

2011-2012

Club & Organization

# Manual





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Dear Club/Organization,

Welcome to the 2011-2012 academic year. I want to take a moment to thank you for all your contributions to Columbia College. The rewards of student involvement, especially on a small campus, are many. These include meeting new people and discovering new friends; gaining transferable skills for a professional field; networking with faculty, staff, and employers; and enjoying the personal satisfaction of completing tasks and projects. Without your hard work and dedication, student activities would not be what they are today. Throughout the past ten years, we have seen clubs and organizations blossom in a way we did not think possible.

The club/organization manual is intended to be a resource for you throughout the year as you hold meetings, plan events, fundraise, volunteer and more! It is distributed by the student activities office in hopes of providing valuable information; however, it may not be applicable to every situation. I would encourage you to also use other Columbia College resources at your disposal.

I urge you to contact me with any questions or suggestions you may have. I look forward to all of the wonderful things you will accomplish this year.

Sincerely,

Elizabeth Ball  
Director of Student Activities  
and Leadership Development  
Campus Mail: AHSC 218  
Phone: (573) 875-7403  
Email: eqball@ccis.edu

## **Mission**

The Office of Student Activities and Leadership is a student-centered department dedicated to developing leadership and involvement opportunities that enhance personal, interpersonal, and organizational growth. We strive to cultivate students empowerment, accountability, social responsibility, and civic engagement; enriching the overall collegiate experience

## **Learning Outcomes**

Students involved with the Office of Student Activities and Leadership programs will:

- establish healthy, mutually beneficial relationships with others; treat others with respect; manage conflict effectively; and demonstrate self-assured behavior
- identify and understand the dynamics of a group; exhibit democratic principles as both a leader and a group member
- choose to value humanitarianism; be dedicated to social justice; engage in social responsibility and serve as a social change agent

## **Benefits of Club/Organization Recognition**

1. Increased visibility and accessibility.
2. Access to available services and equipment on the Main Campus.
3. Permission to use the Columbia College name and logo when identifying the organization in accordance with the College guidelines and policies on the use of the College name and logo.
4. Access to funds from the Student Government Association in accordance with established policies, procedures and eligibility criteria.
5. Leadership materials, educational resources, and mailings from the Office of Student Activities and Leadership.
6. Listing of organization information on the Office of Student Activities and Leadership website and all official publications.
7. Opportunity to participate in promotion, recruitment and fundraising events. Including: Columbia College Connection, Lunch with the Leaders, CougarFest and All-Student Picnic, Mocktails, and Family Day.
8. Invitation to attend the monthly President's Club meetings.
9. Club/organization advisors are invited to the Advisor's Luncheon where advisors learn about the benefits available to them.
10. Eligibility for the Club/Organization of the Year Award. Clubs/organizations are asked to nominate themselves. Nomination forms are available in the student activities office each spring.
11. Your club/organization is eligible to nominate an advisor for the Advisor of the Year Award. Nomination forms are available in the student activities office each spring.
12. Clubs/organizations are able to reserve Columbia College facilities through the administrative services office on a first-come, first-serve basis.

## Starting a New Club/Organization

1. Verify that the club/organization does not already exist. For a complete list, see Exhibit 1 under “Recognized Clubs/Organization” or see the Student Activities website at [www.ccis.edu/studentactivities](http://www.ccis.edu/studentactivities).
2. Form a group with students who share a common interest, goal, or need with the intention of developing a club/organization (you must have four students minimum).
3. Find a Columbia College faculty/staff member who agrees to act as advisor for the group.
4. With the help of your advisor, develop a constitution for your club/organization which meets the criteria for recognition (see “Criteria for Constitution Construction”). Complete the “Initial Club/Organization Recognition Form” which can be obtained in the student activities office.
5. Apply for formal recognition by submitting your club/organization constitution and “Initial Recognition Form” to the student activities office. The Director of Student Activities will submit the “Initial Recognition Form” to the Student Government Association for review.
6. The Student Government Association will evaluate the “Statement of Purpose” using established criteria and relevant materials, such as the college catalog and policies and procedures manual.
7. If the Student Government Association affirms that the club/organization’s “Statement of Purpose” meets the criteria for recognition, the club/organization is presented to the Director of Student Activities with recommendations for official recognition.
8. The club/organization constitution is then reviewed by the Director of Student Activities and the Dean for Campus Life for final approval.
9. If the Student Government Association, Director of Student Activities, or Dean for Campus Life does not approve recognition, the parties who submitted for approval are notified and are provided with a written explanation.
10. There is no limit to the number of times a proposed club/organization may apply for recognition.
11. Once recognized, the club/organization must have one copy of its constitution and the “Initial Club/Organization Information Sheet” on file in the student activities office.

