

**Student Leadership
&
Activities**

Clubs & Organizations Resource Manual

Section I – Clubs & Organizations Packet	Page
Section II – Budget Information	Page
Section III – Fundraising	Page
Section IV – Travel Information	Page
Section V – Forms	Page

- Sample Constitution
- Student Club/Organization Member Roster
- Student Club/Organization Officer Responsibilities & Roster
- Student Club/Organization Advisor Roles & Responsibility Agreement
- Clubs & Organization Request Form
- Student Activity Budget – Annual Budget
- Student Activity Budget – Budget Request
- Fundraiser Budget Worksheet
- Prize Policy & Procedure
- Pre-Travel Checklist
 - Travel Request Form
 - Travel Funds Request Worksheet
 - Meal Allotment Form
 - Emergency Contact Information
 - Participant Release Form
- Post-Travel Checklist
 - Post-Travel Trip Report
 - Conference Reflection Form

Section I – Clubs & Organizations Packet

1. Purpose, Vision & Mission
2. Staff & Contact Information
3. How to Start A Club/Organization
4. Maintaining Full Recognition Status
5. Reactivating a Club/Organization
6. Student Club/Organization Advisor Roles & Responsibilities
7. Responsibilities of the Club/Organization Members to the Advisor
8. Recruitment of Membership
9. Club/Organization Officers
 - a. Qualifications for Officers
 - b. General Officer Responsibilities
10. Meetings
 - a. Agendas
 - b. Minutes
 - c. Parliamentary Procedures
 - d. Common Pitfalls of Meetings
11. Club/Organization Privileges
12. Marketing
 - a. Digital Signage
 - b. Bulletin Boards
 - c. Facebook Policy
 - d. Pensacola State College Website

Purpose

Student Leadership & Activities provides opportunities for students to develop personally, socially and academically by offering co/extra-curricular activities, programs and services.

Vision

Student Leadership & Activities cultivates dynamic environments that build community and enhance learning.

Mission

Student Leadership & Activities provides outcome-oriented, quality learning opportunities by:

- providing programs, support services, and tools for learning
- fostering a sense of community on the campuses
- advocating for and empowering students
- inspiring students to do/be more
- creating opportunities for personal development and growth, leadership development, and exploration of varied interests
- encouraging civic responsibility
- building diverse, inclusive communities and modeling appreciation of differences
- leading by example; modeling behaviors

Staff & Contact Information

Samantha Hill – Director of Student Operations – smhill@pensacolastate.edu – 850-471-4680

Mike Listau – Coordinator of Student Leadership & Activities, Pensacola Campus – mlistau@pensacolastate.edu – 850-484-1503

Butch Branch – Coordinator of Student Leadership & Activities, Milton Campus – bbranch@pensacolastate.edu – 850-484-4491

Edith Finley – Coordinator of Student Leadership & Activities, Warrington Campus – efinley@pensacolastate.edu – 850-484-2293

How to Start a Club/Organization

Pensacola State College supports student clubs and organizations to serve the diverse interests of its students. To be recognized as an official Pensacola State College Student Club/Organization, a proposed club/organization constitution and by-laws must be submitted to Student Leadership & Activities along with a list of potential members. All constitutions must include EA/EA statement regarding discrimination, GPA standards of 2.0 cumulative for membership, and Pensacola State College's Anti Hazing Policy. A sample constitution is available in the forms section. Once the proposed constitution and by-laws have been approved, the club will need to submit a Student Club/Organization Member Roster, Student Club/Organization Officer Responsibilities & Roster, and Student Club/Organization Advisor Roles & Responsibility Agreement to Student Leadership & Activities.

Maintaining Full Recognition Status

Once a club/organization obtains full recognition status, it must do the following to keep it:

1. Have a Pensacola State faculty or staff advisor.
2. Have a constitution on file in Student Leadership & Activities.
3. Each Fall and Spring Terms by October 1st and February 1st, submit a Student Club/Organization Member Roster, Student Club/Organization Officer Responsibilities & Roster, Student Club/Organization Advisor Roles and Responsibility Agreement, and an updated constitution (if needed) to Student Leadership & Activities (forms are available in Student Leadership & Activities or online).
4. Conduct all activities within the law and college regulations.
5. Hold regular meetings, at least monthly, and record minutes from the meetings.
6. Have activities approved by Student Leadership & Activities at least two week, preferably four weeks, in advance.

