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Welcome to Student Activities at MWCC

Student Activities creates an environment that provides for the personal integration of educational, recreational, civic, and social experiences of all students. Our mission is to give students the opportunity to develop their skills and knowledge and to strengthen their awareness of their role and responsibility in society. Every attempt is made to be responsive and satisfy the expressed interests of the student body by providing quality programming and increasing levels of participation in clubs/organizations.

At MWCC you may choose your level of participation in extracurricular activities. Through involvement in the Student Government Association (SGA), or any number of clubs and organizations, students can develop their leadership abilities, gain new friendships, and become more culturally enriched. If there’s not a club that suits you, a group of students may form a club if it meets the SGA criteria.

The realization of the above comes about through encouragement of the initiation and development of student activities by organizations on campus that adhere to common interests and objectives. The success of this program will not be measured by how many attend a dance, film or speech. Success will be measured by those who choose to participate and the personal satisfaction gained therein.

The purpose of this publication is to provide detailed information about policies, procedures, and guidelines to faculty/staff advisors and students participating in student activities. If you need further details or assistance, please consult with the Associate Dean of Students, room 141, or the Student Life Program Assistant, room 151.

Registering to be an Active Club or Organization

At the beginning of the fall semester, each approved club or organization that wishes to be active during the academic year must register with the student life office. A registration sheet is included in the Budget Request Packet that is distributed by the third week of September. The budget packet is available at the mandatory President and Treasurer meeting held in September. The packet contains the necessary forms for requesting Student Activities funding.

Submit BUDGET REQUEST PACKET (which includes a Club Registration Form) by the specified deadline to the Student Life office.
**MWCC Requirements for Clubs and Organizations**

In order for a club and organization to meet MWCC recognition, they must meet the following requirements:

- Must have an active advisor. The advisor must be a MWCC faculty, staff, or administrator who has been approved by the Executive Vice President or his/her designee.
- Participate in two civic engagement/community service projects within the academic year.
- Have representation at the Fall and Spring Orientation Student Expo.
- Attend President and Treasurer (P&T) Financial & Club Procedure Training.
- Have representation at the fall Leadership Training.
- Have representation at Student Life sponsored Club & Organization meetings.
- Submit a half page (5 ½” x 8 ½”) flyer to the Student Life Office with club meeting and contact info at the beginning of each semester.
- All clubs shall have a minimum of two elected officers consisting of a president and a treasurer. It is also recommended that clubs elect a vice president and secretary.
- **Officer Requirements:**
  1. Officers must maintain a minimum of a 2.0 GPA

**NOTE:** Clubs and organizations who do not maintain MWCC recognition requirements at the mid-year review will be placed on probation. Groups and organizations will have a semester to bring their respective group into compliance with the financial and MWCC group recognition requirements. If clubs or organizations cannot meet recognition requirements by the end of the academic year, they will be at risk of losing their budget and or MWCC recognition.

**Advisor Expectations Worksheet**

The Advisor Expectations Worksheet is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of advisors in organizational affairs. The advisor and club officers should respond to the following items, and meet and compare answers to “iron out” any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify who will assume the responsibility. See appendix for copy of the Advisor Expectations Worksheet.

**On-Campus Activities**

The following is a list of policies, procedures and guidelines to assist clubs and organizations in planning on-campus activities (including fund-raising events).
**On-Campus Activity Request Form**
An On-Campus Activity Request form must be completed for all student club and organization sponsored activities held on campus. Exception: An On-Campus Activity Request form is not required for regular club meetings.

**Funding for the Event**
Prior approval required. See “Requesting Club Funds” and “Expenditures Processing Procedure” in the Budget Section on pages 15-18.

**Room and Space Usage Request**
Requests for use of College property (rooms, space in and outside the building, etc.) must be submitted preferably 15 days in advance of the intended date(s) of use. The sooner the request is made the better your chance of getting the space. Submit request by phone (978-630-9145), email (sbolden1@mwcc.mass.edu), or in person to Sarah Bolden in Room 274. Upon confirmation that the space is available and being held for you, your club advisor must submit a Facility Reservation form online to Sarah Bolden. Final approval will be given by the Director of Maintenance and Mechanical Systems or his/her designee, upon issuance of an approved copy of the form. Persons and organizations requesting and obtaining approval shall be responsible for compliance with all applicable laws and regulations including those requiring additional permits and licenses, and payment of applicable taxes.

**Charges for Room and Space**
When usage is for meetings by persons and/or groups sponsored by the College and are conducted during hours when the College is in session, there should be no charges. When events are conducted during hours when the College is not in session, or when support services are required above and beyond those normally provided, the College may charge a rental fee.

**Table Space (for Fundraisers, Literature Distribution, Sign Ups, etc.)**
There are tables available in the Student Center that can be reserved through the Student Life Office for fundraisers, distribution of literature, sign ups, etc. Organizations can reserve one or more tables. The table(s) should be reserved as soon as possible because they tend to fill up quickly. Also, two different organizations will not be allowed to reserve a table on the same day for the same type of fundraiser (i.e. two groups holding a bake sale on the same day). Students and their representatives should remain behind their table at all times to insure adequate passageway for all our students, faculty and staff unless permission to the contrary is received in advance through the Student Life Office.