## Developing a Constitution

The outline below details an easy format to create your club/organization constitution. Please use as a guide only – if a section doesn't apply to you, leave it out. Once you have completed the constitution for your club/organization, please turn in the following to Elizabeth Ball, Director of Student Activities in the campus life office:

- Completed constitution
- Initial Club/Organization Recognition Form

Your club/organization information will be submitted to the Student Government Association and then reviewed by the Director of Student Activities and the Dean of Campus Life. When your club/organization is approved, you will be notified by email.

Please contact Elizabeth Ball, Director of Student Activities and Leadership with questions at (573) 875-7403 or eqball@ccis.edu

### Sample Constitution for Student Organizations

Article I. Name (i.e. Columbia College Chess Club)

Article II. Purpose (state purpose and function concisely)

Article III. Membership

Section 1. Eligibility requirements as the organization defines them. All organizations must have at least four members to be considered active. It is essential that a majority of members and all of the officers be in good standing.

Section 2. Method of selecting members

Section 3. Define type of membership (i.e., active, associate, honorary)

Section 4. This statement must appear in all constitutions: "The Club/Organization will not discriminate on the basis of "race, color, age, religion, sex, ethnicity, nationality, disability, sexual orientation, or veteran status."

Article IV. Officers

Section 1. Elections

- A. Nomination procedures
- B. Qualifications of officers
- C. Election procedures



## D. Term of office

Section 2. Duties of officers

Section 3. Procedure to fill vacancies

Section 4. Impeachment procedures

## Article V. Organizational Structure

Section 1. Specify executive members' and executive council's duties

Section 2. Other standing committees, boards, cabinets, etc.

## Article VI. Advisors

Section 1. The qualifications and method of selection (don't type in the name of the advisor because as it changes, you will have to change your constitution)

Section 2. Role of the advisor

Section 3. This statement must appear in all constitutions: "Advisors are responsible for ensuring that the organization adheres to the rules and regulations of Columbia College."

## Article VII. Meetings and procedures

Section 1. Frequency

Section 2. Quorum

Section 3. Use of a recognized authority on procedure (such as Robert's Rules of Order).

## Article VIII. Regulatory Powers (applicable only to governing and legislative bodies such as Student Government Association)

Section 1. Judicial powers

Section 2. Legislative powers

Section 3. Executive powers

## Article IX. Finance (If dues or membership fees are required, it must be stated in the constitution.)

Section 1. Specify dues and membership fees

Section 2. Procedures for spending and accounting for all funds

#### Article X. Non-Campus Affiliation

Section 1. Name of parent or affiliated group

Section 2. Relationship other than financial (power and purpose of affiliated group should be defined)

Section 3. Financial relationship with affiliate (explain fully)

#### Article XI. Amendments – Method of Adoption

Section 1. Proposal of amendments

Section 2. Voting procedure for approving amendments (should be explicit)

Article XII. This statement must be included in all constitutions: “All changes to this constitution must be approved in the same manner as a completely new constitution.”

Article XIII. This statement must be included in all constitutions: “In order to maintain an active recognized status Columbia College Student Organizations must register on an annual basis with the Office of Student Activities and Leadership by the established deadline.”