Reactivating a Club/Organization

If a club/organization that previously had full recognition status has gone “inactive” (no activities or updated member/officer rosters for 2 consecutive terms), the club/organization may be reinstated by submitting a Student Club/Organization Member Roster (at least 10 members - including officers), Student Club/Organization Officer Responsibilities & Roster, Student Club/Organization Advisor Roles and Responsibility Agreement and a revised constitution to the Student Leadership & Activities Coordinator.

Student Club/Organization Advisor Roles and Responsibility

The relationship of the advisor to the group will vary, not only from club to club, but from time to time within a specific group. The role of the advisor can be divided into three components: (1) group responsibility; (2) membership responsibility; and (3) college responsibility.

I. Group Responsibility

- The advisor should assist the group in setting realistic goals and objectives each academic year.
- The advisor should help the club/organization justify its expenditures of the members’ time, abilities, energy, and dues.
- The advisor must be well informed about all of the plans and activities of the group.
- The advisor is responsible for providing continuity within the group, and must be familiar with the group’s history including major changes to its program.
- The advisor must be aware of college policies and should insure compliance with the policies from the group.

II. Membership Responsibility

- The advisor should seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
- The advisor should foster a spirit of inclusion in all group activities.
- The advisor should encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relationship to the group.

III. Responsibility to the College

- The advisor must work with students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.
- The specific responsibilities the advisor has to the college are as follows:
 1. The advisor should attend the club/organization’s meetings. When the Club/Organization

- meets on campus facilities, the advisor should be present and accountable.
- 2. The advisor must monitor the procedure followed by the Club/Organization in handling its funds and insure that all Pensacola State fiscal policies are followed.
- 3. The advisor must know and understand all Pensacola State policies that relate to event and fiscal management of clubs and organizations at Pensacola State.

The general functions of an advisor will include but are not limited to:

- Express sincere enthusiasm and interest in the group and all its activities.
- Be open to criticism from the group. Work with them to re-evaluate your role. Be willing to be wrong.
- At times, it is wise to allow the group to be on its own. You can demonstrate your trust in them by stepping back for a short time, however, do not pull back too far because they may feel that you have lost interest and if you never step back in, then you may be hurting yourself as well as the group.
- Act as a positive critic to the group. Give them feedback on how they are doing.
- Sometimes make suggestions through group members than directly to the group.
- Be aware of any and all procedures and regulations affecting the group. Assist them in adhering to them.
- Encourage the group to keep records and evaluations in files. Procedures for passing this information on should be developed.
- Try to encourage the assignments of tasks to all members. If a member merely comes to meetings and listens, he/she will quickly lose interest.
- Use the tools you have to assist the group. This includes discussion methods, goal setting, role negotiating, small sub-groups, group representatives, role playing, etc.

The roles of an advisor will include, but are not limited to:

- A. Meet regularly with the club/organization's president
- B. Attend club/organizational meetings
- C. Attend club/organizational programs
- D. Attend advisor training and informational sessions
- E. Assist with the finances of the organization
- F. Promote club/organization to others within the college community
- G. Assist with elections and membership selection
- H. Remain informed, unbiased and accessible
- I. Provide a historical perspective of the club/organization to new members
- J. Serve as liaison between club/organization and rest of the community
- K. Offer academic support

The role of the club/organization advisor is an important function of a Club/Organization's success at Pensacola State. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicate with their students and provide important information about programs to the Student Leadership & Activities Coordinator.

