

OFFICE OF STUDENT LIFE

Mission

The mission of the Stark State College Office of Student Life is to encourage and support student organizations, activities and initiatives in order to complement the educational environment and enhance student life on campus.

Purpose

The Office of Student Life strives to accomplish two primary goals:

1. Offer programs and services that provide opportunities for students to be involved and learn outside of the classroom.
2. Support the work of students as they develop and implement activities to meet their needs and interests.

Many of the organizations and clubs at Stark State are co-curricular; they provide students with the opportunity to expand on classroom learning in various fields through discipline-related activities that involve presentations, field trips, community service work, round-table discussions, debates, etc. The College also offers students the opportunity for social interaction through a variety of clubs and organizations. All College-supported student activities are designed to give students the opportunity to interact with other students, faculty, staff and the community. Their purpose is to provide personal growth and development beyond the classroom and to offer students the opportunity to exercise and enhance leadership and team-building skills. Through a variety of organizations, clubs, activities and initiatives, Student Life strives to provide students with opportunities for involvement, interaction, learning, enjoyment, skill development; above all, we want students to “connect” with their College and to feel that they indeed “belong” here.

How we accomplish our mission and purpose

The Office of Student Life approves the formation and initiation of new clubs, organizations, initiatives and activities and provides funding from the College’s general fund and other sources, such as the Stark State Foundation, as well as other support. The Office of Student Life also reviews and approves requests for student programs and activities, and may provide funding to support those programs and activities. In addition, the Office of Student Life oversees the operation of student organizations and clubs to ensure that they are achieving their purpose and provides support as needed to faculty advisors and student leaders involved in those organizations.

POLICIES AND PROCEDURES

College Policy Statement

Stark State College of Technology believes that students have a right to organize and participate in groups whose purpose centers on the interests and goals of the individuals involved. The College encourages students to form student organizations in accordance with administrative policies and procedures established for this purpose. All student organizations, including but not limited to, departmental groups, interest groups, recreational clubs, political groups, and non-chartered governmental organizations are required to register with the Office of Student Life. Registration does not imply either approval or disapproval of the organization's purposes on the part of Stark State College.

Nondiscrimination by Organizations

Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability, or veteran status in so far as included by law, will be considered to be operating in conflict with College policy.

Releasing Information Related to Student Organizations

The following information will be made available to the college community and the public on an unrestricted basis:

- Name of student organizations
- Mailing address of student organizations
- Statement of purpose of organizations
- Name of advisor(s) of organizations

In compliance with college policy and the Family Educational Rights and Privacy Act (FERPA) regarding the collection, retention and dissemination of information about students, the following information will be made available to the university community and the public on a restricted basis:

- Names of officers or other members of student organizations
- Phone numbers or organization's officers/contact persons

This information may be released for public use only if written permission is obtained from the organization's officers, contact persons, or advisor(s), and only in accordance with the policy on the collection and dissemination of information.

REGISTRATION OF STUDENT ORGANIZATIONS

Requirements and Expectations for Participation in Student Organizations

Students participating in organizations must be enrolled in and passing at least three (3) semester hours of coursework and be in good academic standing.

Students who are officers/contact persons for an organization must meet the following criteria:

- Be enrolled in and regularly attend at least three (3) semester hours
- Maintain a cumulative grade point average of 2.0+ (Good Academic Standing) on a 4.0 scale

Any student who is ineligible to participate based on the above criteria must withdraw from that activity. Students who do not meet academic requirements may submit, in writing, a waiver request to the Coordinator of Student Life (Room S304). Waivers will be reviewed in person and on a case-by-case basis.

Registration Process

Student organizations are required to register with the Office of Student Life every academic year. Renewal packets are found on the Student Life webpage at http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm. Applications for registration are reviewed by the Coordinator of Student Life to determine funding eligibility. Registration is granted by the Office of Student Life after determining whether the organization complies with law and college policy requirements. Registration does not imply either college approval or disapproval of the organization's purpose. **Groups not registered by October 15 of each academic year will be considered inactive and will lose their registered organization privileges.**

The following information is asked for on the renewal form and must be filled out completely:

- Name of the organization
- Names, addresses, phone numbers, and e-mail addresses for the officers/contact persons for the organization. One individual (does not need to be an officer) must be designated as the ***InterClub Council Liaison***. This individual will represent the organization at the InterClub Council meeting(s) each semester to serve as the point of contact between student activities and the organization.
- Name, campus room number and phone number, and e-mail address for the group's campus advisor(s); this person must be a full- or part-time college employee (faculty or staff)
- The number of members (needed for year-end report)
- Day, time and location of meetings
- A brief description of the organization's purpose and its goals
- A current copy of the organizations constitution/bylaws must be attached. **Organization constitution/bylaws must be reviewed and/or revised on an**

annual basis. (Advisor and officer roles must be clearly defined.) A current revision date must be shown on constitution/bylaws submitted each year.

At any point in the semester if changes in leadership, advisor, and/or constitution/bylaws occur, these changes must be reported to the Office of Student Life.

Benefits of Being a Registered Student Organization

All registered student organizations have available to them a variety of services and privileges including:

- Use of college facilities (room reservation)
- Use of Stark State College of Technology's name for identification purposes or organizational activities that are consistent with the goals and mission of the college
- Assistance with program planning
- Training and leadership development opportunities
- Assistance in resolution of organizational problems (See Pg. 30 for information on Chain of Command.)
- Training and assistance in the interpretation of college policies and procedures
- Opportunities for input on certain college decisions
- Ability to fundraise
- Ability to post in prime locations on campus
- Access to "special funds" from the Office of Student Life if *requested*
- Opportunity to engage in co-sponsorship with other recognized organizations

STARTING A STUDENT ORGANIZATION

Steps to Starting a Student Organization:

1. Find ten members and a faculty **OR** staff advisor. Your advisor should be a resource in accomplishing your goals and objectives. He or she will provide authorization via signatures on important event planning and financial forms. For a complete description refer to the advisor section of the manual.
2. Meet with the Coordinator of Student Life in Room S304 to discuss the process for registering a student organization and pick up an organization registration packet to assist you with the process.
3. Next you will need to complete the Application for Organization Recognition or Renewal form available on the Student Life webpage at:
http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm

Note: any changes to officers, contact persons, advisor(s), or meeting day and/or time should be submitted to the Office of Student Life as they occur. Changes will be added to the current form on file.

