

**Eastfield College
Office of Student Life**

August 1, 2009

Dear Club Members and Advisors,

Welcome to the 2009 - 2010 Academic Year at Eastfield College! We are glad that you will be participating in one of our student clubs and organizations. We are looking forward to working with you. Please be familiar with this handbook as it gives all the necessary information to make your year very successful. Let us know if you have any questions.

Thanks and welcome!

Donnine Ballance
Director
Office of Student Life

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Student Life

Website: <http://www.efc.dcccd.edu/ssi/StudentLife.html>

Room C-141

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Office Hours *

Monday – Thursday 8:00 a.m. to 5:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

*Office hours are subject to change.

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Eastfield College

Expanded Mission & Goals

As approved by The Dallas County Community College District Board
June 5, 2001

The mission of Eastfield College is to provide educational opportunities through high-quality instruction, services, and programs in an environment conducive to student success in academic, technical, occupational, and continuing education. Eastfield's purpose is to develop responsible citizenship, to value diversity and cultural enrichment, and to be accountable and adaptable.

Eastfield College will:

1. Provide access for all students and help them achieve their educational goals by offering a broad range of instructional and student support services including counseling and guidance.
2. Assist students in obtaining freshman and sophomore level knowledge and skills leading to employment and/or an associate degree and/or prepare them for transfer to baccalaureate degree granting institutions.
3. Assist students in obtaining knowledge, skills, and services necessary to earn a certificate and/or applied associates degree and to succeed in technical occupational careers.
4. Provide literacy, developmental education, and English for Speakers of Other Languages programs designed to prepare students to participate successfully in further academic and career opportunities.
5. Assist students seeking training for advancement in their current field, training for entry-level job skills, retraining for employment or personal enrichment through comprehensive continuing education, and workforce training.
6. Develop educational partnerships with business, industry, governmental entities, and civic organizations to enhance economic development.
7. Provide all students with personal, social, and cultural enrichment opportunities and encourage them to exercise their rights and responsibilities as citizens.
8. Employ a qualified, diverse staff and provide opportunities for professional development for staff members to enhance their skills and abilities.
9. Continuously study, analyze, and appraise the college's purposes, procedures, programs, activities, and organization to enhance institutional effectiveness.

One of our goals in the Dallas County Community College District is to help you live more effectively and be responsive to our rapidly changing local, state, national, and world community. The Office of Student Life known as “Student Life” wants to contribute to your personal growth by providing resources and guidance for your club. We also provide experiences to encourage you to understand points of view different from your own.

In the **District’s Policies and Procedures Manual**, the purpose of the Student Life Office is described as follows:

The District is committed to the concept of providing vital co-curricular activities for the students. Qualified staff members will be employed to develop and coordinate programs and activities which will enhance individual development, promote desired social interaction, and provide social and recreational activities. Student activity funds may be used to implement such programs.

The idea and motivation to form a club needs to come from the student. The club must be recognized by the college and have agreed to abide by the regulations of the DCCCD Board of Trustees and club rules as issued by the administration before it can operate. Every club will be open to all Eastfield students. Discrimination is in violation of state and federal law.

Office of Student Life Mission Statement

The mission of the Eastfield College Office of Student Life is to provide co-curricular activities that enhance student learning, promote personal and professional development, and provide social, cultural, and educational opportunities that support students’ ability to perform effectively in a changing and diverse world.

Official Club Recognition Agreement

Officially Recognized Clubs Agree to Abide by...

- The DCCCD Board of Trustees Administrative Policies and Procedures Manual.
- 2009 - 2010 Eastfield College Club Handbook.
- The DCCCD Business Office Procedures Manual.

The “DCCCD Business and Procedures Manual” serves as a central document regarding most questions related to operating a student group.

www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/toc.htm

- The Student Code of Conduct in the Eastfield College Catalog.

The “Student Code of Conduct” outlines rules and responsibilities for student behavior and may be helpful in dealing with any behavioral issues.

<https://www1.dcccd.edu/cat0910/ss/code.cfm>

For instance, the Alcohol and Drug Use Policy states:

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement official for prosecution.

Club status will be revoked if you do not follow District/Campus procedures.

**All recognized organizations are official ambassadors of Eastfield College.
Please conduct yourself in a positive and professional manner.**

Official Recognition of Clubs/Organizations

All student organizations established through the College must be approved by the Director of the Office of Student Life prior to approval by the Dean of Student Success.

Official recognition of a club/organization by the College grants to that group the right to use the College facilities and resources within the operating policies of the District and to identify themselves with the college.

Each student organization which has been officially “recognized” by Student Life and which generates revenue/expenditures must file the information listed below with the Executive Business Office or designee:

Agency Fund Account Set-Up Justification (Form #0307)

Student Club Petition/Recognition (Form #0306)

Any additional form(s) required by the Office of Student Life.

In exchange for recognition, the club/organization agrees to follow both the administrative and business policies and procedures as outlined by the **DCCCD Board of Trustees Administrative Policies and Procedures Manual** and the **DCCCD Business Procedures Manual**.

Clubs will not be officially recognized without completion of the following:

- Completion of a Petition of Recognition
- Filing of a Club Constitution
- Officers and advisors attend the Mandatory Club Orientation
- Submit an Officer’s Roster and Membership Form

Eastfield College Office of Student Life Risk Management Strategies for Student Organizations

Eastfield College shall comply with the requirements specified in H.B. 2639 regarding “Risk Management Training” for the advisors, officers, and members of “officially recognized” student organizations. The overall management and record keeping shall be the responsibility of the Office of Student Life.

