

2011-2012

Student Clubs and Organizations Handbook



scf.edu/StudentLife

STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

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State College of Florida, Manatee-Sarasota thanks the Association for the Promotion of Campus Activities (APCA), Valencia Community College, Florida State College at Jacksonville and St. Petersburg College for use of their club/organization and programming handbooks as a model for this publication.

NOTE: The term “club” used throughout this handbook refers to any chartered SCF club or organization.

Introduction

Greetings from the State College of Florida, Manatee-Sarasota (SCF) office of student life. This Student Clubs & Organizations Handbook has been designed to provide you, the student leader, with necessary tools for making your club successful. In addition to helpful tips and suggestions on strengthening your club, many College policies and procedures are included to make this handbook a valuable resource. Each club needs to become familiar with these policies and procedures to become more effective on campus. This handbook is designed to assist you with daily operations of your club.

As student leaders and advisors, you are an important part of life at SCF. Numerous studies have shown that by becoming involved in extracurricular activities, students are more successful in their academic endeavors. Thank you for your involvement and commitment to enhancing campus life at SCF.

If you have questions or concerns, please contact the office of student life. While this handbook is an excellent resource, it is important that your group communicates regularly with the office of student life. We are ready to assist you and your club whenever possible.

Office of Student Life – SCF Bradenton

Phone: 941-752-5607

Fax: 941-727-6440

Office location: Student Union (Building 14) – Room 130

Office of Student Life – SCF Venice

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Office location: Student Union (Building 500) – Room 515

How to Charter a Club

A new club can be chartered anytime during the school year. The following needs to be completed and submitted to the student life advisor on the respective campus.

1. A minimum of 10 currently enrolled SCF students must indicate an interest in forming the club.
2. The proposed club must find a full-time SCF employee to act as club advisor. (Adjunct professors are NOT eligible to be club advisors unless they have other duties as a full-time SCF employee.)
3. Club paperwork needs to be completed and submitted to the office of student life on the respective campus. These forms are available in the office of student life. The paperwork consists of:
 - an application for club charter
 - membership roster with club officers, including all students' names, addresses, telephone numbers and SCF student e-mail addresses
 - a schedule of meeting dates and planned activities
 - a signed advisor acceptance form
 - a club constitution. (A constitution template is available in the office of student life.)

The submitted paperwork will be reviewed for approval by the Student Government Association (SGA) president (or designee), the student life advisor, and the vice president of educational and student services. After the paperwork is approved, the club president and advisor must attend a mandatory orientation training session on College policies and procedures.

By completing the above steps, a student club is considered chartered as an approved group on campus and is subject to all policies and regulations of SCF and the District Board of Trustees.

How to Recharter a Club

All student clubs must recharter annually, no later than Sept. 30 of each year. The following needs to be completed and submitted to the student life advisor on the respective campus.

I. Clubs

- A. Academic Honors, Academic Discipline, Health Science and Special Interest.
 1. An application for club charter
 2. A membership roster with club officers, including all students' names, addresses, telephone numbers and SCF student e-mail addresses
 3. A signed advisor's acceptance form
 4. A club constitution
- B. Academic Class
 1. Course syllabus
 2. Class roster
 3. A signed advisor's acceptance form

II. Competitive Teams

- A. Academic
 1. Membership roster
 2. Proposed schedule of competitions
 3. A signed advisor's acceptance form
- B. Athletic
 1. Team roster
 2. Proposed schedule of games
 3. A signed coach's contract

III. Student Publications

- A. Policy/procedure manual
- B. List of student publication staff
- C. A signed advisor's acceptance form

Club Benefits and Responsibilities

All officially recognized campus clubs have the following benefits and responsibilities:

BENEFITS

1. The club may use the College name.
2. The club may recruit members on campus.
3. The club has a permanent file in the office of student life.
4. The club has representation on the InterClub Council (ICC).
5. The club may hold meetings and other functions on campus.
6. The club may submit a budget to the Student Activities Budget Review (SABR) committee.

RESPONSIBILITIES

1. The policies and objectives of each club must be consistent with those of SCF and the District Board of Trustees.
2. If requesting College funds for the following year, the club must submit a budget with justification during the Spring term. Specific dates and forms will be sent to each club as determined by the vice president of business and administrative services each year. (Refer to the Budget Process section of this handbook.)
3. All club activities, including events and fundraisers, must be submitted for approval to the student life advisor using the club activity request or fundraising request form. The activity may not take place until the club receives the appropriate paperwork with approved signatures.
4. Submit a completed semester activity report form to the office of student life at the end of the Fall and Spring terms.