Roles of an Advisor – Defined (Source: Sherif & Sherif (1964))

- A resource person – Advisors should know the general services of the campus and community
- A planner – Advisors will actively help the members plan, promote, carry-out and evaluate their programs
- A financial planner – Advisors are responsible for overseeing the budget and watching what the money is spent on

- A supervisor – Advisors should not run the meetings, but will be there to lend support and direction when things get out of hand
- A role model – Advisors will be willing to help officers begin the year and will continue this guidance and support throughout the year. Advisors will aid in these tasks to the best of their ability
- A consultant – Many times, students will need help in setting up budgets, obtaining support, etc.
- A sounding board – Advisors are the College employees with whom students generally have the most contact. Advisors will be willing to give opinions and direct students to the proper College officials or further discussion as needed
- A liaison – Advisors will provide a balance of professionalism between the group and the College and will aid in the group’s growth and development
- A developer – The Advisor will encourage and stimulate the development of leadership and interpersonal skills. Also, they will help educate the organization on the importance of being accountable for one’s own actions

The relationship of the group to the advisor will vary, not only from club to club, but from time to time within a specific group. The role of the group can be defined as follows.

Responsibility to the Advisor:

- The club/organization president should discuss with the advisor all club/organization activities and dates. Groups must plan their activities at a time when the advisor is able to attend.
- Any activity should be scheduled only after checking all dates with the advisor.
- The advisor should be kept informed on the program, activities and progress of the club/organization.
- The advisor is issued a special invitation to all the group activities.
- Regular meetings should be held by the president and the advisor to discuss the affairs of the club/organization.
- All budget expenses must be approved by the advisor of the club/organization.
- The knowledge and ability of the advisor should be used in planning activities. His/her background and experience with the club/organization and the college will prove invaluable. Ask his/her advice.
- The advisor should be recognized as an integral member of the club/organization.
- Remember that the advisor is assisting the club/organization on personal time beyond normal classroom responsibilities and other college duties.

The role of the club/organization advisor is an important function of a Club/Organization’s success at Pensacola State. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicate with their students and provide important information about programs to the Student Leadership & Activities Coordinator.

Responsibilities of the Club/Organization Members to the Advisor

1. The club/organization president should discuss with the advisor all club/organization activities and dates. Groups must plan their activities at a time when the advisor is able to attend.
2. Any activity should be scheduled only after checking all dates with the advisor.
3. The advisor should be kept informed on the program, activities and progress of the club/organization.
4. The advisor is issued a special invitation to all the group activities.
5. Regular meetings should be held by the president and the advisor to discuss the affairs of the club/organization.

6. All budget expenses must be approved by the advisor of the club/organization.
7. The knowledge and ability of the advisor should be used in planning activities. His/her background and experience with the club/organization and the college will prove invaluable. Ask his/her advice.
8. The advisor should be recognized as an integral member of the club/organization.
9. Remember that the advisor is assisting the club/organization on personal time beyond normal classroom responsibilities and other college duties.

Recruitment of Membership

Do you have a hard time getting people to come to meetings or keeping them when they do come? The following ideas may help:

To get them there –

1. Spread the word. Let others know that your club/organization exists. You are always a recruiter. If your club/organization can help a person, let them know and extend an invitation.
2. Publicize your club/organization's social activities. Invite guests, stimulate their interest and most of all, standby them when they do come. No one likes going to a meeting and "standing" alone. Acknowledge visitors and appreciate their attendance. Introduce them. Solicit their input and respond to their questions. Don't force them to "put on a show."
3. Provide transportation if it is a problem. During the drive, take the opportunity to get to know the person better.

To keep them coming --

1. Everyone should personally welcome a new visitor. The warmer the welcome, the more likely they will be back again.
2. The key word is ENCOURAGE. A personal invitation is a great way to get people to stop and think about attending your group's function.
3. When a member is absent, let them know you missed them. Call them. Let them know that their input is important.
4. Take a personal interest in everybody. Work together, help each other, and get to know that person better. He or she might just blossom in your organization simply because you took interest in them.
5. Try to get everyone involved, it makes everyone feel needed. Leaders in the organization should delegate tasks so that all members have the opportunity to be successful. Officially recognize success when it occurs.
6. Regularly scheduled membership drives not only bring in new members, but also remind the "old" members about what makes their club so attractive.
7. Good clubs/organizations have good meetings. Prepare an agenda and stick to it. Have enough structure to be orderly, not so much as to become burdensome. Respect others' opinions, don't shut people out. The best decisions come from full discussion. Even though the majority rules, minority concerns must be protected.
8. Regular meetings at a standard location give an added sense of stability and permanence to your club/organization. Solicit input on time and place so that members can attend.

