STUDENT CLUB & ORGANIZATION HANDBOOK

IVY TECH COMMUNITY COLLEGE NORTHWEST
EAST CHICAGO ~ GARY
VALPARAISO ~ MICHIGAN CITY

DISTRIBUTED BY:
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VISIT THE FOLLOWING WEBSITE FOR STUDENT LIFE INFORMATION AT:
http://nwi.ivytech.edu/web/stud_affairs/stud_life.html

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I. Introduction

Ivy Tech Community College recognizes the educational, recreational, and social values of student organizations and extracurricular activities that complement the College's academic programs. Students are encouraged to participate in any or all phases of the student activities program as long as participation does not interfere with their studies.

All student organizations operate under the policies and guidelines set for the College by the State Board of Trustees. Approval by the student government and the administration is required of all student organizations seeking to make use of the College facilities and student activities funds.

A student club or organization consists of a group of individuals that has been established to promote and increase the knowledge and skills of its members around a particular interest, subject or discipline. The most important concept is that it is a *student* club. Clubs rely heavily upon student initiative and participation in order to be effective and maintain sustainability from year to year. It is our belief that student clubs can contribute to the overall student learning process through the development of organizational, administrative, and leadership skills.

II. Student Life - Region 1

The **Director of Student Life, Development & Leadership** serves as a **resource** for Student Government and other student organizations to assist with problem solving and to insure all groups are functioning within existing College policies and procedures. In return, student clubs and organizations are responsible for: communicating with the Director of Student Life, practicing sound fiscal management, following college policies and observing state and federal laws. Students are encouraged to incorporate their own ideas within the developmental structure that is provided in order to bring fresh and innovative leadership to student clubs. Student leaders are held accountable for the role they assume within their club. The role of the faculty/staff advisor and the Director of Student Life is to assist student organizations in advancing their purpose and goals by providing information, support and advice.

This *Student Club & Organization Handbook* has been prepared to serve as a guide for each club's officers and faculty/staff advisors. Adhering to these policies and procedures is important in maintaining the efficient and effective support of the College and of those who interact with the club or organization. The College is always open to the formation of additional groups. If you or someone you know has any suggestions, questions, or would like to explore the possibility of beginning a **new club** on campus, please contact the Director of Student Life or your campus Student Government Association.

A. **Functions of the Director of Student Life, Development & Leadership**

   1. Serves as a liaison between all students clubs and organizations and the administration

   2. Insures organizations and clubs follow college policies and procedures and provides the accompanying paperwork to meet compliance

3. Acts as a resource for Student Government Association (SGA) and other student organizations, and assists with problem-solving

4. Provides guidance in starting a new club or organization

5. Recruits and trains advisors for SGA and other organizations

6. Encourages cultural, leadership and civic engagement activities through SGA and other organizations, as well as through the Office of Student Life on a regional level

7. Oversees Student Life Coordinating Council

8. Supervises all regional SGA events, activities and meetings, and other regional Student Life trips, events and activities

9. Serves as an advisor for Student Leadership Academy (region-wide)

10. Promotes student organizations and their activities via the monthly Student Life newsletter and announcements through Campus Connect

11. Occasionally attends campus SGA meetings to relay information, problem-solve or to fill in for the acting SGA advisor(s) when they cannot be present

B. **Functions of Student Government Association**

1. **Statewide Policy**

Each region has a student government association that is responsible for the approval and student fee funding of campus organizations. All student organizations operate under the policies and guidelines set for the College by the State Board of Trustees. Approval by the student government and the administration is required of all student organizations seeking to make use of College facilities and student activity funds. All approved organizations must be open for membership to all eligible candidates and must make available to the student government records of officers, membership, and financial transactions.

The student government is the representative governing body of the students. Student government representatives are elected or selected according to the by-laws of each regional student government constitution and serve as stated in those bylaws. The student body membership may consist of representatives of each program area and an advisor as established in the by-laws.

The student government was established by students to encourage participation in student government and to promote College spirit and recognition. The student government exercises the authority, unless otherwise delegated, to legislate on student matters, subject to the approval of appropriate College administrative offices. The constitutions of all student organizations must be approved by a quorum of the student government, consisting of a simple majority of the total membership and one staff advisor or as otherwise stated in the by-laws.

The **functions of student government** include:

a. Communication of bona fide **concerns of the student body** to appropriate College officials with suggestions for improvement.

b. **Approval of student organizations** beneficial to student life and worthy of being part of the College.

c. Assurance that copies of the **constitution, by-laws and statement of purpose** and objectives of each recognized student organization are on file in the Office of Student Affairs/ Student Life.

d. Referral of **student grievances** concerning disciplinary matters or student status to the Committee on Student Status and referral of other types of student grievances to appropriate College officials.

e. Planning and conducting appropriate **extracurricular student activities** for their campus, and partnering with the Director of Student Life to coordinate region-wide activities.

f. **Submission of student activity budgets** for review and approval by the regional officials.

2. **Region 1 – Student Government Association**

a. **SGA Officer E-mail & SGA Advisors**

East Chicago	Email: **sgaec@gary.ivytech.edu**
Levone Rucker	(219) 392-3600 ext. 230
Gary	Email: **sgagary@gary.ivytech.edu**
Charlotte Malone-Williams	(219) 981-1111 ext. 2216
Veronica Leon	(219) 981-1111 ext. 2238
Michigan City	Email: **sgamc@gary.ivytech.edu**
Sue Layhew	(219) 879-9137 ext. 234
Valparaiso	Email: **sgavalpo@gary.ivytech.edu**
Denise Mann	(219) 464-8514 ext. 242
Sybil Forsythe	(219) 464-8514 ext. 225

b. **Regional SGA Roundtables**

The SGA Roundtable is a quarterly meeting in which SGA Officers and Advisors from all four campuses in the Northwest Region come together to meet. As with any regional functions, this activity is supervised by the Director of Student Life. The purpose of these meetings is to address regional issues:

- Provide information, training and/ or speakers that are valuable to all four campus SGAs

- To disseminate information on policies and procedures that need to be distributed to all campuses through the SGAs

- Discussion of region-wide policies and concerns

- To share best practices from each campus and generate ideas that all can use for fundraising and activities

- To coordinate region-wide collaborative activities and initiatives

c. **Student Activity Fees – Funding for Clubs**

1. Beginning with **Fall 2007,** SGAs will **transfer funds** allotted to campus clubs to the newly established **club accounts**. Funds will be deposited to the clubs accounts **twice each year**, once in the **Fall semester** and once in the **Spring semester, contingent upon** the club's **attendance** at SGA meetings and **participation** in SGA-sponsored activities and events. See "Club Responsibilities" for further details.

2. Any funds that a club has **deposited into their campus SGA account** from their **past fundraising activities** can be transferred to the newly established club accounts. Clubs must present their records of deposit to their campus SGA in order for the SGA to prepare the necessary paperwork to facilitate the transfer.

d. **Additional SGA Responsibilities**

1. **Clubs and Organizations**

   o The campus SGA is to insure that **all information and policy changes that are imparted to them are then disseminated to the advisors and officers for all formalized clubs on their campus**. This includes information imparted during SGA Roundtables, through e-mails and campus mail, etc., from the Director of Student Life, as well as other administrators.

   o The SGA must insure that all campus clubs are **fulfilling all club responsibilities listed below** (see Club Responsibilities) and **submitting the appropriate information to both the SGA and the Director of Student Life at the beginning of each academic year**. If a club or organization is not complying, the SGA is to notify the Director of Student Life.

   o The SGA, along with the Director of Student Life, will provide guidance to clubs (advisors and officers) in learning to appropriately **manage their club accounts** and submit all necessary paperwork for deposits and purchases.

2. **SGA E-Mail Accounts**

- o The **SGA advisor must appoint** at least one SGA officer to regularly check the campus SGA e-mail account (**at least once a week**). The most likely appointee would be the **SGA Secretary**.

- o In absence of officers, the **Advisor** should check the account, as students interested in becoming officers will e-mail to this address.

- o This is the e-mail account that is **advertised to the student body**. Likewise, it should be the account that is used to communicate with the student body, SGA officers and other student organizations.

How to access the SGA e-mail accounts:

- o Go to the following site for login: https://nwi.ivytech.edu/mail/src/login.php

- o *Due to changes in our local website, a "**certificate error**" will first appear. It will read: "There is a problem with this website's security certificate." **Ignore this and click on "continue to this website (not recommended)."** It is still our login site and is **not a threat**. This will lead you to the e-mail login.