4. Develop a constitution/bylaws. This governing document details the **responsibilities of officers and/or representatives** and the **consequences of failure to fulfill these responsibilities**. In addition, this document is required to address financial provisions, membership, elections and meetings. A sample is available from the Office of Student Life.
5. Submit the Application for Organization Recognition or Renewal and constitution/bylaws to the Office of Student Life to be presented to InterClub Council for review.
6. Each student group is required to make a brief (10 minute or less) presentation before InterClub Council. All presentations must involve at least one student. Multiple members or a faculty/staff advisor are welcome to co-present. Each organization appears before the Council to state the purpose of the student organization and why funding is essential to the mission. Requests for multimedia equipment must be completed at least one week in advance to ensure availability. The organization must provide copies of any materials that accompany the presentation. **Note:** The student organization advisor will receive a letter within two weeks of the meeting approving/denying request. Once an organization is approved there is the opportunity to receive start-up funds, which are determined by the time of year the organization requests recognition.
7. Call the Office of Student Life at (330) 494-6170, Ext. 4237, to find out when the InterClub Council meeting is scheduled.

EXPECTATIONS OF STUDENT ORGANIZATIONS

Expectations of Student Organizations

1. Abide by all applicable federal, state, and local laws as well as college policies and procedures.
2. Ensure continuity from year to year by training new leadership by holding an Officer Orientation and keeping good records of all organizational endeavors. (See Pg. 30 for suggested outline of an Officer Orientation and member/officer conduct code.)
3. Maintain open and honest communication channels with members, advisors, and college officials, and report any improper or illegal actions to the appropriate officials. (See Pg. 30 for information on Chain of Command.)
4. Accurately represent the organization and its mission, goals, and objectives to the college.
5. Respect the dignity of all persons and not physically or sexually abuse or haze members or potential members.
6. Strive to promote intellectual and academic achievement and integrity.
7. Treat all persons without discrimination or prejudice, regardless of race, color, religion, national origin, gender, age, sexual orientation, disability, or identity as a veteran.
8. Conduct all actions in an ethical manner.
9. Plan ahead and allow adequate lead time when services of college departments are needed.
10. Practice sound fiscal management.
11. Respect the existence and rights of other student organizations and strive to establish a sense of community among student organizations.

Expectations of Student Organization Officers/Contact Persons/Members

1. Become knowledgeable about college policies, guidelines, and procedures that relate to student organizations and their activities.
2. Do not act on behalf of the college, which includes signing contracts, without prior approval by advisor and/or Coordinator of Student Life.
3. Inform the organization's members of College policies.
4. Speak with authority for the group when discussing the organization and its plans on behalf of the group. Specify when speaking about the organization and its plans on one's own behalf.
5. The electronic communication resources provided by the College are intended for official College business or College-related purposes and shall not contain offensive, slandering, or harassing statements. Electronic communication resources include but are not limited to the College's public and private web sites, e-mail, the mystarkstate portal and the ANGEL communication tools. No external contact on College-related issues will be tolerated (ie. Local, State, or

National affiliations.) Please refer to the Electronic Communications Policy 3357:15-15-06 of the College's Policies and Procedures.

6. Notify the Office of Student Life when changes in officers or contact persons, advisor, or meeting day and/or time occur.
7. Notify the Office of Student Life of all changes to the organization's constitution/bylaws.
8. Officers/contact persons are not merely figureheads for the group. These persons are **true leaders** who have distinct responsibilities. All such persons must establish lines of communication with the group in order to know what is going on within the organization. The excuse "I did not know this was occurring" is not an acceptable one, except for unusual circumstances. Part of being a leader is taking responsibility at a higher level than that of a group member.

Expectations of InterClub Council Liaison:

Each organization is responsible for providing a consistent individual (indicated on renewal form) who is able to attend and participate in the scheduled Council meetings – once or twice per Fall and Spring semesters. This member will serve as the main point of contact between Student Life and the organization. Meetings are structured to update you on recent occurrences, events, provide you with resources, and allow you to brainstorm with active student organizations.

Disciplinary Action

All clubs/organizations, including advisors, officers and members, must adhere to the College's Conduct Code, Computer Usage Code, and Electronic Communications Policy. Any violations will result in immediate suspension of the club/organization and/or removal of status as an advisor, officer, or member of said club/organization.

ROLE OF THE ADVISOR

Choosing an Advisor:

Organizations rarely become successful without the active involvement of an advisor. The college requires that each student organization be advised by at least one faculty or staff member. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the group. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities. The purpose of the faculty/staff advisor is to advise the students in the organization, not to enforce or dictate the path taken by the organization. This responsibility belongs to the student and should be looked at as a learning experience and in the best interest of the club/organization. The club/organization should be allowed to perform their duties and make mistakes along the way learning to resolve issues on their own. However, the faculty/staff advisor must approve of all meetings, events, and requests of the organization and may exercise veto power. Occasionally when large mistakes are about to be made, the advisor may need to step in and take a stronger hand in the club/organization's operation to prevent damage to the working order and reputation of the club/organization, as well as the College.