The following minimum activity requirements are approved by the Student Activity Budget Review (SABR) committee for clubs, competitive teams and student publications requesting

student activity funds. If a club does not meet its category requirements, its budget could be reduced by 33 percent the following budget year.

I. Clubs

- A. Academic Honors, Academic Discipline and Special Interest
 1. Attend six of eight InterClub Council (ICC) meetings.
 2. Attend six of nine campus events (four Club Rush, one Spring Fling, one Fall Frolic/Fall Ball, one Open House, two Presidential Forums).
 3. Complete one service project as outlined in the Service Projects section of this handbook.
- B. Health Science
 1. Complete two campus projects/activities to promote awareness of a topic via a health screening, table display or other method.
 2. Complete one service project as outlined in the Service Projects section of this handbook.
- C. Academic Class
 1. Complete one service project as outlined in the Service Projects section of this handbook.

II. Competitive Teams (academic and athletic)

- A. Complete one service project as outlined in the Service Projects section of this handbook.

III. Student Publications

- A. Complete one service project as outlined in the Service Projects section of this handbook.

IV. Student Enrollment Verification

All student clubs/organizations that participate or compete in any FCCAA sanctioned activity will be required to provide grade reports for each student that will participate prior to activity or competition. The respective advisors will be responsible for collecting the grade reports and submitting a statement of academic eligibility and good standing in addition to the travel liability waiver form and travel authorization form, if appropriate, prior to travel or participation.

All student clubs/organizations must verify prior to any travel that each participating member is currently enrolled and in good academic standing. Each advisor will be required to submit a statement of eligibility along with the travel liability waiver form and travel authorization form, if appropriate.

Club Advisor Responsibilities

All campus clubs are required to have an advisor who is a full-time employee of SCF. (Adjunct professors are NOT eligible to be a club advisor unless they have other duties as a full-time SCF employee.) While advisors should assist club members, it is not their responsibility to run the clubs. The following are responsibilities that each advisor must accept:

1. Advise, counsel and serve as a resource person to the club.
2. Assist the club in achieving its stated objectives.
3. Be familiar with SCF policies and procedures. The advisor should comply with these policies and ensure compliance with these policies by club members.
4. Assist the club in setting realistic goals and objectives each year.
5. Be present at all scheduled club activities, conferences and off-campus trips.
6. Assist in the planning of the club's functions and activities. The advisor should be well informed about all club plans and activities. The advisor also should work with club members to help them plan programs that are beneficial to the students and consistent with the educational objectives of SCF.
7. The club advisor must approve all flyers, posters and any other form of advertising for the club's events.
8. Be aware of the financial status of the club at all times. This includes:
 - a. Assisting in the formulation of the annual club budget.
 - b. Assisting the club treasurer in proper accounting procedures.
9. Assisting the club in submitting necessary paperwork to the office of student life prior to each club event. This includes all forms for club activities, fundraising and travel.
10. Assisting club members in maintaining a balance between academic and cocurricular aspects of student life.
11. Contacting the office of student life on any question or problem concerning the club.

Responsibilities of Students to Club Advisors

The following are responsibilities of club members to their advisor:

1. Planning all activities when the advisor is able to attend.
2. Checking all dates with the advisor before scheduling meetings, social functions and activities.
3. Keeping the advisor informed about the programs, activities and progress of the club.
4. In addition to regular club meeting times, the club officers should meet regularly with the advisor to discuss the affairs of the club.
5. Asking the advisor for his or her opinion and advice when problems arise in the club.
6. All club expenditures must be authorized by the advisor and the club president.
7. The advisor should be recognized as an integral member of the club.

Remember, the advisor is assisting the club on personal time beyond normal College duties. Proper courtesy should be extended to this individual at all times.

Loss of Club Charter

It is the responsibility of all approved campus clubs to know and adhere to the policies and regulations of SCF and the District Board of Trustees as well as all federal, state and local laws. Any misrepresentation of SCF or the club and/or its purpose, failure to adhere to the club responsibilities as set forth in the Student Clubs & Organizations Handbook, or failure to comply with College policies and regulations could result in the loss of the club charter.

Characteristics of Successful Clubs

The following are some suggestions to help your club be successful:

1. The club must have a clear purpose and a meaningful program.

All members of the club must understand the purpose. Each member must strive to achieve the purpose and be able to explain it to others.

2. Goals must be established for the club.

These should include short-term and long-term goals. Lack of established goals may result in a lack of motivation, enthusiasm and accomplishment.