- o For username, enter <u>only</u>: **sgagary**; **sgaec**; **sgavalpo**; or **sgamc**. You **do not** enter the full e-mail address.

- o Obtain the account **password** from the **Director of Student Life**. SGA Advisors should keep this on file as well.

3. **Student Life Coordinating Council**

- o Each campus SGA must appoint a **Student Representative** that will sit on the Student Life Coordinating Council and serve for the full academic year.

- o The Student Representative will attend the **Council meetings** and will **assist the appointed Campus Coordinator** with activities and events. This will include event/ activity coordination and promotion at the campus level.

- o On occasion, the SGA may be asked to help fund campus activities via the Student Life Coordinating Council. In this case, The SGA Student Representative will formally request funding at campus SGA meetings.

C. **Responsibilities of Student Clubs and Organizations**

1. A "**club**" refers to those student organizations at Ivy Tech Community College Northwest that have been officially "**formalized**" and "**approved**" through the **Office of Student Life** and their **campus Student Government Association.** No club or organization is permitted to use college facilities until it has been formalized.

2. **Club Formalization -** How does a new club become "**formalized**"?

    a. There must be significant student interest for membership.

    b. A staff or faculty member must commit to serving as a formal advisor for the club.

    c. A club constitution must be developed (See **Appendix A: Constitution Template**). The constitution template can be downloaded from the Student Life webpage. Just go to the following webpage: (http://www.nwi.ivytech.edu/web/stud_affairs/stud_life/templates.html).

    d. Club officers must be elected.

    e. All of the above must be submitted to the **Office of Student Life** and to the campus **SGA for approval**. Your campus SGA will vote on and approve the new club to formalize it.

3. **SGA Representation -** All recognized clubs must have **representation** at and **participate** in the **campus SGA meetings and activities**. Check with your campus SGA for their specific attendance requirements. Clubs that do not comply with the SGA attendance policies are not permitted to request additional SGA monies for any club activities.

4. **Financial Records -** Each club must keep record of their own financial records and fundraising income for the year. Beginning with **Spring 2007**, individual clubs accounts have been established (**see Appendix B** for account numbers and account signers.)

    a. Student clubs and organizations **are not permitted** to hold outside accounts.

        1. All club funds must be managed through the Ivy Tech Business Office accounts that have been developed for each organization. Violation of this policy will be cause for termination of the club/ organization, and in some cases, could lead to disciplinary action.

        2. Even when students in a club have elected to pay out-of- pocket for any type of expenditure that they do not wish to purchase with club funds (i.e. ordering club t-shirts, for example), the individuals must still deposit their contribution into the club's account.

            a. Once everyone has deposited their funds through the Business Office and obtained individual receipts, the advisor can prepare the purchase requisition to purchase the items.

            b. Ivy Tech staff, faculty and students are not permitted to collect money (cash or otherwise) and hold the funds to purchase items (in this example, T-shirts). Any business conducted in the name of or on behalf of the College must be processed through the Business Office.

3. The mishandling of funds/ going against college policy is a serious matter that may lead to the college contacting law enforcement when funds are not properly handled and accounted for.

b. Starting with **Spring 2007**, clubs can immediately begin **depositing** all monies raised through fundraising activities directly into the club's account. All fundraising activities must be submitted for approval before proceeding (see Field Trip and Event Policies and Procedures).

c. In order to transfer monies raised and deposited into the SGA accounts prior to the establishment of individual club accounts, clubs must **present their deposit records** to their campus SGA. Only then can the SGA prepare the paperwork to transfer those funds into the individual club accounts.

d. Unless an expenditure has been formally presented to the SGA in advance and the SGA has voted to approve the expenditure out of SGA funds, the SGA is not responsible for club expenditures.

1. SGA funding is being transferred to club accounts beginning Fall 2007, giving the clubs what they are typically allotted each year from SGA funds. This eliminates the need for clubs to ask the SGA for funding for different expenditures each semester.

2. Bills are not to be presented to the SGA after expenditures occur, expecting the campus SGA to cover the invoice or reimbursement for the expenses incurred.

e. In order to have SGA funding deposited into the club's account each year, the **club must participate in SGA meetings and activities** (see your campus SGA for specific requirements.)

1. Funds will be deposited **twice each year**- Fall semester & Spring semester, provided the club follows SGA participation guidelines.

2. Should the **club fail to follow SGA participation guidelines**, the club will be expected to return the SGA funding to the campus SGA. (i.e. If the SGA allots $300 a year for each club, $150 would be deposited in the Fall. If the club does not participate in SGA in Fall, they will not receive the next $150 in the Spring, and will be expected to return the $150 already deposited to their campus SGA's account.)

3. Should a club become inactive for a full year, or is formally dissolved, any funds in their club account will be transferred back to the campus SGA account.

f. All club monies raised, whether it be from dues and fees, fundraising or both, **must be deposited directly into the ITCC club account within 1 business day of receipt**, according to **college policy**. All checks must be made out to **Ivy Tech Community College**- not to an individual employee or student. ITCC employees and/ or students are not to hold any funding, nor deposit the funds into any outside or personal accounts. Violation of this policy could result in disciplinary action.

g. Expenditures from club accounts must follow the same **formal guidelines** as the SGAs follow. The business office will not process the expenditure unless this process is followed.

1. **Expenditures** are formally presented at the club's meeting (a motion is made to spend X amount on ABC with XYZ Company.) This should be done **1 ½ months in advance** of the planned expenditure in order to get all paperwork signed and processed in time.

2. The **motion** is approved or denied by vote. All of this is specifically **recorded in the meeting minutes**.

3. If approved, the paperwork can begin for the expenditure.

   a. If the expenditure is related to a **planned field trip or event**, insure your **field trip or event form** is filled out and sent for all appropriate signatures. The Business Office will not process your expenditure without an approved form (see Field Trip and Event Policies and Procedures in this handbook, as well as accompanying appendices with examples of forms.)

   b. Next you will fill out a Purchase Requisition for the expenditure. A copy of the meeting minutes approving the expenditure must be attached to this for processing. The minutes must be signed by the club advisor and the club president.

   c. When the expenditures are related to a **trip or event**, it is best to **complete all of the above at once and staple it together before sending it off for appropriate signatures**. This way, the Business Office receives all of the paperwork at once and pieces of it do not get lost.

5. **Yearly Responsibilities -** Clubs are **required** to submit the following at the beginning of **each school year** (to the **Office of Student Life** and your campus **SGA**):

   a. Updated **constitution**

   b. List of **club advisors**

   c. List of **club officers**

   d. **Membership** list

   e. **Financial records**

   f. **Student Waivers** for all members (to be **kept on file with the club advisor**)

6. **Promotion of Club Membership and Activities** - When interested in promoting any activities or events via the Student Life newsletter or as an announcement on Campus Connect, it is the responsibility of a designated club officer (generally the Secretary) to **e-mail** the necessary information to the **Director of Student Life** in a timely manner, asking that the information be promoted via the newsletter, Campus Connect, or both. Any lengthy information should be attached in **MS Word format**.

7. **Nondiscrimination Policy** - The College promotes an inclusive philosophy and will not tolerate discrimination in any form. **Membership and participation in all student clubs and organizations must be free from discrimination based on race, color, creed, national origin, religion, gender, physical and/or mental ability.** Initial "formalization" or renewal of any club implies that it is in agreement and compliance with these standards. Failure to comply with the College's nondiscrimination policy could result in the loss of funding and/ or formal dissolution of the organization.

8. **Club Dissolution or Termination** - With regard to the approval of groups there are bases upon which a group can be denied recognition or recognition can be terminated:

   a. If that group refuses to abide by college rules of conduct and behavior.
   b. No group can interrupt class or infringe on anyone's right to obtain an education.
   c. Any group whose activities are illegal or intended to incite imminent lawless action and are likely to produce such illegal action.
   d. A written request of the officers of the organization.
   e. A constitutional provision dissolving the organization.
   f. Failure to hold regular meetings or plan regular activities for an entire year.
   g. Failure to renew its registration by submitting yearly paperwork (see Yearly Responsibilities)
   h. Hazing or any form of initiation that would be considered degrading or disrespectful by the college.
   i. Determination by the Dean of Student Affairs and/or the Director of Student Life that the student club is no longer considered active or viable.
   j. Other causes as determined by the Dean of Student Affairs and/or the Director of Student Life.

