



Student Club/Organization Leadership Manual

Policies, Procedures and Guidelines
for Club Advisors, Student Club Leaders, and
Student Government Association Officers

Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

Isothermal Community College, PO Box 804, Spindale, NC 28160, 828-395-3636

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Student Club Leadership Overview

Purpose of Manual

The purpose of this manual is to provide important information and operating guidelines for all student organizations and clubs at Isothermal Community College. Please note that the most current version of this manual is accessible via Isothermal Community College's Student Activities webpage.

Importance of Student Clubs/Organizations

For many students the work that they do within clubs and organizations can be the single most important feature of their college lives, providing opportunities for friendship, social development, leadership development and personal growth. Isothermal Community College student clubs/organizations exist to support the college's core values:

- a shared commitment to the well-being and enrichment of individuals
- lifelong opportunities for personal and professional growth
- responsibility as a catalyst for positive economic development, innovation, community growth, creativity, and the arts
- a climate of integrity, accountability, and respect for individuals
- a culture of collaboration and communication
- achievement realized through perseverance, critical thinking, and personal responsibility for learning
- diversity and the exchange of ideas
- excellence in programs and services
- assessment and the spirit of reflection
- the elimination of barriers to learning
- the learning college culture

For ease to the reader, student clubs and organizations will be hereinafter referred to as "clubs" throughout this document. Additionally, Isothermal Community College may be referred to interchangeably as "Isothermal Community College" or "ICC."

Student Club Advisors

Club advisors are required for each of our student clubs. They provide motivation, encouragement, and support for students to learn and grow through leadership in the various clubs. Any permanent faculty or staff member of Isothermal Community College may serve as an advisor for a student club on campus. The advisor will serve as a liaison between the students and the administration. Advisor responsibilities include, but are not limited to:

- Understanding college policies and procedures related to student clubs and activities
- Maintaining thorough knowledge, leadership expectations, and objectives of the club
- Communicating belief in, and enthusiasm for, the club's purpose, specifically relating it to the mission and values of the college
- Working closely with student officers and club members to further advance campus life experience
- Attending all official club meetings
- Fostering team work and encouraging active interest and participation in campus-wide events
- Monitoring academic progress of all officers to ensure they maintain eligibility to remain active in their elected or appointed position

- Maintaining a flow of information with the student activities coordinator concerning the status and activities of the club
- Communicating with the dean of students and student activities coordinator about officers and to send a list of proposed officers for approval prior to elections or appointment then annually thereafter by the end of each spring semester for the following academic year

Note: In accordance with Student Rights, Responsibilities, and Judicial Procedures (policy 601-02-00BP), *student leaders are expected to abide by standards set forth in the Code of Conduct, the Student Club/Organization Leadership Manual, the student club/organization's constitution and/or bylaws, and to conduct themselves at all times in accordance with conduct befitting the leader of an organization at Isothermal Community College.* All students are subject to approval by the dean of students before serving as a leader within a student-led club.

Student Leaders/Officers

Student leaders serve as role models, representatives of their club, and representatives of Isothermal Community College. Each club has its own leadership roles and students are either elected or appointed to those roles based on their involvement, academics, and leadership qualities.

Representatives from each club are expected to participate in campus-wide events and clubs are expected to provide at least one student representative to participate as a member of the Student Government Association Student Senate. These responsibilities include attending bi-monthly Student Senate meetings and serving during major college events such as Orientation, Big Blue, Grub Day, and Sports Day.

List of Active Clubs, Advisors, and Relevant Club Forms

Club titles, descriptions, and advisor information can be accessed on the College's website at <https://www.isothermal.edu/students/activities/clubs/index.html>.

The electronic version of the Student Club/Organization Leadership Manual and Student Event/Activity Request (SEAR) can be accessed on the College's website on the SGA page at <https://www.isothermal.edu/students/activities/sga/index.html>.

Forming a New Club

Getting Started

To form a new club, the prospective club needs an advisor, a group of at least 10 potential members/supporters of the club who share a common interest in the purpose of the club, and a statement of purpose for the club. See Appendices A, B, and N located at the back of the manual. Additional requirements are needed for clubs that would like to be established as chartered clubs. Applications for forming a new club may be accessed in the indexes of this manual, by accessing the ICC Clubs and Organizations webpage, or by contacting the student activities coordinator. The prospective club advisor is responsible to assist the student group with completing and submitting the application packet for recognition. Each group should decide if they would like to become a chartered or non-chartered club. See the steps below for each of these options as well as the benefits of each.

Keep in mind that Isothermal Community College recognizes and respects that a variety of interests and beliefs exist among members of the college and student clubs may reflect this variety; however, it should be noted that the acknowledgment or presence of a student club does not indicate an endorsement on the part of Isothermal Community College. Student groups must abide by all policies and procedures established by the college. For example, college policy does not allow for the use of college facilities by partisan political and religious clubs. As a state agency, Isothermal Community College must neither advance nor inhibit religious or political ideas and must avoid excessive government involvement with religious or political groups. These principles are important in maintaining an environment of tolerance for a multitude of ideas, perspectives, and beliefs that are central to learning. For more information about policies, consult the student activities coordinator and/or dean of students.

Defining Chartered and Non-Chartered Clubs

Chartered: Clubs or associations approved by the Student Government Association (SGA) and college administration and that are eligible to request funding each year in the fall from the Student Government Association (from student activity fees). These funds are controlled and allocated by the Student Government Association, the dean of students and the SGA advisor/student activities coordinator each year. Chartered clubs must have a constitution and must have approval by the SGA, student activities coordinator, dean of students and the college president.

Non-Chartered: Clubs or associations that are officially recognized by the SGA and college administration but are not eligible for Student Government Association funding (from student activity fees). Non-chartered clubs have not submitted an approved constitution but have completed the application for recognition by the Student Government Association. By submitting the club application for recognition, this allows non-chartered clubs to be officially recognized by the college.

Obtaining Chartered Club Recognition

1. Complete the Application for Chartered Recognition (Appendix A) for official recognition and submit to the student activities coordinator for approval by the Student Senate, Student Government Association president, student activities coordinator, dean of students, and college president.

