Student Club and Organization Manual

Office of Student Life
LaGuardia Community College
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Leadership Training and Organizational Leadership Development

The on campus program and activities provide opportunities to learn, practice, refine and integrate skills which cannot always be communicated in a classroom atmosphere. The Office of Student Life offers a variety of programs and services that will assist in preparing you to excel in any environment. Whether it is school, work or your personal life the skills learned will give you an edge anywhere.

There are many opportunities for you to explore personal and organizational leadership such as:

<table>
<thead>
<tr>
<th>Clubs</th>
<th>Celebrate your unique talent and interest in a landscape of opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Senate:</td>
<td>Governance of the college that includes faculty, staff and students.</td>
</tr>
<tr>
<td>Emerging Leaders Conference:</td>
<td>CUNY-wide training for students who show an interest in leadership</td>
</tr>
<tr>
<td>New Leadership Challenge:</td>
<td>A CUNY-wide conference for new student governors.</td>
</tr>
<tr>
<td>Student Lobbying Efforts:</td>
<td>Represents LaGuardia to City Hall and Albany, NY.</td>
</tr>
<tr>
<td>Student Disciplinary Committee:</td>
<td>Engages in critical decisions related to student discipline cases</td>
</tr>
<tr>
<td>Student Government:</td>
<td>The voice of the student body, making decisions on funding allocations.</td>
</tr>
<tr>
<td>Student Ambassador</td>
<td>Participate as a member of the Office of Student Life Team</td>
</tr>
<tr>
<td>The Bridge</td>
<td>Explore journalism by creating and publishing the College’s newspaper</td>
</tr>
<tr>
<td>Orientation Leader</td>
<td>Inspire and guide new students as they take their first steps at LaGuardia</td>
</tr>
<tr>
<td>Virtual Leadership Program:</td>
<td>Brings training workshops to you in the privacy of your own home.</td>
</tr>
<tr>
<td>Web Radio Station:</td>
<td>A chance for you explore broadcast journalism</td>
</tr>
<tr>
<td>Women’s Center:</td>
<td>Provides comprehensive support and educational workshops for women.</td>
</tr>
</tbody>
</table>

No one comes to LaGuardia fully prepared to take on the responsibilities of leading and being an integral part of an organization. However, everyone can acquire skills that will serve them both personally and professionally. The Office of Student Life provides many opportunities to grow:

**Leadership & Diversity Program:** Offers workshops throughout each semester on topics such as; experiences in self-awareness, and group dynamics; skills in team building, self-expression & communication, financial literacy, and leadership. These workshops will aide in preparing you to excel in any environment. Whether it is school, work or your personal life the skills learned will give you an edge anywhere.

**Virtual Leadership Program:** This online series has been created as a "Virtual Leadership" program for ALL students to participate (if you choose). It is our way of bringing training sessions to you in the privacy of your own home. Here is an opportunity to develop your skills at anytime, and whenever you have an internet connection.

**Women's Center Programs:** The Center provides supportive and educational services to promote the cognitive, psychosocial, emotional, and physical growth of women. This is achieved through cultural presentations, lectures, and workshops, as well as personal and group wellness sessions.

**Student Leadership Conference:** Through exciting workshops, guest speakers, networking opportunities, and just plain fun, you will deepen your ability to thrive, not just survive.

**Global Conversations:** Provides an opportunity for you to collaborate with faculty by creating forums outside the classroom where you will learn through discussions with civic, elected and community leaders.
Policies and Procedures

I. Forming (or Recertifying) a Student Club

1.1 Any student interested in forming or recertifying an organization shall speak with the Coordinator of Student Clubs, who is a representative from the Office of Student Life. See procedures in Appendix 4.

1.2 Recruit and obtain signatures from a minimum of 15 currently enrolled matriculated students.

1.3 Recruit a faculty mentor (assistance will be provided).

1.4 Conduct the elections for an executive board and select an SAC Representative and a SAC Alternate. This election must be validated by your club mentor or Student Life Rep.

1.5 Submit minutes containing the election results along with the attendance roster.

1.6 Complete the organization’s registration forms and prepare a club constitution utilizing the guidelines provided.

1.7 Forward constitution draft to the Student Club Coordinator for preliminary review.

1.8 Forward draft of the constitution to the Student Government Association for final review.

1.9 Present your request to form your Club at a Student Government Association meeting where your club certification status will be reviewed.
**Guidelines for a Club Constitution**

<table>
<thead>
<tr>
<th>Article I</th>
<th><strong>Name of Organization:</strong> The name is placed in the body of the Constitution as well as in the title.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article II</td>
<td><strong>Purpose or Objectives:</strong> State them as clearly and as specifically as possible. This article should answer the questions: “Why is this club being formed,” “Why should the College give the club its support?”</td>
</tr>
<tr>
<td>Article III</td>
<td><strong>Qualification of Members:</strong> Cover eligibility for membership; include a clause which states the open membership policy of the College. Membership will not be denied to any student on the basis of race, creed, sex, age, sexual orientation or national origin. Include a clause which states: &quot;All general meetings and special events will be open to the entire student body.&quot;</td>
</tr>
<tr>
<td>Article IV</td>
<td><strong>Officers and Committees:</strong> Include titles of officers and committees, their duties and functions and methods of elections or appointments, and the qualifications for holding each office.</td>
</tr>
<tr>
<td>Article V</td>
<td><strong>Meetings:</strong> Include number of times meetings will be held, definition of a quorum, and a procedure for holding special meetings. You may want to include a section reading as follows: “The rules contained in Robert’s Rules of Order shall govern this Organization in all cases in which they are applicable and are not inconsistent with the Constitution.” Club members and the Coordinator of Student Life Clubs must be notified seven days in advance of club elections. Minutes must be taken at the meeting and the minutes shall be considered a public document. Minutes must be taken at all meetings. A typed copy, with attached attendance roster, must be forwarded to the Coordinator of Student Life Clubs, in order to be recorded for the clubs’ file.</td>
</tr>
<tr>
<td>Article VI</td>
<td>All money collected from sales at or admission to special events on and off campus must be deposited in the Bursar’s Office. Funds will be allocated in the organizational account.</td>
</tr>
<tr>
<td>Article VII</td>
<td><strong>Termination of Membership, Resignation and Non-Active Members.</strong> Indicate specifically the rules governing these items.</td>
</tr>
<tr>
<td>Article VIII</td>
<td><strong>Amendments:</strong> State clearly what notices prior to voting on the amendments are required. State the number of votes necessary for passage of an amendment and the number of members necessary to constitute a quorum (the minimal number of members required to be present to conduct business legally).</td>
</tr>
<tr>
<td>Article IX</td>
<td>Each constitution must be signed and dated by the Chairperson and Faculty Mentor of the Organization.</td>
</tr>
</tbody>
</table>
CONSTITUTION OF THE BIRD WATCHERS CLUB OF LAGUARDIA COMMUNITY COLLEGE

Article I

Section 1: The name of this club shall be the Bird Watchers Club.