### **Initial Recognition of Clubs/Organizations**

Criteria for formal recognition:

1. Goals of the club/organization must be consistent with the mission, rules, regulations and policies of the college as well as state and federal laws.
2. The constitution of the club/organization must be approved through the student activities office and Dean for Campus Life.
3. Membership in the club/organization shall be limited to students duly enrolled in Columbia College, any campus (full-time or part-time).
4. Each club/organization must have a Columbia College faculty/staff advisor.
5. The club/organization will not discriminate on the basis of race, color, age, religion, sex, ethnicity, nationality, disability, sexual orientation, or veteran status.

## Continuing Recognition of Clubs/Organizations

1. All recognized clubs/organizations must renew their registration with the student activities office on an annual basis. Clubs/Organizations failing to register by the established deadline may jeopardize their status as a recognized student organization.
2. Once recognized through the student activities office, any club/organization remains recognized unless:
  - The club/organization fails to meet the annual registration deadline
  - The constitution is altered without the prior approval of the Director of Student Activities and Leadership
  - The club/organization ceases to have an approved advisor
  - The club/organization fails to adhere to policies, rules and regulations of Columbia College, state and/or federal laws
  - The club/organization has less than four members
3. Recognized clubs/organizations are required to submit a membership roster to the Director of Student Activities and Leadership by the established deadline.
4. Each club/organization must complete two service projects per academic year. Each club/organization must complete the “Service Project Form” located in the student activities office.*\*Note: Some honor societies may be exempt from this due to nationwide requirements. See section on Honor Societies.*
5. Failure of the club/organization to continue compliance with the criteria for recognition or with established rules, regulations and policies of the student activities office or Columbia College or with the provisions set forth above may result in disciplinary action and/or loss of recognition.

## Honor Societies

1. Many honor societies may operate under rules governed by local, state or national charters. Club/organization requirements, such as service requirements, will defer to these policies or procedures. It is important to note, however, that all honor societies must still abide by Columbia College policies and procedures (for example, policies regarding facility use, illegal substances, etc.).
2. Honor societies are encouraged to fully participate in all club and organization opportunities (i.e. Family Day).
3. Honor societies are encouraged to apply for funding from SGA and may do so at any time during the academic year, following the same procedure set forth for all clubs and organizations.
4. The president and/or other representative from each honor society are encouraged to attend monthly President's Club meetings.

## Recognized Clubs & Organizations

### *Honor Societies*

Alpha Chi  
Alpha Kappa Delta  
Alpha Lambda Delta  
Alpha Phi Sigma  
Alpha Sigma Lambda  
Kappa Delta Pi  
Kappa Mu Epsilon  
Lambda Pi Eta  
Phi Alpha Theta  
Pi Sigma Alpha  
Psi Chi  
Sigma Beta Delta  
Sigma Tau Delta  
Sigma Zeta  
Upsilon Pi Epsilon

### *Academic Organizations*

Art Club  
Collegiate DECA  
Computer Science Club  
Creative Writing Club  
Criminal Justice Student  
Association  
Environmentally Conscious  
Organization  
Forensic Science Student  
Association  
Human Services Organization  
Ivy Review Literary Society  
Mock Trial Association  
Model United Nations  
Participant Advisory Council  
Peace Club  
Philosophy Club  
Psychology Club  
Science Club

### *Social Organizations*

BACCHUS  
Chi Alpha Christian Fellowship  
Columbia College Democrats  
Columbia College Republicans  
Columbia College Student  
Veterans  
Committed and Serving  
Together  
Cougarette Dance Team  
Crossfire Campus Ministry  
Elysium Players  
International Club  
Student Activities Commission  
Student Government  
Association  
Students for Sensible Drug  
Policy  
The Outlet  
The Pride

## **Club/Organization Policy Statement**

The campus life office, student activities office and the Student Government Association shall encourage the development of academic and special interest clubs, honor societies and other organizations which broaden educational opportunities for the student body, adhere to the rules, regulations and policies of the college, and promote individual growth and development.

Columbia College students are not restricted in forming and/or participating in clubs/organizations of their choice provided that they comply with these policies and criteria for recognition. Columbia College retains the right to recognize only those clubs/organizations which meet the criteria established for formal recognition.

Formal recognition entitles the club/organization to function on campus, to use institutional facilities and/or services, to apply for Student Government Association funds, and to be listed in official college publications.