**Supervision Required at Functions**
The club/organization advisor must be in attendance throughout the entire activity. The advisor should realize that he/she is in charge of the activities for the organization. While ultimate responsibility for decision-making rests with the advisor, he/she should make every effort to consult with appropriate college personnel and student leaders if a situation of major importance should develop. Club advisors are also required to be present at meetings when club officers are being voted into office. Although it is not mandatory for advisors to be at every meeting, it is highly encouraged. Depending on the

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> **On-Campus Activity Request form must be completed for club-sponsored activities held on campus with the exception of club meetings.**

> **The club or organization advisor must be in attendance throughout the activity.**
nature of the activity, campus police may need to be employed. The number required will be determined by the Chief of Campus Police & Public Safety and the Executive Vice President or his/her designee. Campus police will be paid by the sponsoring group at time and one-half for the number of hours worked. A minimum of 4 hours is required under contract.

**Attendance & Ticket Sales at On-Campus Club/Organizations Events**
Ticket sales will be limited to the capacity of the location. Tickets should be sold in advance and not at the door. The advisor, police officers, and students sponsoring the activity will strictly enforce this limitation. Attendance will be limited to students producing a valid MWCC ID and their guests. The sponsoring club will provide a student committee to supervise the activity to ensure that people are assigned to collect tickets at the door.

**Advertising Events**
No advertising on the public radio or in the local newspapers will be allowed without prior approval by the Associate Dean of Students and the Director of Marketing. You may advertise on campus via posters, publications, iConnect and bulletin boards.

**Signs and flyers:**
Signs and flyers must be approved and stamped by the Student Life office or Student Services office prior to placement. Club event signage may only be posted on bulletin boards as approved by the Student Life Office.

Copies can be made in the MWCC Print Shop or Student Services Office with prior approval from the Student Life Office. There is no charge for small black and white printing jobs totaling less than 75 copies. For larger print jobs or colored copies, clubs will be billed per Print Shop pricing. All signs/posters should clearly state the name of the sponsoring organization and be approved by the Student Life Office prior to copying and posting.

**Any unauthorized signage will be removed**

**E-Mail Usage for Club-Sponsored Events**
College Technology Resources & Network Service Policies can be found in the College Catalog/Student Handbook at www.mwcc.edu/catalog

**Web Page**
If your club/organization would like to set up a web page, contact the Student Life office. See page 19 for more information on club web pages.

**Decorating Premises**
Users must secure approval from the Building Maintenance Supervisor for the use of decorations, exhibits, etc. These must be removed from the premises no later than midnight of the last day of use or sooner if determined necessary. NOTE: Latex balloons are strictly prohibited from the campus.
Clean Up of Premises
PROVISIONS FOR CLEAN UP ARE ESSENTIAL. The student group should generally clean up at the close of the program. This would include picking up trash (inside and outside of the building) and putting it in a trash barrel. When deemed necessary by the Director of Maintenance and Mechanical Systems, the sponsoring club will hire one of the college custodians to come in the following morning to complete the clean-up. The rate for this will be time and one-half and must comply with all contractual requirements.

Food on Campus
Any use of food or beverage must be arranged with the MWCC Green Street Café. To make arrangements for food, pick up a Food Order Form in the Student Life office or print it out from the forms section of the Student Life webpage. A Green Street Café catering guide is available on iConnect; please confirm availability and pricing directly with the café manager before completing the form. Return the completed form to the Student Life office for approval, keep a copy for you club records. Allow plenty of advance notice, usually a minimum of 10 business days. Food is allowed in the following locations only: South and North Cafeteria, Faculty Lounge, the Student Center, and conference rooms. Other locations may be available on a case by case basis. Reserve your room early. Additional labor is billed for any catering for over 25 guests – see catering guide for exact costs.

Alcoholic Beverages
The consumption or possession of alcoholic beverages at on-campus or off-campus activities sponsored by a MWCC student club or organization is prohibited. All state laws and college policies regarding alcohol consumption must be adhered to. Student violators are subject to dismissal.

Bake Sales and Other Fundraisers
Items for bake sales must be homemade from scratch or from a box mix. For all fundraisers, clubs must provide their own start-up money and supplies (such as napkins, paper plates, forks, plastic bags, etc.) Do not take supplies from the cafeteria. A sign with the name of the organization conducting the fundraiser must be posted at the table. A cash box is available in the Student Life Office. See “Policies and Procedures for Conducting a Raffle” section for information on raffles. All checks and cash collected by a club treasurer (or his/her designee) must be deposited into the club’s account at the Student Accounts office on the same day as it is collected. Exception is raffle funds. Raffle funds must be turned in to the Student Life Office.

Vendors
Clubs/organizations may sponsor an outside vendor to come on campus and sell his/her wares with a portion of the sales going to the organization sponsoring the vendor. The Student Life Office has a list of approved vendors.
vendors. Any vendor not on the list will need to complete a Vendor Request Form which is available in the Student Life Office.

The application will require the vendor to list the type of items he/she will be selling and their website if applicable. The application must be approved by the Executive Vice President or his/her designee before permission can be granted for the vendor to sell on campus.