Procedure Summary

1. The DCCCD and state mandated risk Management training is offered through the Office of Student Life for club advisors, officers, and members. NO club will be allowed “official recognition” status until both advisors and officers have received this training and signed official documentation verifying completion of this training.
2. Failure to comply with mandatory training as specified above will result in “non-compliance” status of the club. **In such case, the club will be barred from any and all club activity such as meetings, fundraising, and access to club and college funds until the mandatory requirements have been met.**
3. The Office of Student Life will maintain participation records of all club officers and advisors. These participation records will be maintained in two places: (1) Office of Student Life Club Folders and (2) Office of Student Life Annual Report.
4. Club advisors and officers are requested to review the content of their training sessions to the entire club membership at a regular meeting.

Access to Training

Risk Management training can be completed by viewing the 15 minute Risk Management PowerPoint presentation during club orientation, in the Office of Student Life, or online. Failure to view the presentation and sign the appropriate form by September 25, 2009 will prohibit your club from being officially recognized. To ensure our records are accurate and to verify that we are in compliance with the DCCCD and state mandates, the Officer Roster list must be continually updated and submitted to the Office of Student Life if there are any changes.

Training can be completed in one of three ways:

1. View the video during your club orientation. Sign the log verifying you have viewed the presentation.
2. Come to Office of Student Life in room C-141 to view the presentation. Sign the log verifying you have viewed the presentation. You may want to schedule an appointment. Allow approximately 20 minutes.
3. View the training at your convenience via the web:
<http://www.efc.dccd.edu/SSI/studentlife/clubhome.html>

If the training is completed online, you must stop by the Office of Student Life in room C-141 to sign the log verifying you have viewed the presentation.

**All club advisors and members are accountable for the information presented
in this presentation.**

Expectations for Advisors, Clubs and Student Life

The Office of Student Life is staffed by professionals who aim to provide services to the leaders, members and advisors of student clubs. Student Life liaisons are available to aid in the organizing of a group, the planning and implementation of programs and activities and developing leadership within the group. Student Life can provide advice, workshops, and information about college services and resources available to student groups, as well as information about college policies and procedures. In addition, the staff assists with accounting and financial issues relating to clubs.

STUDENT LIFE LIAISON

- Provide leadership training and facilitate club/advisor orientations.
- Maintain accounting for club and Student Life accounts.
- Provide leadership training and facilitate club/advisor orientations.
- Help to establish timelines and guidelines for planning events.
- Process paperwork and training for completing forms.
- Process room reservations, media and facility set-up request.
- Advise students about the appropriateness of fundraisers.
- Secure college vehicles and provide assistance in planning field trips.
- Assist with interpreting district policies and procedures.
- Assist in writing contracts for speakers, performers, etc.
- Offer volunteer opportunities for students to be involved in campus life.

ADVISORS

- Attend or complete mandatory orientation.
- Understand the constitution and bylaws of the club. (Refer to Advisor Section, page 32 for detailed information.)
- Act as a resource person by attending as many club meetings as possible.
- Provide written approval for all club-related activities.
- Read and check all information on forms before signing.
- Assist in interpreting policies and procedures.
- Help with team building and goal-setting.
- Assist clubs in meeting deadlines.
- Assist in resolving problems and conflicts.
- Accompany students on out-of-area or overnight field trips or find a replacement.
- Attend all large club functions or find a substitute.
- Provide feedback on how the club is progressing.
- Schedule appropriate amount of time each week to meet with officers and members in order to address the above responsibilities.

CLUB OFFICERS

- Attend or complete mandatory orientation.
- Select advisor and negotiate his/her role.
- Recruit students to form a club, select an advisor and negotiate his/her role.
- Call meetings for the club.
- Possess an awareness of Student Life policies and procedures and required forms.
- Coordinate and follow-through with fundraiser paperwork.
- Schedule meetings with Student Life liaison and advisors when planning field trips, fundraisers and special events.
- Serve as a volunteer resource for Student Life sponsored events.
- Keep bulletin boards and websites up-to-date.
- Provide membership roster and meeting minutes to Student Life liaison.
- Keep record of club expenses and deposits.
- Understand the constitution and bylaws of the club.

Free Services Provided for Clubs

- **Club Mail Boxes** (Please check regularly)
- **50 Copies per Month**
- **Seed Money** (Must attend orientation by September 25 to receive \$50 Student Life funds)
- **Special Events Funding Eligibility**
- **Event Planning Assistance**
- **Limited Storage Space** (See your Student Life liaison)
- **Monthly Club Newsletter**
- **Club Account Information**
- **Use of Campus Facilities**
- **Audio/Visual Equipment**
- **Bulletin Board Space** (See your Student Life liaison)
 - **Bulletin Boards must include club name, purpose, contact information, and requirements for club membership if applicable**
- **Equipment Checkout**
 - **Easels**
 - **Ice chests/igloo water coolers**
 - **Trays, spoons, knives, coffee pots, pitchers**
 - **Roaster ovens**
 - **Punch bowls, ladles**
 - **Can openers**
- **ALL ITEMS MUST BE RETURNED CLEAN, DRIED AND PUT AWAY.**

Campus Event Planning Criteria

Clubs wishing to host events on campus need to work closely with the club advisor(s) and the respective Student Life club liaison. Special club events fall under the auspices of the campus, and are subject to all rules, regulations, and responsibilities of Eastfield College. The safety and security of all event participants is the main focus of the campus' responsibilities in regards to club events held on campus.

When planning club events, the following details must be worked out by club officers, advisor(s) and the Student Life liaison:

All of the following details MUST be finalized 4 weeks PRIOR to the event.