### **Campus Events**

- Events sponsored by clubs/organizations must be coordinated through the student activities office.
- Events should have a clearly defined purpose and value; usually social, cultural, recreational, educational, or service. The focus of the event should reflect its intended contribution.
- Events which anticipate an audience beyond the college community must be approved while in the earliest planning stages. The Dean for Campus Life will assist in securing approval.

## **Campus Life Mass Email Policy**

For the purposes of this policy, mass email shall be considered to be any unsolicited electronic mailing in which the message is sent to students using the COUGARMAIL database of email addresses. This policy recognizes several different categories of mass emails: official announcements from Campus Life regarding college policies, procedures or practices or changes thereto; emergency-related emails; and limited announcements of College-wide events as defined below.

Requests to send a mass email to the student body should be submitted to [CampusLifeInfo@ccis.edu](mailto:CampusLifeInfo@ccis.edu).

### **ALL CAMPUS LIFE MASS EMAILS TO STUDENTS MUST ADHERE TO THE FOLLOWING GUIDELINES:**

1. Material in the message must conform to the College's Acceptable Use Policy.

Acceptable messages would not include:

- Personal messages directed at one or only a few students
- Items for sale
- Solicitations or commercials for businesses
- Jokes, insinuations or insults directed at a protected class
- Information of interest to only a small segment of students
- Political or religious biases
- Mention of drugs, alcohol, gambling (selling raffle tickets is gambling) or any illegal activity
- Copyrighted material not approved for use and/ or distribution

2. The information conveyed should contain significant news value

Announcements of regularly scheduled club/organization/departmental meetings and activities do not warrant College-wide distribution via email. Using Cougar Link is advised. News that impacts all students and has significant impact on the College community is appropriate for mass distribution.

3. Messages must be targeted

The distribution list must be refined in order to ensure the message is delivered only to those for whom it is relevant. For example, if a club/organization is sending a notice to its members, sending a mass email out to the entire student body is inappropriate. It is recommended that those organizations/departments wishing to contact their membership on a regular basis do so by creating an electronic distribution list (listserv). If a message is relevant to the entire student body, a mass email might be an appropriate communication mode.

#### 4. Distribution

- Mass emails will be sent in a timely manner as determined by Campus Life. The requestor bears responsibility for submitting the mass email request to Campus Life in a timely fashion, bearing in mind that approval to distribute the email could take significant time if the guidelines are not followed.
- Only one mass email per event will be allowed unless there is a substantial change or update that the student body must be informed.
- Requests to have a mass email sent to students should be submitted to: [CampusLifeInfo@ccis.edu](mailto:CampusLifeInfo@ccis.edu).
- If the message is not in the correct format (see below) or not in compliance with the policy, the message will not be sent.

#### 5. Format

- Within the body of the message, contact/ sponsorship information must be included. The contact information may be an individual, group, or file address where replies will be received and responded to as appropriate.
- Messages should be clear and concise. Additional information may be made available via a Columbia College website link in the text of the email.
- The inclusion of attachments, photographs or links to websites other than the Columbia College site is not allowed because of the possibility of spreading a virus and possible incompatibility with a recipient's system without the approval of Campus Life.

### **CougarLink**

The preferred means of alerting students about campus events and activities is by posting those events on CougarLink, the online calendar, which all students can view.

**To view CougarLink go to [www.ccis.edu/CougarLink](http://www.ccis.edu/CougarLink).**

**To submit an event to be posted on Cougar Link:**

1. Click the event submission button at [www.ccis.edu/CougarLink](http://www.ccis.edu/CougarLink).
2. Fill out the form completely and click submit.
3. Events will appear on CougarLink once they have been approved by the campus life office. Allow a minimum of 24 hours (or 1 full working day, excluding weekends and holidays) to have items posted.