3. The club must continue activities between meetings as well as at the meetings.

Officers will need to do follow-up work. Committees must form and function. Members must be kept informed as to the progress of the club. Use public relations resources to let others know what the club is doing.

4. Meetings must be well planned to be effective.

The first meeting can be instrumental in setting the tone for the organization for the entire year. Prepare and organize for every meeting. Use printed agendas that have been prepared by the officers or executive board.

5. Participation.

Participation is often the key to a good club. Encourage all members to express their opinions and thoughts, not just club officers. Acknowledge all ideas, suggestions and opinions in a positive manner. Solicit opinions if necessary. Give each member a responsibility in the club. Make people feel important in the group.

6. Officers set the tone for the entire group.

Enthusiasm is contagious. Believe in your group and foster that same attitude among group members. Let the members know that this is a club that is DYNAMIC and GETS THINGS DONE.

7. Use the experience and knowledge of the club advisor.

Seek and use his or her advice.

8. A club must have a regular meeting time and place.

This will help strengthen the club's identity as people begin associating a certain location with the group. Consistency also helps people better plan their schedules to attend.

9. Evaluate your meetings and your club.

Evaluation is an effective tool to determine what your club does well and what areas can be improved. This can be key to providing future direction for the club.

How to Conduct a Meeting

Organizational skills, practice and experience are key factors in being an effective presiding officer. The following are some suggestions to help your club plan and conduct meetings:

1. The club president, with advice from the executive board and the club advisor, should prepare an agenda before each meeting. Every meeting should be run by an agenda to ensure a smooth and efficient meeting. The following is a sample agenda to help organize your club meetings:
 - I. Call To Order
 - II. Roll Call/Attendance
 - III. Introduction of Guests
 - IV. Approval of Minutes of Last Meeting
 - V. Officer Reports
 - a. Treasurer
 - b. ICC President
 - c. President
 - d. Advisor
 - VI. Standing Committee Reports
 - VII. Special Committee Reports
 - VIII. Unfinished (Old) Business
 - IX. New Business
 - X. Program (optional but can contribute to a more creative and fun meeting – examples include a guest speaker, video, icebreaker, etc.)
 - XI. Adjournment
2. The day before the meeting, make certain that people with committee reports are ready and that the time and location have been confirmed with any guest speakers scheduled.
3. Start your meetings on time. If you start late, your meeting will end late. Keep in mind that people have places to go after your meeting and you do not want to make them late.
4. Recognize new members and guests and make them feel welcome.
5. Conduct the meeting in a business-like manner, following parliamentary procedure. This does not mean that you cannot have a sense of humor. Recognize holidays and birthdays. Be creative to keep everyone's attention and keep them coming back. Meetings should not be boring.
6. Do not cut off debate, but do all you can to expedite the flow of business.
7. Speak clearly so you may be heard by everyone. If you sound interested and enthused, it will keep everyone's attention.
8. Maintain control of the meeting at all times without suppressing a free exchange of ideas. Invite agreement and disagreement but politely keep control over the "overly talkative" person with a statement like: "Let's hear from some others who have not yet spoken."
9. If you have an opinion about someone's remark, hold your comments for a while. Immediate censorship or endorsement from you will have a quieting effect on the group.
10. Have the secretary record motions and read them back. The secretary also should keep an accurate record of the meeting's minutes.
 - Minutes should be typed immediately following the meeting while notes are still fresh in the mind of the secretary.
 - Minutes should reflect accurate quotes and statements. The secretary may need to ask people to repeat their statements to ensure an accurate quote.
 - Minutes should be filed and brought to each meeting.
11. Before the meeting is adjourned, make certain the agenda has been adequately discussed.
12. Keep meetings within a specific timeframe and end them before or as close to the specified time as possible. Most meetings should not last longer than one hour and 30 minutes.

Budget Process

All chartered clubs have the opportunity to request funds from the College. All requests are submitted to the Student Activity Budget Review (SABR) committee for consideration.