The Application for Chartered Club must include the following items (Appendix A):

- Name of club
 - Statement of purpose for club
 - Membership eligibility requirements
 - General organization of the club with listing of officers and duties of officers with contact information (name, email, phone)
 - Frequency of meetings and procedures for conducting meetings
 - Statement of any membership dues, including amount/frequency of payment
 - A non-discrimination statement as determined by ICC (See *cover of this manual*)
 - Statement of affiliation with off-campus club/organization, if applicable
 - Constitution and bylaws (if bylaws are applicable)
 - A list of at least 10 potential student members/supporters (Appendix N)
 - *Note: when items in the list are included in the constitution and/or bylaws or on the application form, duplicate submissions of the information are not necessary.*
2. Create a constitution: To be recognized by the SGA as a chartered club with the privilege of requesting SGA-budgeted funds, the application must have a copy of the club's constitution with the application. The current constitution must also be submitted annually thereafter to the student activities coordinator. This process shows that the club has revisited its purpose and mission with all members, that it seeks to remain viable and active, and that it has addressed the needs of those it represents. In the event that recognition is withheld, an appeal may be made to the college president or designee. During the time that the application for recognition is being reconsidered or an appeal is being made, a group may not sponsor activities or events in the name of the college.
 3. Statement of affiliation with off-campus club (*if applicable*): Recognized student clubs may be affiliated with off-campus clubs, where such affiliation is clearly indicated by the title of the club or its charter at the time of recognition, consistent with the purpose set forth in the charter of the club and with the provisions of this document governing student associations on the campus. This statement of affiliation should be submitted annually with an updated constitution to the student activities coordinator.
 4. Approval and Notification of Charter: After submission of the application, constitution, and required documentation, each will be reviewed by the required parties. The club's advisor will receive an official charter after approval by the Student Senate, Student Government Association president, student activities coordinator, dean of students, and college president.

Obtaining Non-Chartered Club Recognition

1. Complete the Application for Non-Chartered Recognition for official recognition and submit to the student activities coordinator for approval by the Student Senate, Student Government Association president, student activities coordinator, dean of students, and college president.
2. Non Chartered application will include the following items: (located in Appendix B)
 - Name of club
 - Statement of purpose for club
 - Membership eligibility requirements

- General organization of the club
 - A non-discrimination statement
 - A list of at least 10 potential student members/supporters (Appendix N)
3. Until the club has been approved by the Student Senate, Student Government Association president, student activities coordinator, dean of students, and college president, the group may not sponsor activities or events in the name of the college.

Helpful Hints for Writing a Club Constitution

The club's constitution should include the following information and club guidelines (see example in section below):

- **Membership.** Will it be open to all or only certain curriculum students? To receive SGA funding, your club must be chartered and open to all ICC students who meet the membership requirements.
- **Officers:** Explain the structure you have chosen, listing each position and the requirements for selection (such as GPA, attending X percent of meetings, fulfilling certain responsibilities, presiding at meetings...). The club may wish to list standing committees as well.
- **Decision Making:** The group will generally make decisions by vote with majority rule and may elect to function under Roberts Rules of Order.
- **Statement of Affiliation:** If the group is affiliated with a local, regional or national club outside the college, you will need to include a copy of that group's charter or constitution with your own.
- **New clubs or reestablishing clubs:** For a newly formed club or for those intending to reorganize a club, the advisor must submit a new or revised constitution (with a copy of the "parent" club's constitution, if applicable) along with the appropriate club recognition or renewal form to the student activities coordinator (see Appendices).

Sample Constitution:

Constitution of the _____ Club

Article I: Name of the Club

Section 1: The name of this club shall be _____.

Article II: Purpose of the Club

Section 1: (A general statement of the purposes and the scope of the club.)

Article III: Qualifications for Membership

Section 1: (A general statement of requirements for eligibility for membership)

Article IV: Officers of the Club

Section 1: The elected officers of this club shall be _____. (List all elected officers.)

Section 2: Term of office shall be _____.

Section 3: It shall be the duty of the president _____ etc.

Section 4: It shall be the duty of the vice-president _____ etc.

Section 5: (Add more sections to take care of the duties of all officers and appointees.)

Article V: Executive Committee

Section 1: The Executive Committee shall consist of the elected officers and the advisor.
(Chairpersons of standing committees may be added)

Section 2: A _____ (state what majority -- two thirds, three-fourths, or simple majority) vote of the Executive Committee, with the approval of the advisor, shall be necessary to pass any business which is referred to the Executive Committee.

Article VI: Meetings

Section 1: (Frequency of meetings)

Section 2: (Procedure for calling special meetings)

Article VII: Quorum

Section 1: (State specifically the minimum number of the members or percentage of member that must be present at a meeting in order to transact formal business)

Article VIII: Amendments

Section 1: Amendments must be presented to the Executive Committee for approval before they may be submitted to the club for vote.

Section 2: Provision for Notice (It is suggested that notice be given to active members regarding a proposed amendment to the constitution one meeting prior to the actual vote.)

Section 3: This Constitution may be amended by a _____ (state what majority) vote of the active membership at the first meeting of the club at which quorum is present following the approval of the amendment by the Executive Committee.

Operational Guidelines of Existing Clubs

General Operational Procedures

1. Annual Renewal of Application, Constitution, and Funding Requests: Each year existing clubs must resubmit a renewal application and copy of club's constitution (if chartered) or statement of purpose (if non-chartered). Chartered clubs are responsible to submit their funding requests. Each of these should be submitted to the student activities coordinator by the end of the spring term for the upcoming academic year (no later than June 30). All appropriate forms are located in the Appendices.
2. Student Conduct: Each student club is expected to plan and conduct activities with the understanding that activities and actions of members represent the college to the public. The student club is responsible for the conduct of members as well as attendees in club-sponsored and/or college-sponsored activities on and off campus. Please refer to *Student Rights, Responsibilities, and Judicial Procedures* (policy 601-02-00BP).
3. Club Activities and Student Event/Activity Request Forms (SEAR): All events sponsored by student clubs must be approved by the student activities coordinator, dean of students and the college president. The SEAR form should be submitted online through isothermal.edu by accessing the form through the Clubs and Organizations link at least two weeks prior to the scheduled date of the event. It must include all required fields and supporting documentation for approval review. Sample form is located in Appendix G.
4. Budget requests: Clubs must submit a budget request by the end of the spring semester preceding the following fiscal budget year. All requests must be submitted by end of the spring term for the upcoming academic year (no later than June 30) to be considered for the following academic year. Club advisors have the responsibility to keep their club within budget allotment each fiscal year. Over expenditures or purchases made without a requisition to the Business Office will be the responsibility of the club. The SGA *will not* bear responsibility for any club that exceeds budget allocations or that does not go through proper channels or approval to purchase desired goods and/or services.
5. Publicity of events on/off campus: Each club is responsible for their own publicity. Distribution of marketing must not interfere with classes and must be carried out in a manner that represents the college well and does not litter the campus/community. Each club is responsible for the removal of its own outdated notices. Recognized student clubs may print and distribute material and/or use approved electronic media to further the purpose stated by their constitution. All such marketing materials must carry the name and contact information of the club responsible for distribution. Materials may not contain libelous or personal defamatory statements, nor may they contain, encourage, or promote violations of public law and public peace or regulations of the college. Posting of signs/flyers may be done with permission of the school official(s) responsible for the building. Designated club or student activities bulletin boards may be used. No signs shall be posted or written on trees, building exteriors, sidewalks, glass, doors, or put in any place in a manner that defaces the surface used, or makes the removal of the material difficult.

