time employee of SCF. (Adjunct professors are NOT eligible to be a student club advisor unless they have other duties as a full-time SCF employee.) While advisors should assist student club members, it is not their responsibility to run the student club. The following are responsibilities that each advisor must accept:
1. Advise, counsel and serve as a resource person to the student club.
2. Maintain the club presence on the Student Life website, The HUB.
3. Assist the student club in achieving its stated objectives.
4. Be familiar with SCF policies and procedures. The advisor should comply with these policies and ensure compliance by student club members.
5. Assist the student club in setting realistic goals and objectives each year.
6. Be present at all scheduled student club activities, conferences and off-campus trips.
7. Assist in the planning of the student club’s functions and activities. The advisor should be well informed about all student club plans and activities. The advisor also should work with student club members to help them plan programs that are beneficial to the students and consistent with the educational objectives of SCF.
8. Approve all flyers, posters and any other form of advertising for the student club's events.
9. Be aware of the financial status of the student club at all times. This includes:
   a. Assisting in the formulation of the annual student club budget.
   b. Helping the student club treasurer with proper accounting procedures.
10. Assist the student club in submitting necessary paperwork to the Office of Student Life prior to each student club event. This includes all off-campus activities or travel forms for student club activities, fundraising and travel.
11. Assist student club members in maintaining a balance between academic and co-curricular aspects of student life.
12. Travel with club when attending off-campus events or conferences.
13. Contact the Office of Student Life with any question or problem concerning the student club.

Responsibilities of Students to Student Club/Organization Advisors
The following are responsibilities of student club members to their advisor:
1. If possible, plan all activities when the advisor can attend.
2. Approve all dates with advisor before scheduling meetings, programs, social functions and activities.
3. In addition to regular student club meeting times, the student club officers should communicate regularly with the advisor to discuss the affairs of the club.
4. Ask the advisor for his or her opinion and advice when problems arise in the student club.
5. All student club expenditures must be authorized by the advisor and the student club president.
6. The advisor should be recognized as an integral member of the student club.

Remember, the advisor is assisting the student club 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 clubs 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 and/or its purpose, failure to adhere to the student club responsibilities as set forth in the Student Clubs & Organizations Handbook, or failure to comply with College policies and regulations could result in a temporary loss of the club charter. If the misrepresentation is severe enough, a permanent loss of charter is possible.

Characteristics of Successful Student Clubs/Organizations

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

1. **The student club must have a clear purpose and a meaningful program.**
   All members of the student club 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.**
   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 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. Use public relations resources to let others know what the student club 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. **Encourage participation.**
   Participation is often the key to a good student club. Encourage all members to express their opinions and thoughts, not just student club officers. Acknowledge all ideas, suggestions and opinions in a positive manner. Solicit opinions if necessary. Give each member a responsibility in the student club. 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 that is DYNAMIC and GETS THINGS DONE.

7. **Use the experience and knowledge of the student club advisor.**
   Seek and use his or her advice.

8. **A student club must have a regular meeting time and place.**
   This will help strengthen the student club’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.**
   Evaluation is an effective tool to determine what your student club does well and what areas can be improved. This can be key to providing future direction for the student club.

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 plan and conduct meetings:

1. **The student club president, with advice from the executive board and the student club 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 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

Continued
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.
   • Reflect accurate quotes and statements. The secretary may need to ask people to repeat their statements to ensure an accurate quote.
   • 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 clubs 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, Finance & Administration, Chair (non-voting member)
   • SGA President (Bradenton)
   • SGA President (Venice)
   • SGA Vice President (Bradenton)
   • SGA Vice President (Venice)
   • SGA InterClub Council (ICC) President (Bradenton)
   • SGA InterClub Council (ICC) President (Venice)
   • SGA Secretary/Treasurer (Bradenton)
   • SGA Secretary/Treasurer (Venice)
   • SGA Chief Justice (Bradenton)
   • SGA Chief Justice (Venice)
   • Student Athlete
   • (2) InterClub Council Member (Bradenton)
   • (2) InterClub Council Member (Venice)
   • (2) Baccalaureate Degree Seeking Student
   • Faculty Representative (one year; elected by faculty)
   • Faculty/Staff Appointment from VP, Academic Affairs
   • Athletic Director
   • Coordinator, Student Life (Bradenton)
   • Advisor, Student Life (Venice)
   • Financial Services Manager, ex-officio (nonvoting member)
   • Executive Assistant to the Vice President, Finance & Administration, Recording Secretary (nonvoting member)
   • Staff Assistant II, Student Life, Budget Supervisor (nonvoting member)
   • Dean of Students (nonvoting member)