III. **Useful Information for Student Organizations**
   (The following section is adapted from Ivy Tech Region 2's Student Club Handbook)

   A. **Mission Statements and Bylaws** are important in establishing the foundation for a club's functioning and should be reviewed and updated on a regular basis. Every club and organization is required to have a mission statement and bylaws on file with the Director of Student Life and the Student Government Association. It will be used to keep publications (i.e., website, brochures, etc.) up to date with correct information on each organization. The Director of Student Life has a number of materials available to students to assist in the creation of mission statements, bylaws and constitutions.

   1. **What is a Mission Statement?**
      You should think of a mission statement as a cross between a slogan and an executive summary. Just as slogans and executive summaries can be used in many ways so too can a mission statement. An effective mission statement should be able to tell your club's story and ideals in less than 30 seconds.

2. How should I write a Mission Statement?

Here are some basic guidelines in writing a mission statement:

- o A mission statement should say who your club or organization is, what you do, what you stand for and why you do it.
- o An effective mission statement is best developed with input by all the members of an organization.
- o The best mission statements tend to be 3-4 sentences long.
- o Avoid saying how great you are, what great quality and what great service you provide to the student body.
- o Examine other clubs' or organizations' mission statements but make certain your statement is uniquely yours and not that of another club. That is why you should not copy a statement.
- o Make sure you actually believe in your mission statement; if you don't, it's a lie, and your members will soon realize it.

3. What is a Bylaw?

In the majority of groups, the highest level of rules is contained in a document of the club or organization called the bylaws. Less commonly, organizations have a "constitution" instead of bylaws (some groups have both a constitution and bylaws, in which case the constitution outranks the bylaws). The bylaws contain the group's own basic rules relating principally to itself as a club or organization. They:

- o Describe the club or organization's purpose;
- o Spell out the qualifications and method of selection of members;
- o Provide for officers, committees, and meetings (including the quorum); and
- o May set up an executive board.
- o Bylaws should include provisions for their own amendments that require previous notice of proposed amendments and at least a 2/3 vote (recommended) for them to be adopted.

B. **Parliamentary Procedure**: All Student Government Association and student organization meetings should follow formal Parliamentary Procedure. Following is some information on the process. For more detailed information, research: Parliamentary Procedure and Robert's Rules of Order at your campus library or on the internet.

Parliamentary Procedure: A System of Checks and Balances
(The following section is adapted from "the A-B-C's of Parliamentary Procedure"- Channing L. Bete Co. 1998)

Parliamentary Procedure is a set of rules for conducting meetings and public gatherings. ***Robert's Rules of Order*** has become the guide for meetings for many clubs, groups and organizations. It is used in government, business and education settings to conduct meetings.

1. Here are some important aspects of **Parliamentary Procedure**:
   - It allows everyone to be heard.
   - It allows for democratic rule.

- It protects the rights of those involved.
- It can be modified to fit the needs of the group or organization.

2. Under this procedure, a "**fixed agenda**" is used. The "**order of business**" is as follows:

- **Call to Order** – the chair or president says "the meeting will come to order."
- **Minutes**- the secretary will read the minutes of the previous meeting.
- **Officers Reports-** reports on activities.
- **Special Committee Reports**- if there are any special committees that were developed for a purpose, they will report on their activities.
- **Special Orders**- important business that is meant to be addressed at this particular meeting.
- **Unfinished Business** – business that was not finished and has carried over from the last meeting.
- **New Business**- any new subjects that need to be addressed.
- **Announcements** – any announcements about any upcoming events etc.
- **Adjournment** – Meeting will end by general consensus or the chair/president's decision to adjourn.

3. In order to get business addressed, a proposal, called a **"motion,"** is made. Members have a right to:

- Make a motion (present a proposal)
- Second a motion (indicate they support another's motion)
- Debate a motion (give their opinions of the motion)
- Vote on a motion (make a decision as to whether the motion should pass or not.)

To learn more about parliamentary procedure and Robert's Rules of Order, search the internet. A few valuable sites are:
http://www.parliamentarians.org/
http://parli.com/

C. Developing a Group Page on Campus Connect

All student clubs and organizations at Ivy Tech Community College Northwest should develop a webpage on Campus Connect that will allow students to access information about the club, including the Student Government Associations.

You can begin this by going to the "**group**" icon on the **top right** of the **main page** once you are logged into Campus Connect.

- For "**Group Category**," under your **campus name**, you will select "**student organizations**."
- Under "**Group Type**", please select "**public access**" & **do not restrict access** through browse control by limiting access to one campus or even to our region… we want all students and employees to be able to access this information to help promote your organization!
- For initial setup, it is best that the **advisor** setup through their e-mail account, then insure that the following box is checked: "**I want to delegate permissions**

to manage these applications." Our advisors stay in their positions far longer than our students remain officers for clubs, so this way, we don't have access trouble once the officers for an organization transition from year to year.

What will developing this webpage allow you to do? You will be able to publish the following on your organization's site:

- Club news & information
- Links to other websites of relevance
- Announcements
- Chat section
- Discussion board
- Photo publishing
- File sharing
- Calendar
- E-mail

It is expected that all clubs and organizations will take the necessary steps to develop their pages in order to provide an area to disseminate information to students on the club, its: **constitution, advisor(s), officers, membership, activities, fundraising events**, etc. SGA and other organizations are expected to post the **agendas for the upcoming meetings**, as well as their **minutes from previous meetings** on their site in a timely manner.

This is an excellent tool for all of us, as it provides us with the opportunity to manage our own information and to easily update information as frequently as needed.

D. Building Strong Student Organizations
(The following section is adapted from "Owens Community College- Student Clubs & Organizations Handbook 2006/ 2007" – www.owens.edu)

1. Student Organization Advisors

Ivy Tech Community College requires that each student organization be advised by at least one faculty or staff member. An advisor must be a full-time or part-time faculty or staff member. A critical measure of a successful organization is often determined by its advisor and his/her relationship with the organization members. The following is a list of suggestions to build an effective student/advisor relationship:

- The responsibility for building a relationship must be shared between the advisor and the student with free sharing of opinions and concerns. Students should feel free to ask questions of their advisor.

- The relationship must be based upon open, direct communication. Work as a team. Understand each other's needs and expectations. Be aware of differences. Differences are not bad, merely different. We can all learn from each other.

- Both student and advisor must recognize their various roles and responsibilities in and outside of their activities positions. We all have personal obligations.

- Both advisor and student are human beings who make mistakes, follow their own value systems, and work in individual, professional, and personal styles. Neither one is perfect. Both are growing, learning, and taking risks. Differences of opinion are bound to occur, but it is necessary to discuss, express, and accept decisions made by the group. Criticism should *always* be constructive.

2. Expectations of Advisors

- A club advisor must attend and oversee all club meetings to:
  - Insure they stay informed on what is happening with the organization
  - Insure proper procedure is being followed for meetings and events
  - Insure College policy is being followed
  - Serve as a liaison between the club and College administration. If there are questions the advisor cannot answer, he or she should contact the campus SGA advisor and/or the Director of Student Life to inquire, then pass the appropriate information back to the officers and club members.

- Develop solid relationships with the executive board members.

- Serve as a resource for students on College policies and other information pertinent to the individual organization.

- Support the members and the club's activities through attending meetings, events, and other functions whenever possible.

- Assist with maintaining accurate and fair practices regarding decisions, spending and signing off on all financial withdrawals and deposits.
- Insure officers are submitting yearly records and paperwork to their campus SGA and Director of Student Life to insure the club is recognized as a formal, active club for the school year.

- Keep student waivers on file for all members for the school year.
- Help improve individual and team leadership amongst the executive board and the members.

- Listen, motivate, challenge, support, and empower students.

- If advisors have questions, please contact the Director of Student

Life, Development & Leadership.

3. Recruiting and Retaining Members

In order to be a worthwhile, active organization, it is necessary for you to recruit, involve, and retain new members. To be able to do this, students need to know what your organization can offer them as individuals and what your group hopes to accomplish. People usually join an organization that meets their needs. If you can meet the needs of the student, then the student will probably want to be part of your organization. Components of a successful recruitment campaign include:

A. Recruitment should be **personal**. Recruit by word of mouth, one-to-one interaction, use of faculty and staff, and creative publicity.

B. Recruitment should be **systematic**. It must be organized, logical, well -timed, and efficient.

C. Recruitment should be **specific**. Identify a target group. Identify needs and motivation. Know what you have to offer.

D. Recruitment should be **meaningful**. It should fulfill the needs of the members as well as the organization.

E. **Utilize a website** to help attract members and keep people informed on what your organization is about. (See above section on "Developing Your Group Page on Campus Connect").