NOTE: Failure to complete these details prior to the 4 week deadline will result in cancellation of the event. *

- (1) Name and purpose of the event (focus on club's purpose)
- (2) Cost analysis (can club pay for the entire event?)
- (3) Schedule the date, location and time (work with SPAR liaison)
- (4) Special Funding? (through Student Government, if desired)
- (5) Completion of **Club Campus Event Form** (see "Forms/Deadlines")
- (6) Completion of all event preparations

***NOTE: Event details may be required up to 6 weeks in advance if:**

- **The event is open to the public**
- **Expected attendance is over 100**
- **Club is paying a performer/speaker or caterer.**

Publicity

- Clubs are responsible for producing and printing their own flyers. *Please ask your club advisor and Student Life liaison to proof your flyer before printing or posting. **Flyers must include the words “Eastfield College”, day, date, time, location, sponsored by and contact information.** Student Life will post them on bulletin boards for you. Allow two weeks for posting. (We have approximately 20 bulletin boards).
- If you post publicity, you are responsible for taking down flyers/posters the day of your publicized event.
- Student Life will provide 50 free copies per month. REMEMBER: You are responsible for taking down flyers/posters the day of your publicized event.
- Student Life will make one free club banner per semester. If you have a specific logo or graphic image you would like to use, please provide a “jpg” file.
- Clubs may purchase advertising space in the Eastfield *Et Cetera* Newspaper. Check with your Student Life liaison for deadlines and price information.
- Clubs may advertise on the electronic message board in the pit by filling out the **Electronic Message Board Form**.
- Your advisors can inform Eastfield of upcoming events via e-mail.
- Please see your Student Life liaison for publicizing events open to the community.
- Clubs are not allowed to chalk courtyards or walkways on campus to publicize meetings or club information.
- To develop a website for your club, contact the College Webmaster, at 972-860-7217, for formatting guidelines. Once you have created your website format, have your club advisor and club liaison approve the content.
 - The site must include your club’s purpose, meeting times/locations, upcoming events, and current contact information.
 - If displaying photos on your website, each person in the photos must sign a **Model Release** form and submit it to their club liaison.
 - Updates to websites must be approved by Student Life and the Webmaster.

Accounts

Clubs will not be eligible to utilize any funds or fundraise until the club is officially recognized.

Club Account/Fund 24 (Top of Club Budget Report)

- All money (dues, fund-raising monies, donations, etc.) is to be deposited through the Business Office located in room C-126. The Business Office hours are 8:00 a.m. – 7:00 p.m., Monday through Thursday, and 9:00 a.m. – 4:30 p.m., Friday. Be sure you have your account number when making deposits, which your Student Life liaison can provide. **Once money is deposited into your account, the Business Office will give you two deposit slips. Please be sure to provide one copy of all deposit slips to your club liaison as soon as funds are deposited.**
- Should be used for events that benefit club members and are related to the club's purpose such as on-campus meetings, field trips, etc.
- Can be used for scholarships, gifts, fundraisers or donations.
- Club funds earned are carried over from school year to school year.
- **Always include your advisors and your Student Life liaison when making financial decisions; schedule a meeting in advance with them.**
- Club accounts are **not** tax-exempt. Therefore, when donations are made to the club, the donor needs to be aware that this is **not** a tax-exempt donation. Also, you are required to pay tax on all purchases.

Student Life Account/Fund 12 (Bottom of Club Budget Report)

- Includes the seed money you may receive at the beginning of the school year. This money is only available after the club has received "Official Recognition" status. This also includes money you may receive through the SGA.
- Includes money you may receive through Student Life incentives/prizes.
- Must be used for events that benefit club members and are related to the club's purpose such as on-campus meetings, field trips, etc.
- **Cannot be used for scholarships, donations or fundraisers.**
- Is tax-exempt and must be spent according to DCCCD Purchasing Policies and Procedures.
- **If using Student Life monies for food, the club must provide a student attendance listing including the student ID numbers.**

Student Life Accounts Continued:

- Must be spent by the end of the spring semester. Check with your club liaison for the specific date.
- These funds cannot be carried over from school year to school year.
- **If using Student Life monies for food, the club must provide a student attendance listing, including ID numbers, to the Student Life office so that the invoice may be paid.**

Please note...

- **It takes approximately 2-3 weeks to gain access to Student Life/club funds.**
- Have someone, preferably the club treasurer; keep an accurate record of your expenditures and income.
- All paperwork must be complete and accurate before it can be processed. Paperwork lacking signatures, signed invoices, etc. will be returned to your club mailbox for correction. Please check your box often.
- No outside banking is allowed.
- You may request a copy of your monthly financial report from your club liaison. It is important to check your report before you spend money. Verify all your expenses and deposits are recorded on your spreadsheet. Confirm your balance with your club liaison.

Always save receipts and have the advisor, club officer and person being reimbursed sign the actual receipt.

Fundraising

* A club fundraiser is defined as being any club activity or event in which revenue is generated for the club.

** A donation is defined as being a gift or contribution given to the club that is NOT part of an organized club activity or event designated to generate club revenues.

Student Life maintains a fundraising calendar. When you turn in your completed **Fundraising Form**, your Student Life liaison will add your date to the calendar. Dates are first come, first serve. Please keep in mind that due to the large number of clubs on campus, space is limited. Please be considerate of other clubs when scheduling fundraisers. The Student Life Director has final approval on all fundraisers.

- All clubs are allowed to raise up to \$5,000 per academic year.
- Each club may host one fundraiser per week in the Pit/courtyard.
- Only one club may be in the Pit/Courtyard per day. However, two or more clubs can mutually agree to share it. Forms must be submitted together.
- Only two days of the week are allowed for bake sales. Bake sales, including homemade and packaged cakes, cookies, pies, brownies, pastries, rolls and other bread items are the **only food fundraisers allowed** on campus.
- Subway is open to other fundraising partnerships. Please see your Student Life liaison for information.
- Clubs are allowed to sell **any food item** when Subway is closed.