## **Facility Reservations**

- All clubs/organizations must have a responsible faculty or staff member present at all events, whether on or off-campus. Said person, must sign the facilities request form prior to approval being granted.
- Arrangements for use of college facilities are made through the administrative services office.
- Spaces available include, but are not limited to: Dulany Hall, Launer Auditorium, Conference Rooms, Southwell Gym, Jane Froman Studio, front and back campuses, and the Student Commons. The Student Commons is reserved through the campus life office.
- A “Request for Scheduling Campus Facilities and Events” form must be completed and submitted to the Administrative Services Office NO later than one week prior to your event (this does not guarantee use of the facility).
- Gain approval from Administrative Services and ensure your set-up is correct.
- Return the space the way you found it when your event has ended.
- Maintenance staff leave at 4:00pm daily and are not available on weekends, so please make sure to submit your requests in a timely manner.

## **Waivers/Travel Forms**

- If your club/organization is planning an off-campus trip, the advisor or chaperone must complete a “Trip Itinerary” form and a “Trip Roster” form and have all students complete a “Trip Liability Waiver.” All three forms can be obtained from the administrative services office.
- The advisor or chaperone must collect these forms and turn them in to Administrative Services prior to the trip. Maintenance will not release vehicle keys until all forms have been received.



## Use of College Vehicles

The College has a range of vehicles that may be used (“leased”) by employees for College-related trips. Vehicles available are two 4 - 5 passenger cars, one 7 passenger mini-van, four 10 passenger vans, and one 25 passenger bus. Vehicles may be used under the following guidelines:

### RESERVATIONS

Vehicles are reserved on a first come, first served basis. Reservations may be placed at the Wightman Maintenance Building, or by calling extension 7310. Published guidelines are available from that office. Confirmation of a reservation is not complete until drivers are approved.

### COST

Departments will be charged a variable mileage charge based on the size of the vehicle.

cars or mini vans: 55 cents per mile\*

10 passenger vans: 61 cents per mile

25 passenger busses: 66 cents per mile

*\*Subject to change when the IRS updates mileage rates each January.*

Any other expenses incurred, for example the rental of a trailer, will be passed on to the user. The amount charged will be actual cost. In the event of an accident, any costs incurred not covered by insurance will be paid by the user department.

When an employee uses her/his personal vehicle for College business, all vehicle expenses are to be paid by the employee using personal funds. The employee will then be reimbursed based upon the number of miles driven. Mileage reimbursement for use of personal vehicles for College business will be paid by departments at 55 cents per mile. In the event of an accident involving a personal vehicle, the owner is responsible for all some expenses as defined later in this policy.

### DRIVERS

When possible, user groups should supply their own driver(s), with approval as described below. If the user group cannot furnish a driver, there are drivers available from Administrative Services on a limited basis. The actual cost of the driver, plus mileage charges, will be charged to the user department. Arrangements for drivers must be made at least two weeks in advance of the trip.

## DRIVER APPROVAL

Drivers furnished by Administrative Services are pre-approved.

All other drivers using College vehicles must be approved by the Administrative Services office in advance.

Approval must be requested at least one week prior to the trip in order to complete the approval process. Once a driver is approved, his/her name is added to the approved drivers list, and it is not necessary to gain approval for subsequent trips. Accidents and/or convictions after approval may result in approval being withdrawn. The approval process will be annual.

Columbia College faculty and staff may drive College vehicles after approval as described below:

- Drivers must have license information on file in the Administrative Services office.
- Driver's record will be checked with the state agency.
- Results of the state agency check will be compared to Columbia College guidelines for approved drivers. If the records check does not result in approval, driver is not eligible to drive a College vehicle. The driver and supervisor will be notified and this information will be held in confidence.
- License must be appropriate for the type of vehicle to be used. Ten passenger vans require a Type E Chauffeurs license. Bus requires a Type C Commercial Drivers License with a P (passenger) endorsement. Passenger cars require only a standard Type F license, so long as the driver is not getting paid to drive as part of their job. Those with non-Missouri licenses must possess the proper equivalent license for their state.
- A faculty or staff member with approved license to drive a 10 passenger van, or a 25 passenger bus, must complete a short training session with the Grounds Shop Supervisor before being eligible to drive said vehicle.
- A faculty or staff member with Type E Chauffeurs license or Type C Commercial Drivers License, planning to drive a college-owned 10 passenger van or 25 passenger bus, must pass a driver's physical at Boone Convenient Care paid for by Columbia College. They will receive a card showing they have passed the exam and should carry this with them when driving college vehicles.