Article II

Sec 1: The objectives of the Bird Watchers Club are to encourage the research of wildlife and to broaden students’ appreciation for different species of birds and their varying traits and habits.

Article III

Sec 1: Membership in the Bird Watchers Club is open to all LaGuardia students. Discrimination of membership on the basis of race, religion, color, creed, gender, sexual orientation or national origin is prohibited. Members may not miss more than three consecutive meetings without a written and approved excuse.

Sec 2: Membership may be revoked by majority vote of the Executive Board, if a member breaks the attendance policy or behaves in an unacceptable manner. The member will be given a hearing in Executive Session before a decision is made.

Article IV

Sec 1: The Executive Board of the Bird Watchers Club shall consist of a President, Vice President, Treasurer and Secretary. The Executive Board shall be in charge of all club business, meetings, and special events.

Sec 2: The President shall call and preside over all meetings, fill all vacancies with the approval of the majority of the membership, and delegate all duties not specifically mentioned in this constitution.

The Vice-President shall chair all meetings in the absence of the President, and is in charge of all elections, impeachments and special events.

The Treasurer shall transact all financial business including approving all purchases, and maintaining accurate financial records.

The Secretary shall keep minutes of all meetings, is in charge of all publicity and correspondence, shall place and receive all orders and make reservations.

Sec 3: Elections shall be announced at the first meeting and held at the second meeting of the semester. New officers assume office immediately and serve until the end of the semester. A member may run for as many offices as he/she wishes, but may hold only one. No one may hold the same office for more than two years. Nominations may be made by any member at the first and second meetings of the semester. Election will be by a simple majority of the votes. In the event of a tie, a run-off election will be held.

Section 4: All vacancies shall be filled with the approval of a majority of the membership. Announcement of vacancy will take place one week before election to fill that vacancy is held. Resignations must be made in writing and submitted to the President for acceptance.

Sec 5: Any officer may be impeached if he/she is found in neglect of his/her duties, breaks the attendance rule, or conducts him/herself poorly when in public with the club. A call to start impeachment proceedings may be brought to the Vice President. A 2/3 vote of the membership shall be sufficient to begin proceedings. The officer in question shall be given a hearing before the membership, after which the club will vote. A 2/3 vote will be sufficient to impeach an officer. If the Vice President is being impeached, then the Treasurer, and next, the Secretary shall chair the proceedings.

Article V

Sec 1: Meetings of the general membership shall require a quorum of one half of the membership, including at least one Executive Officer, for business to be conducted.

Sec 2: A quorum of three officers is necessary for Executive Board meetings, except in cases of emergency.

Sec 3: Robert’s Rules of Order shall govern meetings in all cases except when it conflicts with this constitution.

Article VI

Sec 1: Members will be notified of proposed amendments to this constitution at a general meeting at which they will be distributed. Amendments shall be voted upon during the next meeting after any debate is over. A 2/3 vote shall be sufficient to ratify the amendment.

Sec 2: This constitution may be considered for repeal after a 2/3 affirmative vote and shall be repealed after debate and a 2/3 affirmative vote.

Sec 3: Ratification of this constitution shall follow the procedures in Section 1 of this article.
II. Responsibilities and Role of the Faculty Mentor

2.1 Mentors are selected by the club members

2.2 Mentors are recruited in the spring and are expected to serve in that capacity for at least two academic years.

2.3 Mentors are usually full time faculty, administrators, staff or laboratory technicians so that there are greater opportunities to meet with students on campus. A part time or adjunct member of the professional staff may serve as a club mentor when they understand and agree to the commitment as club mentor.

2.4 Participates in one-to-one and/or group training provided by a Student Life representatives on the administrative tasks necessary to help create successful club activities. This includes budget preparation and presentation for approval, event planning, and implementation of events. Assist in the preparation of budgets that are to be presented before the Students Advisory Council (SAC). This process can be enhanced through the use of the Fiscal Accountability Handbook, which outlines the procedures for purchasing goods and services.

2.4 Serves as a campus resource, a support person, and mentor for a student club.

2.5 Supervise the implementation of the college’s mission as it applies to the developmental growth of students through participation in student clubs and organizations.

2.6 Promotes and facilitates recruitment and continuity of the student group and is present to monitor, and certify the election of club’s officers for the year. Supervises club certification paperwork.

2.7 To supervise all event planning documents (along with the Student Life designee), overseeing the process to its completion.

2.8 To supervise all official events of the group, on or off campus, or when necessary, to appoint, in writing, an alternate representative to be present and oversee the activity. The mentor should strongly encourage all members of the group to conduct themselves in an appropriate fashion and with decorum at all events, as defined in the rules and regulations of CUNY, including the rules of Public Order.

2.9 Be familiar with the current constitution of the student organization.

2.10 Maintain an updated contact list of all members of the organization as provided by members.

2.11 Give members an opportunity to grow and learn by encouraging decision-making.

2.12 Recognize the strengths and challenges of group members, using their strengths to help enhance their skills and working closely with them to overcome their skill gaps.

2.13 Help prepare students for a full life of effective work, service, personal growth and integration into a multicultural society.

2.14 Encourage, recognize, and reward outstanding work by club members and stress the importance of each person’s contribution to the functioning of the whole organization.
2.15 Refer club members on disciplinary or academic probation to appropriate college support systems. The Center for Student Success (C-249) is an effective way to begin this referral process.

2.16 Meet regularly with the designated Student Life representative member to discuss student club issues or future plans.

2.17 Provide a brief annual report of the student club’s experiences and accomplishments; identifying and evaluating objectives for the educational, intellectual and social development of the club members and providing information on how specific objectives were met.

III Club Offices, Keys, and Display Cases

3.1 Club Offices, Club Meeting Rooms, Display Cases will be assigned by the Student Life Office designees.

3.2 Club Offices (M-117 & M-118) will be distributed every September for the entire duration of the academic year. Priority will be given to the first 12 clubs that certify by certification deadline. Student Life will determine whether club offices will be shared.

3.3 Club Meeting rooms will be distributed every semester on a first come first serve basis once they become available.

3.4 Display Cases will be distributed in September each academic year for the duration of the academic year. Priority will be given to the first 12 clubs that certify by certification deadline.

3.5 Only Club Executive Board members can obtain keys from Student Life to access club spaces.

3.6 It’s the club’s responsibility to provide Student Life with an updated list of Executive Board officers that can obtain the key.