Fundraising Paperwork:

- A **Fundraising Form** must be completed and signed before the date will be reserved on the fundraising calendar.
- Fill out the activity and signature sections of the **Fundraising Form** (see Forms Section) at least two weeks ahead of the date of your fundraiser. The **Fundraising Form** must be approved by the Student Director before fundraiser will be conducted.
- Any fundraiser requiring outside personnel services, such as media or campus police, falls under Special Accommodations Club Event Form.
- A copy of the approved form will be put in your club box.
- **You cannot conduct your fundraiser if all paperwork has not been completed and approved.**

- Advertise with posters, flyers and a banner. (see Forms Section)
- **Cash box:** If you need a cash box for your fundraiser, it needs to be requested directly from the Business Office at least one week in advance by e-mail. **Advisors should e-mail Esther Bueno and include the date and time you need it, the increments, who and when the Business Office will be picking it up and when it will be returned.** Please include the name of your club. The Business Office will then provide you with a cash box. You will not be able to request a cash box the day of the event. All cash boxes need to be requested at least one week in advance. A maximum of \$25.00 in change is available and must be returned to the Business Office after your event along with your proceeds from the sale. **Do not forget to turn in your deposit slip to Student Life.**
- Conduct business in a non-solicitous manner. You cannot approach people; they must come to you.
- Sell food items at a price that is equal to or greater than prices of Eastfield food and vending service.
- It is not recommended to accept personal checks. Have all checks made payable to Eastfield College or club with driver's license number, phone number and birth date on them. **Return Check Policy – The Business Office will notify Student Life about returned checks and the fees. The club will be responsible for the returned check fees.**
- Deposit all proceeds into your club account at the Business Office. You will be given two copies of the deposit receipt. **Make sure your Student Life liaison receives a copy of this receipt as soon as possible!**
- Obtain the original approved fundraising form from your liaison within 24 hours of your fundraiser to be completed by an officer and an advisor. All receipts for expenses taken out of the proceeds must be attached. All receipts must be signed by an officer and the advisor.
- Your original **Fundraising Form** will be returned to you for advisor signature and reconciliation.
- Clubs must deposit funds as they are received. **DO NOT DEPOSIT A PERSONAL CHECK IN LIEU OF CASH FOR FUNDRAISERS.**

Purchasing and Reimbursement

Though you are an officially recognized student club or organization at Eastfield College, you are not a tax-exempt entity. You will be required to pay sales tax on all club purchases. Donations to your club are not tax-exempt.

Club Funds: Club funds are monies you earn by holding fundraisers, accepting donations or collecting dues. These funds can be used to benefit the purpose of your club, your club members and/or Eastfield College according to the guidelines stated in this handbook.

There are several ways for you to conduct business with your **club funds**:

1. Request payment for services directly out of your club account:

You can complete a **Vendor Check Request** and a check will be cut and mailed to your vendor in order for you to receive items you wish to purchase. You may, however, request the check to be held in the Student Life Office and you may take the check directly to the vendor.

2. You may choose to pay for items or services at your own expense and request reimbursement from your club account. Before you spend money, please check with your Club Treasurer, other Officers and/or Advisor to confirm you have the available funds and approval to be reimbursed. Student Life cannot process reimbursement requests without club approval or funds available. Complete the **Reimbursement Request** form. Be sure that all receipts and the paperwork are signed by the person to be reimbursed, a club officer and a club advisor.

3. If you have an event coming up and you need cash to purchase supplies in advance, you will complete a **Club Funds Request** form to receive a cash advance. You will have five days, after the funds are deposited, to spend the money and return your receipts along with any unused funds. If you go over the amount given, you can request a reimbursement if funds are available in your club account.

Please allow at least two weeks for processing paperwork. Vendor checks are delivered to the Office of Student Life on Tuesdays and Thursdays, after 3:00 pm. Keep this in mind when you have a deadline for a check request. (Example: A deadline on Monday means you will need to request the check to be received on the previous Thursday. Companies new to doing business with the DCCCD will take longer to process because a **W-9 Tax Form** is needed for “set up” in the system. This may add up to a week longer to process a check request).

Student Life Funds:

Student Life funds is money you receive from Student Life for such things as attending a club orientation or receiving an award from the Special Events and Travel Fund. **Student Life funds cannot be used for club fundraising purposes.** These funds are based upon our college allocation and must be spent according to DCCCD Business Office Policy and Procedures. The Policy states the following:

If merchandise or services are obtained by an **unauthorized person** or in a manner that **does not follow established procedures**, the individual making the purchase will be deemed to have entered into a **private transaction** with the company involved. **Payment for any unauthorized purchase shall be the responsibility of the person placing the order.**

Please discuss with your club liaison how you would like to spend your Student Life funds before engaging in any transaction. Your liaison will assist you in seeing that proper procedures are followed.

SPECIAL EVENT & TRAVEL FUNDING

Student Government Association - Funding Criteria

The Office of Student Life allocates a portion of the yearly budget for official campus organizations to use for special events and travel. Examples include: leadership conferences, state conferences, workshops, competitions or field trips that relate to the specific purpose of the student organization. Special funding money cannot be used towards raising money for the club or for paying salaries of college personnel for club hosted events. Student organizations may apply to Student Government for funding throughout the fall and spring semesters of each academic year. The Student Government Association will hold special “club funding meetings” three times a semester: in October, November and December and in February, March and April. Club members are required to personally present funding requests along with all proper paperwork to the Student Government Association (SGA) at “club funding meetings.”

Student organizations wishing to apply for special funding should work directly with their respective Student Life liaison. Required paperwork includes “**Club Special Events and Travel Fund Request**” and a completed “**Club Profile**”. Additional information to be submitted is listed on the Club Profile. Clubs are expected to complete at least two club fundraising efforts and to volunteer for at least one Student Life event prior to submitting a request to SGA for special funding. Completed paperwork is to be submitted to the Student Life office at least **two days** prior to the “club funding meeting.” Failure to meet this deadline will result in postponement of the funding request until the next funding meeting.

The maximum amount that will be awarded for each funding request is \$1,500. Student organizations are limited to two funding requests per year.

Funding awards are based upon the criteria written on request forms and the criteria specified below. The more information made available, the more beneficial it is to the SGA. Clubs are expected to be actively involved in fundraising for specific needs and are expected to be actively involved in making a positive contribution to Eastfield College.

