

# 2018-2019 Student Club/Organization Handbook





Mount Wachusett Community College  
Student Club and Organization Handbook

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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 co-curricular activities. Through involvement in the Student Government Association (SGA), the Campus Activities Team for Students (CATS) or any number of clubs and organizations. Students can develop their leadership abilities, gain new friendships, and become more culturally enriched through active participation. If there is not a club that suits your interests, 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, Student Activities Program Assistant in room 151 or the Assistant Dean of Students in room 141.

## **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 in September at the mandatory President and Treasurer (P&T) Financial & Club Procedure Training. The packet contains the necessary forms for requesting funding, registering a club or organization, sample forms, and prior year financial ledger for returning clubs.

### **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 Senior Dean of Students or his/her designee.
- Participate in two civic engagement projects within the academic year.

- Have representation at the Fall and Spring Orientation Student Expo and the Fall Fest 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**
  - 2. Officers must be currently registered in credit bearing classes.**
- All club business (trips, fundraisers, year-end gatherings, expenditures, etc.) **MUST** be completed before the last day of classes in the spring semester. Any exceptions must be preapproved by the Student Life Office.

**NOTE:** Clubs and organizations who do not maintain MWCC recognition requirements at the mid-year review will be placed on probation. Clubs 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.

## **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 be on-campus and periodically check-in on the event throughout its duration.
- Attend all off-campus events for their entirety regardless of the 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 meetings/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.

## **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 items on this worksheet, 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.*

## **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.”

## **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 & 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 & Means Committee will convene to review the requests. The committee will then discuss and make recommendations to the SGA to be voted upon by the entire body. If the SGA or the student club/organization disagrees with the Ways & 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 & 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 allocated monies per semester (see Earned Income Section below).

***In preparation of 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.
- Equipment unless approved by the Associate Dean of Students or his/her designee.
- Donations/expenditures 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 (e.g. If the cash advance came from your allocated account, funds returned will be deposited back into the allocated account--not the earned account.).

- 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 Associate Dean of Students or his/her designee.

All clubs/organizations must earn the minimum required 30% of the per semester allocation to help defray their expenses. If a club does not earn an amount equal to 30% of its fall allocation during the fall semester, it will not receive its spring semester allocation until a written justification (e.g. plans to spend the fall allocation for a large spring semester event, saving fall allocation for year-end ceremony) has been received by the Ways & Means Committee and approved by the full SGA.

## **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), prior arrangements must be made through the Student Life Office to secure the funds.



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 President of MWCC or his/her designee.

*Prior authorization from the Student Life Office* must be obtained prior to making purchases. 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 or on the Student Life webpage.

When seeking payment or cash advance/reimbursement please allow 3 weeks to process the Expense Request Form. Payment will not be issued without proper receipts or paperwork.

The Student Life Office will keep financial records of each club/organization including a current balance sheet of receipts and expenditures and balance them against the college Business Office records on a regular basis. 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 club/organization without first securing the approval of the advisor and the club/organization membership along with the Student Life Office 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 Associate Dean of Students 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/organization 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 place an order, make a charitable donation or otherwise expend club/organization funds. A student or employee ID number is required to process a reimbursement or cash advance to a club/organization member or advisor. The club treasurer or club president and the club advisor must sign the form before returning it to the Student Life Office. The other three required signatures will then be obtained by the Student Life Office before submitting the form to the Business Office for processing. Please allow up to 3-weeks for processing of Expense Request Forms, plan ahead to ensure that funds are available when you need them.

## **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 such as bake sales, raffles, speakers, panel discussions, etc. Exception: An On-Campus Activity Request form is not required for regular club meetings.

### **Funding for the Event**

Prior approval required. See “Requesting Club Monies” and “Expenditures Processing Procedure” in the Budget Section above.

## **Room and Space Usage Request**

Requests for use of college property (rooms, space in and outside the building, etc.) must be submitted to Facilities Management preferably 15 days in advance of the intended date(s) of use. Space is reserved on a first come basis so the sooner your request is in the more likely the space will be available. Submit request by phone (978-630-9145), email sbolden1@mwcc.mass.edu, or in person to Sarah Bolden in room W05. 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.

## **Room Set-up**

Once space has been reserved if any room set-up (additional tables/chair, room configuration, etc.) is required the club or organization advisor must submit a SchoolDude to facilities to request the set-up and/or breakdown.