Columbia College students may drive College vehicles for College business after approval as described below:

- Drivers must have license information on file in the Administrative Services office.
- Driver's record will be checked with the state agency.
- Results of the state agency check will be compared to Columbia College guidelines for approved drivers. If the records check does not result in approval, driver is not eligible to drive a College vehicle. The driver and supervisor will be notified and this information will be held in confidence.
- License must be appropriate for the type of vehicle to be used. Ten passenger vans require a Type E Chauffeurs license. Bus requires a Type C Commercial Drivers License with a P (passenger) endorsement. Passenger cars require only a standard Type F license, as long as the driver is not getting paid to drive on a regular basis college vehicles as part of their job. Those with non-Missouri licenses must possess the proper equivalent license for their state.
- Students must be approved for driving by the Administrative Council member responsible for the department for which they need to drive.
- Students may not drive without a faculty or staff sponsor with them on the trip.
- A student with approved license to drive a 10 passenger van, or a 25 passenger bus, must complete a short training session with the Grounds Shop Supervisor before being eligible to drive said vehicle.
- A student with Type E Chauffeurs license or Type C Commercial Drivers License, planning to drive a college-owned 10 passenger van or 25 passenger bus, must pass a driver's physical at Boone Convenient Care paid for by Columbia College. They will receive a card showing they have passed the exam and should carry this with them when driving college vehicles.

#### LICENSE SUSPENSION OR REVOCATION:

Anyone who has had a license suspended or revoked shall not operate a College vehicle for the duration of the suspension or revocation.

If a Columbia College employee's license is suspended or revoked he/she must notify his/her supervisor of the suspension or revocation no later than the next time he/she would be required to operate a College vehicle.

Failure to notify said supervisor and then operating a college vehicle may lead to disciplinary action, up to and including termination.

#### ADDITIONAL POLICIES FOR CLUBS/ORGANIZATIONS:

- Students driving personal vehicles and the vehicles they drive are not covered at any time by the college insurance.
- If possible, rides should be provided to and from off-campus events to afford all students the opportunity to attend.

**\*\*ADDITIONAL QUESTIONS MAY BE DIRECTED TOWARD  
THE ADMINISTRATIVE SERVICES OFFICE 573.875.7300\*\***

#### **Equipment Use**

Special equipment is available to recognized clubs/organizations. Includes: some athletic equipment, large screen TV and VCR/DVD player, Wii or X-Box game systems, and projector/screen.

Please reserve items at least one week in advance to ensure availability. Copyright laws must be observed when showing films. Please check with the Director of Student Activities for complete information on the use of copyrighted materials.

#### **Contracts**

- Club/organization advisors are responsible for signing all contracts (this includes signing to receive fundraising items).
- Individuals signing on behalf of a club/organization should include a waiver of personal responsibility for debts contracted when acting as an official representative.

#### **Food Service**

- Clubs/organizations planning to serve food on-campus must request this from AmeriServe, the college's food service provider (there is a section to request this on the facility reservation form).
- Submit all food requests to AmeriServe at least two weeks in advance (it's best to send a memo or call them for specific orders).
- AmeriServe has exclusive rights for providing any food services in Dulany Hall.

## **Alcohol, Drugs, and Hazing**

- The Campus Life handbook states, “Columbia College policy prohibits the possession, use, distribution and sale of alcohol and illicit drugs by Columbia College students and employees on college owned property and at college sponsored or supervised events”.
- The Campus Life handbook states, “The college regards possession, use or distribution of illegal drugs a violation of college regulations and of the law”.
- Adequate supervision is to be provided at all events; someone is to be designated (preferably a security officer at a larger and/or off-campus event) to deal with students who act in violation of policy or inappropriately.
- No alcohol is to be purchased with college funds.
- No college official is to be involved in the purchase or provision of alcoholic beverages for such events.
- Hazing is expressly prohibited by the college. Individual students and/or clubs/organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

## **Monthly Reports**

Each recognized group is encouraged to fill out a monthly report at Presidents’ Club meetings which summarizes and evaluates the club/organization activities. This information is used to promote and advertise the accomplishments of your club/organization.

