

# Clubs and Organizations Guide

Cambridge – Cindi Gilbert, Student Activities Coordinator, E 203C

Coon Rapids – Joyce Traczyk, Director of Student Life, SC 101

763.433.1320

## **Introduction**

The Anoka-Ramsey Community College (ARCC) Student Life Program provides opportunities for student growth through a variety of clubs, organizations, and activities. The Office of Student Life on each campus supports extra-curricular programming to supplement courses. Academic clubs (designed to further education and promote academic activities), civic, social clubs or recreational clubs (designed to promote fraternization and recreation), as well as intramural and recreational sports and other student activities are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating in an ARCC club or organization. For further information, contact the Director of Student Life on either campus.

Appendix Forms included in this guide include:

- Appendix A – Application to Request Support from the Public
- Appendix B – Request for Funding (Coon Rapids Campus only)
- Appendix C – Internal Requisition
- Appendix D – Provisional Club Application
- Appendix E – Expectations and Responsibilities (Club Advisor and Club President)
- Appendix F – Charter/Constitution Example
- Appendix G – Student Travel and Authorization for State Vehicle Use Form
- Appendix H – Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement
- Appendix I – Club and Organization Report/ Program Review
- Appendix J – Club and Organization Assessment of Student Learning
- Appendix K – Student Travel Form
- Appendix L – Vehicle Use Agreement
- Appendix M – Food Service Internal Requisition (Coon Rapids Campus only)
- Appendix N – Student Travel Responsibility Contract (Coon Rapids Campus only)

## **Student Government Role**

The College President recognizes the Student Government as the official representative of the students. With the exception of Phi Theta Kappa, the Student Government has the exclusive right to charter all clubs and organizations at ARCC. The Student Government recommends the Student Life budget to the President and has jurisdiction over a variety of matters relating to student clubs and organizations.

A Student Government officer (on the Coon Rapids Campus, it is the Clubs Coordinator) is the liaison to each of the recognized clubs and organizations, and has the responsibility to:

- Serve as informational resource.
- Attend scheduled meetings.
- Summarize club activities at weekly Student Government meetings.

## **Purpose**

Student clubs and organizations shall contribute to the development of students through experiences that accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics.

- Provide experience of working with groups.
- Provide activities related to classroom experiences.
- Develop professional ideals and standards through activities.
- Develop personal and professional friendships and associations.
- Develop leadership capabilities of members.
- Provide recreational experiences within the environment of the ARCC community.
- Allow members to exercise the responsibilities of citizenship.

### **Privileges**

Student clubs and organizations have the right:

- Of discussion, debate, and assembly.
- To communicate and disseminate information through campus media.
- To assistance from staff in planning and conducting programs.
- To use campus facilities, services, buildings and property in conformity with college policies.

### **Membership and Establishment**

- Only currently enrolled students may form or participate in a club or organization at ARCC.

#### **Club and Organization charters and administration (Cambridge Campus only)**

1. Any group of students wishing to form a campus club or organization must secure approval from the Senate before this organization can be recognized as an official club of the college. To secure approval for a chapter, a group of students must meet the following requirements.
  - a. Have a purpose for the club that will benefit students in some manner.
  - b. Secure an advisor, approved by the Dean of Educational Services.
  - c. Submit a proposed written constitution of the Senate at least two (2) weeks prior to action on the charter petition.
  - d. If the club is affiliated with a state or national constitution the terms of the affiliation must be filed with the Dean of Educational Services and the Student Senate and be a registered member of the Campus.
  - e. The group, club and/or organization must have four (4) active members at all times; each member must be registered with the Senate and be a registered student of the Campus.
  - f. A per term calendar of events and financial statement must be submitted to the Student Senate.
  - g. The Student Senate shall have the right to records, and activities of all groups, clubs and/or organizations in order to review the operation and determine that they are operating within their stated purpose.
  - h. The Student Senate shall have the privilege of calling the presiding officers or other duly constituted representatives of the various student groups, clubs and/or organizations for consultation when considering matters of vital concern to these organizations.
  - i. Each group, club and/or organization must have one specified member to be the Student Senate Representative who will meet once a month with the Senate Student Life Committee to discuss up-coming events or other pertinent business.
2. Revising Old Charters. New versions of old club charters need to be approved according to the same requirements as new charters.
3. The Senate may suspend or place on probation clubs or organizations that are determined, through means of a hearing, to be in violation of Senate rules or of their charter. In extreme

cases, the charter may be revoked by 2/3rds vote if a fair hearing determines that to be the best course of action.