3.7 Keys shall be signed in and signed out. Students shall leave their LaGuardia Community College I.D. with the front desk staff in exchange for the key.

3.8 Keys must be returned before close of business hours:

(i) Monday and Tuesday 9am- 4:30pm
(ii) Wednesday and Thursday 9am- 7:30pm
(iii) Friday 9am-12: 30pm

3.9 Clubs that forget to return the key or that lose the key shall forfeit access to their office club space for a length of time determined by Student Club Administrators.
IV. Student Event Guidelines

4.1 A student-initiated event provides an opportunity for students to gain valuable exposure to many facets of:

- Leadership,
- Management,
- Marketing and
- Team building.

4.2 Well-run activities are stimulating, thought provoking, exciting and generally fun to be involved in. However, these events require us to first and foremost, ensure the safety of all participants, and the protection of college property. Multiple departments and offices of the college must be communicated with for approval, and coordinated with areas of the college for the development and performance of each event. Although events are exciting and fun to create and run, we take this privilege very seriously.

4.3 To ensure that your event is implemented as you envision it, please note the time requirements for each service. Please use the Event Matrix Chart (Appendix 2), which lists the services available to student groups for activities and the lead-time for each request (e.g. space, ordering food, contracting with speakers, etc).

4.4 Initiating an Event Request:

To begin the process, a Student Group/Club shall meet with a Student Life Representative to organize the vision for the event. Before the meeting, it would be helpful if you could be prepared to answer the following issues (if they apply) regarding your event:

4.4.1 Type of event or theme, including format, topics of discussion, agenda, and event program: **Educational** (Meetings, Conferences, Seminars, Lectures), **Cultural** (Theatre Performance, Fashion Show, Concert, etc.), or **Social** (Dances, Parties, Dinners, Lunches, etc.).

4.4.2 Space requested and floor plans - recommended event setups may be obtained from the Event’s Office. Number of rooms needed. Date, time, and expected attendance.

4.4.3 Invited Speakers, VIP guests (including ambassadors, politicians, members of the Board of Trustees, members of the Chancellery, community leaders, clergy, etc.). All invited speakers and VIP guest visits must be coordinated between Student Life and the Office of College & Community Relations.

4.4.4 Media: Invitations to print media, Radio, and Television must be coordinated between Student Life and the Office of Marketing & Communications. The College Media Relations Staff (ext 5060) must write all press releases and/or scripts.

4.4.5 Catering services: It is highly recommended that you use the College’s in-house caterer. If an outside caterer is used, a **$1 million dollar liability insurance certificate must be provided**.

4.4.6 Special Needs for: ADA Accommodations (such Sign Language Interpreters, large
print programs), Dais, speaker/sound system, room decorations, signage, displays of any kind, parking, public transportation or driving, insurance coverage, etc.

4.5 **Reserving A Space:**

4.5.1 Student Groups/Clubs have the privilege of utilizing spaces such as cafeterias, theatres, classrooms, etc. for events with certain limitations.

4.5.2 Club representatives shall meet with the Student Life designee to request reservation of event space. Student Life will reserve the space for you through the use of online event software an/or the appropriate booking agent.

4.5.3 The request to reserve space needs to be made in a timely manner, in accordance with the **Event Timeline Matrix** - (Appendix 2).

4.6 **Ticket Distribution**

4.6.1 Tickets for student events shall be requested and made available to clubs when all required documentation are completed. Four days prior to the event all remaining tickets, earmarked for the distribution, will be released to the event-sponsoring student club/organization for distribution, unless their is a cost for admission.

4.7.2 Tickets will NOT be distributed to the host club if their is an admission fee for tickets.

4.8.3 Student Life will hold 50 tickets in reserve for Main Stage Theater events, to be distributed at the door for LaGuardia Students (walk-up tickets). Tickets for community participants and/or spectators may not be available at the door.

4.7 **Access To Events**

4.7.1 Student-initiated events through the Student Advisory Council (SAC) and Student Government are open to matriculated degree seeking students of LaGuardia Community College/ CUNY (LaGCC) when they show a LaGCC ID Card with current validation.

4.7.2 LaGuardia Community College and the Office of Student Life reserve the right to limit access to event participants based on safety and security concerns of the college community.

4.7.3 The College and the Office of Student Life reserves the right to cancel or reschedule any event, or any section of an event due to the following:

(i) If there is a present danger or high risk to the safety of any performers, participants, attendees, or staff supporting the event.

(ii) If communication by the host club leads to serious inconsistencies in the plans for the event such that it leads to a present danger to individuals or liability to the College.

(iii) Inappropriate use of allocated funds.

(iv) A decision to cancel an event, or section of an event due to the above circumstances shall be made by the Office of Student Life designee or a
Public Safety Officer. With cause, this decision shall be made at any time up to, and including the day of the event.

4.8 Community Access to Student Events for Cultural & Educational Events

4.8.1 If a request is made during the event planning stage to Student Life by student clubs/organizations, students from non-CUNY schools, friends and family of LaGCC students, and other members of the external community shall have access to educational/cultural student-initiated events such as: Meetings, Conferences, Concerts, Fashion Shows, Lectures, Theatre Productions, or Seminars, when they are held at the Main Stage or Little Theater.

4.8.2 Community access to educational & cultural student events must be requested, and approved during the initial phase of the event planning process.

4.9 Theater Performances: Backstage Access (Day of the Event)

4.9.1 College representatives along with a Public Safety presence will be stationed outside backstage area with a list of all authorized performers / service providers.

4.9.2 Non contractual individuals who are authorized will be required to sign a Volunteer/ non-payment form.

4.10 Occupancy Limits Policy and Tickets

4.10.1 Events may not exceed the legal Public Assembly or Campus Standards occupancy restrictions.

4.10.2 For events to be held in the Little Theatre or the Main stage Theatre, tickets must be ordered from The LaGuardia Performing Arts and Conference Center (LPACC). This policy ensures that an event does not exceed the legal occupancy of the area or facility in which the event is held.

4.11 Videotaping of Educational & Cultural Events

4.11.1 All videotaping of educational and cultural events and photography by both media and spectators is permitted, except flash photography, as long as each performer signs a videotape/photography release-form prior to the event. A copy of the release-form can be obtained from the Office of Student Life. Student leaders must submit the completed release-forms to Student Life prior to the event.

4.11.2 Videotaping of guest lecturers is permitted with the permission of the speaker, and must be requested in advance. Videotaping of participants at dances, parties, and other social events is not permitted.

4.12 Advertising, Media, and Press Coverage

4.12.1 LaGuardia Community College cannot officially endorse any advertisements in the media such as television, radio, newspapers, magazines, web sites, off-campus posters, etc.
4.12.2 Promotional flyers are intended for internal advertising only. If a student group/club expects media coverage of an event, they shall alert the Student Life Office at the planning phase of the process. Student Life designee will contact the Marketing & Communication’s Office for media protocol.

