2021-2022
Registered Student 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 organizations/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 organizations and organizations. Students can develop their leadership abilities, gain new friendships, and become more culturally enriched through active participation. If there is not a organization that suits your interests, a group of students may form a organization 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 Assistant Director of Student Life in Room 151.

REGISTRATION TO BE A REGISTERED STUDENT ORGANIZATION (RSO)

At the beginning of the fall semester, each approved student organization that wishes to be active during the academic year must register with the Student Life Office. Registration takes place on InvolveMOUNT at the beginning of the fall semester.

MWCC Requirements for RSOs

In order for an RSO 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 any required Expos and Trainings.
- Ensure that organization InvolveMOUNT information is accurate and remains updated at all times.
- All RSOs shall have a minimum of two elected officers consisting of a president and a treasurer. It is also recommended that they 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 for a minimum of 6 credits.
- All RSO 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: Student organizations who do not maintain MWCC recognition requirements at the mid-year review will be placed on probation. Student organizations will have a semester to bring their respective group into compliance with the financial and MWCC group recognition requirements. If student organizations cannot meet recognition requirements by the end of the academic year, they will be at risk of losing any allocated funds and or MWCC recognition.

RSO Advisor Expectations

- Attend organization meetings whenever officer elections take place – mandatory.
- Attend organization meetings on a regular basis – recommended.
- Be present for all on-campus organization 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, 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 any required organization trainings.
- Communicate with the Student Life Office regarding any organization activities, change of officers, policy questions, etc.
- Ensure that organization officer information remains up-to-date at all times on InvolveMOUNT.
- Ensure that organization officers meet the specified 2.0 GPA, minimum registration in 6 credits requirement each semester, and complete required trainings specific to their position.
- Advise organization members regarding college policies and best practices involving stu.
- Work with organization officers to direct organization meetings/activities/etc.
- Oversee organization funds in conjunction with the organization treasurer.
- Assist organization in requesting meeting space, completing required paperwork, working with college departments, etc.
- Be available to organization members on a regular basis.
- Forward all Student Life correspondence to organization 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 organization 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. It is recommended that this worksheet be reviewed and completed by the advisor and officers at the beginning of each fall semester.

Social Media for Registered Student Organizations

MWCC RSOs are responsible for maintaining their own social media sites.

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

1) All pages must be approved by the Marketing & Communications Office prior to being created and marketing personnel must be allowed admin rights.
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 organization.
A statement in the “About” section of the page should read “Disclaimer: The content of student organization social media pages should not be considered “official” Mount Wachusett Community College information.”

**ALLOCATED/EARNED FUNDS POLICIES, PROCEDURES and GUIDELINES**

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

There are two types of organization funds: 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.
   a. Allocated income may **NOT** be spent on:
      i. Individual gifts or on activities that are not open to all members.
      ii. Equipment, unless approved by the Senior Dean of Students or his/her designee.
      iii. 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 5.)

   All expenditures must be made in accordance with college trust fund guidelines. All monies turned back into the 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 RSO 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 Senior Dean of Students or his/her designee in advance.

**Requesting Allocated Funds**

Registered organizations in good standing (see MWCC Requirements for RSOs above) are able to request funds from the SGA on an “as needed” basis. All allocated funds requests must be made to the SGA Ways and Means Committee at least 3 weeks in advance but no more than 8 weeks in advance. Requests must follow the below procedure:

1. Organizations must approve the decision to request allocated funds for a particular event or purpose through a vote of the organization members at a regularly scheduled meeting.
   a. Included in this decision should be an agreement of how much of the organization’s earned funds will be used for this event/purpose. The SGA will expect the organization to utilize some of their own earned monies to fund the event/purpose.

2. A **Funding Request** must be completed in InvolveMOUNT.
   a. This request must include the following:
      i. Organization Name
      ii. Name of Event/Purpose
      iii. Date of Event/Purpose
iv. Type of Event/Purpose (fundraiser for organization or non-profit, organization trip, speaker or performer, etc.)

v. Anticipated number of students impacted/involved

vi. Amount of allocated funds requested

vii. Amount of organization funds being used for the event/purpose

viii. Date funds are needed

ix. Any additional supporting documents

All RSOs must earn a minimum of 30% of all allocated funds received for use by the organization for expenses. An organization may initially request funds prior to fundraising any monies for organization expenses, but will not be allowed to request additional monies until 30% of the original allocation has been raised.

Organization Funds Policies and Guidelines

The following will be enforced throughout the year:

- There will be no private accounts outside of the college for any organization.

- All organization fundraising MUST be approved by the Student Life Office before it occurs.

- No organization will be allowed to fundraise via “Go Fund Me”, Facebook, or any other form of virtual fundraising.