#### **Article IV. Clubs and Organizations (Coon Rapids only)**

Section 1. Student groups seeking official club or organization status must meet the following requirements:

- A. Be open to with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.
- B. Ensure the club's purpose benefits students and the College.
- C. Secure a faculty or staff advisor, approved by the Director of Student Life
- D. Submit a proposed written constitution to the CSG. If the proposed club is affiliated with a state or national organization, the affiliated constitution and the terms of affiliation must also be submitted.
- E. Submit a roster of active student-members and student/tech IDs, ensuring the minimum membership is at least five (5).
- F. Approval of the charter requires a three-fourths (3/4) majority vote.

Section 2. Responsibilities of clubs and organizations include:

- A. Maintain at least five (5) active student members. A roster must be submitted annually to the CSG.
- B. Submit a written report once per year to report meeting schedule, activities, upcoming events, and anticipated funding needs.
- C. Submit revisions and or amendments to the club Constitution and Bylaws as needed.
- D. One student club representative must appear in front of the CSG during the first two (2) consecutive meetings of each term that the club is established. Also they are required to meet one (1) additional time near midterm, to be determined by CSG, and communicated via the clubs coordinator. In addition to any other request by a (2/3) vote by the CSG.
- E. All club and organization expenditure requests require one (1) student club representative to appear before the CSG.
- F. Before a club or organization's expenditure request may be approved, the club must have completed the required follow-up for all past approved expenditures.
- G. All club and organization expenditure requests must be turned in to the CSG or Director of Student Life one (1) day in advance of the CSG meetings.
- H. All clubs and organization members that receive approval for travel must agree and sign the Student Travel Responsibility Contract (appendix N).

Section 3. CSG responsibilities in regard to clubs and organizations include:

- A. The CSG considers requests for provisional and official club status and recommends action to the College President. The College President shall have final authority to approve or deny all charters.
- B. The CSG shall have the right to inspect all books, records, and activities of clubs to review operations and to determine that clubs are operating within their stated purpose.
- C. The CSG considers for action all requests for funding for clubs.

- D. The CSG shall have the privilege of calling presiding officers or other duly constituted members of the clubs for consultation when considering matters of concern to these organizations.
- E. The CSG, by two-thirds (2/3) vote, revoke the charter and official club status of any club or organization which fails to abide by its stated purpose, responsibilities or overall requirements of the College. Prior to revocation, club members shall be granted an opportunity to speak on behalf of the club.

## **Funding and Expenditures**

- Clubs and organizations are Student Life activities, and student activity fees are the primary source of funding.
- Student Life budgets are established in early spring for the following fiscal (July 1- June 30) year in accordance with the Student Life policy.
- Fund raising activities are limited and shall be conducted in accordance with expectations set forth by the Foundation Department and with prior approval from the Club Advisor and Dean of Student Life (Appendix A).
- Funds collected and spent by clubs and organizations shall be accounted for through an agency account in accordance with college policy.
- Club and organization expenditures require prior approval.
  - On the Coon Rapids Campus - from the Student Government, Director of Student Life and Dean of Student Life.
  - On the Cambridge Campus - from the Student Activities Coordinator and the Dean of Educational Services.
  - The following steps must be completed in advance of club or organization purchase or expenditure:
    1. (On the Coon Rapids Campus – only), Submit *Request for Funding* form (Appendix B) to Director of Student Life at least two weeks in advance of purchase/expenditure.
    2. Complete an *Internal Requisition* form (Appendix C), and include:
      - ✓ Vendor Name, Address, Telephone Number (if the vendor is an individual, also include the vendor's social security number)
      - ✓ Item, Quantity, Description (be specific, including name and date of the activity)
      - ✓ Vendor bid (two are required for most purchases)
      - ✓ Person making request (club advisor signature)
      - ✓ Approval signatures
    3. The Business Office will create a *Purchase Order or PO* upon receipt of an *Internal Requisition*. Vendors require a PO number for purchases. The PO is typically mailed directly to the vendor or, on occasion, may be hand-delivered in order to complete the purchase. In the event a vendor will not accept a PO to guarantee payment, consult with the Director of Student Life.
    4. When a purchase is completed, the vendor will supply an invoice. This invoice needs to be submitted to the Director of Student Life so the Business Office can make final payment.
- Money received from student activity fees are considered state funds. Therefore, certain expenditures are not allowed and include:
  - Gifts or parties for club or organization members

- Tuition reimbursements
  - Donations
  - Alcohol
  - Miscellaneous expenditures for personal benefit
- ARCC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See the Director of Student Life if written proof of tax-exempt status is needed by a vendor.

### **Programming**

- Activities of a club or organization shall contribute to the positive development and welfare of the membership in general. Activities that create situations not consistent with policies and procedures of ARCC shall not be permitted.
- With the exception of Phi Theta Kappa, clubs and organizations shall sponsor activities or events only with prior approval from the Director of Student Life.
- Clubs and organizations shall meet regularly during the academic year. On the Coon Rapids Campus, each club shall designate a representative to act as the liaison to the Student Government Clubs Coordinator.