The following are members of the SABR committee:

- Vice President of Educational and Student Services, Chair
- SGA President (Bradenton)
- SGA President (Venice)
- SGA Vice President (Bradenton)
- SGA Vice President (Venice)/
SGA InterClub Council (ICC) President (Venice)
- SGA Secretary/Treasurer (Bradenton)
- SGA Secretary/Treasurer (Venice)
- SGA InterClub Council (ICC) President (Bradenton)
- SGA Chief Justice (Bradenton)
- SGA Chief Justice (Venice)
- Student Athlete
- PTK/Competitive Team Representative (Bradenton)
- PTK/Competitive Team Representative (Venice)
- InterClub Council Member (Bradenton)
- InterClub Council Member (Venice)
- VPAQS Appointment
- Athletic Director
- Advisor, Student Life (Bradenton)
- Advisor, Student Life (Venice)
- Faculty Representative
- Vice President of Business and Administrative Services,
ex-officio
- Financial Services Coordinator, ex-officio
- Executive Assistant to the Vice President of Educational
and Student Services, Recording Secretary

Club requesting funds must submit a detailed budget in the Spring term for consideration the following year. Specific forms, instructions and due dates will be distributed by the vice president of business and administrative services. The SABR committee will review each budget and submit a recommendation to the president and District Board of Trustees for final approval. Once club budgets have been established, clubs will have three additional opportunities throughout the year (September, October, and late January/early February) to submit requests to the SABR committee. The specific due dates for these additional requests will be announced each term by student life advisors.

With the addition of baccalaureate degrees at SCF, a new Baccalaureate Student Activity Budget Review Committee (B-SABR) has been created which will determine budget processes for clubs forming out of these baccalaureate programs. The following are members of the B-SABR committee:

- Vice President of Educational and Student Services, Chair
- Bacc-SGA President
- Bacc-SGA Vice President /SGA InterClub Council (ICC)
President
- Bacc-SGA Secretary/Treasurer

- B.S.N. Student Representative
- One Student Representative from each Baccalaureate Program
- Appointment from Vice President of Baccalaureate Programs
- Advisor, Student Life (Bradenton)
- Advisor, Student Life (Venice)
- Faculty Representative from Baccalaureate Programs
- Associate Vice President of Business & Administrative Services, ex-officio
- Financial Services Coordinator, ex-officio
- Executive Assistant to the Vice President of Educational and Student Services, Recording Secretary

Club Finances

All clubs are required to adhere to the following College policies and procedures when spending funds. This includes spending funds provided to the club by the College (Fund 2) and funds raised by the club (Fund 6). All funds must be kept in College accounts. Off-campus accounts in such places as banking institutions are not permissible.

All club spending must utilize a purchase requisition (purchase order), general encumbrance, direct pay or petty cash form. Purchase requisitions and general encumbrances are created in the Banner computer system. Direct pay and petty cash forms must be signed by the club president and club advisor before being forwarded to the student life advisor for approval. The student life advisor will forward the approved requests to the vice president of educational and student services for final approval.

All club budgets will be tracked in the office of student life. Each club is encouraged, however, to keep its own financial records for the club.

PURCHASE REQUISITIONS

Purchase requisitions involve spending that requires a purchase order number. This occurs when a club places an order for products that will be delivered. Examples include office supplies, T-shirts or grocery items.

The request is entered into the Banner computer system, which immediately generates a purchase requisition number. This number needs to be recorded for each order and maintained by the club for accurate financial records. Once the purchase requisition has been completed, a purchase order number from the purchasing office will follow.

Each request needs to be submitted THREE weeks in advance of the event or activity. Approval queues set up in Banner include the student life advisor and the vice president of educational and student services. Once a purchase order number is issued,

the vendor will ship the ordered items. Upon receipt of the items ordered, a receiver needs to be requested from central services and an invoice sent to the purchasing department.

GENERAL ENCUMBRANCE

The general encumbrance procedure is used when a vendor will not accept a College purchase order or a check is needed at the time of purchase. The general encumbrance is created in the Banner computer system and verifies available budget before a check is processed. If the budget is insufficient, the document will be suspended until a budget amendment has been processed. Examples where this procedure is used include expenditures for conference registrations, hotel expenses, consulting agreements, subscriptions, individual student and advisor travel reimbursements, and reimbursements to club members and advisors for EMERGENCY expenditures over \$50 (in very rare cases).

A general encumbrance request must be submitted at least ONE week in advance of when the check is needed to ensure timely payment of the expense. Banner approval queues will include the student life advisor and the vice president of educational and student services. Once the general encumbrance has been entered in the Banner system, an encumbrance number will be assigned. This number needs to be recorded by the club to maintain accurate financial records. A copy of the encumbrance should be printed and sent to the purchasing department for payment with an invoice attached.

DIRECT PAY (For Fund 6 expenditures only)

Direct pay forms only are used when spending money from a Fund 6 account (fundraising account). **Backup paperwork showing the expense should be attached to each direct pay form.** To ensure timely payment of the expense, direct pay forms should be submitted to the student life advisor at least ONE week before a check is needed. This form must be signed by the club president and club advisor. Approvals from the student life advisor and the vice president of educational and student services are needed for direct pay forms. Fund 6 expenditures must match the original purpose stated on the initial fundraising request form.