Club/Organization Officers

You will want to elect officers either at the beginning of each academic year or at the end of the spring term, so that officers can use the summer to plan for the next academic year. Pensacola State College specifies minimum qualifications which must be met by anyone who wishes to serve as a club/organization officer. Your club/organization constitution should describe any additional

qualifications as well as provide guidelines for the election of officers.

1. Qualifications for Officers

To serve as a club/organization officer on any Pensacola State campus, you must:

1. Be degree or certificate seeking.
2. Be enrolled in and maintain at least six (6) credit hours each term at the campus where you serve as an officer.
3. Have a minimum 2.5 GPA per term or better at the time of election and maintain it during your term of office.
4. Agree to abide by the rules set forth in the club constitution, to be acknowledged in the oath of office.

2. General Officer Responsibilities

Elected officers should consist of a President, Vice-President, Secretary and Treasurer. You may also have additional officers such as Historian, Parliamentarian, or others based on your club/organization's purpose. Committee Chairpersons may be appointed for short-term or permanent committees. While specific officer duties vary from club/organization to club/organization and should be specified in your constitution or by-laws, below are a few guidelines to help you get started. Visit your campus Student Leadership & Activities for additional assistance with officer training.

Effective officers lead to effective organizations. Officers should:

1. Know how to conduct orderly meetings.
2. Be familiar with the club/organization constitution and refer to it when there are procedural questions.
3. Promote a friendly, cooperative atmosphere in which each member has the opportunity to express him/herself and participate. Participation increases interest.
4. Set goals and objectives for the group, and work cooperatively towards accomplishing them.
5. Develop skills as an officer by attending leadership workshops.
6. Evaluate meetings in terms of what has been accomplished and what benefits have been received by your members.



President

The President oversees all club/organization activities, presides over meetings, maintains communication with the college and Student Leadership & Activities, represents the club/organization in community and organization functions, and coordinates leadership training for officers and club/organization members. The President should meet regularly with the club/organization advisor and club/organization officers.



Vice President

The Vice President works closely with the President to accomplish the club/organization's goals, and should be prepared to serve in the President's absence as needed. The Vice President often chairs a committee (such as Membership) or serves as the club/organization representative to the Inter-Club Council.



Secretary

The responsibilities of Secretary usually fall into two categories: records and correspondence. In addition to keeping accurate meeting minutes, membership rosters and attendance reports, the Secretary should be familiar with all club/organization documents, including the Constitution and By-Laws. The Secretary is responsible for notifying members of meeting times, sending invitations and thank-you notes to guests, and other club/organization correspondence.



Treasurer

The Treasurer maintains an accurate record of all club/organization financial transactions. In conjunction with the club or organization advisor, the Treasurer may also prepare a budget for the club, complete the club/organization's Student Activities Budget Request, or chair the club/organization's Finance/Fundraising committee. The Treasurer should work closely with the advisor to access any funds allocated to the club/organization from the campus Student Leadership & Activities budget.



Committees

Clubs/Organizations may accomplish goals more quickly and efficiently by using committees. Committees gather information to present to the club/organization and are responsible for specific tasks related to club/organization goals. Some common committees are Finance or Fundraising, Projects, Publicity, Membership or Recruitment, and Programs. Committees may also be organized for short-term projects. The Committee Chairperson usually reports to the President.

Meetings

If you are part of a student club/organization, then you have probably attended a meeting. Without proper preparation, however, meetings can become a dreaded burden on your club/organization's members. Here are a few general tips that will help to facilitate effective meetings for your club/organization:

- Define your goal
- Watch the time
- Prepare and follow a detailed agenda
- Encourage open discussion
- Bring the group to a consensus
- Summarize action plans
- Thank the group
- Follow up after the meeting

Agendas

An agenda is a plan of action describing a sequence of events utilized by a group to transact its business. Every meeting should be run by an agenda. This will assist you in running a smooth meeting. An agenda is the road map for your meeting. You may have heard the phrase, "speeding off without a map". Holding a meeting without an agenda is like driving through a foreign country without an aid of a map. Agendas should be written and distributed (ideally) some time before the meeting, but at least at the beginning of a meeting.