### **Movie/Film Copyright Policy**

Students must ensure they have obtained the appropriate permission prior to showing a film or movie on campus. You cannot rent a movie from the video store and show publicly on-campus without obtaining a copyright license for the showing. Please see the Director of Student Life if you have any question about this.

#### *What the law says*

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights and their agents are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

## **Student Leadership Grant**

Student Leadership Grants recognize the contributions of student leaders at Anoka-Ramsey Community College. Awards ranging from \$200-\$500 are determined each term and granted to student leaders based upon a committee's evaluation of the student's leadership, level of involvement, breadth of involvement and effect of contribution on campus life and community during the most recent term. Applications are available and due toward the end of each term.

## **Provisional Club Status**

Students wishing to form a club may pursue provisional club status by completing the *Provisional Club Application* form, according to the instructions (Appendix D). Provisional clubs are extended regular club privileges with the exception of access to funding under the Student Life budget process. Provisional club status is temporary.

## **Permanent Club Status**

Permanent club status enables clubs or organizations access to funding under the Student Life budgeting process and to sponsor events and activities that are appropriate to the special interests of their organization under the auspices of ARCC. Shortly after being granted provisional club status, students who wish to pursue permanent club status, must submit the following items to the Student Government and the Director of Student Life:

- List of club officers, complete with home addresses and phone numbers.
- *Expectations and Responsibilities* form – signed by the club advisor and the club president (Appendix E).
- A copy of the club charter/constitution (Appendix F) and appropriate bylaws. If the club is affiliated with a national organization, the national charter/constitution and bylaws must also be submitted.

## **Revocation of Club & Organization Recognition**

With the exception of Phi Theta Kappa, the Student Government may revoke the recognition of any club or organization when any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- A constitutional provision deactivates a club or organization as of a certain date.
- No record of activity exists for the previous academic year.
- A list of current officers or members is unavailable.

## **Club & Organization Office Space and Facility Use**

The College provides clubs and organizations with office space to work on activity and event projects. Offices are generally equipped with local access telephones and computers, which are to be used for club related activities only. On the Coon Rapids Campus, keys for student organization offices are in lock boxes located outside of each office. Contact your advisor for the combination. On the Cambridge Campus, keys are distributed to one or two club officers. Offices should be kept locked when not in use.

	Cambridge Campus		Coon Rapids Campus	
Student Life Director/Coordinator	E 203C		SC 101	
Club and Organization Office	Art Drama Club GSA Nurses Association Choir Phi Theta Kappa	E 203D E 203D E 203D E 203D E 203D E 203E	Main Office	SC 116
Student Newspaper	E 203B		SC 124	
Student Government	E 203A		SC 124	

Other than the designated office space, to reserve a room for meetings or events, contact the Facility Use Coordinator on each campus.

- Cambridge Campus – 763.433.1855
- Coon Rapids Campus – 763.433.1398

### College Vehicles

Clubs and organization members may use college vehicles (Appendix G) for school related functions and in accordance with college policies. Vehicle availability is limited, so arrangements should be made at least two weeks in advance through the Information Desk on each campus. You will also need to fill out an Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement (Appendix H).

As a student and a representative of ARCC, you are expected to:

- Obey traffic laws and use driver courtesy.
- Return the vehicle clean and the interior emptied of trash.
- Return the vehicle with the gas tank at least half-full.
- Return keys and clipboard (complete usage information) to the Information Center. If the campus is closed, put the clipboard with keys under the driver’s seat.
- Inform the Director of Student Life of unusual occurrences related to vehicle use.

If a state vehicle is unavailable, you may be reimbursed for driving your own vehicle at the current rate for direct route miles. Follow the internal requisition pre-approval procedures for mileage reimbursement.

### Vehicle Use Agreement

Last summer the Risk Management Division of the Dept. of Administration promulgated a vehicle Fleet Safety Program and MnSCU implemented the program this summer. The program requires that our students that have been identified as potential drivers of college, state, leased, rented or personal vehicles have verification made of their eligibility to operate those vehicles for college business, events, or activities. McSCU requires us to have students fill out a Vehicle Use Agreement form, sign it, and have the instructor or supervisor also sign. RMD makes the driving record checks for us and advises of the results. The Director of Safety and Security coordinates these efforts and advises the student’s supervisor or instructor of the results of the driving record checks.

## Club and Organization Report

To maintain official recognition, the president of each club or organization is required to complete a report at the end of each term. In addition, each member of the club or organization is asked to complete member survey. Submit the Club and Organization Report (Appendix I) and Member Surveys (Appendix J) to the Director of Student Life.