4.13 **Poster/Flyer Policy & Plasma TV usage**

4.13.1 All flyer and poster announcements about college-sponsored events must be brought to the Student Life Office for posting. Such events include student events, community events, book sales, room rentals, etc. The Student Life Office will provide instructions as to the locations available for posting.

4.13.2 Events that are not sponsored or approved of by college policy will not be posted. Flyers and posters that do not have the approved stamp will be taken down.

4.13.3 No permanent freestanding signs shall be posted for an unlimited duration.

4.13.4 The Student Election Review Committee (SERC) must approve all flyers pertaining to student elections and ballots before they can be posted on surfaces identified by the committee. All flyers and posters must be taken down before winners are announced.

4.13.5 The Plasma Screen TVs are in multiple locations throughout the College. At present, all content is presented in Power Point format to promote different aspects of college life - events, academic deadlines, student activities, and other important information. The PTV committee meets once a month to review the proper use of the Plasma Screen TV’s as well as to incorporate changes for the purpose of continuous improvement.

4.13.6 Printing & Poster/Flyer Display

(i) All requests must be accompanied by a Print Requisition Form.

(ii) All requests must be submitted a minimum of 5 business days prior to the day work is needed.

(iii) All requests shall be approved by Student Life designee along with a minimum of one club officer

(iv) Recruitment flyers shall be 8 1/2 x 11. Hand flyers shall be half that size.

(v) Posters will be made for special events.

(vi) All posters are subject to availability of paper, poster boards and/or easels.
4.14 Policies And Restrictions On The Use Of All On-Campus Facilities

4.14.1 When producing events on campus, student groups/clubs are required to follow the rules and restrictions governing the uses of space. College officials may change these rules subject to changes in College guidelines.

4.14.2 Public Safety determines the level of security protection and the number of Public Safety Officers required for each event. These costs need to be factored into the Club's event budget.

4.15 Children

4.15.1 Children are not permitted at any of the social events.

4.15.2 Children are permitted at Educational and/or Cultural events that are held in the Main Stage and Little Theater when they are accompanied by an adult, and supervised at all times.

4.15.3 Children are not permitted as performers at any events on campus unless they are part of a professional theater production ensemble (e.g. Nutcracker Ballet, etc.).

4.16 Alcohol

5.16.1 Alcohol is strictly prohibited at all on-campus events where students will be present.

4.17 Cancellations*

5.17.1 If for any reason an event must be canceled by the host club, the Student Group/Club shall immediately notify the Event’s Office and the Student Life Office. A written notice following this verbal notification is strongly recommended.

* Events’ Office telephone number: (718) 482-5056
* Office of Student Life telephone number: (718) 482-5190.

4.18 Supervision

4.18.1 With the volume of clubs planning special events, it is not unusual for multiple events to occur on any single day. The Office of Student Life has limited resources and is not always able to supervise all events that occur on any given day.

4.18.2 Club mentors shall be present during special club activities to provide event supervision. This will help to ensure not just a safe and successful event, but also an opportunity for the students to interact with their mentor under structured, social conditions.

4.18.3 If a Club’s Mentor cannot participate in a Club’s event, a club representative and/or the Club Mentor shall alert a Student Life representative at least two weeks prior to the event. This will provide Student Life the opportunity to make any necessary adjustments to event scheduling and management.

4.19 Restrictions On The Use Of The Theatres

The following rules must be strictly observed by everyone using either of the Theatres, including performers, staff and audience members.

4.19.1 Food or drinks are NOT permitted in the Theatres. Smoking inside the Theatres or in
backstage areas is NOT permitted. All buildings on-campus are Smoke Free facilities.

4.19.1 Standing or sitting in the aisles is not permitted. All members of the audience in the Main Stage Theatre must be in seats. There is no standing room available. No more than 20 people are permitted to stand in the rear area of the Little Theatre.

4.19.2 Standing on or climbing over seats is not permitted.

4.19.3 Flash photography is dangerous for the performers and is not permitted.

4.20 **Purchasing Process**

4.20.1 Purchasing/ordering of goods and services for student clubs and organizations at LaGuardia Community College is coordinated through the Office of Student Life.

4.20.2 After a club or organization has been officially certified by the Student Government Association, and has gone through the process of obtaining funding from the Student Advisory Council, a student representative meets with the Student Life designee, bringing all documentation authorizing the purchase (e.g. Club meeting minutes and budget request form signed by the club/organization’s faculty mentor and passed by the Student Advisory Council) to begin the purchasing process.

4.21 **Requesting Goods or Services**

4.21.1 The student representative, in association with the Student Life designee must first complete a Purchase Requisition Form a minimum of 2-weeks (4-weeks preferred) prior to when the goods/services are needed. Please see the Event Matrix Timeline (Appendix 2). It shall include the purpose of the purchase, date of event (if applicable), account number and a detailed listing of all products/services to be purchased.

Consult with the College Purchasing Agent in Room E-413 at least two weeks in advance for assistance in the process of selecting vendors, prices and bids. Please note that the Event Time Line Matrix (Appendix 2) lead-times apply.

4.21.2 Attach the following required documentation with the requisition:

(i) Event agenda/flyer
(ii) bids if order is $500 or above
(iii) *List of attendees must be submitted at the conclusion of the event if expense is related to food purchase. Be sure to use a sign-in form to reconcile this information.*

4.21.3 The requisition, along with the required documentation is then taken to the College’s Purchasing Department, E-413 for approval and then forwarded to the College Association Accountant, E – 413. The College Association Accountant will generate a Purchase Order and send it to the vendors to place the order.

4.21.4 The College Association Accountant will send the Department Copy of the Purchase Order along with the requisition form and a Receiving Report back to the Student Life representative in Room M-115. Allow a minimum of two (2) weeks (4-weeks preferred – and required if a “bid” must be performed) for this purchase process. It can be accomplished during the Events Form process.
4.21.5 **Contracts:** A Personal Services Agreement, along with the completion of a W-9 or a W-8BEN is required for all independent contractors such as DJs, Musicians, etc. A signed contract must be completed with the Student Life Designee at least five business days prior to the event. Please see Performer /Service Provider Agreement Process (Appendix 1) for details.

4.22 **Payment of Invoices and Contracts**

4.22.1 Once the order has been filled, and the products delivered, the student representative must sign the Receiving Report and submit it to the Student Life representative in Room M-115.

4.22.2 The Accounting Office will forward a copy of the original invoice to the Student Life designee who will prepare a Check Request Voucher.

4.22.3 The check request voucher must be signed by three appropriate signatories; the Student Life designee and the Vice-President of Student Affairs' designee.