- Money earned from all activities must be deposited in the organization’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 organization and, as such, should under no circumstances be taken home with anyone.

- Upon request of the SGA, the treasurer of an organization 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 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 organization. The receipt should not contain items purchased for personal use along with items purchased for the organization. Organizations will NOT be reimbursed without a valid receipt.
• Reimbursement for any off-campus trips or activities will not be made unless all required forms and signatures are completed prior to the off-campus activity.

• All reimbursement decisions are at the final discretion of the Student Life Office.

**Requesting Organization Monies**

When an organization seeks to purchase an item or to contract for a service, the first consideration is the availability of funds. Organizations may not spend or commit to spend monies without first confirming availability. Neither organization members nor advisors may 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, an Expense Request Form must be completed and submitted for approval.

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. All expenditures must be completed by the last day of classes each semester; expenses submitted after this date will not be completed unless prior approval has been obtained from the Student Life Office.

Each organization treasurer shall maintain bookkeeping records for all monetary transactions.

No individual organization member shall incur any debt whatsoever in the name of the student organization without first securing the approval of the advisor and the 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 external to 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 Senior 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 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 organization funds. A student or employee ID number is required to process a reimbursement or cash advance to an organization member or advisor. The form must be completed electronically and then submitted for electronic signatures. Once an organization officer or advisor completes the form it automatically goes to the Student Life Office where the signature loop is created. The organization is responsible for ensuring that up to date officer information is in InvolveMOUNT so that the form is sent to the correct people for signature. The form may be accessed by using the link on the Homepage of InvolveMOUNT in the bottom right hand corner. No hard copy forms will be accepted, they must be completed electronically. 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 AND VIRTUAL EVENTS

The following is a list of policies, procedures and guidelines to assist organizations in planning on-campus activities (including fund-raising events).

Event Proposal Form

An Event Proposal form must be completed when an RSO begins conversations about hosting an On-Campus or Virtual event. This form needs to be completed with as much information as possible to get preapproval before finalizing event plans. RSOs may not schedule events that conflict with other previously scheduled events and the Event Proposal will secure a date/time while the event is being planned.

Event Submission

All RSOs MUST complete an Event Submission on InvolveMOUNT to officially announce their event. This includes all student organization sponsored activities held on-campus or virtually, such as bake sales, raffles, speakers, panel discussions, etc. Event Submissions should not be used for RSO regularly scheduled meetings.

Funding for the Event

Prior approval required. See “Requesting Organization Monies” and “Expenditures Processing Procedure” in the Organization Funds 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 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 organization advisor via email to Media Services at: media@mwcc.mass.edu. Please be sure to include specific details and dates/times that services are required.

Charges for Room and Space
When usage is for meetings by persons and/or groups sponsored by MWCC 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 organization.

Table Space (for Fundraisers, Literature Distribution, Sign Ups, etc.)
There are four tables in the cafeteria hallway that may be reserved through the Student Life Office for fundraisers, distribution of literature, sign ups, etc. Organizations may reserve one or more tables. Table(s) should be reserved as soon as possible at the beginning of each semester as they tend to fill up quickly. The Student Life Office reserves the right to limit how often an organization may reserve table space to allow equal access to all organizations. Two different 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).

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 students, faculty and staff unless permission to the contrary is received in advance through the Student Life Office. Table space requests should be included in your completed Event Proposal form.

Supervision Required at Functions
The 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 organization throughout the day. The advisor should realize that he/she is in charge of the activities for the organization and must be fully aware of all organization 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.

Organization advisors are also required to be present at meetings when organization 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 Organization 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.

**InvolveMOUNT:**

All RSOs will complete an Event Submission on InvolveMOUNT as their primary mode of advertising an event.

**Signs and flyers:**

Signs and flyers must be approved and stamped by the Student Life Office or Student Services Office prior to placement. Organization event signage may only be posted on bulletin boards (Student Life Organization Board, Student Center Table Board, other non-designated boards) and stanchions as approved by the Student Life Office. All posters MUST be removed at the conclusion of an event.

Copies made on campus must be done through the Student Life Office and require advance notice. Print/copy jobs conducted by the Print Shop will be billed to the organization and must be routed through the Student Life Office via the online *Print Shop Request Form*. 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 Organization-Sponsored Events**

College Technology Resources & Network Service Policies can be found in the College Catalog/Student Handbook at: 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 organization 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 Café 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 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 organization 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 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, organizations 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 (organization 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 (Payable to MWCC and organization name noted in the Memo section) and cash collected by an organization treasurer (or his/her designee) must be deposited into the organization’s account at the Student Accounts Office on the same day as it is collected, organization 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
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. Contact the Student Life Office to further discuss hosting a vendor on campus.