In addition to the vendor application form, the vendor and club must complete a Letter of Agreement for Vendors form that is also available in the Student Life Office. By signing the form, the vendor agrees to pay the club/organization a base fee per day or a percentage of gross sales (whichever is greater). The figure and percentage is negotiable. It is recommended that you request at least $30 per day or 10% of sales (whichever is greater). Remember that this is a negotiation process and you should strike a bargain that is mutually beneficial. Upon vendor’s arrival on campus (in parking Lot C), vendor will be required to contact campus police at 978-630-9150 to obtain an escort to the unloading area and to the parking lot after unloading (if the call goes to voicemail they should hang-up and call 978-630-9111). If the campus police are unavailable to assist, contact the Student Life Office next at 978-630-9148 or lastly the Student Services office at 978-630-9252 for an escort.

Vendors will also be required to check into the Student Life Office or to the Student Services Office just prior to his/her departure to deposit the agreed upon proceeds and to receive an escort to and from the loading area.

All checks and cash collected from the vendor by a club treasurer (or his/her designee) must be deposited into the club’s account at the Student Accounts office on the same day as it is collected.

Civic Engagement/Community Service

Overview
Each club/organization is required to participate in a minimum of two civic engagement/community service projects per academic year. These may include fundraising or volunteering for a nonprofit organization, hosting an event for the benefit of a nonprofit, providing a service to a nonprofit, hosting an event or speaker for the benefit of the college campus, etc. Some suggested activities include raising funds through a raffle or bake sale, sponsoring a speaker event to raise awareness, providing community service such as helping to clean up a local park, hosting an event to benefit the college community.
• Clubs that are looking for ideas and/or venues for their civic engagement/community service are encouraged to contact the Center for Civic Learning and Community Engagement, Room 152.

Tracking Volunteer Hours

• All students are encouraged to record service hours that are sponsored by MWCC on their GivePulse account (student club or organization, Center for Civic Learning and Community Engagement, Office of Student Life, etc.) and will be approved by the appropriate advisor

• You are welcome to log personal service hours done outside of MWCC programming on GivePulse for your own records, however, they will not count towards your service hours for graduation

• Students should log hours through GivePulse every time they complete any hours (not in bulk at the end of the semester)

• Students should only log the actual hours they complete

Benefits of Logging Hours

• Your service hours will be notated on your transcript, which you can put on your resume for future employment, transferring to a four-year institution, or scholarships

• You may qualify for the Service Recognition Program which provides students with service awards/pins to wear at graduation, and recognition at the Service Learning and Volunteerism Banquet

• For every ten hours you log, you will be entered into a drawing for a prize at the end of each semester. The more service hours you log, the more entries you will receive

• Your service hours aid the Center for Civic Learning and Community Engagement in securing future funding and grants

Students may log:

• Direct community service activities (i.e. tutoring, building homes, visiting elderly)

• Indirect service activities (i.e. fundraisers, community organizing, Relay for Life)

• Projects sponsored by student clubs or organizations that provide a service to the local community

• Days of service (i.e. Day of Caring, Alternative Spring Break trips)

• Student club or organization meetings

• Volunteer time spent on club activities (i.e. shopping/baking for bake sale, collecting donations, selling raffle tickets, tabling a bake sale)

• Travel time to and from community service sites

• Time spent on administrative activities (typing meeting minutes, completing Expense Requisitions, drafting emails to members, etc.)
Students may NOT log:
- Travel time to and from a location where you would have normally travelled to anyway (MWCC)
- Time spent on club trips or events for enjoyment (i.e. club lunches, field trips, hikes, etc.)
- Time scheduled for volunteer service, but not actually completed (i.e. scheduled for 3 volunteer hours, but only needed for 2)

How to Log Hours
Students should refer to the GivePulse Information which can be found on the Student Life webpage under Clubs/Organizations Forms for details on how to register and log service hours. If additional assistance is needed please contact the Center for Civic Learning and Community Engagement in Room 152.

Club/Organization Sponsored Trips and Off-Campus Activities
The following is a list of policies, procedures, and guidelines to assist clubs and organizations in planning a college sponsored trip or off-campus activity.

Approval of a Trip or Off-Campus Activity
The trip or activity must be sponsored by an approved college organization and the advisor must travel with the group and be present for the entire event. The only exception to the advisor traveling with the group is when everyone is traveling in private vehicles and meeting at the event location. In this case the advisor must meet the club/group members at the event location at the very start of the event and be present for the entire duration of the event.

The trip or activity must be approved as follows: Clubs and organizations should plan in advance for such activities. A Student Activity Trip Request form, available in the Student Life office, should be completed at least three weeks prior to the scheduled event. The activity will not be considered approved until all of the required signatures are obtained. Final approval will be made by the Executive Vice President or his/her designee. For all off-campus trips, advisors must complete a College Travel Form in addition to the Student Life Office Trip Request form.
AN ACKNOWLEDGEMENT OF RISK AND CONSENT form (ARC) must be completed by EACH student or guest participating in the trip. ARC forms are available in the Student Life Office and must be returned to the Student Life Office prior to the day of the trip.