The Role of the Advisor:

- Attend regularly scheduled meetings when possible.
- Have regular meetings with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Serve as a sounding board for the organization.
- In conjunction with the president, ensure that the officers or contact persons meet college requirements for involvement in student activities. Official checks will be conducted by the Coordinator of Student Life.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
- Be knowledgeable about appropriate college policies.
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records.
- Monitor the group's functions and encourage all members of the group to fully participate, assume appropriate responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement.
- Consider the impact of activities the group wishes to engage in. An advisor has the right to tell the group that they cannot have a certain activity, etc.
- Intervene in conflicts between group members and/or officers.
- Provide continuity, support, and stability as leadership changes.

- Contact the Coordinator of Student Life to discuss organizational problems, concerns, plans, and changes in organizational status.
- Sign all documents which require an advisor's approval.
- Provide honest feedback to group members and positive reinforcement for accomplishments.
- Share experience/expertise when appropriate and provide an "outside" view or perspective.

Summer Clause:

In the event a student organization is interested in planning for the next academic year during the summer months and does not have access to their advisor, the Coordinator of Student Life may temporarily function in this role. Temporary responsibilities include providing authorization via signatures and offering guidance.

SERVICES FOR STUDENT ORGANIZATIONS

Meeting Space

Student groups can reserve a room by contacting the Registrar at (330) 494-6170, Ext. 4211, or stop by Room S306. In the event the Registrar cannot be reached please contact the Coordinator of Student Life at (330) 494-6170, Ext. 4237, or stop by Room S304. All special arrangements (ordering equipment, etc.) should be completed by the advisor after a room is scheduled and the event is approved. All audio-visual requests need to go through the Help Desk (Room B219, Ext. 4357). Sign-up is honored on a first-come first-served basis, so plan ahead.

Table Reservation in Student Cafeteria

Advisors can reserve a table in the student cafeteria for their student organization by filling out the “Student Organization Student Activity Registration Form” found on the Student Life webpage at http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm and submitting to the Coordinator of Student Life (Room S304). In the event the Coordinator of Student Life cannot be reached, please contact the Registrar at (330) 494-6170, Ext. 4211, or stop by Room S306. Sign-up is honored on a first-come, first-served basis.

Office Supplies

Student organizations are encouraged to include a line item in their budget that will cover supplies for the year.

Copy Machine

Student organizations can have copies made in the Copy Center (Room B229). Each student organization is issued a budget number which the advisor has access to. The advisor should fill out the appropriate paperwork for copies to be made with the appropriate account number and submit to the Copy Center three (3) days prior to when copies are needed.

Use of College Name

Proper usage of the college name is as follows: “The ABC Organization at Stark State College of Technology.” “The Stark State College of Technology ABC Club” should not be used because it implies that the college created and holds the beliefs of the ABC Club. Some groups may choose to design a logo that represents their organization and transfer it to stationary and envelopes to be used for membership mailings, etc.

Web Page Development

Recognized student organizations may request to have space on the college server for a web page. The tools needed to update this page will be housed with the student organization advisor. Arrangements will need to be made through the advisor to maintain the web page. The College reserves the right to update and/or make changes to any organization’s website (those hosted by the College) that are deemed necessary in an effort to keep pace with progress. The College Webmaster will monitor sites and periodically review content. If a site is more than **two months** out-of-date, the Webmaster will notify the Coordinator of Student Life who will in turn contact the club advisor that the link will be temporarily removed until the site is updated.

FUNDING

Annual operating funds for student organizations and clubs

Student organizations and clubs must submit an Application for Organization Recognition or Renewal to the Office of Student Life by **October 15** of each academic year to receive the annual operating funds allocated for recognized student organizations.

Tips for officers on how to use allocated funds:

- Define goals/plans for year
- Create an itemized budget
- Articulate how the money will be spent
- Make sure the budget meets the approval of the advisor

Annual operating funds are to remain student focused and be used to further the interest of the club/organization. Inappropriate use of funds could result in suspension of the club/organization activities/events for a period of one year. (ie. Purchase and/or consumption of alcohol at a college-sponsored event where college funds are used.)

If your organization would like to provide an event, but does not have sufficient funds:

- Go to the Student Life webpage at:
http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm
and fill out the “Request for Special Funds” form
- Contact other organizations to explore the idea of co-sponsorship
- Decide if the activity is within means of the club and aligned with mission, goals, objectives
- Plan a fundraiser to obtain funds

Special funds

A limited amount of special funds are available through the Office of Student Life to fund clubs and organizations that need additional funding after the annual allocations have been distributed and/or to fund other student projects not typically funded through the annual operating budget of the Office of Student Life. These projects might involve faculty and students developing a product or proposal for a national competition among college students or something of that nature.

Below is the procedure for applying for special funds:

- 1) Go to the Student Life webpage at:
http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm
and fill out the “Request for Special Funds” form.
- 2) Complete the form and submit it along with a formal, comprehensive proposal to the dean of the academic division in the case of student/faculty projects or to the faculty advisor in the case of a student organization or club. The proposal must include:

- a. A detailed plan, including rationale for the project and educational outcomes. Please include the number of students and faculty who will be involved.
 - b. A detailed budget to accomplish the project or goal, including all projected costs that may be involved.
 - c. A detailed plan to raise funds to support the project. The Office of Student Life encourages entrepreneurial spirit by raising revenues to support their activities through fundraising activities and/or through partnership or co-sponsorship with other student organizations. **The plan needs to demonstrate that students will raise at least a portion of the cost of the project or initiative.**
 - d. Provide information on how the project or initiative will impact students (educational purpose) and/or the College. Students are strongly encouraged to attend educational forums during the activity/conference to gain additional knowledge.
 - e. Special funds may be used for student travel costs **only** for conferences and programs; however, the Office of Student Life reserves the right to limit the number of students eligible to participate to one or two students leading the project.
- 3) The dean of the academic division will review the project/plan with the club advisor and club president. The dean will send approved projects/plans to the Coordinator of Student Life for funding review.
 - 4) The Coordinator of Student Life will evaluate the plan/project and call a meeting of the Student Affairs Committee for review. The Student Affairs Committee will approve, deny or make appropriate changes for funding.
 - 5) After the plan/project has been completed, the advisor and club president or student project leader will submit a written follow-up report, including a summary of learning outcomes, quality, etc., to the Coordinator of Student Life and Student Affairs Committee.
 - 6) Frequency of Funding – One application per year may be submitted by any registered club/organization. If additional funds are available after the Spring semester funding is allocated, clubs/organizations who have previously applied for funding during the academic year may submit an additional proposal for the remaining funds.