4.22.4 The Receiving report must be completed by the student representative and the Student Life representative, and submitted along with the Check Request Voucher.

4.22.5 If the club or organization has requested service from an independent contractor (i.e., Music DJ, etc.) the vendor and the Business Manager must sign a Performance Contract at least five (5) business days prior to the date of the event. Please see Performer /Service Provider Agreement (Appendix 1) for details.

V. **Budget Request Process**

5.1 All clubs must develop proposals at their weekly meetings. Proposals shall be voted on by majority vote of its membership. (Quorum must be established).

5.2 Proposals are to appear in the written club minutes and submitted to the Student Life designee, with an attached roster, no later than two days prior to the Student Advisory Council (SAC) meeting.

5.3 Club representatives requesting to be placed on the agenda for budget purposes, must have their proposals pre-screened with the Student Life designee two business days prior to the scheduled SAC meeting to be placed on the next meeting’s formal “agenda”.

5.4 The Club representatives will present their respective proposals to the Student Advisory Council. Members of the Council will vote on each proposal. A majority vote (with quorum, which is 50 plus 1 of all currently certified clubs) is needed for approval.

5.5 Club representatives must then meet with the Student Life designee and discuss the necessary details for implementation.

5.6 All documents necessary for program implementation, must be obtained by the club in accordance with their budget request.

5.7 See Event Matrix timeline (Appendix 2) regarding time constraints for contracts, event space requests, food purchasing, etc.
VI Requesting Funds from the Student Advisory Council

6.1 Club representatives shall submit a comprehensive budget request plan to the Student Life designee. A written summary of the event shall accompany the proposed budget, which outlines how the funds shall be allocated. Any changes made to the proposal must be reviewed and agreed upon by a majority vote of the club executive board. These changes must appear within the minutes of the organization.

6.2 If the club’s documents are all up to date (minutes, attendance, etc.) the budget request can be presented at the next regularly scheduled SAC meeting.

6.3 The budget presentation must be made by the SAC Representative or Alternate. Under no circumstances should a Faculty Mentor present a budget.

6.4 Club Representatives shall meet with their mentor and Student Life Representative to implement the event plans.

6.5 Clubs and organizations that intend to generate income from sales (e.g. bake sales), donations, or tickets (e.g. concerts) shall follow the fund raising guidelines (Appendix 3 Student Initiated Scholarship Fund or Fund Raiser Request).

6.6 The funding limit is $2,000.00 for each event. No club may request funds from any source over this amount. This includes the Student Advisory Council, Student Government Association, and College Association, Inc. Clubs may collaborate on an event to propose for additional funding.

6.7 If the full $2,000 is requested and only partially approved by the SAC, a request to Student Government Association (SGA) for additional funds can be submitted. Proposals that do not exceed the $2,000 limit may be submitted to SGA when a call for College Association funding proposals are announced. Speak with SGA governors regarding timelines for the next College Association Budget Committee meeting.
Appendix 1

LaGuardia Community College
Performer /Service Provider Agreement Process

The following contract guidelines apply to all student clubs, organizations, student governing bodies, and groups at LaGuardia Community College.

Beginning the Contract Process

- No hiring or promise of payment shall be made to any service provider until:
  - Funding has been identified and approved.
  - Venue has been identified and approved through the Event Request Process.
- Formal rehearsals with professional service providers shall not commence until a formal service provider agreement is completed.

Distribution

- All Student Club, Student Government, and Student Life contracts, will be processed by the Office of Student Life only.
- No blank contracts shall leave the Student Life Office.
- All contracts for service must be completed on campus at LaGuardia by a Student Life representative who will interview the “service provider.”
- Where service providers appearing on campus prior to the event to complete contracts is unreasonable, then fax signatures shall be approved by authorized personnel only.
- All Clubs will be required to complete a “Student Event Checklist” that lists certification, event space, funding source, and contract request form for service provider, names of service providers, and an understanding of deadline criteria.
- Ticket distribution and advertising shall not be permitted unless all service provider contracts have been completed.
- Where monetary admission is required, no tickets shall be released to students or groups. All ticket sales shall take place at the Theater Box Office or Bursar.

College Reserve Allocations

- Where the College Association provides funding for groups, a Business Office representative will guide that group through the purchasing process, including contract completion.
- The funds appropriation letter will include the required process and timeline for accessing funds.
- Deadlines for accessing funds will be assigned and maintained, that is, if not accessed in a timely fashion, funding will be returned to the College Association.
- Consideration will be given to groups who experience unforeseen circumstances.
- Program outlines, intended goals and logistic specifics are to be submitted to Student Life in advance of authorization to expend funds.
Controls

• All contracts shall be pre-numbered with a numeral sequencing.
• All contracts will be logged by a Student Life Representative.
• Packets of Contracts (ex. 20 contracts) will be signed out to Student Life representatives by the Business Office.
• Where service providers are providing their service on a volunteer basis, a non-payment agreement shall be signed by the service provider.
• **Contracts must be completed no later than 5 business days prior to the event.** Where the service provider is the main event, non-compliance may result in event cancellation.

Credentials

• Contracted individuals or groups (herein known also as “service provider”) must provide current licenses and/or certifications where appropriate (valid for New York State), or references to support their professional skills (e.g. DJ).
• References shall be called prior to contract completion.

Roll out

• The Service Provider Agreement Process will be communicated to all users through the following: meetings, training, and emails: Student Club, SGA, Faculty/Staff Mentors, Women’s Center, and Student Development Cabinet. Business Office, Events Office, College Association, etc.

Theater Performances: Backstage Access (Day of the Event)

• College representatives along with a Public Safety presence will be stationed outside backstage area with a list of all authorized performers / service providers.
• Non contractual individuals who are authorized will be required to sign a Volunteer/ non-payment form.
# Appendix 2

## Event Time Line Matrix

For Services from the College Community and Vendors

<table>
<thead>
<tr>
<th>Time Line to Event</th>
<th>Event Space</th>
<th>Food over $500 w/ Bid</th>
<th>Food under $500</th>
<th>T-Shirts</th>
<th>Party Decor</th>
<th>Sound System Requests</th>
<th>Copies of Programs</th>
<th>Posters</th>
<th>Contracts</th>
<th>Events Form</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Business Days Notice</td>
<td>Yes (if available)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>10 Business Days Notice</td>
<td>Yes (if available)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<td>5 Business Days Notice</td>
<td>Yes (if available)</td>
<td>Light Refreshments Only</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>No</td>
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<tr>
<td>&lt; 1 Week Notice</td>
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<td>No</td>
<td>No</td>
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<td>No</td>
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</tbody>
</table>

*This matrix only applies to groups with approved funding.*

The chart above lists the services available to student groups for activities. To ensure that your event is implemented as you envision it, please note the time requirements for each service.
APPENDIX 3

Student Initiated Scholarship Fund or Fund Raiser Request

This is a list of questions that need to be answered by the scholarship or fund raiser sponsor. It will begin the process for a scholarship to be considered as a new scholarship award or fund raiser. The completion of these criteria does not guarantee approval of the request. The questions to be answered include, but are not limited to the following:

1. What are the criteria for eligibility of this student initiated scholarship or fund raiser?
   a. Is the award need or merit based?
   b. If the award is need-based, then the applicant must file a Free Application for Federal Student Aid (FAFSA). If the award is merit-based, then what is it based on (GPA, Major, references from professors, essay, etc.).