6. Meetings: Recognized student clubs are encouraged to hold their meetings on the campus and through reputable electronic mediums that encourage involvement of online students or those who would otherwise not be available to attend the meeting. College facilities shall be made available whenever possible in keeping with Facilities Utilization policy 802-01-01-AP and 902-01-00BP.
7. Calendar Conflicts: Student clubs must avoid interference with the educational programming of the college. Meetings and other activities should not be scheduled during examination periods or at other times conflicting with major events in the educational schedule.
8. Group Sanctions for Club Conduct Violations. Clubs should take responsible measures to ensure that activities are carried out safely and in line with the college's mission and values, as well as the practices set forth in this manual. In the event that violations occur, clubs may be sanctioned as determined by the Student Rights, Responsibilities, and Judicial Procedures policy (601-02-00BP). Such sanctions may include, but are not limited to group probation, group restriction, group charter revocation, restitution, referrals to local authorities for prosecution, and termination of the club.
9. Club Travel: When planning to travel, clubs should complete all appropriate forms at least two weeks in advance of the travel date. Refer to the Club Travel section, Appendices, and college policies for additional guidance.

Club Activities

Student Event Activity Request (SEAR)

All events sponsored by student clubs must be approved by the student activities coordinator, dean of students and the college president. The SEAR form should be submitted online through isothermal.edu by accessing the form through the Clubs and Organizations webpage at least two weeks prior to the scheduled date of the event. It must include all required fields and supporting documentation for approval review. Sample form is located in Appendix G.

Selling Food on Community College Campuses

According to the NC Division of Environmental Health of the NC Department of Environment and Natural Resources, anytime food is sold on campus, a license or sanitation grade must be obtained through the local health department. The number of times food can be sold must meet state and county compliance in regards to license or sanitation grade. The regulations do not pertain to pre-packaged food, cotton candy, ice cream, popcorn, and candied apples. Donations for food sales and the sale of baked goods are exempt from this rule. However, selling hotdogs, hamburgers, soup, sandwiches, etc. are not exempt and one would need to either get a temporary permit for \$50 or simply take donations only for the food. Tax-exempt clubs can "sell food once per month for no more than two consecutive days" without a permit. Regulations may vary from county to county. For more information, review the rules governing the sanitation of food service establishments created by the NC Department of Environment and Natural Resources, Division of Environmental Health Environmental Health Services Section (15A NCAC 18A .2600 updated January 1, 2006). All Environmental Health Rules can be accessed at the following website: <https://ehs.ncpublichealth.com/rules.htm>.

College-Sponsored Raffles

(a) It is lawful for any nonprofit club or association, recognized by the Department of Revenue as tax-exempt pursuant to G.S. 105-130.11 (a), and for any government entity within the State, to conduct raffles in accordance with this section. Any person who conducts a raffle in violation of any provision of this section shall be guilty of a Class 2 misdemeanor. Upon conviction that person shall not conduct a raffle for a period of one year. It is lawful to participate in a raffle conducted pursuant to this section. It shall not constitute a violation of State law to advertise a raffle conducted in accordance with this section. A raffle conducted pursuant to this section is not "gambling".

(b) For purposes of this section "raffle" means a game in which the prize is won by random drawing of the name or number of one or more persons purchasing chances.

(c) Raffles shall be limited to two per nonprofit club per year.

****Note: with regard to this regulation, Isothermal Community College is limited to two raffles college-wide per year (not per club). All raffles must be fully approved by the college president through a Student Event/Activity Request prior to administering. All donations and gifts must also be approved by the college president.*

(d) The maximum cash prize that may be offered or paid for any one raffle is fifty thousand dollars (\$50,000) and if merchandise is used as a prize, and it is not redeemable for cash, the maximum fair market value of that prize may be fifty thousand dollars (\$50,000). No real property may be offered as a prize in a raffle. The total cash prizes offered or paid by any nonprofit club or association may not exceed fifty thousand dollars (\$50,000) in any calendar year. The total fair market value of all prizes offered by any nonprofit club or association, either

in cash or in merchandise that is not redeemable for cash, may not exceed fifty thousand dollars (\$50,000) in any calendar year.

(e) Raffles shall not be conducted in conjunction with bingo.

(f) As used in this subsection, "net proceeds of a raffle" means the receipts less the cost of prizes awarded. No less than ninety percent (90%) of the net proceeds of a raffle shall be used by the nonprofit club or association for charitable, religious, educational, civic, or other nonprofit purposes. None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted. (1983 (Reg. Sess., 1984), c. 1107, s. 11; 1993, c. 219, s. 1; c. 539, s. 215; 1994, Ex. Sess., c. 24, s. 14(c); 1997-10, s. 1; 2005-276, s. 17.31; 2005-345, s. 31; 2006-264, s. 3(a).)

https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_14/GS_14-309.15.pdf

****Note: Recipients must pay taxes on award winnings in excess of \$600/year; therefore, special paper work will be involved prior to the disbursement of the raffle prize or funds. Club advisors must check with Business Office ahead of time regarding this special paper work.*

Procedures for Off-Campus or After Hours Campus Events

Hiring vendors, event venues, caterer, or other outside service groups requires a written contract between both parties. College policy requires that a contract be in place in advance of the event and that it is signed and approved by the student club advisor, student activities coordinator, dean of students and the college president. When paying the event facilitator at the time of the event, show the event facilitator at the beginning of the event that the check is on hand and will be provided once the service has been carried out. For example, if a caterer is hired, they will expect to be paid immediately after the event. Confirm with the caterer that the check is available prior to the service being carried out but never deliver it to them until their portion of the event is complete. Checks should only be handled by club advisors or designated college employee (not students). The advisor may ask the caterer if the check could be mailed after the event, for example, within one week of the event. *Never wait until the last minute to request checks from the Business Office.*

On and off-campus security for events: For on-campus events that are open to the public, the club is to ensure security is in place for the event. For off-campus events, the club is responsible for obtaining security coverage for the event. The officers assigned may be off-duty and will be paid by the club. The club advisor must have checks prepared for them by the Business Office in advance and must be ready to pay them at the end of the event. For on and off-campus events, an advisor or designated college employee member must be present at all times.