The vendor will be need 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.

The vendor and organization must complete a *Letter of Agreement for Vendors* form. By signing the form, the vendor agrees to pay the 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 an organization member must meet them and assist them in getting situated at their assigned location. The sponsoring 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 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 an organization treasurer (or his/her designee) must be deposited into the organization’s account at the Student Accounts Office on the same day as it is collected.*
Sponsoring 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 organization help to promote them in advance.

Raffle Policies and Procedures

1. After receiving approval of the event via the Event Proposal form complete an Event Submission on InvolvEMOUNT.

2. Submit a flyer for approval
   a. The flyer MUST include the following:
      i. Organization Name
      ii. Date(s) raffle tickets will be sold
      iii. Price of tickets (Individual 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 (organization, non-profit organization, etc.)
      vi. Prizes to be awarded (if known at time of submission)
      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 organization/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 organization 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 organization/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. Organizations 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 organization 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 organization funds be taken home with organization 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 an organization 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 organization account until after the tax money has been taken out.

ORGANIZATION SPONSORED TRIPS and OFF-CAMPUS ACTIVITIES

The following is a list of policies, procedures, and guidelines to assist 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 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:

- Organizations should plan in advance for such activities.
- A Student Activities Trip Request form, must be completed electronically 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 marked for “Approval Only” and have their supervisor sign it. Any travel out of state requires a signature from the college president. This completed form MUST be submitted to the Student Life Office.

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. It is recommended that all students complete the PVF even if they plan to travel in a college vehicle, this will ensure coverage in the event plans change.

Both of these forms will be created and links sent to the RSO advisor after the off-campus trip has been approved. The links will then need to be sent to every student attending the trip for completion.

**NOTE:** The RSO advisor will be responsible for ensuring that all forms are properly completed and that they have available to them, at the off-campus activity, the emergency contact information for all attendees.

**Funding for the Event**

Prior approval required. See “Requesting Organization Monies” and “Expenditure Processing Procedure” in the Budget Section on pages 9-10.

**Transportation**

College vehicles are available upon request for usage for organization activities. Student organizations may 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. organization advisor). There will be no charge for use of the college vehicle. To reserve a college vehicle, contact the Campus Police Department Staff Assistant 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. No smoking is allowed in college vehicles. On the day of the trip, a list containing the names, addresses, telephone numbers, and emergency contact information of all trip attendees indicating who are passengers riding in a college vehicle or rented vehicle must be submitted to campus police and to the Student Life Office immediately before departure. This may be a hard copy or an electronic copy. For additional transportation, organizations may consider vehicle rental at the expense of the RSO. Rental arrangements must be made through the Student Life Office, room 151.

Students and advisors wishing to leave a vehicle during non-business hours or during inclement weather MUST park in Lot “D” and leave their keys with Campus Police. All unauthorized vehicles left on the Gardner campus after hours in violation of trespass laws, or during an emergency closing are subject to tow at the owner’s expense.

**Inclement Weather Policy**

If an 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**

*Overnight Trips* – Guests are not allowed.

*Day Trips* – Each trip will be considered on an individual basis and the Assistant Director of Student Life will make the final decision to approve or deny guests.
Guidelines:
- Maximum of one guest per student
- Guests are not allowed to travel in college vehicles
- The advisor will have full responsibility of all guests and will be consulted in the decision making process
- Guests must abide by all college policies and the Student Code of Conduct
- Guests must be 14 years old or over (exceptions may be made in some instances)

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 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 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 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 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 organization 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
CIVIC ENGAGEMENT/COMMUNITY SERVICE

Overview
Each 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.

- Organizations 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.
- Organizations 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 organization (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 (RSO, Brewer Center, MWCC Student Life, etc.) and will be approved by the appropriate advisor. Only hours verified by the organization advisor will be noted on a student’s co-curricular 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 co-curricular 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 organizations or organizations that provide a service to the local community.
• Days of service (i.e. Day of Caring, Alternative Spring Break Trips)
• Student organization meetings
• Volunteer time spent on organization 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 organization trips or events for enjoyment (i.e. organization 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 Brewer Center webpage 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 Americans 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 organization 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 organization/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 organization and the organization 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/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

August/September/October
- Begin club registration/recruiting
- Submit a signed hazing policy compliance form to Student Life Office
- 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

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

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

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.

On Going
- Provide Student Life Office with any changes to officer positions (this should be done whenever there is a change)
- Attend any required club training
STUDENT ACTIVITIES RESOURCES

The Assistant Director of Student Life is available to serve as consultant to advisors of student organizations, and is 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 & 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)

Advisor Agreement:

__________________________________________________________ (Signature)

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