Having completed a successful recruitment campaign, it is up to the **leaders of your organization** to get and keep people involved in your activities, to include them in your decision-making and program planning and to actively promote their talents. The following list offers a few suggestions to assist you in the retention of new members.

A. Schedule regular meetings and make them accessible to current and potential new members. Publicize meeting times and dates through your Director of Student Life and through your group Page on Campus Connect.
  o At the meetings ask everyone, especially new people, to introduce themselves and find out why they decided to join the organization.
  o Make the new members feel welcome by getting them involved early on, not just with hanging posters, but also with assignments in which they may have some interest.
  o Make sure you have promotional material available for interested students.

B. Keep these members involved by learning good delegation skills. Gauge their interests and skills, then assign them tasks that relate to these interests.

C. Include everyone in the planning of a program because when people feel ownership for an activity, they are likely to stick with the event and the

organization to make it a success.

   D. If a new or old member stops coming to meetings, don't assume that the student is no longer interested.
- o Contact the student by phone or in writing, find out why the member has been missing meetings, and find out if they need assistance.
- o If you let them know that they are welcome to return to the organization meetings when their schedule permits, they will more than likely feel less pressure and return to the group.

   E. It is also important to realize the reasons people leave organizations.

- o Members are **not learning or accomplishing** anything.

- o Members feel their **opinions and help** are not needed.

- o Members are not making **new friends** and they are not **enjoying** it.

- o Members feel that they **are not appreciated**.

- o Meetings **lack organization**.

- o The organization has no specific purpose *or* goal.

IV. <u>Field Trip and Special Event Policies and Procedures (with Business Office Procedures)</u>

All Ivy Tech departments (academic and otherwise) and **student organizations** must comply with the following reporting procedures and complete all required paperwork when conducting any events, activities and field trips. **Outside organizations** who utilize our facilities for events and meetings also have paperwork to complete**.** All trips and events **must be reported to Central Office** for **liability and insurance purposes** on a monthly basis. Failure to do so will result in **cancellation of the planned trip/event**.

These instructions, as well as updated reporting forms, can be downloaded from:
http://www.nwi.ivytech.edu/web/stud_affairs/stud_life/forms.html

All paperwork should be submitted **at least 1 month prior** to the planned trip or event. Failure to complete the appropriate paperwork in a timely manner will result in cancellation of the trip/event.

Download a list of guidelines for reporting from Central Office from the website. These guidelines apply to **all Ivy Tech** departments and student organizations.

Just click on the following link on the webpage to download:
Central Office Event Reporting Guidelines (Appendix C)

Download this spreadsheet from Central Office to determine if your event must be reported. Simply **answer "yes" or "no"** to the list of questions. If the "Action" section states "record on Special Events spreadsheet" - you must complete and submit the appropriate forms for approval, which can be downloaded from the website. (*There is not much that does not require reporting, other than standard club meetings. Any activities & events on and off campus, field trips and fundraising activities must be reported for liability purposes).

Just click on the following link on the webpage to download:
Do I need to report this event?

WAIVERS

Student Waivers
Ivy Tech's Central Office notified us that any student at Ivy Tech Northwest that plans to participate in any events, field trips or activities with the College **must submit** a **waiver of liability** in order to participate in those activities. The waiver has been tailored to our region and will cover the **entire academic year**. This applies to students who will participate in any trips or events through clubs or through a class. Instructors and club advisors should have all students sign off on their waiver, completed in its entirety, at the **beginning of the Fall semester** each year. Once complete for all students in a class or club, **the instructor or advisor is to keep these forms on file with their own student records**.

Just click on the following link on the webpage to download:
Student Waiver (print on **WHITE PAPER) (Appendix D)**

In lieu of this, an instructor or advisor can use the Trip Sign-Up Form with Waiver (Appendix E). This form is strictly for the instructor/ advisor's use, and the waiver applies to that activity or trip only, not the whole school year

Outside Organization Waivers
Any vendors or outside organizations that come onto our campuses to participate in Ivy Tech events or to utilize our facilities for any events or meetings need to provide Ivy Tech with a Certificate of Liability coverage. If the vendor or organization cannot provide this, they must sign off on this Waiver of Liability. **Either** the certificate or the waiver **must be attached** to the appropriate forms below in order to proceed with and event or space reservation.

Just click on the following link on the webpage to download:
Organization Waiver (print on **WHITE PAPER) (Appendix F)**

FORMS

Field Trip Forms
- These forms **must** be filled out for any field trips.
- The form must be submitted at least **one month in advance** of the trip for reporting to Central Office.
- **New requirement per Central Office**: If you will be using an outside vendor (ex. A bus company for transporting students on the field trip), the company's **certificate of liability must be submitted** with your field trip form. Please ask them to fax you a copy when you set up services with the vendor.
- **Business Office paperwork** (see **Appendix G** for checklist) :
    - **The completed and signed field trip form must be attached to your business office paperwork in order for them to process it.**
    - For trips outside of Region 1, a **Travel Request Form** must be completed in advance of the trip and approved by the Chancellor. A list of attending students, as well as their social security numbers, must be submitted with the Travel Request Form. The Travel Request Form is to be attached to the Purchase Requisition and/or Travel Voucher and then submitted to the Business Office. The complete college travel policy can be found at http://www.ivytech.edu/fmm/section-h/.
    - If funding is being requested for any field trip activity, item, or service (i.e. transportation), a **Purchase Requisition** must be submitted. Meeting Minutes from the **club/organization** that is requesting funding must also be attached. The minutes must indicate the **activity, item, or service** required; **the cost** of activity, item or service; and **the entry** where the club approved the expenditure. An approved **Travel Request Form**, if required, must also be attached. All required signatures must be present on the Purchase Requisition before submission to the Business Office. The club advisors can find the listing of the required signatures on Campus Connect, Employee Services Tab, under Account Signers. The complete college purchasing policy can be found at http://www.ivytech.edu/fmm/section-j/.
    - Upon completion of the trip, each individual completes a **Travel Voucher** to be reimbursed for expenses that have not been direct-billed to the college (i.e. lodging, mileage, etc.). **Lodging is not allowed to be pre-paid by the college**. The individual pays for lodging and is reimbursed via a Travel Voucher. All required signatures must be present on the Travel Voucher before submission to the Business Office. The club advisors can find the listing of the required signatures on Campus Connect, Employee Services Tab, under Account Signers. Travel Vouchers must be turned in to the Business Office within 60 days of completion of the trip. Those turned in after 60 days may not be paid. The complete college travel policy can be found at http://www.ivytech.edu/fmm/section-h/.
- All **required signatures** must be included for approval:
    - *Club/Organization Field Trip*: Club Advisor, Executive Dean (campus), Direct of Student Life, Dean of Student Affairs.
    - *Class Field Trip*: Instructor, Executive Dean (campus), Director of Student Life, Dean of Academic Affairs.

Just click on the following link on the webpage to download:
Field Trip Authorization Form (print on **YELLOW PAPER) (Appendix H)**

Fundraising Forms
The following form is to be used in order to request approval for fundraising activities for student organizations. It is necessary request approval for fundraising activities from administration, as there are certain fundraising activities that are prohibited under college policies, as well as by Indiana State Law.

- If this fundraising activity will be conducted at an **outside location,** or will involve any **outside vendors or guests on campus,** you must also complete the **Activity Request Form** (see next section for this form).

- **Raffles are not permitted** in any form for fundraising activities. Under Indiana State Law, raffles are considered gambling. Raffles are prohibited under **Indiana's Charitable Gaming Law (IC 4-32.2).**

- **Homemade food products** are not permitted for fundraising activities (this excludes Ivy Tech's Culinary Departments).

- Per our vending contract, we are not permitted to sell any products that would compete with **the same products in our vending machines.** Please check on product types before selecting a fundraising product.

Just click on the following link on the webpage to download:
Fundraising Approval Form (print on **PINK PAPER) (Appendix I)**

Activity/ Event Forms
- These forms **must** be filled out for any **student or department events on or off campus** or when an event involves outside vendors, the public, or guests coming on campus (this includes fundraising activities). These events must receive prior approval before proceeding.
- The form must be submitted at least **one month in advance** of the event for reporting to Central Office.
- When a **contract** is involved for any type of **event or service**, it must be an Ivy Tech faculty or staff member who negotiates the contract.
    - **Students are not permitted to negotiate or sign any contracts** on behalf of the College, one of its programs or clubs.
    - Once a contract is negotiated by a faculty or staff member and a copy is in hand, **the contract must be forwarded to our Executive Director of Accounting** at the Gary campus to be signed. **The faculty or staff member does not sign the contract- this is college policy.**
- **New requirement per Central Office**: If your event will include an outside vendor or organization coming onto campus, you must request the company's **certificate of**

liability and submit it with your event form. Please ask them to fax you a copy when you set up services with the vendor. If this is not available, they must complete the **organization waiver**.