Major agenda functions

1. The agenda represents the pre-planning of the meeting
 - a. Identification of priorities
 - b. Timing for the meeting
 - c. Who, What, When , Where, Why and How
2. The agenda serves as a guide for the smooth transaction of business
 - a. Plan for sequence of activities
 - b. Allows members the opportunity to prepare for the meeting
 - c. Documentation of the process planned
3. The agenda serves as a structural outline for recording proceedings of a meeting
 - a. Minutes document process utilized
 - b. Agenda facilitate the recording of minutes

Minutes

Minutes of your meetings are crucial to the success of your meeting program. They establish a record of what's been discussed, what decisions and problems are being addressed and what is up for discussion at the next meeting. Reading records of minutes can help a group see what challenges have arisen in the past and how they were dealt with. They can be an invaluable resource, for they chronicle your board's history for future boards.

With the advent of more and more computers in Student Activities and Student Government Offices around the country, minutes have become much easier than they were in the "good old days". The minutes are the (hopefully) accurate, written records of what has transpired during a meeting. Usually, the secretary is responsible for the minutes, but in some organizations without a secretary, it might be fairer to rotate responsibility for the minutes. Whoever accepts the responsibility must realize a few things:

Minutes need to be taken carefully & include sign-in sheet.

Minutes should be typed immediately following the meeting.

A good method for highlighting things which individuals stated would be "taken care of by the next meeting" is to use action items.

Creativity may be needed to get members to read minutes.

(Adapted from Blueprint 2000, Implementation Handbook; Implementation Tools, pg. 262-263)

Parliamentary Procedures

Parliamentary Procedure is the most misunderstood part of running a meeting. Used correctly, however, it can be the most effective in making meetings efficient and worthwhile. Parliamentary Procedure is a set of rules for helping groups make decisions. Robert's Rules of Order is the publication containing the rules used by the Parliament of England to conduct business. They are recommended for groups to use in conducting business meetings. Groups should have included in their constitution the use of parliamentary Procedure in a meeting.

1. Parliamentary Procedure can serve as a D.O.M.E for your meetings – Decisions, One at a time, Majority Rules, Equality
2. What is a motion? – A motion is business to be brought before the meeting for consideration and action. The main motion is that which introduces business to the club/organization.
3. What is a second? – A second is someone else in the group who agrees that this piece of business is worth discussing at this particular time. If there is no second, the motion cannot be considered by the group until there is another member of the group who wants to discuss the motion.
4. What is a discussion? – Members of the group discuss how they feel about the motion on the

floor.

5. What is calling a question? – This means that whoever said it is ready to vote. This may or may not be true for all members and the chair can ask if there is any further discussion.
6. How can we conduct a vote? – Before a vote, the secretary must restate the motion so all members realize what they are voting on. Also, the chair must establish what response is appropriate for each side of the vote.
7. A vote is taken with the options of yes, no or abstain. Majority of the votes carries the motion.

Common Pitfalls of Meetings

1. No clear, agreed upon agenda
2. Leaving the process of the meeting to fate
3. Speeding off without a map
4. Mixing Purposes
5. Too many agenda items
6. No mutual agreement on what the problem is
7. Jumping in with a solution
8. Shifting focus
9. Lack of visual helpers
10. Unclear or incomplete action items or decisions
11. The wrong participants, missing key people
12. Meeting being dominated by one or two people
13. Not taking time to assure mutual understanding
14. Uneven preparation, varying levels of understanding
15. Premature motions

(Adapted from: APCA Campus Programming Handbook for Student Activities Programming)

Club/Organization Privileges

Student club/organizations registered through Student Leadership & Activities may receive the following privileges:

- To request Student Leadership & Activities funds.
- To use Pensacola State College's name as part of their club/organization name.
- To use Pensacola State College facilities for programs and meetings.
- Access to free publicity through Student Leadership & Activities. (See Promotion Section)
- Opportunity to participate as a group in campus events.
- Student Leadership & Activities club/organization room use (may vary per campus): computer access, fax machine, and materials/supplies.
- Opportunity to check out Student Leadership & Activities materials/supplies, which may vary per campus.