PLANNING & HOLDING AN EVENT/ACTIVITY

All student organizations that program must follow college policies and procedures as well as applicable federal, state, and local laws. Also, each organization needs to anticipate, provide for, and meet promptly its financial obligations in a businesslike manner. An organization which fails to meet its financial obligations or has a deficit balance with the college will be informed of the situation. If prompt corrective action is not taken, the organization will lose the privilege of utilizing college facilities and services. Loss of registered status may also be the eventual result of continued nonpayment of bills. **In addition to being responsible for the costs of programs, organizations are responsible for the conduct of their members and guests at all group functions.**

Steps to Planning:

Pre-planning is considered the most important element in programming for your organization.

1. Needs Assessment

- Who is your audience? What do they enjoy? What does your group want?
- How will programs relate to your organizational mission?

2. Develop a calendar of events

- What is realistic? What are your goals?
- Will dates interfere with exams or other college activities?
- What can you afford to do?

3. Do “Backwards Planning” – starting with dates of events, move back and sequentially mark the date each task must be completed

- What Student Life & Business Office deadlines apply?
- Who will be responsible for what?
- Do contracts for speakers/goods need to be completed?
- What emergencies might arise?
- Do we need any waivers?

4. Communicate Progress on a Regular Basis

- Will meetings be needed?

5. Know the Program

- What needs to be completed to ensure success on the day of the program?

6. Follow-up

- Should a thank you be sent?
- Should equipment be returned?
- Did you document the programming steps for future years?

7. Evaluation

- Did the program meet stated goals?
- What was effective or ineffective?

Timelines for Different Types of Programs:

Use the following chart to plan for the minimum time it will take for various processes to occur on campus:

Requests

Major programs/events
Check requests (to pay performers, vendors, etc.)
Contracts to be signed
Student Activity Registration Form
Social Events
Food Service

Deadline

One academic year in advance is recommended
Request to Accounts Payable two weeks in advance
One month (20 working days) in advance
Ten working days in advance
Ten working days in advance
Ten working days in advance

Registering Programs

For events with off campus speakers, advisors are required to meet with the Coordinator of Student Life to register the event. All other requests may be placed by filling out the “Student Organization Student Activity Registration Form” on the Student Life webpage at http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm. **Additional tip:** When bringing in speakers or off campus services, campus maps are available in the Office of Student Life (Room S304) or Admissions (Room S305) to accompany a confirmation letter. It is good practice to send a confirmation letter when involved with off campus services. ALWAYS, ALWAYS, ALWAYS send thank you letters!

Co-sponsoring a Program

When planning a program, co-sponsorship with other organizations should be considered. Co-sponsoring helps minimize problems by supplying additional person-power, eliminating duplication of programs, and providing budget alternatives. **TIP:** Asking for monetary support in co-sponsorship is often not enough to entice support for your proposal. It is best to inspire a sense of ownership. Make sure co-sponsors are given input and recognition.

FUNDRAISING & SOLICITATION

The rules and guidelines in this section pertain to student organizations ONLY.

General Policy Statement:

Fundraising sales include exchanging a product/service for money, goods, or other services. Solicitation is asking for donations, contributions of money, goods, or services, or written advocacy of cause. A “Student Organization Student Activity Registration Form” found on the Student Life webpage at:

http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm

must be completed and approved **TWO WEEKS** in advance when sales are involved.

Provide names of relevant individuals, location, time, type and purpose of the fundraiser, an estimate of expenses, and fundraising goal. The paperwork will help to curb duplication of the types and time frame of fundraising activities on campus. Any organization requesting to solicit donations must contact the Coordinator of Student Life for approval. All fundraising efforts must adhere to college policy and local, state, and federal law.

Fundraising:

Registered student organizations may engage in fundraising activities during the academic year to supplement their annual operating funds. Groups may fundraise for the purpose of professional development, programming, or to make travel arrangements associated with gaining practical experience.

Ideally, **two** individuals should be present at all times during your fundraising event. Make sure you strategically place the area for monetary transactions – do not leave money unattended in an area that has direct access to a doorway.

Money **must** be deposited in your organization account with the Business Office within 24 hours of the activity. *No off campus accounts are permitted (Section 9.38 of the Revised Code–Payment or deposit of public moneys)*. Be sure to plan ahead to make the deposit. Make sure that your deposit is counted and orderly. It is strongly recommended that your treasurer and advisor be available during the fundraiser and deposit the money with the Cashier’s Window (Room S300) after the fundraiser is complete. A **Stark State College Deposit Form** should be used at all times when depositing money into your organization account. This form can be located on the Student Life web page at http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm.

The student group sponsoring the fundraising activity is responsible for clean up. Failure to do so may result in revocation of fundraising privileges.

The Coordinator of Student Life reserves the right to cancel fundraising activities if the appropriate form is not completed, late, the plan of action is not well thought out, and/or the event becomes disorderly.

The Following Type(s) of Fundraisers Are Not Permitted:

The College or any of the student organizations associated with the College are prohibited from running games or schemes of chance on or off the campus for the benefit of the College or any student organization associated with the College. This includes 50/50 raffles, Las Vegas Nights or any other game in which a player gives up anything of value in hope of gain where the outcome is determined largely by chance.