Special Events/Travel Funding Criteria:

1. Does the proposed activity/program benefit the stated purpose of the club?
2. Does the proposed activity/program have specific goals that relate to the club?
3. Does the proposed activity/program benefit the college community?
4. Does the proposed activity/program involve the entire club or just a few members?
5. Does the club have plans to financially support this activity/program?
 - * The club should have completed at least two fundraisers prior to each request.
 - * The club is to include budget documentation for the requested event/travel.
6. Has the club helped with any Student Life sponsored events this semester?
 - * The requesting club is required to work at least one Student Life event.
 - * Volunteers must RSVP to the appropriate liaison prior to the event.
 - * A Student Life staff person must verify time and presence of volunteering club.
7. Has the club been actively involved in campus activities in a way that contributes to the benefit of the community college?
8. The club is required to work at least one Student Live event.

9. Volunteers must RSVP prior to a Student Life event.
10. A Student Life staff person must verify time and presence of volunteer.

Clubs may appeal any funding decision made by the SGA. Clubs wishing to appeal should work directly with their respective Student Life liaison for assistance in the process. Appeals must be made directly to the SGA at a “club funding meeting.”

Student organizations that receive special funding are required to follow all business office procedures and DCCCD related policies. Student organizations who fail to comply with DCCCD policies will not be eligible for further funding from the SGA.

Travel

If you have been given the opportunity to travel and represent Eastfield College, CONGRATULATIONS! Representing Eastfield College at an off-campus event is a privilege that you have earned because you are a student leader who is committed to making a positive difference for your club. Representing Eastfield College takes time and commitment on your part so please make an appointment with your club liaison as soon as you decide to travel or go on a field trip.

- All activities shall be relevant to club purposes.
- An advisor or staff member must accompany your club on all out of area activities. **“Out of Area”** is defined as traveling outside of those counties that are bordered to Dallas County. For example, Fort Worth and Denton are considered to be “in area.”
- An advisor or staff member is required for all overnight activities.
- The advisor or staff member is responsible for insuring that all reasonable safety precautions are taken while on the trip.

Student Travel Advance and Approval Request

- Funds for registration, lodging, meals and transportation expenses may be requested prior to the trip. **It is your responsibility to know your conference deadlines.** If forms are not completed on time to receive advance payments, you will incur out-of-pocket expenses and will need to request reimbursement.
- **Student Travel Advance and Approval Request, Professional Leave and Travel Request and Field Trip Roster** must be filled out **AT LEAST 3 WEEKS** prior to the activity for any official club trip in which you use the Eastfield College name and/or Student Life/club funds.
- The **Field Trip Participation Consent** form is due **ONE WEEK IN ADVANCE.**
- The advance travel amount will be made payable to the advisor and electronically deposited into his or her checking account. The advisor is then responsible for withdrawing this monetary advance and distributing it to the students. All students must sign for any cash they receive as an advance and include their student identification number.
- Students may be allocated **up to \$30** each day for meal expenses. Be aware that club members may be expected to help pay for individual travel expenses that are part of the official travel costs. For instance, if travel is funded 100% by club funds, club members may vote to waive or adjust the meal money allotment of \$30 each day. A memo, including club officers' signatures and stating the club's intent of adjustments, must be submitted prior to travel.

- The advisor/students must meet with the Student Life personnel and complete all forms within ten working days after completion of the trip. **KEEP ALL RECEIPTS OR YOU MAY NOT BE REIMBURSED.** This includes airfare, lodging, registration, admissions and any other expenses approved for reimbursement.
- Please note that DCCCD requires that one person will occupy one bed in any type of room used for lodging during a school-sponsored trip. Also, advisors are not to room with students.
- Remember, you are representing Eastfield College and your club. Eastfield College and your fellow students trust you so represent them well. You must abide by the “Student Code of Conduct” which outlines rules and responsibilities for student behavior. <https://www1.dcccd.edu/cat0910/ss/code.cfm>
- The Alcohol and Drug Use Policy states:

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

- 1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.*
- 2. Alcohol or any alcoholic beverage.*
- 3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.*
- 4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.*

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement official for prosecution.

Van Usage for Club Travel

- Vans need to be requested at least three weeks in advance through your Student Life liaison. All drivers of the van/bus must be on the *DCCCD Approved Driver's List*. Under no circumstances are students allowed to drive district or rented vehicles.
- See your liaison for off-campus van rental. All DCCCD policies and procedures apply to rental vehicles including appropriate driver rules and regulations.
- Advisors will not transport students in their personal vehicles.
- Students are allowed to drive their own vehicle with prior club advisor approval. The club may or may not authorize mileage reimbursement.
- Club advisor/Student Life staff will not be responsible for car pool arrangements. Students may make their own arrangements.

Grievance Procedures

If you cannot resolve a conflict with your advisor(s), officer (s) or Student Life, you should follow the steps listed below:

1. All conflicts and disputes should be discussed **FIRST** among your club advisors and officers.
2. If this step does not resolve the issue, then the next step should involve your club liaison. At this point, written documentation may be requested.
3. If Step #2 does not resolve the problem, the Director of Student Life and/or the Dean of Outreach and Student Development should be involved. Written explanation of the grievance will be required as well as the names of the parties involved. Parties in the grievance will meet with the Student Life Director and/or the Dean of Outreach and Student Development in a mediation format.
4. If mediation does not resolve the problem, then the Vice President of Student Services and Enrollment Management will submit the conflict to the President's Cabinet to serve as a final decision-maker.

Forms and Deadlines

Some of these forms are downloadable from website: <http://www.efc.dcccd.edu/ssi/StudentLife.html>

Agency Fund Account Set Up Justification – Once your club is officially recognized, fill out this form to establish a club account. (New clubs only)

Banner Request – Student Life will provide 1 banner free of charge each semester. Your club will be charged for additional banners.

- 2 weeks in advance

Club Event Checklist – This form is a guideline to plan your event.