Student clubs 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 budgets have been established, student clubs 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 dates for these additional requests will be announced each term by the Office of Student Life.
Student Club/Organization Finances

All student clubs are required to adhere to the following College policies and procedures when spending funds. This includes spending funds provided to the student club through the Student Activities Fee (Fund 2) and funds raised by the student club (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 spending must utilize a purchase requisition (purchase order), general encumbrance or direct pay. Purchase requisitions and general encumbrances are created in the Banner computer system. Direct pay forms must be signed by the student club president and student club advisor before being forwarded to the Office of Student Life for approval. The Office of Student Life will forward the approved requests to the Vice President of Academic Affairs.

All student club budgets will be tracked in the Office of Student Life. Each student club is encouraged, however, to keep its own financial records for the student club.

PURCHASE REQUISITIONS
Purchase requisitions involve spending that requires a purchase order number. This occurs when a student club 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 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 Office of Student Life and the Vice President of Academic Affairs. 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 TWO weeks in advance of when the check is needed to ensure timely payment of the expense. Banner approval queues will include the Office of Student Life and the Vice President of Academic Affairs. 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 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 are used only 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 Office of Student Life at least ONE week before a check is needed. This form must be signed by the student club president and student club advisor. Approvals from the Office of Student Life and the Vice President of Academic Affairs are needed for direct pay forms. Fund 6 expenditures must match the original purpose stated on the initial fundraising request form.

FUND 2 AND FUND 6 ACCOUNT REGULATIONS
Fund 2 (funds received from the College)
The SABR committee allocates these funds to the student club to serve as “seed” money for student club 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 account.

Fund 6 (funds received through student club dues, donations, fundraising efforts)
These funds are maintained in the student club’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 used to transfer funds from one account to another in your club budget. If a budget amendment is needed, the advisor needs to contact the Office of Student Life and explain the need. If approved, the Office of Student Life will complete the budget amendment and submit it to the Vice President of Academic Affairs for final approval.

Continued
**FUNDRAISING**
The Office of Student Life must approve all student club fundraising activities, per 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 Academic Affairs.”

To obtain written approval, a College fundraising request must be completed on The HUB at least two weeks prior to the proposed fundraising activity. The Office of Student Life will then review for Approval.

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**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 clubs is covered by the student travel policies 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”** – College-sponsored travel occurs when a student event, activity or trip is preapproved by the Office of Student Life. Reservations, deposits, etc., may not be made until the trip is approved by following the travel authorization process below.

**TRAVEL AUTHORIZATION PROCESS - At least three weeks before departure date**

1. Advisor completes the travel authorization form. All College-sponsored student travel must include an advisor or chaperone who is a full-time employee of the College. Students may not take a trip as a representative of the College using College funds without an approved chaperone.
2. Advisor must provide a list of students traveling, with SCF ID numbers, and the trip itinerary or conference agenda.
3. Advisor must submit to the Office of Student Life a statement of eligibility that all students traveling are currently enrolled and in good academic standing.
4. If staying in a hotel, a rooming list will be needed. At no time while traveling are students allowed to room with advisors/chaperones.

**ADVISOR TRIP CHECKLIST**

**Before the trip - Submit the following at least three weeks prior to departure**

1. Advisor completes a travel authorization form for the trip and gets the appropriate supervisor or department chair’s signature.

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The fundraiser may not take place until the student club receives this form with approved signatures. This policy applies to all student club fundraising activities, including bake sales, car washes, “chance to win” contests, etc. **Student clubs are encouraged to raise funds to help support the “seed” money allocated to them by the SABR committee.**

Any time student clubs 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.

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**Parking**

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

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

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 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 Office of Student Life of any awards or accomplishments the student club received.
3. Students attending conferences and retreats must 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 – Office of Student Life, Public Safety Manager and your Supervisor or Department Chair.
2. Follow the same steps used in any emergency situation:
   a. Check the student to assess his or her condition.
   b. Call 911 if needed.
   c. 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 advisor completes “estimated” column of travel authorization form and traveler signs at “traveler’s signature (authorization)” line.
2. The student club advisor submits form to receive all required authorization signatures (student club advisor and Office of Student Life).
3. The Office of Student Life sends form to the human resources office (HRO), which keeps the pink copy and prepares a board report.
4. HRO returns the form to the student club 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 Office of Student Life.
2. The Office of Student Life will complete the reimbursement process.