## Club and Organization Member Survey

The assessment of student learning is a central part of the mission of ARCC. We value the learning that takes place both in class and in activities. Your assessment of this club/organization is important to us. As a member of a club or organization, you are asked to respond to the questions. Your individual responses will remain completely confidential. This information is intended to continually enhance programming at ARCC and will be used for research purposes. Survey forms should be collected and attached to the Club and Organization Report at the end of each term.

## Student Travel & Accommodations

Students traveling for college-related functions do so as representatives of ARCC and are required to adhere to college policies. A copy of the *Student Travel* form (Appendix K) should be left with the Director of Student Life, Student Services Assistant, or the Information Desk in case of an emergency.

Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Whenever possible, an advisor should accompany students on school-related functions.

## Mailing, Printing, Copying and Advertising Services

Services for mailing, printing and copying are provided by ARCC. Please work with your Club Advisor or the Director of Student Life for assistance.

Clubs and organizations may advertise using campus media, including:

- Bulletin Boards, Posters or Table Tents—contact Office of Student Life
- Student Newspapers—contact Newspaper staff
- Student eBulletin—To submit information for inclusion in myARCC *eBulletin* :
  - 1. Email *eBulletin* information to Sarah at [sarah.deering@anokaramsey.edu](mailto:sarah.deering@anokaramsey.edu)
  - 2. Submit requests by **Thursday** of each week for inclusion in the next weeks eBulletin postings
  - 3. Include all pertinent facts including:
    - Title
    - Message (space is limited to approx. 500 characters - messages may be edited)
    - Date, time and place of event (if appropriate)
    - \* Be sure to indicate if item is campus specific
    - Weblink for more information (if appropriate)
    - Begin date of posting
    - End date of posting

- Campus Television Monitors—through Student eBulletin process (must attach flyer)
- College Bulletin—submit to President’s Office by Tuesday noon for the following week’s publication
- E-mail—submit to the Dean of Student Life
- Stone Marquee—submit to Office of Student Life for approval
- Community newspapers—submit requests to Director of Public Relation

**Campus Food Service (Coon Rapids Campus only)**

All on-campus food purchases need to be purchased through Taher, our on-campus food service. Complete the Food Service Internal Requisition (Appendix M) and submit to the Director of Student Life. Internal Requisitions should be submitted one week prior to event.

## Application to Request Support from the Public

The use of Anoka-Ramsey Community College's name (Cambridge Campus OR Coon Rapids Campus) and solicitation from the public for support cannot interfere with the resource development plans of our campus foundations. Coordination and approval of fundraising activities is imperative. The internal coordination of requests to solicit the public prevents repeated solicitation of the same businesses, organizations, and individuals. It allows for appropriate thank you and recognition programs and also assists the foundations in meeting the prioritized needs of the entire college and not just those of individual areas.

According to ARCC Policy 8A.2 *Sale of Goods and Fund-Raising Activities:*

### **Sales**

*The selling of any item for profit on the campus or sales off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the President. (The form may be obtained from the President's Office or from N:\ARCC Public\Forms.) Exemptions to pre-approval include the following:*

- *Auxiliary Enterprises*
- *Sale of tickets for college plays, music events, and other college productions related to academic programs*
- *Admission to athletic events*
- *Foundation raffles or other foundation fund-raising tickets*

### **Fund-raising Activities**

*The selling of any item for fund-raising purposes on the campus or off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the college President. The sales cannot interfere with the resource development plan of the college foundations.*

Further, according to ARCC Policy 8A.1 *ARCC Foundations and Donations to the Foundations:*

### **Acceptance of Donations**

*The President may receive and accept donations on behalf of the college and/or the foundation(s) and will clearly elicit from the donor which entity is the intended recipient of the gift. The foundation may receive and accept donations on behalf of the foundation. Unless otherwise so expressed in terms of the donation, the foundation shall determine the use of such donations. Donations of real property to the college require Board approval prior to acceptance (see MnSCU Board Policy 7.7).*

### **Solicitation**

*The solicitation of donations, the sale of goods, or any other fund-raising activity on behalf of the college by any individual or group other than the foundation requires prior approval, in writing, from the President."*

According to MnSCU Board Policy 5.15 *Fund-raising Part 3. Gambling:*

*Except as provided in this policy, no gambling or betting (as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76) is allowed on college, university or system property. Raffles are not prohibited by this policy if:*

- a. The raffle is conducted by a college, university, or system office, or related groups; and*
- b. Prizes are donated by an individual, firm or other organization such as foundations and auxiliary boosters; and*
- c. The raffle meets the requirements of Minnesota Statutes section 349.166.*

**Therefore, no solicitation or fund-raising activity can begin on either ARCC campus without prior approval from the college President. Requests to solicit must follow the guidelines listed below:**

1. Complete Section A of this application no later than three weeks prior to the proposed event.
2. Await full and complete notification of approval prior to beginning any solicitation.
3. Deposit any funds raised daily in the Business Office. (See Business Office for account information).
4. Complete Section C of this application no later than two weeks after the event.