Promotion

The single most important factor to your program's attendance is your promotional effort. Remember, the program will only be a success if the students it is intended for actually attend. Often the primary reason people do not show up is because they simply do not know about the event. Here are some informational tips on promotion:

- Promotional Angles – always sit down and take an inventory of what you have to work with
 - Theme of the Event
 - Check the name of the performer
 - Media
 - Food

- Promotional Items
 - Imprint items
 - Giveaways
 - Flyers (**NOTE: All flyers must be approved by appropriate PSC officials, please allow time for approvals to be obtained.**)
 - Posters
 - Posting of banners (**NOTE: All banners must be approved by appropriate PSC officials, please allow time for approvals to be obtained. Banners will be hung by PSC staff in designated areas.**)

Student clubs/organizations have various avenues in which they can promote their events, programs, and meetings.

Digital Signage

Digital signage posted information is used to support the educational mission of the college. No off-campus solicitation is permitted unless directly related to the conducting of business for the college.

- All information to be posted must include a start and end date.
- All information to be posted must be submitted 2 weeks in advance of the start date of the program, event or service.
- Digital signage information should be sent to the appropriate contacts in MS Word, picture format, PDF, PowerPoint, or video and should read as you intend it to read on the TV's.
- All information received must have a point of contact. A phone number, e-mail address or website is required.

Disclaimer: All postings are subject to change and/or editing.

Bulletin Boards

There are bulletin boards on all campuses available for promoting meetings and events. Only materials/flyers pertaining to college activities are allowed to be posted on the campus boards. It is the club/organizations responsibility to get the flyers approved by their advisor and then submitted to Student Leadership & Activities for approval. **Flyers are to be submitted to studentactivities@pensacolastate.edu in either a PDF or Word file. Flyers will be reviewed and submitted for approval. Once approval has been received, fliers will be stamped, posted, and removed by Student Leadership & Activities Staff on each campus.**

Facebook Policy

Posts and other content specifically added by administrators of the Pensacola State College Facebook page are official Pensacola State College content. Opinions expressed by other Facebook users do not necessarily reflect the opinion of Pensacola State College. User provided content is not screened or evaluated during the submission process.

Each post and other content is bound by and subject to Pensacola State policies and procedures, including without limitation the College's Acceptable Use Policy, the College's Student Code of Conduct and the College's Sexual Harassment Policy. Accordingly, the college prohibits the transmission of any material that is deemed intimidating, harassing, disruptive, or is otherwise in violation of applicable laws, regulations, rules and policies concerning such conduct with regard to these public communications. We reserve the right to remove content. We encourage users to report content that violates Facebook's Code of Conduct by using the official Facebook procedure.

Pensacola State Website

With a Clubs & Organizations Request Form, your club/organization events will be placed on the Student Activities Calendar. You can receive this form from your campus Student Leadership & Activities Office.

Section II – Budget Information

1. The Budget Process
2. Agency Account Information
 - a. What is an agency account?
 - b. How do I set up an agency account?
 - c. Why should an organization have an agency account?
 - d. In what ways can I use the agency account money?
 - e. How do I deposit money into the agency account?
 - f. How do I access the agency account?

The Budget Process

All clubs and organizations are eligible to complete a Student Activity Budget Request and Student Activity Annual Report. These forms are distributed each spring for the following academic year. Please remember, if you have been budgeted funds from Student Leadership & Activities, they are not automatically renewed. **YOU MUST COMPLETE A NEW BUDGET REQUEST EACH YEAR.** If you do not currently have a budget, you should contact the Student Leadership & Activities Office in **March** to make sure you receive a Student Activity Budget Request and Student Activity Annual Report and timeline for the process.