- **Business Office paperwork** (see **Appendix G** for checklist) :
    - **The completed and signed activity form must be attached to your business office paperwork in order for them to process it.**
    - If funding is being requested for any activity, item, or service, a **Purchase Requisition** must be submitted. Meeting Minutes from the **club/organization** that is requesting funding must also be attached. **The minutes** must indicate **the activity**, item, or service required; **the cost** of activity, item or service; and **the entry** where the club approved the expenditure. All required signatures must be present on the Purchase Requisition before submission to the Business Office. The club advisors can find the listing of the required signatures on Campus Connect, Employee Services Tab, under Account Signers. The complete college purchasing policy can be found at http://www.ivytech.edu/fmm/section-j/.
    - All required signatures must be included for approval:
        - *Club/Organization Activity/ Event*: Club Advisor, Executive Dean (campus), Direct of Student Life, Dean of Student Affairs.
        - *Class Activity/Event:*: Instructor, Executive Dean (campus), Director of Student Life, Dean of Academic Affairs.

Just click on the following link on the webpage to download:
Activity/Event Request Form (print on **BLUE PAPER) (Appendix J)**

Follow – Up Report: Field Trips, Activities & Events
The College, as part of the **accountability** movement in education, is expected to report on student success both in and outside the classroom. This report will help us tell the public about the contributions and activities of our students, as well as improve programming for future events.

Please complete this follow-up report after completing all events, activities and trips that involve Ivy Tech students. We require this information for reporting to funding sources.

Please complete this report with **two weeks of completion of the event or trip**. Once complete, send it via inter-office mail to the **Director of Student Life, Development and Leadership** for recording and reporting purposes.

Just click on the following link on the webpage to download:
Follow-Up Report: Activities & Events (print on **WHITE PAPER**) (Appendix K)

Appendix A: Club Constitution Template (EXAMPLE)

Sample Club/ Organization Constitution

PREAMBLE

We, the students of Ivy Tech Community College NW, XXXXXXXXX campus, desiring to establish a system of participation and representation in XXXXXXXXXX for the purpose of : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX; do hereby ordain and establish this constitution and by-laws for the exercise of self-government as set forth in its provisions.

ARTICLE I- ORGANIZATION

Section 1: Name & Purpose

The organization shall be called XXXXXXXXXXXXXXXXX; hereafter referred to as XXXXXXX and shall serve the purpose of XXXXXXXXXXXXXX at Ivy Tech Community College NW, XXXXXXX campus.

Section 2: Membership

- A. Membership- XXXXXXXXX members shall be students who are enrolled at Ivy Tech Community College NW XXXXXXXXXX (define specifics of membership- major, GPA, etc.)
- B. Fees or dues- state amount, when due & to whom it is paid
- C. Quorum- "Quorum" shall be defined as the members in attendance at a particular meeting. The quorum will consist of at least one officer and a minimum of 2 members.
- D. Voting- Voting rights shall be extended to all members whose dues are current and who are students in good standing as specified by the Ivy Tech Student Handbook.
- E. Attendance- *outline member attendance policies, and consequences of non-attendance.*

Section 3: Officer Qualifications

- A. President-
- B. Vice-President-
- C. Secretary-
- D. Treasurer-

ARTICLE II- ELECTIONS

Section 1: Nominations

- A. In the event that no member announces intent to run for a particular office, nominations will be taken from the floor. The nomination of officers shall be initiated by the active members of XXXXXXXXXXX.

B. Nominations must be made by XXXXXXXX (*ex. April*) in order for elections to be held XXXXXXXXX (*ex. in May of each year.*)
C. Advisors will post a list of nominated candidates prior to the election.

Section 2: Election Process

A. The executive officers shall be elected from the membership of XXXXXXX.
B. In order to be elected into office, such person must meet the following minimum requirements:
C. Elections will be held annually
    a. *state time of year election is to be held*
    b. *how votes will be determined (i.e. anonymous ballot)*
    c. *who will be allowed to vote in officers*
D. *State when newly elected officers are to take their posts*
E. *State the length of term the officers will serve*
F. *State how vacancies will be filled if no one is elected to a particular position (i.e. acting president will appoint, etc.)*

ARTICLE III- VACANCIES

Section 1: Succession

If for any reason the acting President is unable to complete his or her term, the Vice President shall succeed to the position of President. If the Vice President is unable to fill the position, the Secretary, then the Treasurer would succeed, in that order.

Section 2: Resignation

The resignation of any officer or member of the club/ organization must be in writing, and signed by club officers and advisors. Once signed and recognized, the resignation will become effective immediately.

Section 3: Impeachment

A. An executive officer, associate or advisor may be considered for removal from XXXXXXXXXX for just cause.
B. Reasons for impeachment include, but are not limited to: failure to show up for meetings & club activities; failure to carry out duties and responsibilities; or for any action that is detrimental to the welfare of XXXXXXXXX.
C. Notice of any pending removal will be distributed to officers, associates and advisors at least 5 days prior to action being taken.
D. Any member considered for impeachment has the right to appear before the club/ membership in their own defense.
E. To remove any member, there must be 2/3 majority vote of all members present.

ARTICLE III- DUTIES

Section 1: President

A. The president shall serve as the official spokesperson of XXXXXXXX. He/ she shall perform all official and social functions pertaining to this office.
B. The president is responsible for preparing an agenda for each meeting.
C. The President shall preside over all club meetings and has the power to call special meetings as stated in this Constitution.
D. The president will not have a vote on any matter, except in the case of a tie, on items being voted on by the club.
E. The president may appoint any committees he/ she deems necessary to the functioning of the club, and will serve as a member of those committees, with no voting rights.
F. *Describe specific duties of the president*
G. *Describe specific duties of the president*
H. *Describe specific duties of the president*

Section 2: Vice President

A. The vice president shall assume the office of president, should it become vacant during the term.
B. The vice president shall carry out all duties assigned to the president in the president's absence.
C. The vice president shall be responsible for recording meeting minutes in the absence of the secretary.
D. *Describe specific duties of vice president*
E. *Describe specific duties of vice president*
F. *Describe specific duties of vice president*
G. *Describe specific duties of vice president*
H. *Describe specific duties of vice president*

Section 3: Secretary

A. The secretary shall take attendance and record minutes at all club meetings, keeping proper record of each meeting. Copies of minutes are to be distributed to members, officers and advisors at the next scheduled meeting.
B. The secretary shall be responsible for distributing the meeting agenda, once received from the president.
C. The secretary shall maintain up-to-date records on members, including all contact information.
D. *Describe specific duties of secretary*
E. *Describe specific duties of secretary*
F. *Describe specific duties of secretary*

Section 4: Treasurer

A. The treasurer shall maintain all financial records of XXXXXXXXX. He/ she shall work with club advisors in preparing the annual budget.

B.   The treasurer shall be responsible for preparing requisitions and meeting deadlines for check preparation and processing by Ivy Tech Community College NW.

C.   The treasurer shall insure that all club funds are deposited with the Business Office of Ivy Tech Community College NW.

D.   For club expenditures, the treasurer shall:
   a. Require a requisition to be prepared for all acquisitions prior to purchase.
   b. Ensure all required signatures are included on requisitions.
   c. Submit the requisition, meeting minutes, and all receipts to the Dean of Student Affairs for approval and submission to the Business Office for processing.

E.   The treasurer shall submit a written financial report to the club at the end of each semester.

F.   *Describe specific duties of treasurer*

G.   *Describe specific duties of treasurer*

Section 5: Faculty Advisors

A.   XXXXXX club shall have a minimum of one (1) salaried member of the faculty or staff to serve in an advisory capacity.

B.   Advisors will serve a one (1) year term, unless they are re-elected, resign or are removed by college administration. Advisors may serve an unlimited number of consecutive terms.