Club Travel

Code of Conduct

Each student club is expected to plan and conduct activities with the understanding that activities and actions of members represent the college to the public. The student club is responsible for the conduct of members as well as attendees in club-sponsored and/or college-sponsored activities on and off campus. Please refer to *Student Rights, Responsibilities, and Judicial Procedures* (policy 601-02-00BP).

General Travel Information

1. All travel must have a travel authorization, including the information for students planning to participate. If there are too many names to list on the travel authorization, attach a sheet to the authorization listing each student's name.
2. Each student must complete a field trip permission form that the club advisor must submit to Human Resources prior to the travel. This document provides written authorization for the person in charge of the trip to provide permission for medical care on behalf of the student if an emergency arises. Please note that there are separate field trip permission forms for students who are ages 18+ and those who are under age 18. Students under the age of 18 years must complete the Field Trip Permission Form for Students under 18, which includes signatures from a parent/guardian and high school administrator as applicable (Appendices H and I).
3. A Student Event/Activity Request (SEAR) needs to be submitted to the student activities coordinator at least two weeks prior to the trip in order to receive trip approval and travel reimbursement. The electronic SEAR is available at isothermal.edu through the Clubs and Organizations webpage as well as on the intranet.
4. Please remember, when using a college vehicle for club travel, the current state mileage rate for college vehicles will be deducted from the club's budget. Students are not authorized to drive institutional vehicles at any time. Per policy 802-02-01BP, Use of Tobacco Products, and policy 601-02-01BP, Drug and Alcohol Policy, located in the Learning College Manual, smoking, tobacco use, and alcohol use are prohibited in all institutional vehicles.
5. Please remember, when registration fees are paid, a schedule, agenda, or other material from the conference or programming must be submitted to support the payment. If registration is paid in advance, attach the agenda/schedule to the advance payment form. All travelers who have an associated travel advance must submit the travel reimbursement form within 30 days of travel, even if there is no reimbursement expected.
6. Advance travel checks cannot be distributed directly to students from the Business Office; rather the check will be provided to the club advisor who will be responsible for cashing and distributing funds to students. Under special circumstances, students may be reimbursed for some expenses through the regular travel reimbursement procedures. When traveling, club advisors must determine how to disseminate subsistence funds to students who attend the trip. For example, upon signing the designated form from the Business Office, the club advisor shall provide each student with their subsistence funds for the trip at the time of travel (not before).

- Additional subsistence funds *will not* be provided in the event the student overspends.
 - When registration fees and travel funds are provided in advance, the student and advisor will be expected to sign the college Traveler's Agreement, located at the bottom of the Travel Advance Payment Request Form and/or the P-Card request. The student may be required to repay these funds in the event of non-attendance.
7. All refunds/reimbursements must be processed through the Business Office. Return all receipts (hotel, registration receipts, etc.) reflecting a "\$0" balance/paid balance to the Business Office along with the Travel Reimbursement form.
 8. Other recognized clubs (i.e. non-chartered clubs that do not receive SGA funds) will not receive travel reimbursement from SGA-budgeted funds, nor will any other travel costs be covered with student activity or college funds; however, they can use earned funds for travel expenses.

Advisor Responsibilities for Traveling with Students

- Provide Business Office with all relevant paperwork associated with the trip in a timely manner. Begin with the SEAR, which is accessed and sent electronically through the website, to student activities coordinator, dean of students, college vice president and college president. The SEAR is accessible through the Clubs and Organizations webpage or the intranet. Additional paperwork includes: itinerary, agenda, travel information, hotel information, travel forms, field trip forms for all students attending completed and turned into Human Resources office, reservation form for vehicle (if needed).
- Return all preregistration sheets to the designated college employee(s) prior to travel.
- Gather medical information about each student attending the conference and have an emergency person for that student in case of an emergency. Students should have the same information about the advisor. Students must complete the Field Trip form to be turned into Human Resources. *Please note that the advisor traveling with students should take a copy of the emergency information on the trip.*
- Help students check in/register upon arrival of the destination and assist with activities of the trip.
- Request that another advisor be acting advisor for your delegation should you need to be absent for some portion of the travel; though an absence should be a very rare occurrence.
- Be available to your student group at all times.
- Be present at the hotel/location of lodging and where travel will take place for the duration of the trip, including overnight hours.
- Be firm in handling expectations and misconduct by members of your student group. Students are representing Isothermal Community College and should be on their best behavior as student leaders.
- Encourage students to participate in as many workshops, activities, etc. as reasonable.
- Meet with students prior to travel to cover rules and responsibilities: attending meetings, dress codes, meals, non-alcohol/drug use, behavior, and respect for each other. Students should also be informed of their responsibility to inform the advisor if anyone leaves the premises without permission.

Frequent Travel Topics

- For complete travel policy, refer to the Sections 402-02-03AP and 702-02-00 of the Learning College Manual, as well as the North Carolina Community College System Accounting Procedures Manual.
- Travel authorizations must be completed for all travel and approved prior to travel and must note if registration, overnight travel, excess lodging or out-of-state travel is involved. All travel must have a Travel Authorization in place, even if there is no expense incurred.
- Transportation using a college vehicle must be requested via a Vehicle Request Form prior to using the vehicle. Note that the college vehicle is the preferred method of travel.
- Travel advance request for advance payment of registration or lodging must be submitted to the Business Office at least two weeks prior to the date the funds are needed. If the club requests an advance payment, the club advisor must complete a travel reimbursement form upon returning from the trip. An advance is a loan.
- Registration fees may be paid by the college or the club advisor. Either way, the advisor must obtain a paid receipt for the registration fee. When registration fees are paid, the advisor must also submit the Travel Reimbursement Form with the receipt, brochure, fee schedule, or other material listing the specific cost included in the registration fee.