Remember

- If admission is being charged, the price must be indicated on the form.
- Promotion for your fundraising activity is **NOT** permitted until it has been approved.

Three Easy Tips for Success

- PLAN, PLAN, PLAN! Remember you only have one shot at this!
- Keep records of everything you do! This will not only help future members, but it will allow for an effective assessment meeting after the fundraising activity wraps up.
- Set a fundraising goal and KNOW your limitations!

Sales and solicitation are permitted inside buildings only from behind tables which have been reserved through the Office of Student Life. Sales are permitted outdoors, provided that free flow of traffic is not impeded, and the area is reserved through the Office of Student Life.

*****All outside locations are limited to warm fall and spring weeks ONLY. A rain out plan must be included with the “Student Activity Registration Form.” We are unable to provide tents for outside fundraising activities.*****

Off campus vendors must be sponsored by a student organization. The sponsoring organization is responsible for the outside vendor. The vendors name, address, phone number and social security number must be provided in accordance with the appropriate Business Office paperwork.

Solicitation:

If your group plans to solicit items or services from area businesses, a list of targeted organizations must be provided to the Coordinator of Student Life **THREE WEEKS** prior to the fundraiser. The student contacts listed and the student group advisor will receive approval to pursue the proposed organizations in writing. Items solicited cannot exceed \$100.00 per item. In addition, **a single company** may not be solicited more than **ONCE** per year, and each student group is limited to **one** solicitation of area businesses per year. For more details, contact the Coordinator of Student Life.

Solicitation Guidelines

- Arrange a meeting with the Coordinator of Student Life in order to discuss intended businesses, letters, forms, approach and follow up.

- Your letter must be approved by the Coordinator of Student Life **along with the list** of targeted organizations in order to engage in activities. A sample letter and tips are available in the Office of Student Life.
- In all solicitation instances, the organization that will benefit from the proceeds must be listed in advertisement.

Individuals may not engage in sales and solicitation among the general college population while on college property unless sponsored by a registered student organization or college department. All of those directing or participating in sales and solicitation must be currently registered for classes or be employed by the college. Anyone engaged in sales or solicitation on the college campus without valid approval will be notified to cease operation and abandon the premises. A validated college identification card of the student or college staff present is required and must be shown upon request. In cases where individuals refuse to leave the premises after notification, campus security will be contacted.

CONTRACTS

Anytime an outside speaker/entertainer is engaged in a program on campus, the group must negotiate a Contract with the speaker/entertainer. This form negotiates the speaker/entertainer pay.

1. The outside speaker/entertainer must have a valid license.
2. The student organization will be responsible for the outside speaker/entertainer and will be charged for any costs incurred.
3. A copy of the contract must be approved and on file in the Office of Student Life prior to the start of the activity. Events are subject to cancellation if these requirements are not met.
4. In order to complete the contract, the speaker/entertainer must have an IRS Form – W9 filled out providing the tax id# for the business, the individual's permanent home address, social security number, and citizenship status.
5. Outside vendor performance services on Stark State College of Technology property shall be required to provide a certificate of liability insurance naming Stark State College as an additional insured.

TIP: When entering into any contractual obligation, meet with your advisor. Know what you are getting into. Know deadlines, cancellation clauses, and deposit requirements. Plan ahead. Two months is a good benchmark, but may not be long enough depending on what you are planning. Put everything in writing. **Do not commit to something that you cannot deliver. You are not authorized to sign contracts.** When booking a band, D.J., speaker, etc., make sure you can provide what the contract specifies.

PUBLICITY

Flyers and Leaflets

A “flyer/leaflet” is defined as any printed material distributed by hand, such as separate sheets, small notices, or advertisements. Flyers and leaflets may be distributed:

1. Outside buildings so long as pedestrian and vehicular traffic is not substantially impeded.
2. Inside the campus, except:
 - Near (approximately ten feet of) any doorway or stairway or in any manner so as to create a safety hazard or impede normal traffic;
 - On stairways
 - In the Bookstore
 - In meeting rooms (unless with permission)
 - In restrooms

Flyers and leaflets specifically may not be distributed:

1. In any faculty or staff work area
2. On vehicle windshields
3. Inside classrooms and laboratories

All flyers/leaflets must be approved by the Office of Student Life before distribution. Appropriate college officials will inform any individual or group which violates these procedures and request compliance. Failure to comply immediately, shall subject the student organization to disciplinary sanctions. Any organization convinced that unreasonable limitations have been imposed in the implementation of this rule may appeal to the Coordinator of Student Life. **Please contact the Office of Student Life for details – Room S304, (330) 494-6170, Ext. 4237, or cbarth@starkstate.edu.**

Promotional Materials Outside the Campus

There shall be no signs or promotional material on the outside of the campus, or between structures, unless by special permission arranged with the Office of Student Life.

Permission will be considered only if:

1. The event is to be held on campus.
2. The event is a recognized major college event.
3. The material can be displayed without harm to persons or property.
4. The material is put up by authorized college personnel.
5. The name of the organization sponsoring the notice is clearly visible.
6. The beginning and ending date are included.
7. Materials are removed no later than the day following the event or the end of the promotional period.

Any material not fulfilling these requirements will be removed by college personnel.

Posting

The college reserves the right to regulate the time, place, and manner of posting and distribution of printed material. The college is not responsible for the content of printed material being posted or distributed. No advertising for an event is allowed until an event has been properly approved and scheduled.