2. Who determines eligibility?
   a. The Financial Aid Office could determine eligibility based on need (FAFSA).
   b. Who will determine the award if it is merit based?
   c. Who will be charged with distribution of the award?
   d. The Financial Aid Office must be notified of the award, regardless of eligibility, so that the awarded student is not “over-packaged” due to other scholarship funds.

3. What are the award amounts?
   a. How often are they distributed (annual or by semester)?
   b. Is there a minimum and/or maximum?

4. Who is the Scholarship or fund raiser for?
   a. How do you define that population?

5. How long is the applicant eligible for selection?
   a. Is it for one year, one semester, or the lifetime of participation at LaGCC.

6. What actions do you propose to generate revenue for the scholarship fund or fund raiser?
   a. This shall be planned and approved in advance (e.g. ticket sales to event, etc.)
   b. Collection of revenue shall be arranged with the Business Office.
   c. Student Activity Form must be submitted and approved.

7. All proposals shall be in writing and presented to the following for approval:
   Step 1: Club or Organization Mentor
   Step 2: Student Life designee (Club requests)
   Step 3: Vice President of Student Affairs (All requests)
   Step 4: College Association, Inc. Board of Directors (All requests)
Certification and Recertification Procedures

Name of Club:_______________________          Semester:_________________

Certification and/or Recertification

Student groups shall be officially recognized as a "club" through the certification process. Once a club is certified, it can request meeting space, plan and implement events and funding. There are five (5) standard forms that must be filed in the Student Life Office. The forms are as follows:

- Faculty Mentor Notification
- Officers’ Contact Sheet
- Faculty Mentor Agreement
- Faculty Mentor Contact Form
- Membership List (currently enrolled LaGuardia Students)

Cert-recertification forms for all clubs and organizations are to be submitted by the date identified by the Student Life designee.

Officers of the club must be voted on by the general membership. All results are to be documented in the club minutes, which includes all members present at the meeting.

A membership list must be submitted.

Each club member must fill out his/her own information on the membership list.

The Faculty Mentor must fill out the Faculty Mentor Form, which the club is required to submit with its recertification papers.
Offices Involved in the Events Process:

Administration Office
Room E-409
(718) 482-5502

Business/Accounting Office
Room E - 413
(718) 482-5514

Events Office
Room E - 511
(718) 482-5056

Public Safety Office
Room E -100
(718) 482-5555

Student Life Office
Room M-115
(718) 482 - 5190

Student Affairs Office
Room C-317
(718) 482-5292

Theater Office
Room E -241
(718) 482-5151
Student Advisory Council Constitution

Article I Name
Sec. 1.0 The name of this organization shall be the Student Advisory Council of LaGuardia Community College of the City University of New York (herein known as SAC).

Article II Purpose
Sec. 1.0 The purpose of this body will be to allocate Student Activity funds for student clubs and activities.
Sec. 1.1 The body unites student clubs for decision-making purposes about educational, cultural, and social activities.

Article III Membership
Sec. 1.0 The membership shall consist of one delegate or alternate from each certified club that has been granted official charter by the Student Government Association of LaGuardia Community College.
Sec. 1.1 The names of the delegates or alternates shall be given to the SAC Coordinator in writing from each club president.
Sec. 1.2 Any changes of delegates or alternates must be received in writing from each club president and kept on file by the SAC Coordinator.
Sec. 1.3 All SAC members must attend all regular and emergency meetings.
Sec. 1.4 Membership will not be denied to any student on the basis of race, creed, sex, age, sexual orientation or national origin.
Sec 1.5 Clubs that certify after the yearly deadline in the spring semester will be considered provisional members of SAC, with no budget line and no voting rights until the next certification deadline.
Sec 1.6 All officers of member clubs must maintain a 2.0 GPA during their term of office. If an officer should fall below this GPA threshold, the SAC coordinator will declare that office vacant and the club will have a vacancy in their board. This vacancy shall be filled immediately.

Article IV Meetings
Sec. 1.0 All regular meetings will be announced at preceding meetings. All emergency meetings will be announced at least 48 hours in advance.
Sec. 1.1 All emergency meetings are convened by the SAC Chairperson or 51% vote of the Council.
Sec. 1.2 Clubs that anticipate a problem attending SAC meetings are to notify the SAC Chairperson 24 hours prior to the meeting, and/or it shall be at the discretion of the Chairperson. Only two excused and two unexcused absences from a SAC meetings will be permitted per club each year. More than that will result in the club losing its voting and budget privileges for that year.
Sec 1.3 In an emergency and with the approval of the SAC Chairperson, wherein both the SAC representative and the SAC alternate cannot attend a SAC meeting, the President of that club may attend in his/her place. In this case, the President would count as present for attendance, quorum and votes. Such action may only happen two times a year and under the following conditions. They may not be consecutive meetings and the President may not vote in an elections meeting.

Article V Officers
Sec. 1.0 The officers of this organization shall be: Chair, Vice Chair, Secretary, Treasurer, and two (2) SAC Representatives. Those eligible for the position of Chair, Vice Chair, Secretary and Treasurer are current SAC Representatives or Alternates. All elected officers of SAC will be permitted the right to vote as officers. When a SAC Rep of a certified club is elected to the Executive Board, the SAC Alternate of that club will move to the SAC Rep position. All officers must hold and maintain a 2.0
grade point average in order to be eligible for elections. The voting representatives from each club shall elect the Chair, Vice Chair, Secretary, Treasurer and two (2) SAC Representatives. They will serve for one academic year ending in June.

**Article VI Executive Board**

Sec 1.0 The Executive Board of SAC shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The SAC Chair will also chair the Executive Board of SAC.

Sec 1.1 The Executive Board shall meet at least twice a month, but may have additional meetings, if deemed necessary.

Sec 1.2 Funding will be allocated in accordance with the procedure set forth by [the Office of Student Life] in the Procedure Manual.

Sec 1.3 The Office of Student Life designee shall allocate club office spaces.