## **Media Requests**

Requests for media (A/V, microphones, speakers, etc.) must be made by the club or organization advisor via email to Media Services at: media@mwcc.mass.edu. Please be sure to include specific details and times that services are required.

## **Charges for Room and Space**

When usage is for meetings by persons and/or groups sponsored by MWCC 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 including any charges for added Campus Police, Facilities, or Media Services personnel. These costs will be the responsibility of the sponsoring club or organization.

## **Table Space (for Fundraisers, Literature Distribution, Sign Ups, etc.)**

There are three tables in the cafeteria hallway that may be reserved through the Student Life Office for fundraisers, distribution of literature, sign ups, etc. Clubs and organizations may reserve one or more tables. Table(s) should be reserved as soon as possible at the beginning of each semester because they tend to fill up quickly. The Student Life Office reserves the right to limit how often a club or organization may reserve table space to allow equal access to all clubs and organizations. Two different clubs or organizations will not be allowed to reserve space on the same day for the same type of fundraiser (e.g., two groups holding a bake sale on the same day).

Clubs and organizations are responsible to provide all necessary supplies for their reserved table space such as table covers, decorations, hand-outs, etc. 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 on-campus activity. In the instance of a fundraiser or tabling activity that occurs throughout the day and

it is not feasible for the advisor to be present for the entirety of the event, the advisor must be on-campus and conduct periodic check-ins with the club/organization throughout the day. The advisor should realize that he/she is in charge of the activities for the club/organization and must be fully aware of all club actions. 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 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 Senior Dean of Students 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. The advisor, police officers, and students sponsoring the activity will strictly enforce this limitation. Tickets should be sold in advance when possible. Attendance will be limited to students producing a valid MWCC ID and their guests. **NOTE: One guest per student.** .

### **Advertising Events**

No off-campus advertising will be allowed without prior approval by the Assistant Dean of Students and the Director of Marketing. You may advertise on campus following the guidelines below.

#### **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 and stanchions as approved by the Student Life Office.

Copies may be made in the Student Services Office or the MWCC print shop with prior approval from the Student Life Office. Print/copy jobs conducted by the Print Shop will be billed to the club/organization and must be routed through the Student Life Office. 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: [catalog.mwcc.edu/](http://catalog.mwcc.edu/)

### **Decorating Premises**

Users must secure approval from the Facilities 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 not allowed on campus at any time. No helium filled balloons of any type are allowed in the Commons Area at any time.**

## **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 Facilities Management, the sponsoring club will hire college custodians to complete the clean-up following the event. 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. A Green Street Cafe catering guide is available on the MWCC.edu Student Life webpage, please contact the Green Street Café when placing an order to ensure that they will be able to accommodate your needs. A *Food Order Form* must be completed (electronically then printed) and signed by the club/organization advisor and then returned to the Student Life Office for approval. After approval from the Student Life Office, make two copies of the form, one for the Student Life Office and one for the club treasurer, and then bring the original to the Green Street Café catering manager to place your food order. Allow plenty of advance notice for food orders, typically 2-weeks. **NOTE: The Green Street Café will not fulfill catering orders without approval from the Student Life Office and a completed *Food Order Form*.**

## **Alcoholic Beverages**

The consumption or possession of alcoholic beverages at on-campus or off-campus activities sponsored by an 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 supplies (such as napkins, paper plates, forks, plastic bags, table covers, decorations, etc.) **DO NOT** take supplies from the cafeteria. A sign with the name of the organization conducting the fundraiser and where proceeds will go (club or non-profit) must be posted at the table. A cash box is available in the Student Life Office as well as a small amount of start-up cash if needed. For raffles, see “Policies and Procedures for Conducting a Raffle” section for detailed information since raffles must adhere to very specific guidelines. *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, club funds must never leave the campus. If the fundraiser will end after the Student Accounts Office closes arrangements must be made in advance with the Student Life Office to secure funds. Raffle funds must be turned in to the Student Life Office to determine taxes owed and then deposited after taxes have been deducted.*

## **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. 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 submit a copy of his/her *Vendor License* or his/her *Sales and Use Tax Registration* if available and to list the type of items he/she will be selling. The application must be approved by the Senior Dean of Students 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 a club/organization member must meet them and assist them in getting situated at their assigned location. The sponsoring club/organization should also check in with the vendor from time to time throughout the day to see if any assistance is needed. When the vendor is scheduled to leave, the club/organization must have a member present to collect the agreed upon funds and to assist with any pack-up or loading.

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.