When lodging, authorized travelers may be reimbursed for excess lodging if the college president provides prior approval. An itemized lodging receipt must be attached to the Travel Reimbursement Form. Be careful when booking lodging through third party sites. Sites such as Airbnb and VBR *may* be approved in lieu of a hotel. Please confirm approval with the Business Office before booking non-refundable options. The college can generally receive lower hotel rates by booking directly with the hotel and requesting “State Government Employee Rate.”

Those who fail to take advantage of a state government rate that is offered by a hotel may not be reimbursed for the excess amount paid. Please note that voluntary upgrades that increase the cost, such as beach front rooms or fireplace suites, are not suitable.

Per-Diem Travel Information

For current per-diem information such as meal reimbursement rates and lodging guidelines, refer to the “Frequently Used Travel Information” document maintained on the intranet.

- All reimbursement requests must be submitted to the Business Office within 30 days after the travel period has ended. At the end of the fiscal year, the requirement may be needed more immediately.
- To be eligible for meals:
 - Breakfast: Depart prior to 6:00am
 - Lunch: Depart prior to 12pm and return after 2:00pm
 - Dinner: Depart prior to 5:00pm and return after 8:00pm

- Per college practice, single day travel meals reimbursement is not allowed for employees if no overnight stay is included in the travel.
- When using non-state funding sources such as student activity fees, earned club funds, or approvable grant sources, single day travel meal reimbursement may be allowable for students. Prior to submitting a request to use grant funds for any travel expenses, it is the advisor's responsibility to confirm approval through the College's coordinator of grants.
- Receipts: When in doubt, keep all receipts except meals. Contact the Business Office for questions.

Club Finances

The Student Government Association (SGA) maintains a reserve fund within its budget. Portions of this reserve may be released by the SGA to finance new club activities between annual budget periods. It is the intention of the SGA to have a reserve fund available to make it possible for new clubs, or previously inoperative clubs to become active during the year; however, the reserve fund is utilized with caution.

Eligibility for SGA-Budgeted Funding

According to Isothermal Community College's Student Government Association (SGA) constitution, in order to approve and offer funds from student activity fees to student clubs, the following criteria must be met:

1. Membership must be open to all students who pay student activities fees and meet approved club eligibility criteria. In all cases, club membership is open to all students who meet the club's eligibility requirements, regardless of veteran status, race, color, religion, age, sex, national origin or disability. Career and College Promise students who pay student activities fees are eligible for membership within these groups as informed by their respective high school policies.
2. The aims of the club must be compatible with the Isothermal Community College mission, values, and procedures, as well as the SGA Constitution.
3. An Application for Chartered Recognition or a Renewal Application for Chartered Clubs/Organizations must be submitted to the student activities coordinator by the end of the spring semester (no later than June 30) for eligibility of funding for the following year. (Appendices A and E)

Requests for SGA-Budgeted Funding

Every chartered club is entitled to request funding. To receive these funds, the advisor of an established club must submit a Budget Request Form during the spring semester (no later than June 30) for the upcoming fiscal year (Appendix J).

Each chartered club may initially request up to \$500.00/year. If additional funds are anticipated for special projects or purposes, the SGA requests, for purposes of budgeting for the year, that Budget Request for Special Purposes Forms be submitted along with the Budget Request Form when possible.

Each club should have a treasurer or other responsible officer in place to maintain accurate, up-to-date financial records, which are open to inspection at any time by the SGA. A request for funds does not guarantee that the club will be approved by the SGA. Funds are distributed according to the priority, participation of the club's representatives in campus events, and budget allowances each year.

To receive funds, each club is expected to participate in campus-wide events and delegate a club representative to attend the Student Government Association's bi-monthly Student Senate meetings. Active clubs that fail to file a Budget Request Form along with a Renewal Application for Chartered Clubs by the end of the spring semester (no later than June 30) for the upcoming year may not be approved for funding. The fiscal year at ICC is July 1 to June 30. All funds

derived from student activity fees that are unspent as of June 30 revert to the SGA reserve fund.

SGA-Budgeted and Earned Club Funding

Chartered clubs may have two types of accounts with the Business Office- (1) SGA-budgeted account funded through student activity fees and (2) an earned club budget. Non-Chartered clubs may have only an earned club budget.

In order to receive SGA-budgeted funds, chartered clubs must submit the Budget Request Form annually (Appendix J). Budget funds are restricted to only certain types of activities. See list of examples below. Additional expenses must be specified on the Budget Request for Special Purposes Form and receive approval prior to spending (Appendix K).

All chartered clubs operating on SGA-budgeted funds must have an account with the Business Office through which all purchases and receipts must be processed. Outside bank accounts are a violation of the college policy for any SGA-approved clubs.

Some examples of appropriate use of SGA-budgeted funds include the following:

1. Office expenses (stamps, stationery, printing, etc.)
2. Membership dues (regional dues for club)
3. Travel expenses (leadership travel and/or intramurals, etc.)
4. Programming expenses (speakers, activities, etc.)
5. Printing (Anuran, marketing, etc.)
6. Awards (plaques, certificates, prizes, etc.)
7. Refreshments (please take note of state rates)
8. Recreation
9. Food for special events

Please note that non-chartered clubs will not receive SGA-budgeted funds but may have an earned budget account. Earned budgets are derived from money collected from donations and/or fundraisers held by clubs. There are no restrictions on what these funds are used for; however, funds earned by clubs must follow the practices outlined in this document and as dictated by applicable college policies and procedures.

Restrictions on Use of SGA-Budgeted Funds

Funds derived from the collection of student activity fees may be used only for their intended purpose, which is the direct benefit of Isothermal students. They may not be used by Isothermal students for the benefit of non-students, however worthy their cause may be, though they may be used to support programming open to students and the community collectively. *SGA-budgeted funds cannot be used to benefit curriculum programs, or to purchase any material or supplies not directly related to extracurricular activities.*

Making Purchases

- All money and all purchases using club funds are treated as any other funds received by the college and are subject to the same purchasing rules and regulations. For example, all prizes paid from club funds are subject to IRS and Foreign National reporting and withholding requirements. There may also be specific requirements based on the type of

vendor, institutional, and State requirements. Please confirm requirements with the student activities coordinator and appropriate Business Office personnel.