## **Publicity**

- Publicity is the responsibility of the sponsoring group; however, assistance is available through the student activities office.
- Clubs/organizations are encouraged to place their events on CougarLink.
- Clubs/organizations are encouraged to place their events on Channel 118 (aka-CC Cinema), the college's slideshow station. Please send a PowerPoint slide with event information to CampusLifeInfo@ccis.edu.
- Advice and consultation on posters, flyers and announcements, as well as some materials for production, can be obtained from the student activities office.
- All signs publicizing club/organization events must be approved by the campus life/student activities office and date stamped before being placed on the "Campus Events" (green header) bulletin boards (see Bulletin Board Guidelines for more information).
- Publicity may only be posted for two weeks - please plan accordingly.
- No publicity may be placed on the walls or windows - only on approved Campus Life "Campus Events" bulletin boards.
- Helpful hints regarding publicity are located under the "Programming" section of this manual.

## **Atkins-Holman Student Commons Banner Guidelines**

- Banners are intended for on-campus events or events sponsored by a sanctioned campus organization.
- Banners may not be larger than 5'x7' and may not cover other banners.
- Campus Life reserves the right to deny postings and make exceptions as needed.
- There is a one-month posting limit for all banners.
- Banners that promote the use of alcohol, other drugs or any illegal activities are prohibited in accordance with the rules and regulations stated in the student handbook.
- Banners will be monitored by the Campus Life office and removed according to the guidelines mentioned above.

## Bulletin Board Posting Procedures

1. Determine if the flyer should be hung on the “Campus Events” boards or the “Community/Classified” boards. The flyer must fit into one of the following categories:
  - CAMPUS EVENTS BOARDS: Club and organization event (the club/organization name must be listed), On-campus event (must list the location), Schiffman Ethics Lecture, Faculty research presentations, Athletic events and promotions, Intramural events and deadlines, SAC events, or Study Abroad information (Columbia College info).
  - COMMUNITY/CLASSIFIED BOARDS: Sale items (must list price and contact info), Looking to hire (Columbia and surrounding areas), Master’s program information not related to a Columbia College graduate program, Study Abroad information not related to Columbia College or Travel Club, Boone county and surrounding area community events

Flyers that contain or promote events that include the following may NOT be posted:

- Drugs and alcohol
- Profane images or language
- Sexually explicit material
- Negative campaign material

We strongly discourage people from placing flyers on vehicles since damage to the vehicle may occur and the person placing the flyer would be liable for damages.

2. Submit copy of flyer to Campus Life for approval.
3. Hang flyers in ONLY designated areas once approved.
4. All flyers MUST be date stamped indicating the date the flyer is to be removed (two weeks maximum).
5. Unapproved flyers and out-dated flyers will be removed by Campus Life.

# **Columbia College Non-Solicitation Policy**

## **I. Non-Solicitation Policy**

In the interest of maintaining a productive and non-coercive educational and work environment Columbia College prohibits all sales and solicitations on Columbia College property, which includes all college-owned and rented buildings and grounds, without prior authorization. This policy applies to the main campus as well as all nationwide campuses and/or locations affiliated with Columbia College.

- a. In accordance with this policy, solicitation or soliciting shall include:
  - Canvassing, soliciting or seeking to obtain membership in or support for any organization requesting contributions.
  - Posting or distributing handbills, pamphlets, petitions, and advertising materials.
  - Peddling or otherwise selling, purchasing or offering goods and services for sale or purchase.
  - Engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on Columbia College property or using Columbia College resources (including bulletin boards, computers, mail, email and telecommunication systems, photocopier, telephone lists and databases).

## **II. Approval of Solicitation**

Any group or individual wishing to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services or to recruit on campus must be authorized to do so. For specific information in gaining approval for solicitation see the Columbia College Solicitation Approval form available on eServices.