**SECTION A: (Must be completed and submitted no later than three weeks prior to proposed event)**

Group/Division Making Request: \_\_\_\_\_

Name of Person Submitting Request: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

Type of Solicitation (describe fully: event, sales, request, gift-in-kind, etc.): \_\_\_\_\_

\_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Proposed Date of Event: \_\_\_\_\_

Target Public: \_\_\_\_\_

Recipient(s) of Funds Raised \_\_\_\_\_

Anticipated Amount to be Raised: \_\_\_\_\_ Anticipated Expense: \_\_\_\_\_

Other Avenues of Support Explored: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**SECTION B:**

Dept. Budget Amt: \$ \_\_\_\_\_ Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Foundation Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

The above request is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- c: Vice President for Administration
- Vice President of Educational Services
- Executive Director of Foundation
- Dean of Student Support/Student Life
- Director of Fiscal Services
- Applicant

**SECTION C: (Complete and submit to the Foundation Office no later than two weeks after event)**

Event Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Raised (attach deposit receipt): \_\_\_\_\_ Actual Expenses: \_\_\_\_\_

How did this benefit the College? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you recommend a similar event in the future? \_\_\_\_\_ Yes \_\_\_\_\_ No

Why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

- c: President
- Vice President for Administration
- Vice President of Educational Services
- Executive Director of Foundation
- Dean of Student Life
- Director of Fiscal Services
- Applicant

**REQUEST FOR FUNDING  
Student Clubs and Organizations**

A club with official status may request funds from the Student Life Club Budget.

**Guidelines**

1. The activity/expense should have an educational related purpose and benefit the college as a whole.
2. Gifts, club parties, tuition, alcohol or donations for will not be funded.
3. Requests for Funding must be submitted in **advance**. For discussion at the Wednesday Student Government meeting, submit the Request for Funding to the Student Government Office (SC125) by Monday noon
4. Requests recommended for funding by the Student Government should be forwarded to the Director of Student Life (SC 101) to ensure proper Business Office procedures are followed.

**Required Follow Up**

Any student receiving college funding toward a trip, conference, seminar, etc. is expected to conduct a follow-up activity within two weeks of the funded event. Please indicate your preferred follow-up activity and your expected time frame of completion below:

- \_\_\_ Submit a typed essay/report to the Director of Student Life.
- \_\_\_ Present a summary to a class (identify class/instructor/date of presentation). \_\_\_\_\_
- \_\_\_ Write an article to be included in the Student Newspaper - Salmagundi.
- \_\_\_ Prepare a visual (video, poster, collage, etc. for public display). Be prepared to also set up an information area in order to inform others about your experience.
- \_\_\_ Other (must be pre-approved by Director of Student Life). \_\_\_\_\_

**Club** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Description of Event/Activity** \_\_\_\_\_

**Date/Time of Event/Activity** \_\_\_\_\_

**Purpose of Event/Activity** \_\_\_\_\_

**Total Expense of Event/Activity** \$ \_\_\_\_\_

**Amount Requested from Student Life/Club Budget** \$ \_\_\_\_\_

**Advisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Attach supporting documents with request

**Student Government recommends**

Full Approval     Partial Approval \$ \_\_\_\_\_     No Approval

**Comments** \_\_\_\_\_

\_\_\_\_\_  
**Student Government President**

\_\_\_\_\_  
**Director of Student Life**

Copy to: Advisor; Contact Person; Clubs Coordinator; Dean of Student Life; Director of Student Life

# Anoka-Ramsey Community College Internal Requisition

For detailed information regarding purchasing regulations, go to N:/forms/purchasing guidelines.doc  
 This document is READ-ONLY, you must first save it under another name in your own folder in order to write in it. Questions? Call Valerie at 763-422-3506

Recommended Vendor: <u>Cragun's Resort &amp; Hotel on Gull</u>	Cost Center: <u>243000</u>
Address: <u>11000 Craguns Drive</u>	Cost Center: _____
<u>Brainerd, MN 56401</u>	Contract Number: _____
Phone #: <u>218-825-2700</u>	Purchase Order #: _____
Federal Tax ID #: _____	Vendor #: _____
State Tax ID #: _____	

Quant.	Cat.#	Description	Unit cost	Total cost
1		Single Rate	\$559.00	\$559.00
2		Double Rate	\$381.00	\$762.00
		October 18-21, 2007		\$0.00
			Total	\$1,321.00