- Purchases should be attempted initially through the NC E-Procurement System. In addition to E-Procurement, club advisors may utilize approved store charge accounts (e.g. Ingles), check requests, or the college p-card for approved goods or purchases.
- Once the club has received approval for the fundraising activity, a requisition must be submitted using the NC E-Procurement System by the division's administrative assistant.
- If the vendor is not registered with the NC E-Procurement System, the division administrative assistant should refer them to the Purchasing Office to assist with the registration process.
- Once the requisition has been fully approved, a purchase order will be issued and sent to the division administrative assistant.
- Reimbursements *are not* allowed by the college. Please do not purchase items out of your own pocket or order without a PO and expected to be reimbursed.
- Please allow enough time for purchase orders to be issued by giving the division administrative assistant all the information needed to follow the proper procedures. This will expedite the process and ensure that your order is received and the vendor is paid in a timely manner. The Business Office recommends that all approvals are submitted two weeks in advance to allow requests to move through the completion of the approval process.
- Budget codes beginning with "05" reflect the club's EARNED budget information.
- Budget codes beginning with "09" reflect the club's SGA-BUDGETED information.

Purchases Using Club Funds

The club advisor must complete a purchase order, have the form approved by the student activities coordinator and signed by the dean of students and then forwarded to the Business Office of Isothermal Community College for approval. When making any purchases, have the invoice made to:

Club Name
Isothermal Community College
P.O. Box 804
Spindale, NC 28160

Note: No purchases may be made prior to the receipt of an approved purchase order that includes a purchase order number.

Fundraising

Any club, whether or not it is eligible to use SGA-budgeted funds, may raise funds on its own initiative. However, the method used to raise funds must not violate official college policy and must be legal. All fundraisers must have prior approval by the student activities coordinator, dean of students and college president. Approval is obtained by completing the Student Event/Activity Request (SEAR) online. Please be advised that fundraising activities must be conducted to ensure compliance with State regulations concerning deposits of cash.

1. Each club participating in fundraising activities shall appoint a treasurer or designee

responsible for fund collections. All persons turning in funds will be issued a receipt and the receipt will serve as proof of collection.

2. A deposit should be made to the Isothermal Community College Business office within 24 hours of collection (next business day).
3. It is lawful for any non-profit to conduct raffles but NCGS 14-309 limits institutions to only two raffles per year. Raffles must be a random drawing and the maximum cash prize offered or paid cannot exceed \$50,000. Recipients must pay taxes on winnings in excess of \$600/year; therefore, special paper work will be involved prior to the disbursement of the raffle prize or funds. Club advisors must check with Business Office ahead of time regarding this special paper work. Requests for fund raising must receive prior approval by the college president via the SEAR. All donations and gifts must also be approved by the college president.
4. Due to limited control elements relating to cash collections, additional control measures will be adopted for the handling of products and goods for sale.
 - The club advisor will be responsible for maintaining a record of the inventory involved with each fundraiser.
 - Beginning product balances should be recorded, and each student issued product to deliver should account for sales related to product taken for delivery.
 - Each individual's collection amount should be consistent with the amount of product issued for delivery.
 - A reconciliation of total inventory ordered, items delivered, and ending inventory must be prepared at the end of each fundraiser and submitted to the club advisor for review. This information must be made available to the dean of students, student activities coordinator, and Business Offices personnel upon request.
 - Discrepancies will be the responsibility of the club advisor responsible for the project and must be resolved with the Business Office in a timely fashion.

Prohibited Fundraising Activities

1. Off-campus soliciting - it is against college policy for any club officially affiliated with Isothermal to canvass the outside community to solicit funds or donations to support their activities. Door-to-door solicitation in particular is a violation of policy. Note: This does not mean that a club or club cannot accept a voluntary contribution, offered without strings, by an individual member of the community with a special interest in promoting that group's activities. Solicitation of commercial/business donations must be approved by the college president in advance.
2. Lotteries - Lotteries are prohibited by Article 37, Chapter 14, of the General Statutes of North Carolina, and calling a lottery a raffle does not make it legal. However, awarding a prize or gift is not a violation of the law.

3. Since the student activity fee provides funds for student activities and helps support individual clubs, the use of college facilities for fundraising by charging for admission must be approved by the dean of students. However, in all cases the following guidelines will be observed.
 - A. The type of event/activity will be evaluated in terms of safety, type and size of audience, expense to the college, security, supervision, and any other regulations contained in the college's Facilities Utilization Guidelines.
 - B. Students who have paid the student activity fee will not be charged for admission to club-sponsored activities on campus. When activities are carried out in partnership with outside organizations, a reduced fee may be charged to students.
 - C. The use of the facility will be governed by college policy as outlined in the Facilities Utilization Guidelines and the Learning College Manual. All exceptions to the above-referenced policy must be made in writing to the student activities coordinator and the dean of students. Additional requests to facilities use may be required by an additional SEAR submission.

Collecting and Depositing Club Funds

It is a preferred practice to have at least two people witness all collections, and if one of them happens to be the club advisor, there will be less likelihood of misunderstanding. To submit money, count it and stack it according to bill size. If there are large amounts of change, it helps to have it wrapped in rolls, which can be obtained through most financial institutions (e.g. banks and credit unions). Deposit the money to the Business Office within 24 hours of the activity.

When depositing the funds, it is a best practice to submit with a memo that includes:

- Club name
- Associated fundraiser
- Date of deposit
- Amount of deposit
- Club budget
- Initials or signatures from those depositing as well as the Business Office staff member receiving the deposit
- Copies of the memo may be kept by the club representative and the Business Office

If the club is non-chartered, accounting and handling of funds follow the same procedures as chartered clubs. Individual bank accounts for clubs are not authorized.

Depositing to Club Accounts (Business Office)

- The Business Office should have a copy of the approved SEAR on file before any money is received from a fundraiser.
- When receiving funds, per state policy, that money has to be deposited to the Business Office within 24 hours (one business day).
- When depositing money to the Business Office, please wait until someone has verified

receipts and money before leaving and request a receipt for club records.

- All funds received from the club should have a receipt. If the club does not have a receipt book, please call the Business Office to request a receipt book.
- The receipts in the receipt book should be distributed as follows: the white copy goes to the person from whom you are receiving the funds, the blue copy goes to the Business Office along with the funds, and the pink copy remains in the receipt book. The pink copy should never be torn out. If a mistake has been made, simply write void on all the receipts and leave it in the book.
- At the end of the fiscal year, all receipt books need to be turned into the Business Office to be verified. Upon completion of their needs, it will be returned to the club advisor. When all receipts have been used, return the used book to the Business Office and another one will be issued.
- Loose change needs to be rolled (if there is enough to be rolled).
- Any fundraiser should have a SEAR fully approved and a copy submitted to the Business Office prior to depositing money. The Business Office has to have a copy of the SEAR on file to receive money for a fundraiser.