A PRIVATE VEHICLE REQUEST form (PV) must also be completed by EACH student or guest traveling in a personal vehicle whether it is their personal vehicle or another person’s vehicle. PV forms are available in the Student Life office and must be returned to the Student Life Office prior to the day of the trip.

NOTE: All completed forms MUST be copied for the club advisor to take on the trip with them and they MUST also be scanned to the Student Life Office prior to originals being submitted.

Funding for the Event
Prior approval required. See “Requesting Club Monies” and “Expenditure Processing Procedure” in the Budget Section on pages 15-17.

Transportation
College vehicles are available upon request for use for club activities. Student clubs/organizations can reserve a vehicle on a first come first served basis through the campus police department. College vehicles can only be driven by a Mount Wachusett Community College employee with a valid driver’s license (i.e. club advisor). There will be no charge for use of the College vehicle. To reserve a College vehicle, contact the campus police department at 978-630-9142. Upon verbal confirmation, the college employee who will be driving the vehicle must complete a State Vehicle Request form and return it to the campus police department. For additional transportation, clubs may consider vehicle rental. Rental arrangements must be made through the Student Life Office. No smoking is allowed in college vehicles. On the day of the trip, a list containing the names, addresses, and telephone numbers of all passengers riding in a college vehicle or rented vehicle must be submitted to campus police and to the Student Life office immediately before departure.

Inclement Weather Policy
If a club trip is scheduled and the college is closed due to inclement weather (including weekends) the trip MUST be cancelled. If the school would not normally be open such as on a holiday and the weather is questionable, the advisor should err on the side of caution and cancel the trip.

- A Student Activities Trip Request form must be completed and approved by the Executive Vice President or his/her designee
- Each student/guest must complete an Acknowledgement of Risk and Consent form (and a Private Vehicle Request form, if applicable)
- Only MWCC employees can drive a College vehicle
- Call campus police at ext. 150 to reserve a vehicle
- Complete a State Vehicle Request form
- Leave a passenger list with security & Student Life office
- No smoking in College vehicle overnight trips
- No guests in College vehicles
Guests on Trips
No guests are allowed on overnight trips. One guest per person may be allowed on day trips, however; only individuals officially connected with the institution (i.e. faculty, staff or students) will be allowed to travel in a College vehicle. Each trip will be considered on an individual basis.

Alcohol Policy for Trips and Off-Campus Activities
The consumption or possession of alcoholic beverages on campus or at off-campus activities sponsored by a MWCC student club or organization is prohibited. All state laws and college policies must be adhered to and student violators are subject to dismissal.

Off-Campus Facilities
The management of the specific location should be consulted concerning any special arrangements that should be made. Private residences will not be approved as appropriate off-campus sites. At the discretion of the Executive Vice President or his/her designee, security may be required at off-campus facilities. If the establishment does not have its own security and security is required, local police should be hired. The number of tickets sold will conform to the legal capacity of the facility.

Advertising
See Advertising under On-Campus Activities, page 8.

Attendance
See Attendance under On-Campus Activities, page 8.

Supervision and Clean-up
The club/organization advisor must be in attendance throughout the activity. The advisor should realize that he/she is in charge of the activities for this organization. While ultimate responsibility for decision-making rests with the advisor, he/she should make every effort to consult with appropriate college personnel and student leaders if a situation of major importance develops. The sponsoring club will provide a student committee to supervise the activity. Its purpose will be to insure that people are assigned to cover various duties such as, collecting tickets at the door, making provisions for clean-up, and checking proper identification. At the close of the program the committee and management of the facility should determine if there have been any damages.

After Event Is Over Procedures
All bills and receipts for expenses incurred are to be submitted to the Student Life office immediately following the event. Any unexpended funds from a cash advance must be returned to the Student Life office within a few days following the event. All proceeds are to be deposited with the Student Accounts office immediately following the event. Failure to turn in receipts, return bills, receipts, and unexpended funds.

Deposit proceeds immediately following event.

Obtain approval through the student life office before any expenditure of club funds or before incurring debt in the name of the club or the organization.

Consumption of alcoholic beverages during MWCC student sponsored events is prohibited.

Private residences will not be approved as appropriate off-campus sites.

Security may be required.

The club or organization advisor must be in attendance throughout the activity.

Return bills, receipts, and unexpended funds.
unexpended funds, and proceeds could result in a hold being placed on the individual’s MWCC records.

**Important Note:** No individual club member shall incur any debt whatsoever in the name of the Student Association without first securing the approval of the advisor and the Executive Vice President (or his/her designee) or the individual will be personally held responsible for the amount of the debt.

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### Budget Policies, Procedures and Guidelines

The Student Government Association, clubs, and organizations will adhere to the following policies, procedures, and guidelines related to budgets. Any exceptions must be approved by the Student Government Association Ways and Means Committee as well as the entire SGA.

#### Budget Process

Early in the fall semester each club and organization will receive at the President & Treasurer Training a Budget Request Packet which includes a Budget Request form and a Student Club/Organization Registration form. Both of these forms must be returned to the Student Life office by the date indicated on the forms. These requirements also apply to organizations that are eligible for an established percentage of student activity fees.

