

## **Organization Guidelines**

### **Governing Document**

- Develop a governing document (Constitution/Code of Conduct/etc) for your organization that includes the guidelines for members to follow
- This document should clearly define student leadership opportunities (ex. President, VP, Chairman, Secretary, etc.)
- This document should be reviewed once a year

### **Meetings**

- Provide the day, time and location of your meetings and updated at the beginning of every quarter
- Organizations should meet a minimum of once a quarter
- A tracker sheet should be completed and returned after every meeting/event

### **Finances**

- All organizations will be given an individual banking account that is maintained by the Director Student Activities. This account is yours to use at your discretion.
- All funds raised, gifted, or allotted to the club should be deposited into the student organization's account within 48 hours.
- Any monies needed from the account may be acquired through a receipt or check request.
- Any items purchased through the PTC Café can be acquired with a voucher from Student Activities.

### **Fundraising**

- All organizations must complete the Guidelines for Student Organizations Fundraising form prior to organizing event, activity, etc.

### **Signage, Rooms & Tables**

- Signage can be made by a organization member or through our Marketing Department. Signage should be submitted to Student Activities for prior approval before given to Marketing.
- All room reservations requests should be made by the advisor.
- If you would like to reserve a table on level 4, notify Student Activities to put on the Reservation Calendar.

### Social Media

- Do not create Pittsburgh Technical College social media properties. Do not create social media pages or groups affiliated with Pittsburgh Technical College. If you or your PTC organization has news to share via social media, please submit that information to Student Activities.

### Campus Environment

- Each organization will participate in four PTC sponsored events per year (PTC Carnival, Alcohol Mix-Off, Activities Fairs, etc.)

### Community Service

- Each club will sponsor a minimum of one community service project per year
- All community service events must be approved by the faculty/staff advisor
- The Community Service Event Form should be completed and submitted to the Community Service Coordinator prior to the event

### Off Campus Trips

- Any organization wishing to sponsor a trip to an off-campus activity (conference, workshop, and special event) must register this trip with the Student Activities Office.
- A designated advisor must accompany students on off-campus trips.

### Inactive Status

- It is expected that PTC student organizations follow the guidelines listed above. An organization will be deemed “inactive” if at least one quarter of total inactivity has been experienced or does not complete the campus environment/community service expectations.
- All further benefits associated with PTC and the organization are rescinded and any funds will be forfeited.

## **Student Organization – Meeting/Event Tracker Sheet**

Name of Student Organization:

---

Name and Email of Student Organization Representative:

---

Date/Time of Meeting/Event:

---

Number of Attending Members at Meeting/Event:

---

Cost for Meeting/Event:

---

Future Events:

---

Number of Current Members:

---

**Student Organization Fundraising Request Form**

**Name of organization:** \_\_\_\_\_

**Contact person and email:** \_\_\_\_\_

**Proposed dates of fundraiser:** \_\_\_\_\_

**Description of fundraiser:** \_\_\_\_\_

**Location of fundraiser:** \_\_\_\_\_

**What are the funds being raised for:** \_\_\_\_\_

**Estimated upfront cost to organization:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

-----  
**Student Activities:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Not Approved/Reason:** \_\_\_\_\_

**Fundraiser Dates:** \_\_\_\_\_

## **Guidelines for Student Organization Fundraising**

*Student Organizations are subject to following rules and regulations.*

*Please read and initial these stating that you agree.*

1. All student organizations wanting to fundraise must obtain approval from both their advisor and Director of Student Activities. This approval process is accomplished through the submission of the Fundraising Request Form two weeks prior to the date of the proposed fundraiser. \_\_\_\_\_
2. The student organization must have a collection box or bank bag on-site to store the money. If you do not have one, Student Activities will provide one for you. \_\_\_\_\_
3. At the location of the fundraiser, the registered organization must post visible information regarding the details of the fundraiser. \_\_\_\_\_
4. Monies raised and/or collected must be deposited with the Student Activities Department within 48 hours of the completion of the fundraiser. Monies may also be deposited in Student Activities throughout the duration of the fundraiser for safe keeping. \_\_\_\_\_
5. It is suggested that organizations keep a two person system with the money. Two people should sign off on money collected. \_\_\_\_\_
6. All checks must be written out to PTC. \_\_\_\_\_
7. An individual or individual of the student organization may not participate for private financial gain. \_\_\_\_\_
8. Door-to-door sales/solicitation to the academics /administration is strongly prohibited. Upon request, Student Activities will provide a table on Level 4 for no longer than 2 weeks for the fundraiser or 1 continuous week for a raffle. \_\_\_\_\_

**Student Organization - Check Request Form**

Request for payment to: \_\_\_\_\_  
(Full Name of Payee/ Organization)

Amount to be paid: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Individual requesting check: \_\_\_\_\_

Organization to be charged: \_\_\_\_\_

Indicate what date this check is needed: \_\_\_\_\_

2<sup>nd</sup> signature for approval: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please allow up to 48 hours for processing.  
-----

Request approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Date issued: \_\_\_\_\_

Date mailed/picked up: \_\_\_\_\_