Was a targeted vendor contacted?  yes  no

Will you be purchasing from the targeted vendor?  yes  no

If no, why? \_\_\_\_\_

Vendors contacted: \_\_\_\_\_ Dollar Amount \_\_\_\_\_  
 \_\_\_\_\_ Dollar Amount \_\_\_\_\_

Reason for Request: Accomodations for students to attend Fall General Assembly

Person making request: Joyce Traczyk Date: 9/13/07

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

For detailed information regarding completing a **16A**, go to N:/forms/16A  
 For detailed information regarding **Special Expense Forms**, go to N:/forms/Special Expense  
 For detailed information regarding **Minnesota Viking Food** orders, go to n:/forms/Viking Food Service

## PROVISIONAL CLUB APPLICATION

### Step I – Student Section

Name of Proposed Club: \_\_\_\_\_ Date of Application: \_\_\_/\_\_\_/\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this club require funding from the college?    Yes    No    Undecided

If funding is required, please estimate amount: \$ \_\_\_\_\_ and purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Advisor (ARCC Faculty or Staff Member): \_\_\_\_\_

Submitted by (ARCC Student): \_\_\_\_\_

Student/Tech ID or SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Complete and submit to the Director of Student Life, Student Center*

### Step II – Director of Student Life

Provisional Club Status is recommended:    Yes    No   Comment: \_\_\_\_\_

Director of Student Life Signature: \_\_\_\_\_

### Step III – Student Government

Provisional Club Status is granted:    Yes    No   Comment: \_\_\_\_\_

If Provisional Club Status is granted, date of expiration (@ six weeks): \_\_\_/\_\_\_/\_\_\_

Student Government Signature: \_\_\_\_\_

Copies to:   Student Named Above  
                   Student Government  
                   Dean of Student Support/Student Life

Advisor Named Above  
 Director of Student Life  
 Facilities Use Coordinator

## EXPECTATIONS AND RESPONSIBILITIES

### ADVISOR EXPECTATIONS AND RESPONSIBILITIES

As a member of the ARCC faculty or staff, and as a club or organization advisor, I agree to:

- Represent ARCC and the State of Minnesota in dealings with the club or organization.
- Act as a source of general information regarding ARCC policies and procedures.
- Assist with new officer orientation, ensuring that new officers receive a copy of the *Clubs and Organizations Guide*.
- Attend meetings as necessary and be available for consultation with student officers.
- Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.
- Facilitate necessary reporting of club activities, such as Club Program Review and Assessment of Student Learning surveys.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club plans and activities.
- Facilitate necessary paperwork for club travel.
- Facilitate necessary paperwork for club expenditures.

Club Advisor Signature \_\_\_\_\_

### PRESIDENT EXPECTATIONS AND RESPONSIBILITIES

As club president, I agree to:

- Adhere to all policies of ARCC and the State of Minnesota in club events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise him/her of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule.
- Invite the advisor to activities and events.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.
- Submit the appropriate charter/constitution to the Student Government and the Director of Student Life.
- Submit funding requests in accordance with funding guidelines.
- Consult with the Director of Student Life in the event of a group conflict or unusual circumstances.
- If requested, submit a written report of club events and to the Director of Student Life at the end of the academic year.

Club President Signature \_\_\_\_\_

Date \_\_\_\_\_

*Submit to the Director of Student Life for consideration of permanent club status*

## CHARTER/CONSTITUTION EXAMPLE

The constitution of an organization provides for efficiency, clarification, and continuity. Every organization has basic principles and procedural rules, which are stated in writing within the constitution.

**Preamble:** Purpose

**Article I:** Name

**Article II:** Membership

Membership is open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law. (Fraternal, residential, or honorary groups may define membership accordingly).

Membership requirements, types and size limitation, if any.

**Article III:** Officers

- Officer positions and responsibilities.
- Qualifications for office.
- Method and time of election.

**Article IV:** Executive Committee

- Makeup of any executive committee, board or council.
- Method of selection.
- Term of office.
- Provision for vacancies of offices or other executive positions may be included in a section under this article.

**Article V:** Meetings

Regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

**Article VI:** Finances

Provision for membership dues, if any. \*\*Two statements must be included in this article:

1. What should happen to remaining funds that have been raised by the organization if the organization is dissolved (Student Life dollars will be returned to Student Life Budget).
2. States that all funds will be kept in an account maintained in the Business Office at Anoka-Ramsey Community College.

**Article VII:** Amendment

Can require previous notification, usually a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption.

**Article VIII:** Ratification

May or may not be necessary. If more than a majority of those present is desired, a special article should be included.