Any solicitation undertaken that is directed to:

- a. Main campus registered student clubs or student organizations must receive approval from the Campus Life department.
- b. Main campus students, faculty or staff (including contracted service providers) must receive approval from the Human Resources department.

## **III. Violations of this Policy**

In the case of a violation of this policy, permission to engage in solicitation may be revoked, and future requests may be canceled or denied. Non-affiliated solicitors will be asked to leave the campus by the Columbia College campus safety office.

***FOR A COPY OF THE FULL POLICY PLEASE CONTACT CAMPUS LIFE***



## **Funds**

- Club advisors are responsible for club funds. All monetary transactions must be authorized by the advisor.
- Club/organization Treasurer's should attend the training workshop provided by the student activities office in order to understand the proper procedures for check requisition and fund deposits.
- All recognized clubs/organizations must set up an account through the Accounting Office for collection and disbursement of their funds.
- Receipts must be submitted to verify all expenditures.
- All fundraising activities must be approved by the club advisor, the Director of Student Activities and the development office.
- Funds for clubs/organizations are available through the Student Government Association. Proposals for funds for the support of activities and/or events may be made to the Student Government Association Finance Committee at any time throughout the academic year by completing the "Fund Request Form", located on the student activities website. Clubs/organizations may request up to \$400.00 per academic year. Priority will be given to those clubs who are active on campus (i.e. regularly host events, attend monthly presidents meetings, etc.).

## **Fundraising**

- Clubs/organizations are encouraged to fundraise throughout the year.
- If a club/organization wishes to solicit funds from any other entity besides Columbia College, they must complete a "Columbia College Club/Organization Intent to Solicit Funds" form, which may be obtained from and must be returned to the student activities office

## **Check Requests**

A club/organization representative should attend the training workshop provided by the student activities office in order to understand the proper procedures for check requisition and fund deposits.

Expenditures are handled through check requests. Check requests must meet the following requirements:

- Requested expenditures must have been budgeted and approved by your club/organization.
- Requests must be made prior to the event and in sufficient time for proper processing (allow at least 10 days).
- Requests should be made out to the seller, not the student.
- Requests must be verified with a receipt once a purchase has been made.

### **Check Request Procedure**

- Check request forms for club/organizations are available in on the student activities webpage.
- The student(s) initiating the check request is responsible for:
  1. Ascertaining that the expense has been budgeted and that the amount requested is accurate and within the budget constraints.
  2. Providing all necessary and accurate information on the check request form.
  3. Allowing sufficient time for the check request to be processed.
  4. Following-up on the progress of the request through the student activities office or accounting office.
- The student is to return the completed check request form to the student activities office in 218 AHSC once the appropriate advisor has signed it.
- The advisor is responsible for ascertaining that the check request represents a budgeted expense, is filled out completely and correctly, and does not exceed the budgeted allocation.

## **The Campus Involvement Center (CIC Room)**

The Campus Involvement Center or “CIC Room” (pronounced “kick”) is located on the second floor of the Atkins-Holman Student Commons and is part of Campus Life.

This room is available to all recognized clubs/organizations for several uses:

- Create posters
- Hold meetings
- Meet other students
- Work on large projects or decorations for an event

You may reserve the room for a meeting through the campus life office.

The room has a wide supply of amenities such as: Large roll of white paper; 8-color (3 brush sizes for each color) set of paint markers; craft supplies; and markers, colored pencils, crayons, pens, etc.

### **Things to Consider when Planning a Program**

1. Assess student interests and needs
  - Interest surveys
  - Informal student contact (dinner and party conversations)
  - Floor brainstorming
2. Organize and plan the program
  - Determine the purpose of the program
  - Determine how best to accomplish the purpose
  - Determine length of program
  - Consider timing of presentation
3. Contact resources
  - Allow ample time for Administrative Services, Food Service, etc.
  - Check with guest just prior to program to confirm time, etc.
  - Explain format to guest and give expected turnout
4. Publicity
  - Who is going to do it?
  - What kind of publicity?
5. Evaluation
  - What could have been added or deleted?
  - Develop a simple questionnaire to hand out to participants or simply discuss the program with participants afterward
  - Thank you notes – always send these