PETTY CASH

Petty cash is available for reimbursement of expenses encumbered by a student or advisor if the expense is less than \$50. If the expense is more than \$50, the general encumbrance method should be utilized and the individual will receive a College check. Multiple receipts submitted at the same time, from the same place of business and totaling more than \$50 will not be accepted under petty cash.

Approved petty cash forms are submitted to the business office located in the Student Services Center. Please keep in mind that approval from the student life advisor and final approval from the vice president of educational and student

services must be received before the business office will reimburse petty cash to a student and/or advisor.

DEPOSITS

Clubs may earn funds through dues, donations and fundraising activities. These funds need to be deposited into a Fund 6 account in the College's business office. A copy of the completed deposit form must be sent to the office of student life.

FUND 2 AND FUND 6 ACCOUNT REGULATIONS

Fund 2 (funds received from the College)

The SABR committee allocates these funds to the club to serve as "seed" money for club activities. These funds only can be used for activities involving SCF students. No funds may be spent on alcohol, illegal substances or for any purpose that is illegal. Fund 2 monies do not carry over from year to year in the club account.

Fund 6 (funds received through club dues, donations, fundraising efforts)

These funds are maintained in the club's Fund 6 account in the College's business office. Again, no funds may be spent on alcohol, illegal substances or for any purpose that is illegal. Fund 6 monies do carry over from year to year.

Note: Monies cannot be moved from Fund 2 to Fund 6.

BUDGET AMENDMENTS

Budget amendments are needed if a club does not have money in an account code to cover expenses. All budget amendments need to be approved by the student life advisor and the vice president of educational and student services.

FUNDRAISING

The student life advisor and the vice president of educational and student services must approve all club fundraising activities, per the District Board of Trustees Rule Number 6HX14-1.18. The rule states:

"No student, College employee or College-approved student club or organization will make solicitations including, but not limited to ticket sales, to raise funds for any College organization or project without prior written approval from the campus student life advisor and vice president of educational and student services."

To obtain written approval, a College fundraising request form must be completed and submitted to the student life advisor at least TWO weeks prior to the proposed fundraising activity. The fundraiser may not take place until the club receives this form with approved signatures. This policy applies to all club fundraising activities, including bake sales, car washes, "chance to win" contests, etc. **Clubs are encouraged to raise funds to help support the "seed" money allocated to them by the SABR committee.**

Club Travel

SCF is committed to providing safe travel opportunities for its students. Student travel to, during, and from College-approved events and activities for student clubs is covered by the student travel policies below. Guests attending College-sponsored trips must be at least 5 years old.

Definition of “College-Sponsored Student Travel for Clubs/Organizations” – College-sponsored travel occurs when a student event, activity or trip is:

- Preapproved by the student life advisor and the vice president of educational and student services. Reservations, deposits, etc., may not be made until the trip is approved by following the travel authorization process below.

TRAVEL AUTHORIZATION PROCESS

1. Complete a club activity request form listing the names of the students traveling.
2. All College-sponsored student travel must include an advisor or chaperone who is a full-time employee of the College to serve as a resource contact during the trip. If the advisor is unable to attend, then the club must find an approved alternate to act on the advisor's behalf. This person needs to be approved by the student life advisor. **Students may not take trips as a club representing the College or spending College funds without an approved chaperone.**
3. The club advisor needs to complete a travel authorization form and submit it to the student life advisor on the respective campus at least TWO weeks before the trip. Students need to complete a travel authorization form ONLY if they will be reimbursed for trip-related expenses. **Instructions for completing the travel authorization form can be found on the next page.**
4. A list of names of students traveling, with their SCF ID numbers and trip's itinerary or conference agenda, should be attached to the club advisor's travel authorization form.
5. The club advisor needs to submit to the student life advisor a statement of eligibility that all students traveling are currently enrolled and in good academic standing. If the travel is a sanctioned FCCAA activity, grade reports for each student will be required prior to the activity or competition.
6. All students are required to complete the travel release of liability form, which the club advisor collects and forwards to the student life advisor at least TWO weeks before the trip.