Club Funds Request - Fill out this form when you want to withdraw money from the club account in advance of an event or function. This must include the signatures of the two club officers and the advisor. **Clubs are responsible for providing receipts within 5 days.**

- Allow 2 weeks for processing

Club Membership Roster – Use this form to identify members. A membership roster is required to be on file in the Student Life office.

Club Officer Roster – Complete this form after you have elected your officers. A copy of this form is kept in Student Life for a record of club contact names and phone numbers. Please update whenever necessary.

- Due 4 weeks after **Petition for Recognition** form is approved

Club Profile – This form must be turned in along with your **Special Events/Travel Fund Request** two days prior to a funding meeting. The Funding Committee will use this information to become familiar with your club's activities.

Constitution – All clubs must have a typed constitution on file in the Student Life office by September 25.

Electronic Message Board – Fill out this form when you would like an electronic message in the Pit.

- 1 week in advance

Field Trip Participation Consent – Each club member who is participating in a field trip must fill out this form. This form must be turned in along with the **Student Travel Advance and Approval Request**.

- 1 week before trip

Field Trip Roster – Fill out this form listing all students and student identification number of those going on the trip. If requesting advance travel funds, this form must be turned in along with the **Student Travel Advance Form**. (This is required 3-4 weeks in advance if receiving funds).

- 1 week in advance

Fund Raising Application – You cannot hold a fundraiser unless this form has been completed and approved 2 weeks in advance.

- Completed and signed application due 3 days after the event

Model Release – If you intend to display photos of your club members on your club website or bulletin board, each member shown in the photos must complete this form before posting.

Petition/Recognition for a Student Club/Organization – This form must be filled out if your club is to be officially recognized each year. Ten prospective students must sign this form in order for a club to be organized. These students must be currently enrolled students.

Professional Leave and Travel Request – Advisors must fill out this form when they accompany clubs on field trips that are out of area. This form must be turned in with **Field Trip Roster** and **Student Travel Advance Request Forms**.

- 3 weeks in advance

Reimbursement Request – Fill out this form when you have purchased items for your club using your own money and want to be reimbursed (see Purchasing and Reimbursement Section). Original receipts are required for reimbursement.

Room and Arrangements Request – Fill out this form when you need to reserve a room for a club event or weekly meeting. (Due to high occupancy, turn this form in as soon as possible).

Special Accommodation Club Event Form – Complete this form anytime a club plans a special event on campus to ensure that appropriate staffing and campus facilities will be available.

- Due 4 weeks before the event or the event will be cancelled

Special Events/Travel Fund Request – Fill out this form if you would like to request money from the Student Government Association. You must be specific in your request and include what you plan to do with the money. For example, you can use the money to sponsor a special event, field trip or conference. All requests will be submitted at the next available Student Government Association funding meeting. **Remember to attach the Club Profile Form. SGA funding money cannot be used for fundraising.**

Student Travel Advance and Approval Request – Fill out this form when your club plans to go on a trip and/or needs money in advance in order to pay for registration, lodging, meals, gas, etc. This form must be turned in with the **Field Trip Roster** and the **Professional Leave Form**.

- Fill out 3-4 weeks in advance of deadline
- Finalization of the paperwork must be completed 10 working days after the trip. All additional money and receipts must be turned in to your Student Life liaison. The Business Office must have these items in order to give refunds and reconcile paperwork

Thank You for Donation Letter – This is a generic form letter to be used to thank vendors for making donations to your club. **Donations made to clubs are not tax exempt.**

Vendor Check Request – Fill out this form when you have an invoice from a vendor and need to pay them. **You must submit the vendor invoice with the signatures of a club officer and the advisor on the invoice with this form** (see Purchasing and Reimbursements Section).

- 3 weeks in advance or when invoice is received

Helpful Hints

HOW TO RUN AN EFFECTIVE MEETING...

1. **Agenda**

BEFORE the meeting, plan ahead and think about the topics to be discussed and list them in appropriate order of discussion. If possible, discuss the agenda with the other officers and advisor and send it out so that members come prepared.

2. **Deliberate Seating Plan**

For better control, arrange chairs so everyone can see. Place the leaders centrally.

3. **Eliminate an Uncomfortable Environment**

One hour before the event, if possible, check your room and arrange tables and chairs according to your Seating Plan.

4. **Beat Boredom**

Do a fun ice-breaker or team- building activity once each meeting to build club spirit and morale.

5. **Conduct the Meeting/ Discussion**

Depending on the formality of your club, you can adjust the way you conduct the meeting. Start the discussion by:

I. Making sure members are oriented at the beginning either by written agenda or verbal summary of the upcoming topics.

II. Listing main points of the problem and giving all available information, asking members to decide the approach.

III. Calling for discussion of alternate points of view or for additional information.

Keep discussion going by encouraging individual members to speak and breaking up “cornered discussions” by just a few members only.

6. **Format Your Meeting as Follows:**

I. Call to order / Roll Call	5 min.
II. Minutes of previous meeting	5 min.
III. Reports of officers'	10 min.
IV. Reports of regular committees	15 min.
V. Reports of special committees	10 min.
VI. Old Business	10 min.
VII. New Business	10 min.
VIII. Announcements	5 min.
IX. Adjournment	1 min.

7. **Effective Leaders Remember These Suggestions:**

- ✓ Start on time and keep it moving.
- ✓ If the discussion gets longer than five minutes or gets off-track, appoint a subcommittee to look into it and bring suggestions to the next meeting.
- ✓ Keep things simple and if parliamentary procedures help, use them.
- ✓ Summarize the discussion including the motion and rationale before decisions are finalized.
- ✓ Allow time for everyone who has an important idea or contribution.

8. **History**

- ✓ Keep thorough and accurate minutes (summary of the discussion) of the meetings because decisions may have significant impact on the club in the future. Be sure to send a copy to your club advisor and Student Life liaison.
- ✓ People may also need reminders of their commitment. Include "action items" as part of your minutes. Example: Joe will submit the fundraiser form. Jean will contact Starbucks for a donation.