Sponsoring clubs/organizations must actively advertise the date/time that the vendor will be on campus to help improve their sales. While we don't guarantee any amount of sales to the vendors, it is only fair to them that the sponsoring club/organization help to promote them in advance. This may be done with signs posted in the student center or other designated areas, tabling a few days in advance with flyers and information, word of mouth, etc.

## **Raffle Policies and Procedures**

1. Book table space with the Student Life Office and complete an *On-Campus Activity Request Form*
2. Return the completed form to the Student Life Office along with a flyer for approval
  - a. The flyer **MUST** include the following:
    - i. Club Name
    - ii. Date(s) raffle tickets will be sold
    - iii. Price of tickets (Ticket price not to exceed \$2 per ticket)
    - iv. Date and time when the drawing will take place
    - v. Who the raffle proceeds will benefit (club, non-profit organization, etc.)
    - vi. Prizes to be awarded (if known at time of submission)

Raffle is conducted by MWCC Student Services in conjunction with Mount Wachusett Community College Foundation, Inc., a not for profit 501(c) (3). IRS# 23-7136083

- vii. The following language **MUST** be on all raffle flyers:
3. If gift cards/certificates will be awarded they must be submitted to the Student Life Office immediately upon purchase/donation to be stored in the safe until pick up. Photo

copies should be made for display purposes. Purchase of gift cards **MUST** be preapproved by the Student Life Office.

4. Money and alcoholic beverages shall not be used as prizes.
5. Retain all original receipts and submit to the Student Life Office with a completed *Expense Request Form* for reimbursement (NOTE: Sales tax is not reimbursable).
6. A 5% state tax on the gross proceeds is required and the sponsoring club/organization is responsible for paying this tax.
7. 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).
8. Schedule club members to work the raffle table on the date of the raffle.
9. Prior to the day of the raffle, *Raffle Pick-up Slips* (one for each prize) must be completed by the club/organization.
10. On the day(s) of the raffle:
  - a. Arrive early to set-up the table, signage, decorations, prizes, etc.
  - b. A cash box, standard, 2-piece raffle tickets, and raffle jars may be obtained through the Student Life Office the day of the raffle.
  - c. Clubs may provide their own “start-up” cash or request a small amount from the Student Life Office.
  - d. If tickets are being sold for different prices (\$1 for 1, \$5 for 7) be sure to track how many are sold at what price using the *Raffle Ticket Log Sheet*.
  - e. It is recommended that when students change shifts for table coverage, both parties count the money in the cash box at the time of shift change and document the total.
  - f. At any point during the raffle, the club wishes to put some of the proceeds in the Student Life safe so as not to have too much cash in the cash box they may do so by contacting the Student Life Office.
  - g. Do not leave the cash box and/or prizes unattended, always be sure that someone is available to cover the table.
  - h. If the raffle will last more than one day the prizes may be stored in the Student Life Office or storage room as long as prior arrangements are made to ensure space is available.
  - i. At the end of each day (multi-day raffles) all proceeds **MUST** be counted and turned in to the Student Life Office to be stored in the safe. Under no circumstances may club funds be taken home with club members.
  - j. When the raffle is scheduled to end and winners drawn, please adhere to the following:
    - i. A Student Life representative **MUST** be present (If no one from Student Life is available then a club advisor must be present)
    - ii. The drawing must take place in a public location (usually wherever the raffle tickets were being sold) at the date and time advertised on the flyers.
    - iii. *Raffle Pick-up Slips* must be filled in with the name of the winner and the winning ticket stapled to the slip immediately after drawing the ticket.
    - iv. All prize winners **MUST** claim prizes from the Student Life Office.
  - k. When the raffle concludes, all money must be brought to the Student Life Office along with the completed *Raffle Form* so that the state tax money may be taken from the proceeds. **DO NOT** deposit raffle proceeds into the club account until after the tax money has been taken out.

## **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/organization 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/organizations should plan in advance for such activities.
- A *Student Activities 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 Senior Dean of Students or his/her designee.
- For all off-campus trips, advisors must complete a *College Travel Form* in addition to the *Student Activities Trip Request* form.

Once the trip has been approved, all attendees not including the advisor must complete the following forms.

- An ***Acknowledgement of Risk and Consent Form*** must be completed by EACH student or guest participating in the trip. .
- A ***Private Vehicle Form*** 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.

All forms are available in the Student Life Office or on the Student Life webpage 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/organization 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 9-10.