ADVISOR TRIP CHECKLIST

Before the Trip

1. Complete a club activity request form listing the names of the students traveling.
2. Complete a travel authorization form for yourself with the appropriate supervisor or department chair's signature. Attach a trip itinerary or conference agenda and a list of students traveling with their SCF ID numbers, and send it to the student life advisor at least TWO weeks prior to the trip.
3. Submit to the student life advisor a statement of eligibility for all students traveling. If the travel is a sanctioned FCCAA activity, provide grade reports for each student.
4. Complete travel authorization forms for students if reimbursement will be needed.
5. Have each student sign the student travel release of liability form and forward to the student life advisor at least TWO weeks prior to the trip.
6. Compile a list of the following contacts' office and cell phone numbers in order to notify them of any emergency situation:
 - SCF chief of public safety
 - Vice president of educational and student services
 - Supervisor or department chair
7. Prepare an “excused absence letter” to notify faculty of any student absence as a result of the trip. Students should deliver the letters to each respective professor at least TWO weeks before the trip.
8. Confirm registration and hotel reservations. Make sure general encumbrances are submitted by established deadlines. Refer to General Encumbrance section of this handbook.
9. Arrange a pretrip meeting with the travel party to discuss the trip's itinerary, dress code, no alcohol/drug policy and other items. Also, the students at this meeting can complete and sign necessary forms.

During the Trip

1. If applicable, bring hotel and registration checks along with the College's tax-exempt form.
2. Make sure students know how to contact you in case of an emergency.
3. Make sure you know how to contact all students on the trip at all times.

After the Trip

1. Complete the travel authorization form for reimbursement.
2. Notify the student life advisor of any awards or accomplishments the club received.
3. Students attending conferences and retreats should submit a conference/retreat reflection form to the student life advisor no later than ONE week after the trip.

Emergency Procedures

In the event of an emergency during the trip, the advisor or chaperone must:

1. Notify the three contacts at SCF – the chief of public safety, the vice president of educational and student services, and the appropriate supervisor or department chair.
2. Follow the same steps used in any emergency situation:
 - Check the student to assess his or her condition.
 - Call 911 if needed.
 - Provide care for the student until advanced medical help arrives.
3. Complete an incident report form upon your return to the College.

The College reserves the right to change the above travel policies and procedures.

TRAVEL AUTHORIZATION FORM INSTRUCTIONS

Before Travel:

1. The club advisor completes “estimated” column of travel authorization form and traveler signs at “traveler’s signature (authorization)” line. The club advisor keeps the goldenrod copy.
2. The club advisor submits form to receive all required authorization signatures (club advisor, student life advisor, and the vice president of educational and student services).
3. The vice president of educational and student services sends form to the human resources office (HRO). HRO keeps the pink copy and prepares a board report.
4. HRO returns the form to the club advisor.

After Travel:

1. The traveler completes “actual reimbursement” column, signs at “traveler’s signature (voucher/report)” line, completes report section, attaches all documentation (agenda, receipts, etc.), and returns the completed form to the club advisor.
2. Submit the form for authorization initials ONLY IF ACTUAL TRAVEL EXPENSES EXCEED ESTIMATE BY 10 PERCENT OR MORE. No initials are required if actual expenses do not exceed 10 percent of estimated expenses.
3. The club advisor (or respective staff assistant) completes a general encumbrance for the EXACT amount of “actual” expenses and attaches a copy to the front of the travel authorization form. The general encumbrance procedure will check the budget. If the budget is insufficient, the document will be suspended until a budget amendment is processed. DO NOT send any paperwork forward until the general encumbrance procedure is complete.
4. Send all documents (travel authorization form, receipts, general encumbrance printout) to the cashiering/fee payment office in the Student Services Center (building #1 or #100). This office will verify that all expenses are in compliance with Florida statutes and will process payment.

Canceled Travel:

1. If travel is canceled, please return the travel authorization form to human resources office for cancellation.

SCF Facility Support

FACILITY USE

Space for on-campus club activities must be reserved in advance to ensure exclusive use of the facility for the event. This includes activities held on College grounds and in College buildings. The exception to this is SGA sponsored events such as Club Rush, Fall Frolic and Spring Fling. Clubs must use the following procedure to reserve event space:

1. Log on to scf.edu/FacilityRentals
2. Click on the reservation calendar link to see if the space is available.
3. If available, click "make a request," complete the online form and submit.
4. After the request has been submitted, an internal room reservation form will be e-mailed to the contact listed on the request. This form needs to be completed, signed and returned to SCF's auxiliary services department to complete the reservation.

NOTE: The space is not reserved for the event until the signed reservation form is returned to auxiliary services. Room requests will be held for two days and released if the signed reservation form is not returned.

Some facilities of the College also may require the club to pay a fee. To reserve the Samuel R. Neel Performing Arts Center, contact the box office manager for availability.

Clubs may reserve space on campus only if the event is pre-approved through the office of student life with a completed club activity request form with the approved signatures.