9. Include These Items in the Minutes:

- ✓ Name of the club
- ✓ Nature of the meeting (regular, special, executive)
- ✓ Date and place of the meeting
- ✓ Presiding officer and secretary
- ✓ Approval of minutes from the previous meeting
- ✓ All reports and action taken
- ✓ All main motions carried or lost with the vote count where needed
- ✓ All other motions carried which contain information necessary to following meetings
- ✓ Adjournment

*****Please send your club advisor and Student Life liaison a copy of your club minutes.**

10. Committees

If your club is planning a special event or other big activity, the work of the group may best be accomplished if it is delegated to a committee. Committee participation spreads work among all members for action to the organization as a whole. Examples of committees within a club are:

- ✓ Planning Committee
- ✓ Public Relations Committee
- ✓ Volunteer Service Committee
- ✓ Fundraising Committee
- ✓ Social Committee
- ✓ Refreshments Committee

Club Events Planning

If you plan ahead, members get a sense of anticipation and purpose. The event will run smoothly and everyone will enjoy participating in the activity. Here are some things to consider.

Step 1: Plan & Goals

- ✓ What is the nature of the activity: educational, social, recreational, service or fundraising?
- ✓ Who are participants: members only, campus, community and other groups?
- ✓ What is your proposed outcome: increased knowledge, strengthened group ties, membership recruitment or accomplishment of a specific task?

Step 2: Arrangements

- ✓ Decide the location and facilities: meeting room, auditorium, gym, park or other off campus space.
- ✓ What resources are needed: speakers, films, literature?
- ✓ Are there special arrangements: lighting, food and drinks, assistance for handicapped participants, temperature, acoustics and ventilation?

Step 3: College/District Procedures

- ✓ Receive authorization from Student Life and other campus departments.
- ✓ Check for possible violation of any policies.

Step 4: Finances

- ✓ What amount of money will you need and from where will it come?
- ✓ Who will pay: the club, individuals or both?
- ✓ Do you want to charge admission? If so, who will handle the tickets?
- ✓ For fundraisers, fill out activity and signature sections on the Fund Raising Application Form. Don't forget to request a cash box.

Step 5: Publicity

- ✓ Where will you distribute flyers: on campus, local community, and/or other campuses?
- ✓ Advertise in the Eastfield *Et Cetera* and special newsletters, do press releases, radio announcements, telephone/personal invitations, banners, posters, etc.

Step 6: Before the Activity, Check to See if:

- ✓ Your facility is arranged as requested, ex, tables, chairs, stage, etc.
- ✓ Resources and handouts are ready.
- ✓ Place-cards/name tags, easel and sign, water and glasses are placed.
- ✓ The person in charge and the person doing introductions have arrived.
- ✓ Evaluation forms are ready.

Step 7: Evaluation Afterwards

- ✓ Who participated? What was their response?
- ✓ Planning: Was it adequate, were goals met?
- ✓ What recommendations are there for follow-up?
- ✓ Will you repeat it next year?

Step 8: Follow Up

- ✓ Complete financial obligations: return unspent money, fill out the financial information section of the **Fund Raising Application** form, return cash box, and fill out **Reimbursement Request**, if necessary.
- ✓ What follow-up activities and plans are there?
- ✓ Send thank you notes to resource people and participants.

Advisor Information

GENERAL INFORMATION

Who can be a Club Advisor?

Each club must have at least one advisor who is a full-time employee. Part time employees may serve as co-advisors. An advisor may be staff, faculty or an administrator.

Why be an Advisor?

As a distinguished faculty or staff member, you have much to offer the students outside the classroom or office. Your knowledge, experience and expertise are invaluable to an organized group of students. Your investment in them is a strong source of encouragement as they pursue their interests, goals and concerns. It also enables students to complete the loop of integrating classroom learning experiences with service learning to create the development of the whole student.

How much time will it take?

At least one hour per week. At a minimum, advisors should set aside some time each week to meet with officers to discuss goals and concerns and for the necessary paperwork and signatures. Beyond the minimum, the time required will depend greatly upon the planned activities of the group. Visibility and direct contact with the organization leaders and members are a must for an effective advisor.

Traveling with Students

As an advisor, you are required to attend all large club functions during the week and on weekends. In addition, you, or a qualified substitute, are required to accompany your club on all overnight or out of area travel. "Out of Area" is defined as traveling outside of those counties that are bordered to Dallas County. For example, Fort Worth and Denton are considered to be "in area." School vehicles are available for use, and subject to availability, may be reserved for club use. Advisors must be on the approved driver list. Contact facilities for more information.

How long do I serve?

Advisors are encouraged to serve for at least one full academic year. Consistency is important in the student groups, and the advisor can help provide this consistency by serving for more than one year. Most effective advisors are invited to serve on a continuing basis. In many instances, several faculty and staff members may serve as advisors for a particular club, thus sharing the responsibility.

Tips for Advisors:

- Be visible and accessible to students. Maintain an open door policy.
- Stay informed of an organization's plan and problems. This can be accomplished by attending meetings and events, reading the campus paper and electronic news groups, and talking with student leaders.