State Vehicle Number \_\_\_\_\_



**STUDENT TRAVEL and AUTHORIZATION FOR STATE VEHICLE USE**

Complete this form and collect supervisor signature before submitting to the Information Center. Provide proof of driver’s license when picking up keys. Keys will not be issued to persons without prior approval.

**Date and Time of Departure** \_\_\_\_\_

**Date and Time of Return** \_\_\_\_\_

**Destination** \_\_\_\_\_

**Purpose** \_\_\_\_\_

**Driver** \_\_\_\_\_ **Divers License #** \_\_\_\_\_

**Passengers List** \_\_\_\_\_

(Van – 7 passengers only      Car – 5 passengers only)

**Program Advisor Signature** \_\_\_\_\_ **Cost Code #** \_\_\_\_\_

**Key Issued By** \_\_\_\_\_

**Vehicle Use**

As a driver of a state vehicle, I agree to:

- Abide by the laws of the State of Minnesota and assume responsibility for any traffic violations received while driving on behalf of ARCC.
- Abide by the policies of ARCC and conduct myself in a manner that is respectable at all times.
- Use the state vehicle only for authorized state business.
- Return the vehicle -
  - At the agreed upon time. In the event of an unavoidable delay, notify the Information Center and the program supervisor immediately.
  - To the original parking spot and the keys/clipboard to Information Center. In the event the college is closed, place keys/clipboard under driver’s seat. Do not lock the doors if vehicle is parked in the garage.
  - With the interior clean.
  - With the gas tank at least half full.

I understand that if I fail to maintain the responsibilities listed above or if, for any reason, a complaint is lodged against my use of a state vehicle, I will lose my privileges of using a state vehicle for future travel.

I am traveling to this event by my own choice. I understand there may or may not be a college staff chaperone. I understand ARCC has made all reasonable efforts to assure my safety during travel.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement

NAME: \_\_\_\_\_ STUDENT SSN or ID: \_\_\_\_\_  
Last, First MI

**Assumption of Risk:** Participation in Student Life Activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death. **I know, understand and appreciate these and other risks inherent in Student Life Activities. I hereby assert that my participation in voluntary and that I knowingly assume all such risks.**

**Waiver of Liability:** In consideration of being permitted to participate in Anoka-Ramsey Community College’s Student Life Activities, **I**, for myself, and my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** ARCC, its officers, employees and agents from liability from any and all claims due to negligence or accident resulting in personal injury or illness (including death), and property loss arising from my participation in Student Life Activities.

**Indemnity Agreement: I agree to indemnify and hold harmless** Anoka-Ramsey Community College and its officers, employees and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney’s fees brought as a result of my involvement in Student Life Activities.

**Severability:** The foregoing assumed risk agreement and waiver statements are intended to be as broad and inclusive as is permitted by the law of the State of Minnesota and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this assumption of risk, waiver of liability and indemnity agreements, fully understand its terms, and understand that I am giving up rights, including the right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

Responsibilities as a Representative of Anoka-Ramsey Community College: **As a student participating in an Anoka-Ramsey Community College activity, I am responsible for:**

- Abiding by the laws of the State of Minnesota
- Abiding by the policies of Anoka-Ramsey Community College
- Conducting myself in a manner that is respectable and respectful at all times
- Adherence to college policy that forbids the possession, use or distribution of alcohol or any other illicit substance at any college event

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (required if student is under 18) \_\_\_\_\_

### Club and Organization Report/Program Review

*To maintain official college recognition, the **president** of each club or organization is required to complete a report at the end of **each term**.*

*In addition, **each member** of the club or organization is asked to complete member survey. Submit the **Club and Organization Report** and **Member Surveys** to the Director of Student Life.*

Club/Organization Name \_\_\_\_\_ Term/Year \_\_\_\_\_

President/Designee \_\_\_\_\_ Advisor \_\_\_\_\_

1. Number of current members? \_\_\_\_\_
  
2. How frequently does your club/organization meet?    Approximately:  

<input type="checkbox"/> Once/week	<input type="checkbox"/> Once/year
<input type="checkbox"/> Once/month	<input type="checkbox"/> Never
<input type="checkbox"/> Once/term	<input type="checkbox"/> Other _____
  
3. How frequently does a club/organization member attend the Clubs Coordinator meetings?  
Approximately:  

<input type="checkbox"/> Every week	<input type="checkbox"/> Once/year
<input type="checkbox"/> Once/month	<input type="checkbox"/> Never
<input type="checkbox"/> Once/term	<input type="checkbox"/> Other _____
  
4. Has your club/organization changed its constitution in any way?  
 No  
 Yes (if yes, attach an updated copy to this form)
  
5. Please list the primary activities of your club/organization for the past term.  
a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
d \_\_\_\_\_
  