After receiving the Budget Request forms, the SGA Ways and Means Committee will convene to review the requests. The committee will then discuss and make recommendations to the SGA to be voted on. If the SGA or the student club/organization disagrees with the Ways and Means Committee's recommendation, a Budget Hearing will then be called to discuss any points of concern. At the Budget Hearing (should one prove necessary) the club/organization will be asked to make a brief verbal justification for their requested funds. At the conclusion of the Hearing, the Ways and Means Committee will then resubmit their recommendations back to the SGA for another vote. Individual Budget Hearings will last no more than 15 minutes. Clubs and organizations are permitted to have an advisor present at the hearings if they wish.

The amount approved by the SGA will be allocated in two installments, the amount of each to be decided by the Ways and Means Committee. The SGA will respond to the club/organization (in writing) indicating the outcome of the budget process. It is expected that each club will raise funds equal to at least 30% of its per semester allocation (see Earned Income Section below).

**In preparation for the budget request, the following should be noted:**

There are two types of income: 1. Allocated and 2. Earned.

1. **Allocated income** is the amount allocated from the Student Activities account. It may be used for, but not limited to: field
trips, dinner meetings, guest lectures/performers, fundraising materials, and other activities. Allocated income may not be spent on individual gifts or on activities that are not open to all members. Allocated income may NOT be spent on equipment unless approved by the Executive Vice President or his/her designee. No allocated income may be expended or donated to groups outside of the college for any reason except in the form of payment. (See MWCC Student Association Bylaws, Article XI Section 7.) All expenditures must be made in accordance with college trust fund guidelines. All monies turned back into the club/organization account from a cash advance will be deposited into the account from which it was withdrawn (i.e. If the cash advance came from your allocated account, funds returned will be deposited back into the allocated account—not the earned account.). NOTE: Clubs must spend all of their allocated monies prior to the end of the spring semester. Failure to do so may impact the following year’s allocation. Any unspent allocated income will be returned to the Student Activities fund at the end of the fiscal year, June 30.

2. **Earned income** is money received by the club/organization through raffles, fundraisers, donations or advertising. It does not have to be spent in accordance with these Student Government policies, but expenditures must be approved by the Executive Vice President or his/her designee. All clubs/organizations must earn the minimum required 30% of their semester allocation to help defray their expenses. If a club does not earn an amount equal to 30% of its allocation during the first semester, it may not receive the spring allocation. Earned income may be carried forward each year without penalty.

**Budget Policies and Guidelines**

The following will be enforced throughout the year:

- There will be no private accounts outside of the College for any club or organization.
- Money earned from all activities must be deposited in the club’s account at the Student Accounts Office on the same day as it is received. If funds are to be collected when the Student Accounts office is closed (during the evening), arrangements must be made with the Student Life office in advance of the event. The funds (both cash and checks) are the property of the club and, as such, should under no circumstances be taken home with anyone.
• Upon request of the SGA, the treasurer of a club shall submit an activities and financial report at the end of the semester to the SGA Treasurer.
• There shall be no personal loans or personal advances made to anyone from Student Activities Funds or club/organization funds.
• No student service professional personnel, full or part-time, shall be paid from Student Activities Fees.
• Student Activities monies shall not be used to pay personal travel including meals and lodging, except when such travel is done in conjunction with Student Activities.
• Receipts must contain only charges for items purchased for the student club/organizations. The receipt should not contain items purchased for personal use along with items purchased for the club/organization.

Requesting Club Monies
When a club or organization seeks to purchase an item or to contract for a service, the first consideration is the availability of funds. All club treasurers and advisors should report to the Student Life office with an estimated cost for the purchase of an item or a contract for a service. Club budget status will be checked for availability of funds. Neither club members nor advisors can enter into a binding contract on behalf of MWCC. The person with whom you are negotiating a contract should be made aware that you cannot make a binding commitment until the contract has been signed and approved by the Executive Vice President or his/her designee.

With prior authorization from the Student Life office, only the president and treasurer, in consultation with the club advisor, are authorized to make purchases on credit. Before doing so, the proper forms must be completed and the required signatures obtained. The forms can be obtained in the Student Life office, room 151.

When seeking payment allow 10 working days to process the Expense Request Form. Payment will not be issued without proper receipts or paperwork.

The college Student Life office will keep financial records of each organization including a current balance sheet of receipts and expenditures. Each club treasurer shall maintain bookkeeping records for all monetary transactions.

No individual club member shall incur any debt whatsoever in the name of the Student Association without first securing the approval of the advisor and the Executive Vice President or his/her designee or the individual will be personally held responsible for the amount of the debt. State law requires that three purchase quotes be received before filling a purchase order on any item costing $5,000 or more. Contact the Student Life office for procedures to follow to meet this requirement.
Massachusetts Board of Community Colleges' rules in accordance with the General Court and Federal Law prohibit expending of College allocated funds for any political, economic, social or religious purpose exterior of the college.

Earned funds (or items purchased from earned funds) may be donated to a charitable organization outside of the College ONLY when the following two requirements are met:

1. Approval from the Executive Vice President or his/her designee prior to fundraising for the charitable organization.
2. Funds used for donations must be earned through a fundraiser expressly dedicated to this purpose. The intended recipient of the donation (i.e. charitable organization) must be included in all promotional materials related to the fundraising activity.