Accountability of Club Funds

The club treasurer or other responsible member should maintain up-to-date records of all purchases and all receipts or fund collections. Club accounts are subject to audit at any time by the SGA and/or the Business Office. Other records are also subject to audit by the State of North Carolina.

Upon request, the Business Office will prepare an official budget statement providing the financial status of all clubs that have an account with the Business Office. If the club records do not agree with those of the Business Office, explore the problem immediately. The Business Office records are based on actual money received that can be verified. Be sure the club's financial records are supported by records of all purchase orders and cash receipts.

Renewing, Suspending, and Terminating Club Recognition

Renewal of Club Status

All clubs must submit an application for renewal of active status during the spring semester each year (no later than June 30). Chartered clubs must also include an updated copy of their constitution with the application to be submitted to the student activities coordinator annually (Appendices E and F).

Inactive Status Recognition

If a club would like to remain recognized but move to an inactive status for one academic year, the advisor should submit the Inactive Status Recognition Form to the student activities coordinator in the spring semester (no later than June 30). In the event the club advisor is no longer available, the student activities coordinator may submit this form on the club's behalf (Appendix L).

Termination of Club Recognition

If a club would like to terminate their status as a recognized club for any reason, the Termination of Club Recognition Form should be submitted to the student activities coordinator for approval. In the event the club advisor is no longer available, the student activities coordinator may submit this form on the club's behalf (Appendix M).

Appendices

- Appendix A: Application for Chartered Club Form
- Appendix B: Application for Non-Chartered Club Recognition Form
- Appendix C: Chartered Club Approval Form
- Appendix D: Non-Chartered Club Approval Form
- Appendix E: Renewal Application for Chartered Clubs
- Appendix F: Renewal Application for Non-Chartered Clubs
- Appendix G: Student Event/Activity Request (SEAR) Sample Form
- Appendix H: Field Trip Permission Form for Students Ages 18+
- Appendix I: Field Trip Permission Form for Students under Age 18
- Appendix J: Budget Request Form
- Appendix K: Budget Request for Special Purposes Form
- Appendix L: Inactive Club Status Form
- Appendix M: Termination Club Status Form
- Appendix N: Petition to Establish a Club

Appendix A



Application for Chartered Club Recognition Form

Name of Club: _____ Date of Application: _____

Purpose of Club: _____ Date of Application: _____

Application and items to be submitted to Student Activities Coordinator

- Membership eligibility requirements and general organization of the club with list of officers, and duties of officers with contact information.
- Statement of membership dues, including amount/frequency of payment, if applicable
- A non-discrimination statement as determined by ICC (*see cover of this manual*)
- Statement of affiliation with off-campus club/organization, if applicable
- Constitution and bylaws (if bylaws are applicable)
- A list of at least 10 potential student members/supporters

Note: when items on the list are included in the constitution and/or bylaws or on the application form, duplicate submissions of the information are not necessary.

Officers of the Club

Name	Officer Role	Phone	Email

Advisor Name and Title: _____

Advisor phone: _____ **Advisor Email:** _____

I am familiar with the duties of a club advisor and I will be glad to serve as the advisor to the _____ club for _____ (academic year).

Signature of Advisor _____
Date

APPROVED: _____
Student Activities Coordinator _____
Date

APPROVED: _____
Dean of Students _____
Date

APPROVED: _____
SGA President _____
Date

Appendix B



Application for Non-Chartered Club Recognition Form

Name of Club: _____ Date of Request: _____

Purpose of Club: _____ (attach statement if needed)

Application and items to be submitted to Student Activities Coordinator

- Statement of purpose for club
- List of officers, powers and duties
- A non-discrimination statement (*See cover of this manual*)
- A list of at least 10 potential student members/supporters

Officers of the Club

Name	Officer Role	Phone	Email

Advisor Name and title: _____

Advisor Phone: _____ **Advisor Email:** _____

I am familiar with the duties of a club advisor and I will be glad to serve as the advisor to the

_____ Club for _____ (academic year).

Signature of Advisor

Date

APPROVED: _____
Student Activities Coordinator

Date

APPROVED: _____
Dean of Students

Date

Appendix C



Official Chartered Club Approval Form

The Student Government Association of Isothermal Community College, authorized under Article IV, Section 2, 4.E of the Student Government Association Constitution, hereby approves this charter for:

Effective, on this, the _____ day of _____ 20____ subject to said club constitution and the college regulations governing student activities.

Student Activities Coordinator _____ Date _____

Dean of Students _____ Date _____

SGA President _____ Date _____

College President _____ Date _____

Appendix D



Official Non-Chartered Club Approval Form

The Student Government Association of Isothermal Community College, authorized under Article IV, Section 2, 4.E of the Student Government Association Constitution, hereby approve this non-charter for:

Effective, on this, the _____ day of _____ 20____ subject to said club statement of purpose and the college regulations governing student activities.

Student Activities Coordinator Date

Dean of Students Date

SGA President Date

College President Date

Appendix E



Renewal Application for Chartered Clubs/Organizations

Name of Club: _____ Date of Application: _____

Application should also include the following attachments:

- Constitution with any updates
• Statement of affiliation with off-campus club/organization, if applicable – updated and submit annually

Officers of the Club

Table with 4 columns: Name, Officer Role, Phone, Email. Contains 5 empty rows for officer information.

Membership dues and frequency (if applicable): _____

Advisor: I am familiar with the duties of a club advisor and I will be glad to serve as the advisor to the _____ club for _____(academic year).

Advisor Phone: _____ Advisor Email: _____

Signature of Advisor _____ Date _____

APPROVED: _____ Student Activities Coordinator _____ Date _____

APPROVED: _____ Dean of Students _____ Date _____

APPROVED: _____ SGA President _____ Date _____

Appendix F



Renewal Application for Non-Chartered Clubs/Organizations

Name of Club: _____ Date of Application: _____

Application should also include the following attachments:

- Any updates in organization
- Statement of affiliation with off-campus club/organization, if applicable – updated and turned in annually

Officers of the Club

Name	Officer Role	Phone	Email

Advisor and Title: _____

Advisor Phone: _____ **Advisor Email:** _____

I am familiar with the duties of a club advisor and I will be glad to serve as the advisor to the _____ club for _____ (academic year).