6. Please identify the primary activities your club/organization is planning for the next term.  
a \_\_\_\_\_  
b \_\_\_\_\_  
c \_\_\_\_\_  
d \_\_\_\_\_
  
7. What can the Student Government do to help your club/organization with these activities?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. If your plans require funding from the college, please provide an estimate of needs.  
\$ \_\_\_\_\_

### Club and Organization Assessment of Student Learning

*The assessment of student learning is a central part of the mission of ARCC. We value the learning that takes place both in class and in activities. Your assessment of learning as it pertains to this club/organization is important to us.*

*As a member of a club or organization, you are asked to respond to the following questions.*

*Your individual responses will remain completely confidential.*

*This information is intended to continually enhance programming at ARCC and will be used for research purposes.*

*Survey forms should be collected and attached the Club and Organization Report at the end of each term.*

Club/Organization Name \_\_\_\_\_ Term/Year \_\_\_\_\_ Student/Tech ID \_\_\_\_\_

Please make a check (✓) in the most appropriate column.	Very much	Somewhat	Not at all	No opinion
<b>To what extent does this club/organization contribute to your ability to:</b>				
Think clearly? (i.e. employ critical thinking in problem solving; use complex information from a variety of sources to form a decision, etc.)				
Communicate effectively? (i.e. write, speak and listen effectively; write and speak after reflection; influence others through writing, speaking or artistic expression; effectively articulate abstract ideas, make presentations or give performances, etc.)				
Accept and appreciate diversity? (i.e. understand one's own identity and culture; seek involvement with people different from oneself; seek involvement in diverse interests; acknowledge and articulate advantages and challenges of a diverse society; understand the impact of diversity on one's own society, etc.)				
Engage in ethical decision making? (i.e. understand and participate in relevant governance systems; understand, abide by and/or participate in the development, maintenance, and/or orderly change of community, social and legal standards or norms; appropriately challenges the unfair, unjust, or uncivil behavior of other individuals or groups, etc.)				

5. What do you like most about this club or organization?

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6. How would you improve this club or organization?

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7. Other comments?

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## Minnesota State Colleges and Universities

### Vehicle Use Agreement

Original Agreement      or       Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

**College/University:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_ **Dept Contact:** \_\_\_\_\_

**Drivers Name: Last:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Driver's Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Circle: home / work / mobile)

**Driver's E-mail:** \_\_\_\_\_ (Circle: home or work)

**Status:**     Staff/Faculty       Student       Other (specify) \_\_\_\_\_

**Age:**     Younger than 18       18 to 20       21 or over

**Drivers License Number:** \_\_\_\_\_ **Issued by the State of** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Driver's License Expiration Date:** \_\_\_\_\_ **Drivers License Class:** \_\_\_\_\_

**Years of US or Canada Driving Experience:**

Less than 2 yrs       2 to 5 yrs       More than 5 yrs

## **Drivers' Responsibilities:**

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid driver's license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

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*Applicant's Signature*

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*Date*

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***Dept Contact Signature (as applicable)***

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*Date*



# Student Travel Responsibility Contract

I, \_\_\_\_\_, a member of \_\_\_\_\_,  
(Name and Tech ID#) (Group/Club/Organization)

on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, with approval from the Anoka-Ramsey Community College Coon Rapids Campus Student Government, hereby referred to as CSG, am responsible for abiding by the laws of the State of Minnesota, the ARCC Student Code of Conduct, and the following conditions (please read and initial each condition below):

- \_\_\_\_\_ I will attend all activities or events as outlined in the itinerary approved by CSG.
- \_\_\_\_\_ I am responsible for the prompt return of any funds not used on approved event, by my group, to CSG under the direction of CSG's advisor.
- \_\_\_\_\_ I will provide receipts for expenses I incur and I will be responsible for any expenses that are greater than the amount approved by CSG.
- \_\_\_\_\_ If requested by CSG, I will provide reasonable proof of my attendance through notes, handouts, photos, etc.
- \_\_\_\_\_ In the event that I am unable to attend approved event, I am solely responsible for paying CSG back any and all funds approved to be spent on my behalf and all cancellation fees regardless of illness, accident, conflict of schedule or any other reason at the discretion of CSG's advisor.
- \_\_\_\_\_ Although I have the ability to find an ARCC Coon Rapids Campus Administration and CSG approved replacement to attend planned event in my stead, it is to the CSG's Advisor's discretion the conditions of such a replacement, the time frame I have to find a replacement and my release from this contract.
- \_\_\_\_\_ I hereby waive my right to appeal said CSG's advisor's decision as to amount owed in the event of not meeting the requirements named above.
- \_\_\_\_\_ I authorize CSG's Advisor the ability to enforce returning said funds by any means within the CSG's Advisor's power which includes but is not limited to: putting a hold on my transcripts and registration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date