Outdated materials will be removed on a weekly basis. **Any material not fulfilling the following requirements will be removed from bulletin boards by college personnel. Refer to the guidelines below:**

1. **The name of the organization sponsoring the publication must be clearly visible.** The date of the event being advertised or a date at which the poster is considered to have fulfilled its function must be included. It would be helpful to provide some contact information (phone/e-mail). All postings should be stamped by the Business Office (Room S301) before posting. **HINT:** Have the master copy stamped first then run the copies.
2. Flyers advertising school activities for students (student activities, club activities, etc.) are to be approved by the Business Office (S301) and posted only on the generic bulletin boards throughout the campus. No flyers are permitted on division bulletin boards unless posted by representatives of that division. Bulletin boards will be labeled as Division Bulletin boards and Public Bulletin boards.
3. In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there shall be no posting of notices on any trees, buildings, utility poles, or campus sidewalks. Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
4. All posted signs should be removed immediately following the event/activity.
5. In accordance with the state's fire marshal's regulations, no poster, promotional materials or decorations may be suspended from any light fixture.
6. There shall be no signs or promotional materials suspended across the corridors of buildings, on the outside of buildings or between structures unless by special permission of the Business Office.
7. Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action.
8. The content of off-campus postings must be approved by the Business Office (Room S301).

Banners

Hanging of club/organization banners for a special event must be approved by the Office of Student Life at least one week prior to event. (Certain locations throughout the campus have been approved to hang banners.) The banners may be hung two (2) days before and after the event.

Table Tents

Student organizations may post table tents, in approved locations, to advertise for events and activities. Turn in a sample tent to the Coordinator of Student Life for approval. The

name of the sponsoring organization must appear on the table tent. The dates the tents should be displayed must be specified with the Office of Student Life.

Posters on Easels

For safety concerns, posters advertising College activities may not be posted on easels in hallways or at entrances to the College. Temporary exceptions to that will be approved by the Office of Marketing and Communications (Room G100) and may be posted on College-approved easels only.

Floor to Ceiling Displays

Due to Fire Code Regulations, hallways may not be blocked with floor to ceiling displays. These types of displays may be placed in individual departments, but must be approved by the Facilities Department (Room B122) in advance to ensure Fire Code Regulations are met within the department.

Messages on Mystarkstate Portal

Registered student organizations are eligible to post messages on the mystarkstate Portal to all Stark State students announcing organization activities. A reminder about student/club activities will be posted with a web link to a master calendar of student/club events. The activities must be college-wide or community based. To submit a message for consideration and distribution, e-mail Cherie Barth at cbarth@starkstate.edu with your request. **Note: All messages are subject to editing.** Announcing fundraisers (i.e. bake sales, flower sales, candle sales, basket sales, etc.) will be permitted. These announcements/dates will be listed on the master calendar found at:

<http://www.starkstate.edu/calendar.html>. Contact the college's webmaster at mihrig@starkstate.edu to have this information added to the master calendar.

Monitors

Announcements may be posted on campus TV monitors. If you would like an announcement to appear on the monitors, please e-mail sschramp@starkstate.edu or send a copy of a flyer and the information will be passed on to the Switchboard operator for posting. It must be brief. Please limit it to 5-6 short lines (or less). **Please note: All TV monitor submissions are subject to editing.**

To summarize, the following information must be included in your submission for the TV monitors:

- Name and phone extension of submitter
- TV monitor submission expiration date

TREASURER'S FINANCIAL GUIDE

General Information

- The organization that elected you treasurer has expressed its confidence and trust in you by placing responsibility for handling its finances on your shoulders. This guide is designed to assist you in carrying out these responsibilities. The procedures described are simple, but that does not detract in any way from their importance. Your advisor is available to help you in the performance of your responsibilities. Please be sure to ask questions as they arise.
- Remember to add transactions to your file and keep copies of all receipts as exchanges occur.
- All organization ledgers are subject to audit by the resident state examiners, college internal auditor, and the Office of Student Life.

Responsibilities and Duties of a Treasurer

1. Prepare payment requisitions for prompt payment of all invoices and deposit all fundraising monies collected in your organization account on campus. (Please use the **Stark State College Deposit Form** located on the Student Life web page at http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm.)
2. Freeze the account if the organization no longer uses it. This is for the protection of the student organization so that charges are not made on the account without the organization's knowledge.

Community Service Clause

To receive your full allocation, organizations must complete a community service project. A group whose basic function exists as service will be excused from this requirement. The Office of Student Life will withhold 30% of a group's funds until a service project is completed. This project may benefit the college campus community, or the community at large. In order for funds to be released, a "Student Organization Community Service Approval Form" located on the Student Life web page at http://www.starkstate.edu/stuserv/stulife/stulife_forms.htm must be completed and signed by an organization advisor, student organization officer, and a community service official. (This form will be kept on file in the Office of Student Life for verification and end-of-the-year report.)

Delinquent/Outstanding Charges

The Office of Student Life receives notice from the Business Office when registered student organizations have delinquent or outstanding charges. Registered student groups on this list cannot reserve college facilities until these debts are paid. ***Organizations that have not made arrangements to pay off their debt are subject to deregistration.***

Financial Tips

- Original detailed receipts must accompany all reimbursement accounts.
- All funds not used during the academic year will roll over to the next academic year.

- The college cannot reimburse third parties for invoices/bills in the name of another. In shared situations, only the individual whose name appears on the invoice will be reimbursed.
- The following **CAN** be reimbursed: sales tax, gratuity, mileage (55 cents a mile), and student organization membership to a national organization where no single individual is identified. Members may collect membership dues, deposit them into their account and have the college cut a check to the targeted organization.