Signature of Advisor Date

APPROVED: _____
Student Activities Coordinator Date

APPROVED: _____
Dean of Students Date

APPROVED: _____
SGA President Date

Appendix G



Student Activity/Event Request (SEAR) - Sample

ICC Student Event/Activity Request Form Please submit 2-4 weeks prior to the proposed activity

- As applicable, sponsoring club/organization advisors are responsible for coordinating extra security through Campus Enforcement, reserving space, submitting maintenance work orders for setup/breakdown, submitting requisitions, food service, audio/visual needs, and securing campus vehicles as necessary.
As applicable, sponsoring club/organization advisors are responsible for submitting field trip/travel forms and collecting necessary documents from students.
Sponsoring clubs/organizations assume liability for damage, injury, or defacement. In addition, the sponsoring club/organization must enforce the Student Code of Conduct on and off campus.
It is lawful for any non-profit to conduct raffles, but NCGS14-309 limit institutions to two per year. Raffles must be a random drawing and the maximum cash prize offered or paid cannot exceed \$50,000. Request for fundraising must receive prior approval by the President via the Student Activities/Event Request Form. All donations and gifts must be approved by the President.
Upon submission of this form, the Student Activities Coordinator will follow up with further inquiry or forward for further approval from the Dean of Students and College President.

Name of Sponsoring Club/Organization: _____

Person Submitting Request: _____

Sponsoring Club/Organization Advisor and Email: _____

Co-Sponsoring Club/Organization _____

Title of event or activity: _____ Type of event or activity: _____

Propose start date/end date: _____ Description of event/activity: _____

Coordinator/Advisor Present at event: _____

Location of event/activity: _____ How will the event be promoted?: _____

Methods of promotion: _____

Approval by: Student activities coordinator, dean of students and (College president if applicable)

SEARs must be submitted electronically. The form is available on the Student Clubs and Organizations page of the Isothermal Community college website.

Appendix H



STUDENT FIELD TRIP (TRAVEL) PERMISSION FORM

(For students ages 18 years and over)

A form for each student participant must be completed and submitted to Human Resources Manager prior to the commencement of the field trip.

I, _____, will be attending the proposed field trip with Isothermal Community College. I agree that by signing I am stating that _____ (traveling advisor/instructor) may provide permission for medical care on behalf of the student if an emergency arises.

DESTINATION OF FIELD TRIP: _____

INSTRUCTOR OR ADVISOR'S NAME: _____

DATES OF TRIP: _____

STUDENT'S NAME: _____

STUDENT'S ADDRESS: _____

PRIMARY PHONE: _____

EMAIL: (SCHOOL and PERSONAL): _____

EMERGENCY CONTACT PERSON (NAME):

EMERGENCY ADDRESS: _____

EMERGENCY PHONE NUMBER(S): _____

STUDENT SIGNATURE: _____ DATE: _____

Appendix I



STUDENT FIELD TRIP PERMISSION FORM
(For students under 18 years of age)

A form for each student participant must be completed and submitted to Human Resources prior to the commencement of the field trip.

I hereby give _____ (traveling advisor/instructor) my permission to accompany Isothermal Community College on the proposed field trip. I agree that by signing I am stating that _____ may provide permission for medical care on behalf of the student if an emergency arises.

DESTINATION OF FIELD TRIP: _____

INSTRUCTOR'S NAME: _____

DATES OF TRIP: _____

STUDENT'S NAME: _____

STUDENT'S ADDRESS: _____

PRIMARY PHONE(S): _____

EMAIL: (SCHOOL and PERSONAL): _____

PERSON TO CONTACT IN CASE OF AN EMERGENCY: (NAME):

EMERGENCY ADDRESS: _____

EMERGENCY PHONE(S): _____

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

HIGH SCHOOL ADMINISTRATOR SIGNATURE
(If applicable): _____ Date: _____

Appendix J



**Student Club Annual Request for SGA Funds
(To be completed only by Chartered Clubs)
STUDENT GOVERNMENT ASSOCIATION**

CLUB NAME: _____ DATE _____

The above-referenced is a chartered club is requesting \$_____ (up to \$500.00) to be used for student activities throughout this year. I understand that these funds must be used for purchases and service as outlined in the Student Club/Organization Leadership Manual, Learning College Manual, and State and Federal regulations.

Signature of Club Advisor

Date

Signature of Student Club President or Designee

Date

----- FOR OFFICE USE ONLY -----

Approved as is _____

Signature _____ Date _____

Approved as modified _____

Signature _____ Date _____

Note: To request additional funds for special projects/purposes, chartered clubs may submit a Student Club Request for Special Purposes from SGA Funds Form. All requests must be submitted by end of the spring term for the upcoming academic year (no later than June 30) to be considered for the following academic year.

Appendix K



Budget Request for Special Purposes (Additional Funds)
STUDENT GOVERNMENT ASSOCIATION

CLUB NAME: _____

AMOUNT REQUESTED _____

PURPOSE(S): _____

How will the requested benefit student life and support the mission of ICC?

[Empty rectangular box for response]

Club Advisor's Signature: _____ Date: _____

----- FOR OFFICE USE ONLY -----

Approved as is _____ Signature _____ Date _____

Approved as modified _____ Signature _____ Date _____

(To be submitted to student activities coordinator for approval by student activities coordinator, Student Government Association president, and dean of students. Please submit along with the Budget Request Form when possible.)

Appendix M



TERMINATION FORM
Isothermal Community Student Club
STUDENT GOVERNMENT ASSOCIATION

The (name of club) _____ is requesting that the Student Government Association NOT renew its recognition effective as of: _____ (Date) and no longer be a recognized student club. If interested parties inquire about re-establishing the club, said parties will have to re-initiate the chartering or non-chartering process according to guidelines outlined in the appendixes of the Student Club/Organization Leadership Manual.

Name of Advisor(s) _____

Reason for the Request (attach additional page if necessary):

Student Activities Coordinator Date

Dean of Students Date

Appendix N



PETITION TO ESTABLISH STUDENT CLUB
STUDENT GOVERNMENT ASSOCIATION

Currently enrolled Isothermal Community College students must express interest when seeking approval to form a new club. By signing this petition, you are indicating your support for the establishment of the club referenced below.

**Supporting the establishment of this club does not indicate a commitment to becoming a member.*

Club Name: _____

Student Name	Student ID	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____