C.   Advisors shall not have a vote on any matter brought before the club.

D.   Advisors serve as a liaison between staff, faculty, administration and the student body.

E.   Advisors will assist the treasurer in preparing the annual budget for the club.

F.   Advisors will insure continuity between outgoing officers and newly elected officers.

G.   Advisors will attend all club meetings.

H.   Advisors shall assist the treasurer in maintaining accurate financial records for the club.

I.   Advisors shall sign all requisitions for the club and insure all paperwork is completed properly, prior to submission to the Dean of Student Affairs for approval, and the Business Office for processing.

ARTICLE IV- MEETING PROCEDURES

A. Meetings- *describe the frequency of club/ organization meetings (i.e. once a month)*

B. Attendees- *state who is welcome to attend meetings (club members, guests, inquiring students, etc.)*

C. Meeting Agendas- The president of XXXXXXXXX shall prepare and distribute meeting agendas for each scheduled meeting.

D. Meeting Minutes- Minutes shall be kept of each meeting held. Minutes from the prior meeting shall be distributed at the next scheduled meeting to all members and advisors. Minutes are to be reviewed, then approved or edited as necessary.

E. Additional Meetings- The president reserves the right to call additional meetings as deemed necessary for the enhancement of the club/ organization.

F. Meetings will be conducted by the president.

G. *Add any additional rules and regulations*

H. *Add any additional rules and regulations*

I. *Add any additional rules and regulations*

J. *Add any additional rules and regulations*

ARTICLE V- CONSTITUTIONAL AMENDMENTS

A. This constitution can be amended by a 2/3 majority vote of the XXXXXX club's executive officers and members present, by resolution and/ or proposal.
B. The amendment will become effective at the next meeting, following acceptance. The new constitution shall supercede all previous constitutions.

Appendix B: SGA and Campus Club Account Numbers and Account Signers

Fund/ Org/ Program Numbers

Y11100/ 111020/ STU003	**Student Government** - Gary	SGA minutes are required	SGA Pres, Charlotte Malone-Williams or Veronica Leon, & Keith Howard
Y11200/ 112015/ STU003	**Student Government** - Valparaiso	SGA minutes are required	SGA Pres, Denise Mann or Sybil Forsythe, Dee Haklin, & Keith Howard
Y11300/ 113015/ STU003	**Student Government** – East Chicago	SGA minutes are required	SGA Pres, Levonne Rucker, Louie Gonzalez, & Keith Howard
Y11400/ 114015/ STU003	**Student Government** – Michigan City	SGA minutes are required	SGA Pres, Sue Layhew, Jerry Huddleston, & Keith Howard

You must also include the "account" number- formerly known as "subcodes"   **"account" (sub-code) numbers follow this list…**

Fund/ Org/ Program Numbers

Y11101/ 111020/ STU003	**Phi Theta Kappa**	club minutes are required	Club Pres, Club Advisor, & Keith Howard
Y11105/ 111020/ STU003	Culinary Arts-Fund Raising – Gary	club minutes are required	Club Pres, Dennis Ross, & Keith Howard
Y11301/ 113015/ STU003	**Auto Club** – East Chicago	club minutes are required	Club Pres, Jim Murrell, Louie Gonzalez, & Keith Howard
Y11106/ 111020/ STU003	**Associate in Nursing Student Organization** – Gary	club minutes are required	Club Pres, Gail Smith-Estes, & Keith Howard
Y11108/ 111020/ STU003	**Early Childhood Development Club** – Gary	club minutes are required	Club Pres, Sue Davies, & Keith Howard
Y11109/ 111020/ STU003	**Kappa Beta Delta**	club minutes are required	Club Pres, Al Fabian or Trina Jackson or Jack Schoenfelder, & Keith Howard
Y11110/ 111020/ STU003	**Business Club** – Gary	club minutes are required	Club Pres, Al Fabian or Trina Jackson, & Keith Howard
Y11111/ 111020/ STU003	**Computer Club** – Gary	club minutes are required	Club Pres, Darrell Riddell, & Keith Howard
Y11112/ 111020/ STU003	**Physical Therapy Assistant Club** – Gary	club minutes are required	Club Pres, James Dye, & Keith Howard
Y11201/ 112015/ STU003	**Student Nurses Club** – Valpo	club minutes are required	Club Pres, Sybil Forsythe, Dee Haklin, & Keith Howard
Y11202/ 112015/ STU003	**Computer Club** – Valpo	club minutes are required	Club Pres, Gina Rue, Dee Haklin, & Keith Howard
Y11302/ 113015/ STU003	**Computer Club** – East Chicago	club minutes are required	Club Pres, John Remar, Louie Gonzalez, & Keith Howard
Y11303/ 113015/STU003	**Health Occupations Pre-Professionals Club** – East Chicago	club minutes are required	Club Pres, Laura Rosillo, Louie Gonzalez, & Keith Howard
Y11304/ 113015/ STU003	**Mortuary Science Club** – East Chicago	club minutes are required	Club Pres, Rick Soria, Louie Gonzalez, & Keith Howard
Y11305/ 113015/ STU003	**De La Garza Film Guild** – East Chicago	club minutes are required	Club Pres, Jared Riddle, Louie Gonzalez, & Keith Howard
Y11401/ 114015/ STU003	**Business Club** – Michigan City	club minutes are required	Club Pres, Jack Schoenfelder, Jerry Huddleston, & Keith Howard
Y11402/ 114015/ STU003	**Anatomy & Physiology Club** – Michigan City	club minutes are required	Club Pres, David Merrill, Jerry Huddleston, & Keith Howard

Y11403/ 114015/ STU003	Surgical Technologist Club- Michigan City	club minutes are required	Club Pres, Marsha Eriks, Jerry Huddleston, & Keith Howard
Y11404/ 114015/ STU003	Medical Assistant Club – Michigan City	club minutes are required	Club Pres, Viki Pavlakovic, Jerry Huddleston, & Keith Howard
Y11405/ 114015/ STU003	Respiratory Care Practitioner Club- Michigan City	club minutes are required	Club Pres, Danita Harris, Jerry Huddleston, & Keith Howard

New Banner Account #'s		Descriptions
3101		Contract Non Employees
3102		Consulting Fees
3103		Temporary Services
3301		Instructional Supplies
3302		Laundry Dry Cleaning
3303		Uniform Allowance
3304		Software less than $3000
3305		Audio Visual
3306		USDA Supplies
3307		Food and Beverage
3308		Vehicle Maintenance
3309		Telecourses
3310		Office Supplies
3311		Duplicating and Copying
3312		Publ Promo and Advertising
3313		Telephone
3314		Postage and Meter Rental
3315		Printing
3316		Microfilm and Microfiche
3317		College Catalog
3318		Bulk Mailing
3319		Freight and Shipping
3320		Books and Publications
3321		Membership Dues and Fees
3322		Conferences and Meetings
3323		Periodicals
3324		Accreditation Fee
3325		Student Surveys
3326		Instructional Publ on CD
3327		Online Service Subscription
3328		Distance Ed IHETS

3329		EPA Refrigeration Certif
3330		IPSE Fee Transfer
3331		Moving Expense Reimbursement
3332		Bank Charges
3333		Collection Agency
3334		Deposits
3335		Admin Allowance
3336		Bad Debt Expense
3337		Data Processing Equipment
3338		Senior Citizen Discount
3339		Legal Fees
3340		Honorariums
3341		Salary Per Diem
3342		Legal Settlement
3343		Employee Tuition Reimbursement
3344		Training Services
3345		Res Prog Tuition Fee
3346		Technical Assistance
3347		Rapid Response
3348		Supportive Services
3349		Needs Based Payments
3350		Needs Related Services
3351		Training Costs Tuition
3352		Unemployment Insurance
3353		Workers Compensation
3354		Apprent Contract Expense
3355		Fee Remissions
3356		Tuition Waiver Expense
3357		Custodial Services
3358		Custodial Supplies
3359		Maintenance and Repair Supplies
3360		Grounds Maintenance
3361		Security Services
3362		Trash Removal
3363		Pest Control
3364		Program Awareness
3365		Non Resident Alien Services
3366		Non Resident Alien Other
3367		SSS Grant Aid
3368		VU Contract Settlement
3369		Maint Repair and Rehabilitation
3370		Development costs