**Note:** All expenditures must be in accordance with the budget guidelines.

**Expenditure Processing Procedure**

An Expense Request Form must be completed to expend funds from Student Activities club accounts. This form can be used to request a cash advance, to get a reimbursement for a pre-approved purchase, to make a payment (i.e. speaker fees, facility rental fee), to have an order made and paid on-line by the Business Office, or to submit a purchase order. A student ID number or a federal ID number is required in order to process the payment. The club treasurer or club president and the club advisor must sign the form before returning it to the Student Life office. The other two required signatures will then be obtained by the Student Life office before submitting the form to the Business Office. A check will typically be issued on Thursday or Friday of the following week after the form has been submitted. A sample of the Expense Request form is included in this handbook (see appendix).

**Raffle Policies and Procedures**

Raffles for fundraising must be conducted according to the following:

- A Raffle Request Form is required. Form is available in the student life office, room 151.

- No organization may hold more than one raffle per school year without the prior approval of the Associate Dean of Students or his/her designee. The duration of the raffle will be no more than two weeks. Organizations are encouraged to coordinate their raffles through the Student Life office to avoid conflict with other organizations’ activities.

- Money and alcoholic beverages shall NOT be used as prizes.
The drawing will be in public with all the ticket holders welcome and a Student Life representative in attendance.

Gift cards may be given out as prizes, but the purchase of them must first be approved by the Student Life office. Upon purchase of the gift cards, they must immediately be dropped off to the Student Life office for safe storage and then for distribution following raffle.

The following language is REQUIRED to be on the ticket price flyer at the raffle table: Raffle is conducted by MWCC Student Services in conjunction with Mount Wachusett Community Foundation, Inc., a not for profit 501(c) (3). IRS# 23-7136083

Signage at the raffle table on campus should include the drawing date, prizes, price, and the name of organization sponsoring the raffle, as well as the name of the organization that the proceeds will be donated to (if applicable). If tickets are being sold off campus, the ticket should include drawing date, prizes, price, and the name of organization sponsoring the raffle, as well as, the name of the organization that the proceeds will be donated to (if applicable). Ticket price is not to exceed $2.00 per ticket.

All funds taken in from raffles must be turned into the STUDENT LIFE OFFICE (not the Student Accounts Office) on the day they are received. The raffle taxes will be calculated and paid by check and the remaining funds will be deposited into the club earned account.

All raffle prizes must be dropped off to the Student Life office immediately following raffle drawing. When prizes are picked up, winners must provide their address and sign for the prizes.

The president of each organization shall be responsible for the preparation of all necessary reports. The raffle reporting form is available in the student life office, and should be submitted immediately following the drawing. As instructed by the Massachusetts Lottery Commission, the information will include:

a) A list of the name and address of all winners.

b) The amount or value of prizes given.

c) The cost and number of chances sold.

A 5% state tax on the gross proceeds is required and the sponsoring club/organization is responsible for paying this tax.

All raffles will be subject to the approval of the Executive Vice President or his/her designee.

After raffle is over, complete the last part of the raffle form and turn it in to student life office along with the ticket sale funds.
**Websites for Groups and Clubs**

MWCC groups and clubs are responsible for maintaining their own websites. Some economical web hosting services students may consider for hosting their site include:

- http://www.siteground.com
- http://www.bluehost.com/
- http://www.sectorlink.com/
- http://www.vervehosting.com/
- http://www.doteasy.com/
- http://www.godaddy.com/
- http://www.directnic.com/

* Note: Group and club websites will not be hosted on MWCC’s public web server.

Students can go to the suggested web hosting service websites and follow directions accordingly to post their sites.

Groups and clubs can then request a link from MWCC’s website by obtaining a web link request form from the Student Life office. On the form, they must receive sign-off from their faculty advisor, Associate Dean of Students, and the Director of Marketing before a link is established. MWCC reserves the right to add and subtract links from its website as it deems appropriate.

*web hosting sites are listed as a convenience to our students. MWCC does not endorse any particular web hosting services

**Movie Copyright Laws**

Student organizations often choose to show movies at various events; copyright law prevents them from renting a movie at the local video store or showing their personal copy without paying additional copyright fees. The cost to show a movie in any public place is significantly higher than student organizations often expect. If your organization is considering showing a movie, even if it is unadvertised and for your group only, be sure to budget for the copyright fees; plan on spending $300-$800 depending upon release date and popularity of the film. For more information, please contact the Student Life office. For more info go to: http://colleges.swankmp.com/faq

**Social Media for Clubs**

MWCC groups and clubs are responsible for maintaining their own social media sites.

The following guidelines must be followed when creating social media accounts for individual clubs:

1) All pages should be approved by the Marketing & Communications office prior to being created.
2) For a profile picture, you may not use the official MWCC sphere logo, but you **may** use the Mountain Lion head logo, or a logo designed for your club.
A statement in the “About” section of the page should read “Disclaimer: The content of student organization web sites should not be considered “official” Mount Wachusett Community College information.”