### **Transportation**

College vehicles are available upon request for usage for club/organization activities. Student clubs/organizations can reserve a vehicle on a first come first serve basis through the Campus Police and Safety Department. ***College vehicles can only be driven***



*by a Mount Wachusett Community College employee with a valid driver's license* (e.g. club advisor). There will be no charge for use of the college vehicle. To reserve a college vehicle, contact the Campus Police Department at 978-630-9150. 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. No smoking is allowed in college vehicles. For additional transportation, clubs/organizations may consider vehicle rental. Rental arrangements must be made through the Student Life Office, room 151.

### **Inclement Weather Policy**

If a club/organization 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.

### **Guests on Trips**

No guests are allowed on overnight trips. One guest per person will 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 and club/organization advisors will determine if they would like to allow guest on a particular trip. The advisor will have ultimate responsibility for all trip attendees and has the right to approve or deny any guests or attendees.

### **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 Senior Dean of Students 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 12.

### **Attendance**

See Attendance under **On-Campus Activities**, page 12.

### **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/organization 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 along with a completed *Expense Request Form* immediately following the event. Any unexpended funds from a cash advance must be deposited back into the club/organization's account at the Student Accounts Office soon after the event and a receipt returned to the Student Life Office. All proceeds are to be deposited with the Student Accounts Office immediately following the event. *Failure to turn in receipts, 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 Senior Dean of Students (or his/her designee) or the individual will be personally held responsible for the amount of the debt.

## **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 guest 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 Brewer Center for Civic Learning and Community Engagement, Room 152.
- Clubs must have a minimum of 5 members that volunteer at least 2-hours each at an event not hosted by them in order to receive community service credit for their club (e.g. SGA Food Drive, Day of Caring, etc.).

### **Tracking Volunteer Hours**

- All students are encouraged to record service hours that are sponsored by MWCC on their GivePulse account (student club or organization, Brewer Center, MWCC Student Life, etc.) and will be approved by the appropriate advisor. Only hours verified by the club advisor will be noted on a student's transcript.

- 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 and must NOT be shared with MWCC groups.
- Students should log hours through GivePulse every time they complete any hours (not in bulk at the end of the semester).
- Every semester there will be a deadline to log hours, and students will be unable to log hours past the deadline. Students will be notified of the deadline through the Student Life Office via email, as well as through GivePulse.
- Students should only log the actual hours they complete; DO NOT log hours in advance of completing them.

### **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 Celebration.
- Your service hours aid the Brewer Center 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 Request Forms, 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 Brewer Center in Room 152.

## **LEGAL REQUIREMENTS**

## 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 Coordinator of Disability Services.

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 Student Life Office 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.

## 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 the release date and popularity of the film. For more information, please contact the Student Life Office or for specific details go to: <http://colleges.swankmp.com/faq>

## 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 club/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.

# APPENDIX

## ANNUAL PROCEDURES FOR STUDENT CLUBS AND ORGANIZATIONS

### September

- Begin club registration/budget process:
  - a) Pick up budget packet at President & Treasurer Training and read it over
  - b) Plan your organization's activities out 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 Financial & Club Procedure Training
- 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

### October

- Submit completed budget packet to Student Life Office
- 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

- Provide Student Life Office with any changes to officer positions (this should be done whenever there is a change)

### 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.
- Elect any officer positions if needed for officers that will be graduating in December and submit changes to the Student Life Office.

### January

- Recruit new members at Student Expo

### February

- Submit an up-to-date list of club members and officers to the Student Life Office.
- Check to make sure the balances in the 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**

- Unless you receive notification otherwise, the deadline for submitting purchase orders is April 30.

## **May**

- Complete and submit to the Student Life Office the forms provided for year-end wrap up.
- All club events must be held before the end of classes in May unless permission has been given otherwise.
- Submit expense forms for reimbursements, cash advances, and payments to the Student Life office before the end of classes.
- Return all funds and receipts from cash advances to the Student Life Office before the end of classes.



## **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
- Information on purchasing office supplies & furniture, novelty items, personalized clothing & and promotional items
- 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 club/organization 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 club president before each meeting.
- \_\_\_\_\_ 8. Help the club 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)

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(Name) (Signature)

\_\_\_\_\_  
(Name) (Signature)

\_\_\_\_\_  
(Name) (Signature)

Advisor Agreement:

\_\_\_\_\_  
(Signature)

*Adapted from Webster University Adviser Expectations for use at Salem State College*