Canceled travel:
1. If travel is canceled, return the travel authorization form to the HRO 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 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 clubs must use ONE of the following procedures to reserve event space:

- MYSCF > employee tab > reserve a room > reserve a room calendar.
- Email rentals@SCF.edu with location and dates needed.
- Go to SCF.edu > about SCF > facility rentals > reserve a room calendar.

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 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 to pay a fee. To reserve SCF’s Neel Performing Arts Center, contact the box office manager for availability.

Student clubs may reserve space on campus only if the event is pre-approved through the Office of Student Life with a completed student club activity request on The HUB with the approved signatures.

ADVERTISING EVENTS

The campus Office of Student Life must approve all student club 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’s advisor and may be posted only at the designated kiosks, on sandwich boards and in the respective campus Club Hub. 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 Office of Student Life and must be reserved in advance. Depending upon availability, student clubs may use sandwich boards by contacting the Office of Student Life.

Note: Do not forward requests directly to the SCF communications and marketing office. This office does not accept student club requests without prior approval from the student club advisor and the Office of Student Life.

Service Projects

Each year, student clubs must perform a minimum of two service projects (one Fall and one Spring) designed to benefit the College, the community or a charity group. Contact the Office of Student Life for a suggested list of service projects.

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’s file and become part of consideration for awarding the activity budget for the coming year. The service project report form can be completed and submitted on The HUB.
Checklist of Due Dates for Various Online Forms

All forms below must be approved by the Office of Student Life.

Most forms are on The Hub (SCF.campuslabs.com/engage). Click on Campus Links, then click on the form you need.

- Student club registration needs to be completed and submitted on The Hub by Sept. 30. You will need the following information to complete the registration process.
  - Membership roster with students' names and email addresses.
  - Schedule of meeting dates and planned activities.
  - A signed advisor acceptance form.
  - Club constitution (A constitution template is available in the Office of Student Life).

- Club events and fundraising forms - Must be submitted at least TWO weeks prior to event.

- Student Club Travel - All paperwork is due at least THREE weeks prior to departure.
  - Advisor completes a travel authorization form, NOT FOUND ON HUB, for the trip and have the appropriate supervisor or department chair's signature.
    - Attach a trip itinerary or conference agenda
    - List of students traveling with their SCF ID numbers
    - Preferred hotel information and rooming list
    - If airfare is necessary, preferred locations and times for departure
  - Submit to the Office of Student Life a statement of eligibility that all students (include roster on statement) traveling are currently enrolled and in good academic standing.
  - Have each student complete a travel liability waiver form. If students will receive reimbursement, they will need to complete a travel authorization form as well.

- Student Club Purchases - At least THREE weeks in advance
  - Purchase requisitions
  - General encumbrance
  - Direct Pay - Fund 6 only

- SCF Facility Support - All requests at least THREE weeks in advance
  - Facility use
  - Tables and chairs

- Student club advertising - All requests at least TWO weeks in advance. There is no form to request advertising. Submit an email to the Office of Student Life.
  - Flyers/Posters
  - Sandwich Boards

- Service Project Form - Due to the Office of Student Life on the LAST DAY of Fall and Spring terms.

- Conference/Retreat Reflection - Due ONE week after conference or retreat

How to Access The Hub

Go to SCF.campuslabs.com/engage.

Click on “Sign in" upper right corner.

To log in, all you need to do is enter your SCF Credentials. If you are logging in for the first time it will ask for the first name, last name and SCF email.

Once logged in, the first page you see is your HOME Page.

On the right-hand side will be your personal settings. You can update some profile information and adjust your settings for privacy and notifications if you click on your name. Privacy Settings allows you to control who sees certain information on your profile. Notifications lets you determine how you are going to be notified.

The clubs or organizations that you are associated with should be on your home profile page under My Membership on the home screen. This location will list all clubs, organizations and departments that you are a member of. This is a short cut for you to access your clubs quickly.

THE HUB FOR ADVISORS

If you are a new advisor of a club, send an email to Michelle Puls at pulsm@SCF.edu and let her know that you have logged in and for what club you are the advisor. She will link you to your club. Once that happens you will be able to register your club.

As an advisor, you will have control of your club, organization or department home page. You can change the profile picture, invite students to be members, manage your roster, have a photo gallery, use documents and forms, approve service hours and run elections.

The system is very user friendly. Take the time to click around and become familiar with it.