- Model good leadership. The same requirements apply to the advisor that apply to the students when programming: careful planning, budgeting, and collaboration. Delegate responsibilities when necessary.
- Arrange regular meetings with student leaders. The meetings may range from informal conversations about how things are going to more formal critiques of leadership skills. However, the form the meetings take is not as important as their frequency and regularity.
- Do not get discouraged when a group rejects you. If a group is defensive, the best way to get beyond it is to explain, or better yet, show what benefits of having an advisor are and what he/she can do for the group.
- Show students your pre-event excitement. Ask how ticket sales are going. Comment on the visibility of the advertising. Let them know of conversations overheard by students who expressed excitement.
- Let go of feelings of responsibility for failures. Attendance does not equal success. Help the organizations learn from failures to improve on future events. Learn from what you did or didn't do as well.
- Applaud successes. Congratulate individual students and the whole organization for a job well done. Publicize their success via campus email and print/on-line student newspaper.
- Give feedback. Have informal conversations about programs, advertising and the planning process. Give constructive criticism and suggestions of how to improve for the next time around.
- Keep a sense of humor.
- Do not be surprised by anything and keep records of everything. Written notes and documents for problems and complications are helpful hints when dealing with similar situations in the future. It is also a good training tool for future advisors.
- Do not take ownership of an organization and its actions. Advisors are not parents to the student organizations. Advisors can attempt to influence behaviors and decisions made by students or the organization, but there is no guarantee that they will accept your advisement.
- Trust and respect between students and the advisor should be mutual. Teach students that leadership and adulthood come with certain levels of responsibilities, and that as the advisor shows trust and respect for students, he/she should expect the same from students. If mutual trust and respect are not present, then the advisor must address the issue if an effective advising relationship is to take place.
- Recognize that various organizations and individual students are at different levels of organizational and personal development. Treat each student as an individual and address his/her specific needs as necessary.

(These guidelines were adapted from an article by Han Mi Yoon, 1996, Campus Activities Programming).

RESPONSIBILITIES

Orientation

All Club Advisors are required to complete a Club Advisor Orientation. Clubs will not be eligible to utilize any funds or fundraise until each club and the clubs' advisors fulfill the orientation requirement. The Office of Student Life will do its best to accommodate Advisors' schedules in providing thorough and convenient Advisor Orientations. Orientation opportunities include:

- 1) Convocation Week Orientation (advisors only)
- 2) Student Club Orientations (large group) – See Student Life for dates
- 3) On-line Orientation
- 4) One-on-One Orientation with Student Life liaison (scheduled in advance)

General

Advisors are also required to follow the policies and procedures outlined by the DCCCD and applicable student clubs and organizations (See the Official Club Agreement on page 6.) Advisors should also be aware of all financial matters relating to the student group.

Liability

Generally, on-campus activities of a student group present very few situations where liability becomes an issue. Advisors simply need to follow common sense in working with students just as they would in a classroom or office setting. If your club is having a big event (concerts, festivals, family days, etc.), you must be present to see that everything goes smoothly, even on the weekends. If you cannot be present, you will need to get a replacement and let your Student Life liaison know in advance. On weekends, if there are problems, Campus Police will know how to reach your Student Life liaison. Students are expected to abide by the Student Code of Conduct.

Advisors frequently accompany students on off campus activities such as workshops, field trips and conferences. Off campus activities can present new issues of liability such as the use of alcohol or other controlled substances, behavioral problems, placing students in harmful situations, attending to emergency medical care when needed and operation of college owned vehicles. Please be familiar with the Eastfield College Emergency Procedures for College Vehicles. Student Life will give you a copy when you travel.

The following is taken from the Employees Standards of Conduct regarding substances while at work or on any college-sponsored trip/activity:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at the college or at college-related activities during or outside of usual working hours:

- 1) **Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.**

- 2) **Alcohol or any alcoholic beverage.**
- 3) **Any abusable glue, aerosol paint or any other chemical substance for inhalation.**
- 4) **Any other intoxicant, or mood-changing, mind-altering or behavior-altering drugs.**

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance. An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.

POLICIES AND PROCEDURES

As the advisor, you may wish to become familiar with the following sources of information regarding the various policies and procedures relating to student clubs at Eastfield College.

1. The “Petition/Recognition for a Student Club/Organization” form serves as the basis of operation for any student group. This form provides information regarding the practices, purposes and responsibilities of registered student groups. It should also be noted that a Petition form must be submitted each year, and updated information about the group, especially change of officers and advisors, should be maintained on a regular basis.
2. The “DCCCD Business and Procedures Manual” serves as a central document regarding most questions related to operating a student group.
www.dcccd.edu/shared-nfs/intranet/dcccd/business_affairs/bpm/toc.htm
3. The “Student Code of Conduct” outlines rules and responsibilities for student behavior and may be helpful in dealing with any behavioral issues.
<https://www1.dcccd.edu/cat09/10/ss/code.cfm>
4. The “Club Handbook” offers suggestions for structuring a group and implementing programs. Various guidelines and resources are referred to in the handbook. The Club Handbook is also posted on our website and forms may be downloaded.
<http://www.efc.dcccd.edu/ssi/StudentLife.html>
5. The “Eastfield College Emergency Procedures for College Vehicles” published by the Student Life office in cooperation with the Campus Police.

Advisor

CLUB HANDBOOK & ORIENTATION ACKNOWLEDGEMENT

I have received a copy of the Student Life Club Handbook and attended or completed Orientation. I am aware of the responsibilities and expectations associated with the role of club advisor. I understand that club advisors, officers and members must abide by the DCCCD Business and Procedures Manual, the Student Code of Conduct and the guidelines outlined in the Student Life Club Handbook.

CLUB NAME: _____

All club advisors must sign below.

Advisor Name (Print): _____

Signature: _____ Date: _____

Advisor Name (Print): _____

Signature: _____ Date: _____

Advisor Name (Print): _____

Signature: _____ Date: _____

For Student Life use only:

Advisor Orientation Date: _____

Club

CLUB HANDBOOK & ORIENTATION ACKNOWLEDGEMENT

I have received a copy of the Student Life Club Handbook and attended Orientation. I understand that club advisors, officers and members must abide by the DCCCD Business and Procedures Manual, the Student Code of Conduct and the guidelines outlined in the Student Life Club Handbook

Please PRINT NAME first, then sign.

CLUB NAME: _____

Club Officer Name: (President)_____

Signature: _____ Date: _____

Club Officer Name: (Secretary)_____

Signature: _____ Date: _____

Club Officer Name & Title_____

Signature: _____ Date: _____

Club Officer Name & Title_____

Signature: _____ Date: _____

For Student Life use only:

Club Orientation Date: _____