3371		Nursing Test Costs
3372		QMA Test Costs
3373		Nurse Aid Test Costs
3374		EMT Test Costs
3375		Resume Services Costs
3376		Career Assessment Costs
3377		GED Test Costs
3378		Child Care Criminal Verif Costs
3379		Minor Equip < $3,000
3380		Equipment Maintenance Repair
3381		Equipment Maintenance Agreements
3382		Vehicle Repairs
3383		Fuels and Lubricants
3384		Hepatitis Immunizations
3385		Outcome Assessments
3386		Equipment Rental
3387		Paralegal Costs
3388		UBIT Expense
3389		Gross Income Tax
3390		Property Tax
3391		Insurance
3392		Student Accident Insurance
3393		Malpractice Insurance
3394		International Student Insurance
3395		Debt Service Fee
3396		E Washington Relocation Exp
3397		Workforce Certification Test Exp
3398		Charges to Regions
3399		Bookstore Overhead
3400		Other
3401		Vendor Credit Memo
3402		Workforce Development
3403		Inventoried Items
3403C		Inventoried Computers < $3000
3403H		Inventoried High Theft < $3000
3403N		Inventoried Non ITCC Equipment
3404		Library BID Codes
3404A		Binding Preserva Restoration
3404B		Interlibrary Loan
3404C		On Line Data Base Searches
3404D		Print Serials Periodicals

3404E		Electronic Serials Periodica
3404F		Cataloging
3405		Furniture < $3000
3411		Library Materials
3501		Travel In State
3502		Travel Out of State

Appendix C: Central Office Event Reporting Guidelines

<u>Special Events Reporting for Liability Insurance Purposes</u>

1) Special Events List – Please use the spreadsheet provided by Central Office Human Resources to report events in your area to the regional designee responsible for compiling this information.
    a) What events should go on this list?
        i)   Any type of event that includes outside vendors setting up booths on campus or teaching classes where specialized equipment will be used. For example, one region offered a WED workshop that included a quilting class where the vendors supplied the machines.
        ii) Any type of health fair, employment fair, SGA fair, etc.
        iii) Any event that includes minor children being on campus (see College for Kids below).
        iv) Class field trips
        v)   Events that include intra-mural sports, etc.
        vi) Sponsorship of concerts, trips, etc.

    b) What events do _**not**_ need to be included on the Special Events list?
        i)   Classes taught by Ivy Tech faculty, new student orientation, student registration, Real Estate Licensing, etc. Basically, classes within the normal College offering, this includes WED classes that are standard statewide.
        ii) Employee events like Banner Training, Faculty Orientation, employee planning meetings, etc.

2) Certain events need approval from the insurance underwriter before they should be put into place. Our coverage does not cover everything and sometimes additional coverage must be purchased for events to have full coverage.
    a) Events like "College for Kids" will be charged an additional premium. Before offering this program next year, Central Office will need the specifics of each region's program to forward to the underwriter to determine the additional premium. As a rule of thumb, any event that includes having minor children on site should be cleared through Central Office Human Resources.
    b) Events where contracts are involved between Ivy Tech and a vendor or a situation where students are using equipment belonging to the vendor (excluding nursing program affiliate sites). A couple of examples are A/V students broadcasting from the public radio station or the Culinary Arts students setting up a vending booth at the RCA Dome.

3) The College does not have coverage for intramural sports.   Each participant in these events must sign a waiver. A copy of the standard waiver is attached. If a student is injured during one of these events or while in transit to or from the event, our insurance WILL NOT cover the cost for medical treatment.

4) When outside vendors set up booths or teach classes for Ivy Tech Community College, the College must verify insurance coverage via requesting a Certificate of Insurance from the vendor.

Any questions or clarification on what should be reported can be directed to:

Amy Christianson- Central Office

317-921-4853

Appendix D: Student Waiver of Liability (EXAMPLE)

IVY TECH COMMUNITY COLLEGE OF INDIANA
RELEASE AND WAIVER OF LIABILITY

I, _____, acknowledge that my participation in any school-related events, trips and/or activities during the 20___ / 20___ academic year is *voluntary* and that Ivy Tech Community College of Indiana is not responsible for damages or theft to my property while participating in these activities or trips. I further understand that I do hereby fully and irrevocably release, waive and discharge Ivy Tech Community College of Indiana, its trustees, officers, employees, volunteers, agents and assigns from any and all claims for injuries, including death, to myself or other persons and from any and all claims for damages to my or other persons' property, arising out of or in any way relating to my participation in activities or trips, whether through a student club/ organization or an academic course in which I am enrolled. It is acknowledged and understood that I am responsible for the cost of any and all medical and health services I may require as a result of such participation. Further, I hereby agree to indemnify and at Ivy Tech's request, defend and save harmless, Ivy Tech Community College of Indiana, its trustees, officers, employees, volunteers, agents and assigns from and against any loss, damages, costs, claims or expenses arising from any actual or claimed death or injury to any person or actual or claimed damage to property, whether owned by me, Ivy Tech Community College of Indiana, or third parties, including loss of use, that actually or allegedly results from my conduct, by act or omission, relating to my participation in said events, trips and/ or activities.

I HAVE READ AND I UNDERSTAND THIS RELEASE AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

Signature:_____ Date:_____

If the participant is a minor, under 18 years of age, the parent or guardian in consideration of this request accepts the above terms and grants permission for participation.

Signature of Parent/Legal Guardian:_____ Date:_____

COMPLETE STUDENT INFORMATION BELOW – PLEASE PRINT CLEARLY:

Name: _____ Date of Birth: _____

Circle campus you attend: East Chicago   /   Gary   /   Valparaiso   /   Michigan City

Club/ Organization/ Course in which you completed this form:

_____

Advisor or Instructor for club or course:_____

* This waiver covers the student for the academic year and for any and all events, trips and activities in which said student participates during that school year*

Appendix E: Activity/ Trip Sign-up Form with Waiver Included (EXAMPLE)

IVY TECH COMMUNITY COLLEGE NORTHWEST

Club/ Class Activity/ Field Trip Sign-up Form

Today's date: _____   **Date of activity/ trip:** _____

Instructor or Advisor responsible: _____

Class or Club sponsoring the activity/ event: _____

Activity/ event you are signing up for:_____

Name: _____

_____ **Ivy Tech Student** _____ **Ivy Tech Staff/ Faculty** _____ **Guest: of student or staff/faculty**

Campus: _____   **E-mail:** _____

Daytime Phone: _____   **Evening Phone:** _____

- If there is a **fee involved**, take this form to your **campus business office** and pay your fee by the deadline. The business office will forward the completed form to the **ABOVE NAMED INSTRUCTOR OR ADVISOR WHO IS COORDINATING THE ACTIVITY/ EVENT**.

- If **no fee** is involved, **RETURN THIS FORM DIRECTLY TO THE ADVISOR OR INSTRUCTOR RESPONSIBLE FOR THE ACTIVITY/ EVENT**.

I, _____, acknowledge that my participation in this school-related event, trip and/or activity is *voluntary* and that Ivy Tech Community College of Indiana is not responsible for damages or theft to my property while participating in this activity/ trip. I further understand that I do hereby fully and irrevocably release, waive and discharge Ivy Tech Community College of Indiana, its trustees, officers, employees, volunteers, agents and assigns from any and all claims for injuries, including death, to myself or other persons and from any and all claims for damages to my or other persons' property, arising out of or in any way relating to my participation. It is acknowledged and understood that I am responsible for the cost of any and all medical and health services I may require as a result of such participation. Further, I hereby agree to indemnify and at Ivy Tech's request, defend and save harmless, Ivy Tech Community College of Indiana, its trustees, officers, employees, volunteers, agents and assigns from and against any loss, damages, costs, claims or expenses arising from any actual or claimed death or injury to any person or actual or claimed damage to property, whether owned by me, Ivy Tech Community College of Indiana, or third parties, including loss of use, that actually or allegedly results from my conduct, by act or omission, relating to my participation in said event, trip or activity.

I HAVE READ AND I UNDERSTAND THE ABOVE STIPULATIONS AND THIS RELEASE AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

Signature: _____   **Date:** _____

Business Office:

The above named person paid the amount of **$** _____ for the above named activity or event and is paid in full.

_____
Signature of Business Office Staff   **Date**

Appendix F: Outside Organization Waiver

**IVY TECH COMMUNITY COLLEGE OF INDIANA
CERTIFICATE OF LIABILITY STATEMENT &
RELEASE AND WAIVER OF LIABILITY**

CERTIFICATE OF LIABILITY STATEMENT

As a representative of _____ **(**organization/ business**), I certify that :**

_____ We do not have a Certificate of Liability to provide Ivy Tech Community College at this time.

_____ A Certificate of Liability is available and is forthcoming.

_____ A copy of our Certificate of Liability was forwarded to the appropriate contact at Ivy Tech when this space reservation/ event/ activity was scheduled.