**The American with Disabilities ACT (ADA)**

In order to be in compliance with the American with Disabilities Act, the following measures are **required** for all student activities and programs. Any questions related to the ADA should be referred to the MWCC Disabilities Coordinator.

All events need to be accessible to students with documented disabilities.

- When an American Sign Language interpreter or accessible transportation is needed, reasonable notification of at least two weeks before the event is necessary.

- All signs and posters must have a statement indicating that appropriate accommodations for disabilities will be made, upon request, for students with disabilities. The following statement should appear on all publicity materials:

  If you have a documented disability and may require accommodations in order to participate fully in the program, please contact the Associate Dean of Students to discuss your specific needs. In some cases, a two week notice may be necessary.

- When transportation is being provided from the College to an event for any MWCC students and there is a student with disabilities who requires accessible transportation, the club or organization must coordinate the planning of these needs through the Student Life office. The individual student with the disability will not bear the burden of the transportation cost when the College is providing transportation to an event. It is the responsibility of all students to provide their own transportation from their home to the college or the destination of departure for the trip. A request to make arrangements should to be made as soon as possible to the Student Life office, room 151. A two-week minimum notice is required.

**Hazing**

It is a violation of Mount Wachusett Community College and the laws of the Commonwealth of Massachusetts for student groups to engage in hazing (see Section 17, 18 and 19 below). Each club/organization president is required to distribute a copy of the anti-hazing policy to each member. After distributing a copy to each member of their organization at the first meeting of the fall semester, the advisor of the club and the club president must sign a copy of the Act Prohibiting the Practice of Hazing and return it to the student life office. Extra copies should be kept on hand for distribution to new members as they join your organization.
An Act Prohibiting the Practice of Hazing was enacted by the Senate and House of Representatives in General Court in 1985. Chapter 269 of the General Laws was amended by adding the following three sections:

Section 17: Organizing or participating; hazing defined.
Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to Report Hazing.
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Copy of sections 17-19; Issuance to students and student groups, teams and organizations; report
Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirement that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.
Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

**Club Advisor Expectations**

- Attend club meetings whenever officer elections take place - mandatory.
- Attend club meetings on a regular basis – recommended.
- Be present for all on-campus club events for their entirety. While it is not practical for advisors to be present for the entirety of events such as bake sales and raffles that span many hours/days, they are required to periodically check-in on the event throughout its duration.
- Attend all off-campus events for their entirety regardless of length or distance.
- Attend all on-campus, after-hours events for their entirety.
- Attend the annual Club President & Treasurer training.
- Communicate with the Student Life Office regarding any club activities, change of officers, policy questions, etc.
- Submit club officer names and contact info to the Student Life office in a timely manner.
- Ensure that club officers meet the specified GPA requirement.
- Advise club members regarding college policies and best practices involving clubs.
- Work with club officers to direct club meeting/activities/etc.
- Oversee club budget in conjunction with club treasurer.
- Assist club in requesting meeting space, completing required paperwork, working with college departments, etc.
- Be available to club members on a regular basis.
- Forward all Student Life correspondence to club members as needed.

Update July 2017
APPENDIX

ANNUAL PROCEDURES FOR STUDENT CLUBS AND ORGANIZATIONS

September
- Recruit new members at New & Transfer Student Orientations & the annual Welcome Back Fall Fest
- Give hazing information to all members (past and new)
- Hold elections for club officers if your club constitution requires it to take place in the fall
- Start planning your club’s two required civic engagement projects
- Begin club registration/budget process:
  a) Pick up budget packet at President & Treasurer Training and read it over
  b) Plan your organization’s activities for the fall and spring semesters
  c) Begin filling in the sheets required in the budget packet
  d) Check to make sure the balance in your club’s earned account agrees with the figures given to you by the Student Life Office
- Attend required President & Treasurer (P&T) Financial & Club Procedure Training
- Submit completed budget packet to Student Life Office
- Provide Student Life Office with any changes to officer positions (this should be done whenever there is a change)
- Provide a ½ sheet (5 ½” x 8 ½”) poster to include club name, meeting info, and club contact info to the Student Life Office to be displayed on the Student Life bulletin board. Update as necessary.

October
- Submit a signed hazing policy compliance form to Student Life office
- Attend mandatory leadership retreat – at least one member from each club must attend
- Give hazing information to members who have not yet received it

November
- Begin decorating wreath for the annual Winterfest Event
- Turn in wreath by the stated deadline.

December
- Before leaving for semester break, tie up all loose ends from the semester (i.e. expense forms) and take care of any financial needs and paperwork for events taking place early in the spring semester.

January
- Recruit new members at Student Expo

February
- Submit an up-to-date list of club officers to the Student Life Office.
- Check to make sure the balances in the earned and allocated club accounts agree with the figures given to you by the Student Life office.
March
- Set a date for your spring elections for new officers, if your club constitution requires it.
- Outgoing officers should train new officers.
- Submit paperwork for end of year activities (i.e. Trip Request forms, Expense forms, Liability forms, Private Vehicle forms)

April
- Begin preparing year end purchase orders and planning for year end celebrations/inductions

May
- Complete and submit to the Student Life office the Year End Form (one for each club member).
- All club events must be held before commencement takes place in May.
- Submit expense forms for reimbursements, cash advances, and payments to the Student Life office before commencement takes place.
- Return all funds and receipts from cash advances to the Student Life office before commencement takes place.