ADVERTISING EVENTS

The student life advisor must approve all club activities and events. Requests for approval must be sent to the office of student life at least TWO weeks before the event. The following are various methods of advertising to help promote your event:

Flyers/Posters:

Must be approved by the club's advisor and may be posted only at the designated kiosks, on sandwich boards and in the Club Hub. Please submit the information to be advertised at least one week before posting. Flyers and posters are NOT to be displayed on windows, glass doors, painted surfaces, brick surfaces, restrooms or in the Student Services Center.

Sandwich Boards:

These are owned by the SGA and must be reserved in advance. Depending upon availability, clubs may use these sandwich boards by contacting the office of student life. The procedure for posting flyers/posters must be followed when using SGA sandwich boards.

Marquee Requests:

All requests for advertisements on any SCF marquee need to be approved by the student life advisor. Once approved, these requests will be forwarded to the SCF public affairs and marketing office. Requests should be submitted at least two weeks before the desired "run" date.

Clubs also must contact the office of student life for approval regarding the following:

1. Advertising a campus event outside the College
2. Sending press releases to local media outlets
3. Inviting the community to the event

In each of the above situations, the approved request will be forwarded to the SCF public affairs and marketing office.

Note: Please do not forward requests directly to the SCF public affairs and marketing office. This office does not accept club requests without prior approval from the club advisor and the student life advisor.

Service Projects

Each year, clubs must perform a service project designed to benefit the College, the community or a charity group.

Following the project, a written report concerning the project must be submitted to the office of student life by the end of the term it was performed. This report will be included in the club's file and become part of consideration for awarding the activity budget for the coming year.

Please contact the office of student life for a suggested list of service projects and to obtain a service project report form.

Checklist of Due Dates for Various Forms

1. Club paperwork
(Due Sept. 30 each year in office of student life)
 - a. Application for club charter
 - b. Membership roster with club officers, including all students' names, addresses, telephone numbers and SCF student e-mail addresses
 - c. Signed advisor's acceptance form
 - d. Club constitution
2. Club activities and fundraising events
(Proposal due in the office of student life two weeks before activity/event)
3. Club travel
(All forms due in office of student life two weeks before trip)
 - a. Club activity request form listing the names of students traveling
 - b. Travel authorization form with trip itinerary/agenda and list of students traveling and their SCF ID numbers attached
 - c. Statement of eligibility (all travel) and grade reports (FCCAA travel) for students.
 - d. Student travel release of liability form
4. Club purchases
 - a. Purchase requisitions – submitted three weeks in advance of activity/event
 - b. General encumbrance – submitted one week in advance of activity/event
 - c. Direct pay – submitted one week before a check is needed
 - d. Petty cash – reimbursement for expenses under \$50
5. SCF facility support
(All forms due in office of student life two weeks before activity/event)
 - a. Facility use
6. Club advertising
 - a. Flyers/Posters – reviewed and approved by club advisor prior to posting
 - b. Sandwich boards – contact office of student life three weeks in advance of event (based upon availability)
 - c. Marquee requests – due two weeks before advertisement is placed on marquee (based upon availability)
7. Service project report
(Due in office of student life by end of term during which project was performed)

Example of travel release of liability form available from the office of student life

ACKNOWLEDGEMENT, INDEMNITY, WAIVER and RELEASE OF LIABILITY
FOR PARTICIPATION in a STATE COLLEGE OF FLORIDA, MANATEE - SARASOTA ACTIVITY

**THIS AFFECTS YOUR LEGAL RIGHTS.
PLEASE READ CAREFULLY BEFORE SIGNING BELOW.**

Participant: _____ MI
 Last First Apt: _____
 Address: _____ Zip: _____
 City&State: _____
 Telephone: Home: _____ Cell: _____

I intend to participate in the event called _____ ("Activity") to be conducted by _____ ("Sponsor/Organizer/Operator") that is scheduled to take place on or about _____, 200_. The event consists of the following types of activities (i.e., transportation, hiking, swimming, etc.)

I acknowledge that I must thoroughly read and understand the information contained in this Acknowledgement, Indemnity, Waiver and Release of Liability ("Release") pertaining to the Activity and the possible risks and hazards that might result from participation in this Activity.

NOTE: If I am under eighteen (18) years of age, I understand that while I am bound by the provisions of this Release and must acknowledge and agree to its terms, I am not permitted to execute this Release or participate in this Activity without approval of my parent or legal guardian, who must initial and execute this Release on my behalf.