_____   _____
Signature of Group/ Organization/ Business Representative   **Date**

RELEASE AND WAIVER OF LIABILITY

_____ **(**organization/ business**) hereby agrees to indemnify, defend and hold harmless Ivy Tech Community College of Indiana, its trustees, officers, employees, volunteers, agents and assigns**, **from any and all claims for damages and injuries to persons or property arising from or related to its use of the College's facilities or visits to the property. I hereby certify that I fully understand the guidelines governing the use of the facilities and release the college of any liability.**

_____   _____
Signature of Group/ Organization/ Business Representative   **Date**

Appendix G: Business Office Paperwork Checklist

ACTIVITY/ FIELD TRIP CHECK LIST FOR BUSINESS OFFICE

Activity or trip: _____   **Date:** _____

Group conducting it: _____   **Campus:** _____

    Field trip or **activity form** completed & approved with **all signatures**?   **Date**: _____

    (if applicable) **Vendor Update** Sheet & Vendor **W-9/ tax ID** form(s) **returned** from vendors:

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

THE FOLLOWING SHOULD BE **ATTACHED TOGETHER** WHEN SENDING PAPERWORK TO THE **BUSINESS OFFICE**:

    Signed and approved **field trip or activity form**

    (if applicable) **meeting minutes** that approve the expenditure (for SGA & campus clubs)

    (if applicable) completed **Travel Request** with all required signatures and account numbers.

    Completed **Purchase Requisition**(s) with all required signatures and account numbers.

    (if applicable) **Vendor Update** Sheet & Vendor **W-9/ tax ID** form(s).

    (if applicable) Product or service **details** (print out), conference flyer etc.

    Invoice(s) for product/ services **{sign the invoice(s)}**

    COMPLETED PACKAGE sent to the Business Office (make copies of completed package for your records) **Date:** _____

The above "package" can be sent to the Business Office **without the invoice(s)**. If the invoice(s) was/ were forwarded at a later date, state date for your records (& make a copy):

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

    _____   **Date:** _____

Appendix H: Club/ Organization Field Trip Form (EXAMPLE)

Ivy Tech Northwest ~ Request for Field Trip Authorization

Campus: ___ **Gary** ___ **East Chicago** ___ **Valparaiso** ___ **Michigan City**

Organization / **class** / **program** / **department** requesting field trip authorization (**circle one**, then list details):

_____

Does this trip involve **service learning**/ **volunteerism** or other **civic engagement**?   **YES** or **NO**

Objective/ purpose of the field trip:

_____

Date of trip: _____ Departure time:_____ from where? _____ Return time:_____

Business/ Industry where the field trip is planned:

Name: _____

Address: _____

_____

Phone #: _____

Mode of transportation: _____ Number of people attending: _____

I certify that:

1. Approval has been requested or obtained from the property owner(s) where the field trip is to be held.

2. All participants have been or will be notified of the appropriate clothing, equipment, objectives, location, transportation and times of the field trip at least 24 hours prior to departure.

3. Participants will be under direct supervision of the advisor/ instructor/ group leader at all times.

4. If the field trip is cancelled, the person who granted approval will be notified immediately.

5. If the field trip is cancelled, all students will be notified of alternate arrangements.

(*A CERTIFICATE OF LIABILITY* **for outside vendors (i.e. a bus company) must accompany this form for approval. All students attending must sign off on a *STUDENT WAIVER FORM* to participate.)**

_____   _____
Club Advisor / Class Instructor / Program Director Signature   **Date**

APPROVED: _____ DISAPPROVED: _____ _____
                                        Campus Executive Dean (if applicable)   **Date**

APPROVED: _____ DISAPPROVED: _____ _____
                                        Director of Student Life, Development & Leadership   **Date**

APPROVED: _____ DISAPPROVED: _____ _____
                                        Dean of Student Affairs/ Dean of Academic Affairs/ Dept. Executive Director   **Date**

* STUDENT EVENTS & TRIPS: Service learning, volunteerism, civic engagement, leadership training, educational & cultural: once trip/ event is complete, please fill out the follow-up report & return to the Director of Student Life via campus mail *

Appendix I: Fundraising Approval Form (EXAMPLE)

IVY TECH COMMUNITY COLLEGE NORTHWEST

Request to Conduct Fundraising Activities

Club Name:

_____

Campus:

_____ Gary _____ East Chicago _____ Valparaiso _____ Michigan City

Activity Description: (give as much detail as possible, using the back if necessary)

_____

_____

_____

Dates of Activity:

_____

Approval

_____ **Date:** _____
  Club/ Organization Advisor

_____ **Date:** _____
  Director of Student Life, Development & Leadership

_____ **Date:** _____
  Dean of Student Affairs

NOTES:

If this fundraising activity will be conducted at an **outside location,** or will involve any **outside vendors or guests on campus,** you must also complete the **Activity Request Form.**

Raffles are not permitted in any form for fundraising activities. Under Indiana State Law, raffles are considered gambling. Raffles are prohibited under **Indiana's Charitable Gaming Law (IC 4-32.2).**

Homemade food products are not permitted for fundraising activities (this excludes Ivy Tech's Culinary Depts.)

Per our vending contract, we are not permitted to sell any products that would compete with **the same products in our vending machines.** Please check on product types before selecting a fundraising product.

Appendix J: Special Event Form (EXAMPLE)

Ivy Tech Community College Northwest - Activity Request Form

Today's date: _____ Date(s) of **Activity / Event**: _____

Organization/ Class/ Department making request: _____

Campus: _____ Gary _____ East Chicago _____ Valparaiso (New or Valley Drive) _____ Michigan City

Nature of the **Activity/ Event**: _____

Time of Activity/ Event : _____ Approximately **how many participants** will be involved? _____

Is this being held **on** or **off campus**? _____ Did you **reserve** your table or room on campus? _____

(give specific details/ location/ address off campus): _____

_____

Is an **outside vendor** coming on campus? _____ Will this **involve others** besides students and/ or staff? _____

Is **fundraising** involved? (complete fundraising form) _____ Is **food** being served? _____

Cost of activity: _____ Source of **funding**: _____

Any **special needs** involved? (equipment, parking, security, maintenance/ housekeeping, etc.) _____

_____

Does this activity involve **service learning**, **volunteerism**, **charitable donations** or other civic engagement? _____

If **yes**, please describe: _____

_____

* Attach Certificate of Liability for organizations to this form when submitting. If certificate is unavailable, please have organization sign a Liability Waiver and attach to form.*
For clarification on reporting issues, please contact Kelly Rickard in Central Office

Signatures/ Approval:

APPROVED?

_____ _____
Advisor / Instructor / Program Director   Date

                                                                                                              YES / NO
_____ _____
Executive Dean (campus)   Date

                                                                                                              YES / NO
_____ _____
Director of Student Life, Development & Leadership   Date

                                                                                                              YES / NO
_____ _____
Dean of Student Affairs / Dean of Academic Affairs / Executive Director (department)   Date

* STUDENT EVENTS & TRIPS: Service learning, volunteerism, civic engagement, leadership training, educational & cultural: once trip/ event is complete, please fill out the **follow-up report** & return to the Director of Student Life via campus mail

Appendix K: Follow-Up Report Form (EXAMPLE)

Follow – Up Report: Field Trips, Activities & Events

The College, as part of the accountability movement in education, is expected to report on student success both in and outside the classroom. This report will help us tell the public about the contributions and activities of our students, as well as improve programming for future events. Thank you for your cooperation.

Today's date: _____   Date(s) of **Trip/ Activity / Event**: _____

Organization/ Class/ Department : _____

Campus: _____ Gary   _____ East Chicago   _____ Valparaiso   _____ Michigan City

Activity/ event involves:

SERVICE LEARNING _____   VOLUNTEERISM _____   CIVIC ENGAGEMENT _____

EDUCATIONAL ACTIVITIES _____ CULTURAL ACTIVITIES _____ LEADERSHIP TRAINING _____

Details of trip/ event/ activity (including outside agencies visited/ time donated to): _____

_____

_____

(specify amount of students, faculty, staff, and/or guests specifically. Ex: 20 students, 5 staff)

How many students/ faculty/ staff/ guests did you **EXPECT** to participate? _____

How many students/ faculty/ staff/ guests **ACTUALLY** participated? _____

What worked well and what did not? _____

_____

Would you conduct this trip/ activity/ event again? If no, explain: _____

_____

What would you change next time, if anything? _____

_____

_____
Signature of College Staff or Faculty responsible for the event