STUDENT ACTIVITIES RESOURCES

Both the Associate Dean of Students and the Program Assistant are available to serve as consultants to advisors of student organizations, and they are happy to do so. The student life office maintains historical files for organizations and may have background materials needed by the advisor or club members.

Some of the materials available in the Student life office are:
- Leadership Training Materials
- Supplies: markers, poster board, raffle tickets
- Fundraising Ideas
- List of Vendors
ADVISOR EXPECTATIONS WORKSHEET

This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of advisors in organizational affairs. The advisor and group officers should respond to the following items, and meet and compare answers to “iron out” any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify who will assume the responsibility.

For each of the following statements, respond on a scale of 1-5 how important this function is:

1 = essential for the advisor to do
2 = helpful for the advisor to do
3 = nice, but not necessary, for the advisor to do
4 = would prefer the advisor not to do
5 = absolutely not an advisor’s role

1. Attend all general meetings.
2. Attend all executive committee meetings.
3. Call meetings of the executive committee when believed to be necessary.
4. Explain College policy when relevant to the discussion.
5. Explain College policy to the executive committee when believed to be necessary.
6. Explain College policy to the entire membership at a general meeting once a year.
7. Reserve an appointment with the President before each meeting.
8. Help the President prepare the agenda before each meeting.
9. Serve as parliamentarian for the group.
10. Speak up during discussion when s/he has relevant information.
11. Speak up during discussion when s/he believes the group is likely to make a poor decision.
12. Be quiet during general meetings unless called upon.
13. Take an active part in formulating the goals of the group.
14. Be one of the group, except for voting and holding office.
15. Attend all group activities.
16. Require treasurer to clear all expenditures with advisor before financial commitments are made.
17. Request to see the treasurer’s records at the end of each semester.
18. Check all official correspondence before it is sent.
19. Get a copy of all official correspondence.
20. Inform the group of infractions of its bylaws, codes, and standing rules.
21. Keep the group aware of its stated objectives when planning events.
22. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules, or college policy.
23. Mediate interpersonal conflicts that may arise.
24. Be responsible for planning leadership skills workshops.
25. Let the group work out its problems, including making mistakes and “doing it the hard way.”
26. Insist on an evaluation of each activity by those students responsible for planning it.
27. Represent the group in any conflicts with members of the college staff.
28. Be familiar with college facilities, services, and procedures that affect group activities.
29. Recommend speakers, programs, etc.
30. Take an active part in the transition of responsibilities between old and new officers at the end of each election cycle.
Other expectations of the advisor:

a. ______________________________________________________________

b. ______________________________________________________________

c. ______________________________________________________________

d. ______________________________________________________________

e. ______________________________________________________________

f. ______________________________________________________________

g. ______________________________________________________________

Date: __________________________

Student Leader(s):

(Name)                                        (Signature)

(Name)                                        (Signature)

(Name)                                        (Signature)

(Name)                                        (Signature)

(Name)                                        (Signature)

Advisor Agreement:

__________________________________________________________

(Signature)

Adapted from Webster University Adviser Expectations for use at Salem State College
EXPENSE REQUEST FORM
STUDENT LIFE OFFICE
Mount Wachusett Community College
444 Green Street
Gardner, MA 01440-1000
Tel.: (978) 630-9133
Fax: (978) 630-9557

CLUB NAME: ________________________________

Person Completing Form ____________________ Telephone #: __________________

TODAY’S DATE: ________________________________

TYPE OF EXPENSE
☐ Payment
☐ Reimbursement
☐ Cash Advance
☐ Purchase Order

ATTACHMENTS
☐ Receipts
☐ Invoice
☐ Contract
☐ Registration Form

SPECIAL INSTRUCTIONS
☐ Mail Check
☐ Will Pick Up Check

ITEMS TO BE DELIVERED TO
Name: ________________________________
Office: ________________________________
Telephone #: __________________

Description of Expense (what the expense is for, date of event, quantity, prices, number of people, etc):

________________________________________________________________________

________________________________________________________________________

CHECK PAYABLE TO: *WITHOUT THE FOLLOWING INFORMATION – YOUR CHECK CANNOT BE PROCESSED*

Name: ________________________________
Address: ________________________________
City, State, Zip: _________________________
Tel. #: ________________________________
Fax #: ________________________________
MWCC STUDENT ID #: __________________
Non-Students: SSN or Federal I.D. #: ________
Amount $ __________________ Date Needed __________________

Business Office Use
Account # __________________
Date __________________
Check # __________________
Amount __________________
Allocated Income __________________
Earned Income __________________
President’s or Designee’s Signature __________________

Purchase Order # __________________

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<th>TOTAL PRICE</th>
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* Advisor’s Signature
* Club Treasurer’s Signature

Student Services Signature

SGA Treasurer’s Signature

WHITE – CBO  YELLOW – SLO On Completion  PINK – SLO  GOLD – Club/Organization
sa 2004