1. I acknowledge and agree that I am required to act in a mature and responsible manner at all times during the Activity and further acknowledge and agree that I will be held responsible for my own behavior and must respect the property of the State College of Florida, Manatee - Sarasota ("College") and others.
 Initials: _____

2. I acknowledge and agree that I must observe all state and local laws and College regulations and policies, including those concerning alcohol/drug use and required student conduct. Information regarding applicable College regulations and policies are contained in The Student Handbook which can be located online at <http://www.scf.edu/pages/963.asp>. I further acknowledge and agree that in the event that I have any questions regarding the applicability of the College's regulations and policies to the Activity, it is my responsibility to make any necessary inquiries to the Activity Sponsor/Organizer/Operator or to make any necessary inquiries to the College's Office of Student Affairs. Additionally, I acknowledge and agree that I must observe and comply with the specific rules and conditions developed for participation in the Activity by its Sponsor/Organizer/Operator.
 Initials: _____

3. I acknowledge and agree that it is my obligation to make any necessary inquiries to the Activity Sponsor/Organizer/Operator regarding my ability, physically or otherwise, to safely participate in the Activity and that, prior to executing this Release, I have been provided the opportunity to inquire and discuss the possible risks and hazards to me resulting from my participating in the Activity. Any questions I had regarding my ability to participate in the Activity have been answered to my satisfaction, and I have received sufficient information to make a sound and voluntary decision to participate in the Activity.
 Initials: _____

_____ day of _____, 200_

Participant's Signature _____
 (I certify that I am 18 years of age or older.)

Parent or Guardian's Signature _____
 (If participant is under 18 years of age.)

Example of club activity request form and fundraising activity request form available from the office of student life

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
Club Activity Request
 (Must be submitted to the Office of Student Life TWO weeks prior to the event)

Today's Date: _____

Club/Organization: _____

Activity: _____

Location of Activity: _____

Date of Activity: _____ Time of Activity: _____

Describe Activity: _____

College equipment/facilities needed (this includes tables, rooms, campus grounds) Please be specific

Note: This form is to be used for activities where **NO FUNDRAISING** is done.

Club President (print name) _____	Club President's Signature _____	Date _____
Club Advisor (print name) _____	Club Advisor's Signature _____	Date _____
Approved by: _____	Student Life Advisor	Date _____
Approved by: _____	Vice President of Educational and Student Services	Date _____

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
Fundraising Activity Request
 (Must be submitted to the Office of Student Life TWO weeks prior to the event)

If needed, please attach additional information

Today's Date: _____

Club/Organization: _____

Name of Fundraising Event: _____

Location of Event: _____ Cost to Participant: _____

Date of Event: _____ Time of Event: _____

Describe the procedures that will be used to raise the funds:

Describe who, where, and how monies will be collected:

Explain how the raised funds will be used (this must match the Direct Pay request when spending Fund 6 fundraising monies):

Club President (print name) _____	Club President's Signature _____	Date _____
Club Advisor (print name) _____	Club Advisor's Signature _____	Date _____
Approved by: _____	Student Life Advisor	Date _____
Approved by: _____	Vice President of Educational and Student Services	Date _____

Example of conference/retreat reflection form and semester activity report form available from the office of student life

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
Conference/Retreat Reflection

I, (print name) _____, as a delegate to the _____ conference held _____ understand that I need to complete and submit this **Conference/Retreat Reflection** to the Office of Student Life no later than one week after I return from the conference/retreat. Failure to do so may jeopardize my opportunity to represent SCF at another conference/retreat, or funding for my club/organization for future trips.

What did you learn by attending this conference/retreat? (Do not list activities you participated in, but rather reflect on the experience and give concrete examples of the things you **learned**.)

How will you apply this information to benefit your organization?

How will you apply this information to enhance your personal growth and development?

Signed: _____ Date: _____

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
Semester Activity Report Form - Spring Semester
(Due the last day of classes for the semester)

Club/organization: _____

Person completing the report: _____ Date: _____

In bullet form list the club/organization activities for each month (attach additional pages if necessary).

August

* _____

* _____

* _____

* _____

* _____

September

* _____

* _____

* _____

* _____

* _____

October

* _____

* _____

* _____

* _____

* _____

November

* _____

* _____

* _____

* _____

* _____

December

* _____

* _____

* _____

* _____

* _____



Visit or call the offices of student life at our full-service campuses:

SCF Bradenton

5840 26th St. W., Bradenton, FL 34207
941-752-5607

SCF Venice

8000 S. Tamiami Tr., Venice, FL 34293
941-408-1523

scf.edu/StudentLife