Obtaining Money from Student Organization Accounts

To access funds from an organization's account, use the following process:

A. Reimbursement & Interdepartmental Charges:

- Complete a Payment Requisition (found on mystarkstate; Employee Tab; SSCT Forms; Business Office) and submit to the Accounts Payable Department. An original detailed receipt must accompany the voucher. **KEEP A COPY FOR YOUR RECORDS. Note: If food is involved, please provide a list of names of those in attendance.**
- This request must have the signature of your advisor.
- Make sure the student organization name is clearly displayed on the Payment Requisition and receipt. It is also good practice to include a name and phone number on the receipt.
- Payment Requisitions without an advisor's signature, receipts/supporting documentation, or those that exceed the organizations budget will not be reimbursed.

B. Direct Billing

- By planning ahead, an organization can obtain an invoice from the vendor and have the check drawn in advance to be ready on the purchase date. Please allow at least **two weeks** for processing.

Each organization is responsible for monitoring the use of its allocations, including the status of community service projects. If you do not have a Treasurer, appoint one.

OFFICE OF STUDENT LIFE

Student Travel Policy

The Office of Student Life supports travel for its student leaders and student organizations. The Department recognizes the importance of student participation in college-related activities including but not limited to competitions, conferences, conventions, retreats, workshops, etc.

Travel is recognized as a part of a student's leadership experience. Directors of departments are responsible for developing consistent and fair policies that encourage student participation while maintaining regard for overall resource allocations and benefits and services for students.

All student travelers are bound by the *Regulations for Student Behavior* printed in the Stark State College of Technology Student Handbook.

To ensure consistency within the Department and to promote appropriate travel for those students interested, the following policies for student travel have been established. In addition, the following policies and practices have also established:

Travel requests for any travel outside the continental United States must be submitted 90 days prior to travel date to the proper Department Administrator to deem appropriate and receive approval of travel, as well as funding prior to review by Coordinator of Student Life and/or the Student Affairs Committee. Applicants for the travel must meet same criteria established for other travel requests.

Student Travel Policy for College Organized or Sponsored Events

It is the policy of Stark State College of Technology to promote safe travel by students to and from events and activities covered by this policy. This policy applies to the travel of enrolled students to attend activities or events that are: organized and/or sponsored by Stark State College of Technology; and occur more than fifty (50) miles from the College campus.

The types of activities and events covered by this policy include course-related trips, the activities of sponsored student organizations, and meetings of organizations where a student is officially representing the College.

An *organized event* is one that is initiated, planned, and arranged by a member of the College's faculty, staff, or by the members of a registered student organization, and is approved by the appropriate department administrator. (Appeals will be reviewed on a case by case basis by the Coordinator of Student Life and/or the Student Affairs Committee.)

A *sponsored event* or activity is one that the College endorsed by supporting it financially, or by sending students to participate in it as official representatives of the College.

An *enrolled student* is one who has been admitted to and is attending classes at the College. (If the activity/event occurs during winter break or during the summer semesters and the student is not taking classes, the student must be registered for classes for the upcoming semester in order to travel.)

An *appropriate department administrator* is a Department Chair, Dean, Director of an administrative unit, or their delegate.

Student Travel Policy for Registered Student Organizations

This policy applies to the travel of student members of a registered student organization when: the organization *requires* its student members to attend an activity or event; and the activity or event occurs more than fifty (50) miles from the College campus.

Registered student organizations that require student members' travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the appropriate department administrator and the Office of Student Life.

If it is necessary for a non-student or minor child to travel, the individual(s) must travel at their own expense. All appropriate paperwork and information/documentation will be required. Minor children **must** be accompanied at all times by a parent/guardian.

Travel Authorization

In order to assure that the events or activities that involve student travel are within the course and scope of the College's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate department administrator.

1. To request authorization, members of the faculty, staff or registered student organizations who organize activities covered by this policy must submit a completed **Student Travel Request Authorization Form**, along with the required documents and information, to the appropriate department administrator for approval before submitting to the Office of Student Life. The request should be submitted at least ten (10) working days in advance of travel to the activity or event.
2. The following information/documents must be submitted along with the Student Travel Request Authorization form:

- a. A list of participants including their names, address, e-mail and phone numbers, and the names and phone numbers of persons to contact in case of an emergency (Travel Roster form).
 - b. The name and phone number for the responsible College employee(s) who will be available to the students at all times during the travel and activity.
 - c. Copies of valid operators' licenses for any students who will operate vehicles plus proof of insurance.
 - d. Completed and signed **Release and Indemnification Agreements** for each participant.
 - e. Completed and signed **Authorization for Medical Treatment** forms for each participant plus proof of medical insurance.
3. When leading group trips, faculty or staff should carry emergency contact information and the authorization for emergency medical treatment for each participant. *Advisors will not be required to accompany organization members on day (non-overnight) trips to locations within a 150- mile radius of campus. For overnight travel or travel to locations beyond the 150-mile radius of campus, an advisor must accompany the group.*
 4. The Student Travel Request Authorization, the Authorization for Emergency Medical Treatment and the Release and Indemnification Agreement forms are available from the Office of Student Life or can be downloaded from the Student Life web site at http://www.starkstate.edu/stuserv/student_life.htm.

Travel by Motor Vehicle

Motor vehicles used for travel covered by this policy shall have a current proof of liability insurance card. The College reserves the right to require a certain monetary level.

All students who will operate vehicles while engaged in travel covered by this policy must have a valid operator's license.

Operators shall comply with all laws, regulations and posted signs or direction regarding speed and traffic control.

Operators shall take a mandatory 30 minute rest break every four hours.

Operators shall drive no more than ten hours in any 24 hour period.

Trips requiring more than 10 hours driving time to reach a point of destination shall require overnight lodging.

Seat Belts. Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.

Alcohol and Illegal Substances. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.

Passenger Capacity. The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity, or the number specified by College policy, or federal or state law or regulations, whichever is lowest.