Sec 1.4 In the event of an emergency, where the full body of SAC cannot attend, the executive board, in collaboration with the Student Life designee, shall be in power to act on their behalf. Any decision (s) shall be reported to the SAC membership at the next official SAC meeting.

**Article VII Duties of Officers**

Sec. 1.0 Chair: The Chair shall serve as the official student representative of the Student Advisory Council. The Chair shall convene all regular and special meetings, prepare agendas, help organize and plan events, and maintain effective communication with all members of the Student Advisory Council. In addition, the Chair shall appoint all committees and their Chairs. The Chair shall only vote in the event of a tie, breaking it. The Chairperson shall also reserve the right to veto any club’s expenditures that has insufficient approved minutes, incomplete budgets, or other paperwork, or which does not meet the time requirements set by the Events Timeline Matrix.

**Article VIII Terms of Office**

Sec. 1.0 The student officers of SAC shall hold elections in a regular meeting in the spring semester. This meeting shall be held during the month of May, so that the new officers take office in the new fiscal year (July 1st).

**Article IX Quorum**

Sec. 1.0 A quorum shall consist of no less than 51% of the entire SAC body, including officers. [Quorum needs to be present for SAC to have official votes on agenda items (budgets, old and new business)].

**Article X SAC Roster**

Sec. 1.0 The SAC roster will consist of the names of the delegate and alternate from each certified club (see Article III).

Sec. 1.1 No club will be on the SAC roster unless they are certified for the semester. The names of the delegates and alternates shall to be submitted in writing from each club President to the Office of Student Life Designee.

Sec. 1.2 Each certified club will have one vote for all voting items.
Article XI  Proposals for Funding
Sec 1.0  Clubs will be allowed to present one proposal per meeting. If time allows, additional proposals may be presented at the discretion of the SAC Executive Board Chair.

Sec 1.1  After a club has completed its’ proposal presentation to the SAC body, a period of debate shall open. This period will be limited to a total of 5 minutes per proposal. If there are no questions, or if debate has ended prior to the completion of 5-minute limit, a request for a motion to vote may be made by the SAC Executive Board Chair.

Sec 1.2  Clubs are limited to $2,000 (two thousand dollars) per event.

Sec 1.3  Clubs may pool resources to collaborate on events.

Article XII  Role of the Office of Student Life
Sec. 1.0  The Office of Student Life shall provide advertisement and technical assistance for all cultural and educational activities of SAC.

Sec. 1.1  The Office of Student Life shall oversee the accounts payable using the approved LaGuardia accounting process.

Sec. 1.2  The Office of Student Life reserves the right to veto any club’s expenditures that has insufficient approved minutes, incomplete, inadequate or unapproved budget needs, or which does not meet the guidelines for the Event Matrix Timeline.

Article XIII  Veto/Appeal Process
Sec. 1.0  If the SAC Chair vetoes the club proposal (see Article VII; Sec 1.0), the club may appeal this process to a Student Affairs reconciliation counselor.

Article XIV  Amendments
Sec. 1.0  The Division of Student Affairs reserves the right to modify the Student Advisory Council Constitution to comply with LaGuardia Community College rules and regulations.
APPENDIX 5

FACULTY MENTOR NOTIFICATION

I am the faculty mentor to ________________________________________________.
On _________________________the club/organization held its meeting for the election of officers. I was in attendance and the following people were voted in by a majority of the membership present as the newly elected executive board.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>STUDENT (PRINT CLEARLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>_________________________</td>
</tr>
<tr>
<td>Vice-President</td>
<td>_________________________</td>
</tr>
<tr>
<td>Treasurer</td>
<td>_________________________</td>
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<tr>
<td>Secretary</td>
<td>_________________________</td>
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<tr>
<td>SAC Reps.</td>
<td>_________________________</td>
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</tbody>
</table>

By signing this notification, I certify that the election took place and that the above named students were duly elected as the members of the executive board. I further certify that each of the above named students meets the minimum required 2.0 G.P.A for club executive officers.

________________________________________________________
Signature of the Faculty Mentor
APPENDIX 6

OFFICERS CONTACT SHEET

CLUB NAME: _______________________________________

PRESIDENT
Name:________________________________________________
Address:_____________________________________________
Telephone:____________________________________________
E-Mail: _______________________________________________

VICE PRES.
Name:________________________________________________
Address:_____________________________________________
Telephone:____________________________________________
E-Mail: _______________________________________________

SECRETARY 
Name:________________________________________________
Address:_____________________________________________
Telephone:____________________________________________
E-Mail: _______________________________________________

TREASURER 
Name:________________________________________________
Address:_____________________________________________
Telephone:____________________________________________
E-Mail: _______________________________________________

SAC. REP.
Name:________________________________________________
Address:_____________________________________________
Telephone:____________________________________________
E-Mail: _______________________________________________

SAC. ALT.
Name:________________________________________________
Address:_____________________________________________
Telephone:____________________________________________
E-Mail: _______________________________________________
APPENDIX 7

MEMO OF UNDERSTANDING

Memo of Understanding between The Office of Student Life and the Club Mentor
for the __________________________Club.

The Office of Student recognizes the importance of the faculty mentor to the success of the club and will provide the following (but not limited to) support:

• Provide mentors with training to assist them in guiding student clubs.

• Communicate with mentors on all relevant decisions and discuss any challenges either they or the Office of Student Life may be experiencing.

• Provide the club mentor with written copies of all documents, materials and resources.

• Keep the club mentor apprised of policies and procedures of the Office of Student Life and any changes thereof.

• Work with club mentors to develop a means to maintain the functioning of ongoing clubs on

• Assist in marketing the club and its activities by being proactive in offering publicity opportunities.

• Alert club mentors of special events and activities in which clubs may participate.

• Expedite processing of payments to vendors in compliance with general accounting practices.

• Facilitate accomplishment of activities by alerting mentors as soon as possible of potential or actual challenges.

• Serve as resource and consultant, and provide feedback in a timely fashion.
Club Mentor Agreement

I have read and understand the policies and procedures for the establishment, chartering, and functioning of a student club within LaGuardia Community College. I agree to fulfill the responsibilities of a Club Mentor, as outlined by the Office of Student Life. By accepting the designation of mentor, I understand that I am expected to:

• To actively participate in mentor orientation (training) efforts, including networking with other mentors and encouraging positive inter-club communication, interaction, cooperation and support.

• Demonstrate an understanding of the critical role that mentoring has in the success and overall development of our students and their effective functioning in a multi-cultural society.

• Consult as a resource the policies and procedures of Student Life for clubs and organizations as provided by the Office, and University policies and procedures as referred to in the Statement of Students’ Rights and Responsibilities in the Student Handbook.

• Provide advisement on College mission and Student Life policies and procedures as they are made available to me by the Office of Student Life.

• Provide for faculty/staff coverage at club functions, meetings, on and off campus.

• Mentor the ____________________Club's Officers and Members in the development, planning and operations of the organization, with attention to the holistic development of each student.

• To be present, monitor, and certify the election of club officers for the year and to supervise club certification documentation.

• To be proactive in relevant communications and interactions with the students.

• To assist the students in recognizing the importance of a developmental perspective while planning events and activities in their clubs.

• To encourage learning/skill building experiences for students, through specially chosen and well-developed events.

• To assist students in identifying and making use of resources available to the College and the clubs, as made known through the Office of Student Life.

• To recognize that the Student Life staff is available for consultation and as a resource.

• To keep abreast of changes in procedures and work with the club leaders to ensure adherence to established College processes, as they are made known to me through the Office of Student Life.

• To review student requests for space and funding allocations culminating in approval for the next step in the budget and event requests process.

• To meet with College officials, when needed, to mediate, advise, and assist the Student Life designee with student challenges as they impact clubs functioning and College events and programs.

• To prepare a report at the end of each semester or academic year, outlining the club’s accomplishments. The final report should also include recommendations, and suggestions for further development and enhancements, as well as suggested future plans for the mentor role.

Club Mentor Signature ____________________  Date ________________
MENTOR REGISTRATION – (PLEASE PRINT)

MENTOR NAME: ________________________________

MENTOR DEPARTMENT: ____________________________________________

MENTOR PHONE/ E-MAIL: ____________________________
CLUB/ORGANIZATION CERTIFICATION ROSTER

NAME OF CLUB:__________________________________________________________

PRINT NAME:_________________________SIGNATURE:_________________________
S.S. #___________________________ TELEPHONE:____________________________
ADDRESS:_________________________________________Apt # _______ Zip Code___________
E-MAIL ________________________________________________

PRINT NAME:_________________________SIGNATURE:_________________________
S.S. #___________________________ TELEPHONE:____________________________
ADDRESS:_________________________________________Apt # _______ Zip Code___________
E-MAIL ________________________________________________

PRINT NAME:_________________________SIGNATURE:_________________________
S.S. #___________________________ TELEPHONE:____________________________
ADDRESS:_________________________________________Apt # _______ Zip Code___________
E-MAIL ________________________________________________

PRINT NAME:_________________________SIGNATURE:_________________________
S.S. #___________________________ TELEPHONE:____________________________
ADDRESS:_________________________________________Apt # _______ Zip Code___________
E-MAIL ________________________________________________

PRINT NAME:_________________________SIGNATURE:_________________________
S.S. #___________________________ TELEPHONE:____________________________
ADDRESS:_________________________________________Apt # _______ Zip Code___________
E-MAIL ________________________________________________

PRINT NAME:_________________________SIGNATURE:_________________________
S.S. #___________________________ TELEPHONE:____________________________
ADDRESS:_________________________________________Apt # _______ Zip Code___________
E-MAIL ________________________________________________
NAME OF CLUB: ________________________________

PRINT NAME: ___________________ SIGNATURE: ____________________________
S.S. #__________________________ TELEPHONE: ____________________________
ADDRESS:_________________________ Apt # _______ Zip Code_______________
E-MAIL __________________________

PRINT NAME: ___________________ SIGNATURE: ____________________________
S.S. #__________________________ TELEPHONE: ____________________________
ADDRESS:_________________________ Apt # _______ Zip Code_______________
E-MAIL __________________________

PRINT NAME: ___________________ SIGNATURE: ____________________________
S.S. #__________________________ TELEPHONE: ____________________________
ADDRESS:_________________________ Apt # _______ Zip Code_______________
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PRINT NAME: ___________________ SIGNATURE: ____________________________
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ADDRESS:_________________________ Apt # _______ Zip Code_______________
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PRINT NAME: ___________________ SIGNATURE: ____________________________
S.S. #__________________________ TELEPHONE: ____________________________
ADDRESS:_________________________ Apt # _______ Zip Code_______________
E-MAIL __________________________

PRINT NAME: ___________________ SIGNATURE: ____________________________
S.S. #__________________________ TELEPHONE: ____________________________
ADDRESS:_________________________ Apt # _______ Zip Code_______________
E-MAIL __________________________
CLUB ATTENDANCE ROSTER

Membership List For: ______________________________________________ Club

Chairperson: _____________________________________________________

**Attach with club's minutes**

<table>
<thead>
<tr>
<th>Club Member (Please Print)</th>
<th>(Signature)</th>
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</tbody>
</table>
B. MEDIA EQUIPMENT REQUEST FORM

The ________________________________ Club is requesting the use of:

(Check All That Apply)

- [ ] DVD Player  - [ ] Tape recorder  - [ ] Television(s)
- [ ] Video Monitor  - [ ] Film Projector  - [ ] VCR
- [ ] Video Taping  - [ ] P.A. System  - [ ] Karaoke Machine

Note: MEDIA TECHNICIAN MUST BE PRESENT FOR ALL VIDEOTAPEING

Event ____________________________________________________________________________

Date ____________ Time ______________ Place ____________________

As faculty mentor, I understand that I am fully responsible for securing the equipment (listed above) and returning it safely to the Student Life Media Department or to Security personnel at the Main Desk (E-101). In the event of theft or damage, I will take full responsibility for any and all costs incurred for repairs or replacement of said equipment.

_________________________________________ ______________________
Faculty Mentor Date

_________________________________________ ______________________
Club President Date

_________________________________________ ______________________
Student Life Authorization Date
C. ALL OFFICES MUST BE SHARED (Club Office Space)

NAME OF CLUB:___________________________________________________

Music or excessive noise is Prohibited. (Music played must be contained within closed office at a low level)

**Eating and Drinking will not be permitted**
Members must not congregate in the reception area

**Smoking will not be permitted**
It is imperative that all club members adhere to the College's Code of Conduct pertaining to disorderly conduct, theft, fighting, etc.

6) **No more than eight certified club members be present in a room at one time.**

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**PLEASE NOTE:** During the scheduled time, authorized members must come to M-115 to sign in and out for the office key. The spaces are evaluated every semester. At the end of the semester all personal belongings are to be removed from the office!

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**VIOLATIONS OF THIS AGREEMENT WILL RESULT IN A LOSS OF YOUR CLUB SPACE, WHICH WILL BE GIVEN TO THE NEXT CLUB ON THE WAITING LIST**

*If these terms are satisfactory to the officers (President and Vice-President) and the Faculty Advisor of your organization, please sign below.*

President ________________________________ Date __________

Vice-President ________________________________ Date __________

Faculty Advisor ________________________________ Date __________

Approved by ________________________________ Date __________