Travel by Rental Vehicle

Whenever possible, student groups are encouraged to use rental vehicles for travel beyond the local area. Cost of rental will be applied to the club/organization account. An advisor or other College employee must travel in the same vehicle and accompany the student group when traveling. When traveling in a rental vehicle, only the accompanying employee or a currently registered student may drive the vehicle. Drivers must have current and appropriate licensure and there may be some stipulations on the age of the driver and a background check on the student driver for insurance purposes on the College's end.

Stark State College has an account set up with a rental car company for *business travel*. If you are interested in using this agreement for college travel, submit a **Rental Car Request Form** located on mystarkstate (Employee tab; SSCT Forms; Business Office) with the following information.

- **Driver:** Name of Person(s)
- **Vehicle:** Type of vehicle
- **Drop Off:** Date and time you will need to pick up the car
- **Date Used:** Date and time of actual business travel
- **Pick Up:** Date and time for pick up

If you must cancel a car rental (24 hour notice desired if possible), please fill out the **Rental Car Request Cancellation Form** found on mystarkstate (Employee tab; SSCT Forms; Business Office).

If you have questions/concerns, please contact the Purchasing Department at Ext. 4212.

Travel by Privately Owned Vehicles

The use of personal vehicles by students for travel to events covered by this policy is strongly discouraged.

When requesting authorization for travel that involves the use of personally owned vehicles, the requestor, shall submit a valid operator's license and a copy of a current liability insurance policy for any vehicle to be used for the proposed travel.

The persons responsible for the proposed activity and travel shall inform students who will drive their privately owned vehicles that their personal liability insurance policy will

be looked to first to cover any liability that may result from the use of the vehicle for the proposed travel.

Non-student/non-employee drivers and passengers who accompany students on travel covered by this policy must sign the **Release and Indemnification** and the **Authorization for Medical Treatment** forms prior to the trip.

Travel by Bus, Train, Plane (Out of State Travel)

Use of commercial bus, train or plane may be a necessary means of transportation for most out of state travel. Researching the most efficient and affordable arrangements is highly recommended. The most cost effective rate should always be used for student travel. It is **preferred** with any group travel that all participants take the same bus, train, flight(s).

Any out of state travel will require an **Out-of-State Travel Authorization** form to be completed **prior** to incurring any travel expenses. (Plan accordingly to leave plenty of time to obtain appropriate signatures.) Actual expenses are to be submitted for reimbursement on the College's standard **Report of Business Expenses** form within three days after completion of travel. The above forms may be obtained from the Office of Student Life, Room S304 or the Business Office, Room S301.

Steps for Reimbursement after Traveling

Student organizations are strongly encouraged to expect their students who are traveling to show ownership for their participation in the event/activity. Normal expenses that should be incurred by the student include but are not limited to: hotel accommodations, food, taxi, parking, etc. *Some of these expenses may require the use of the student's personal credit card.*

Make sure each member of your group save all his or her original **detailed** receipts paid during the trip. This will be proof of expenses when the student plans to seek reimbursement when he/she comes back. Travel officially begins and ends with arrival at site to departure from site (i.e. From Stark State College to Columbus State Community College and back to SSCT – **or** - From Akron/Canton Airport to Dallas/Fort Worth Airport and back to Akron/Canton Airport.)

Each student seeking reimbursement must complete a **Report of Business Expenses** form and attach all original detailed receipts. The club advisor should distribute and review each expense report and sign before submitting to the Business Office – Accounts Payable Department. (Alcohol is **not** reimbursed.) **NOTE:** When traveling out of state, per diem rates per city for food will apply. To find out what the per diem rate per city is, contact the Accounts Payable Department at Ext. 4263. On the form, make sure all pertinent information is included. If the form is filled out incorrectly, this could delay reimbursement. Normally, reimbursements can take from 7-10 business days.

(Student Travel Policy Effective: January 1, 2008)

Student Organization Manual.doc/Revised: 11/09

Additional Suggested Information for Club/Organization Officer Teams

Chain of Command

- Advisor
- Department Chair (Technology Related Clubs Only)
- Division Dean (Technology Related Clubs Only)
- Coordinator, Student Life
- Vice President Student Services/Enrollment Management

Suggested Club/Organization Member and/or Officer Conduct Code

I shall take my leadership responsibilities seriously and shall follow them through to completion. By doing this, I shall fulfill my responsibilities in an effective, efficient, and timely manner.

I place as a priority continued academic excellence.

I am committed to maintaining an environment which recognizes the dignity of each individual member and encourages appreciation of diverse backgrounds, opinions and goals in life.

I am committed to honesty and integrity in personal, social, and academic endeavors.

I shall work with the Advisor and any College Officials in the same spirit of cooperation I display in my dealings with others.

I shall respond promptly, courteously, and positively to the concerns and requests of the Advisor and other members of the club/organization.

I shall conduct myself in a manner which is respectful of others and worthy of respect from others.

I shall not engage in any conduct which may bring shame or disrepute to myself or diminish the reputation of club/organization or the College.

I acknowledge that I am required to maintain high moral and ethical character and violation of Stark State College of Technology's Student Conduct Code may result in possible dismissal from any activities/events of the club/organization.

I acknowledge that in the event of dismissal, due process shall be followed.

Suggested Officer Orientation Outline

1. Introductions
2. History of your club/organization
3. Communication (websites, officer contact information, e-mail, meetings, etc.)
4. Officer Responsibilities and Expectations
5. Club/Organization Planning (Set goals, review Bylaws, develop a calendar of events, fundraisers)

Signature Sheet

As an officer team, we have read and understand the rules, regulations, and policies, of the Student Organization Manual. We will abide by the rules, regulations, and policies stated within said document. If there are any questions contact via phone, e-mail or in-person, will be made with the Coordinator of Student Life, (330) 494-6170, Ext. 4237; cbarth@starkstate.edu; Room S304.

Advisor, Club/Organization

President, Club/Organization

Name of Club/Organization

Date