A committee will be convened on each campus to review the budgets and make recommendations to the Student Leadership & Activities Coordinator. You will be informed, no later than July, if your budget was approved and/or the amount that was approved. Please note that the committee will often modify the amount of your request by either denying some requests or changing the amount of money requested.

***Note:** If you are requesting to use the allocated funds in a way that was not reviewed and approved by the budget committee or you need to request additional funds (anything outside of your original request), you must contact your Student Leadership & Activities Coordinator. You will be asked to submit a new Student Activity Budget Request.

Your budget will be tracked in Student Leadership & Activities. However, each club /organization should have someone to keep financial records for the club/organization.

Agency Account Information

What is an agency account?

An agency account, also known as a Fund 6 account, is an account that is set up to receive monies that have been donated and/or fund-raised and to expend these funds for a student organization and/or club.

How do I set up an agency account?

To begin the process of receiving an agency account, the club advisor will need to request an account be established by the Student Leadership & Activities Campus Coordinator. When the agency account is approved, the advisor will receive an email from the Coordinator with the agency account information. The account will be set up for use at the campus Cashier Office. The process takes a minimum of 2 days.

Why should an organization have an agency account?

An agency account serves as a separate account that holds the club/organization monies that have been donated or fund-raised. This account serves as a security and accountability method for the protection of the monies deposited.

In what ways can I use the agency account money?

Clubs and organizations use agency accounts to support various club activities and programs. Some uses include: donation to a non-profit organization, supplemental monies to club/organization's Student Leadership & Activities allocation, funds to support scholarship endowment, gifts/awards for college staff, faculty or administration, gifts/awards for external presenters and/or speakers, and the purchase of gift cards for event prizes.

How do I deposit money into the agency account?

If money is donated from a company, business, family member, student, or employee via check or cash it will be deposited into the agency account at one of the campus Cashier Offices. The money must be deposited by the club/organization advisor. For record keeping, it is important that you receive a copy of a receipt from the Cashier Office for the amount of money deposited into the agency account. If it is a check from a company or business, it is important to receive a letter of confirmation of monies donated to your club/organization. Please keep receipts and letters in your club/organization files. All funds collected shall be deposited into the agency account at the campus Cashier Office no later than one working day after the activity or event. A report of tickets or admissions sold shall be submitted to the Cashier Office with the official receipt, accounting for all of the money received from each activity or event and the number of tickets distributed.

How do I access the agency account?

In order to access the agency account, the club advisor must consult with the Student Leadership & Activities Office on your campus. Using the Student Leadership & Activities policies and procedures, the Coordinator will assist you with the paperwork in accessing your funds.

Section III – Fundraising

1. What guidelines should I follow in raising funds for my club/organization?
2. Fundraising
3. Fundraising Guidelines
4. Fundraising Strategies
5. Implementing a Plan
6. Fundraising Ideas
7. Fundraising Do's and Don'ts
8. Coca-Cola Products Exclusivity Policy
9. Prize Policy & Procedure

What guidelines should I follow in raising funds for my club/organization?

Only College recognized organizations/clubs may conduct fund-raising projects. Such organizations may sell on-campus consumable goods, if prepared in accordance with health department regulations, as well as non-consumable goods or services in order to raise funds for the support of activities. This provision shall not be construed to allow the raising of funds for the support of activities or causes unrelated to the local college community, unless expressly authorized by the President or his/her designated representative. In the event that any controversy arises over whether a particular project is designed to raise funds for activities or causes unrelated to the local college community, or whether any item is improper for sale, the President or his/her designated representative shall resolve the controversy.

Any organization desiring to conduct a fundraising project on campus shall submit a written request describing the project to the appropriate Student Leadership & Activities Office via a Clubs & Organizations Request Form and Fundraiser Budget Worksheet at least two (2) weeks (preferably 4 weeks) prior to the time the organization desires to conduct the project. The completed forms shall contain the signature of the organizations'/clubs' president and advisor when submitted to the Student Leadership & Activities Office for consideration. The activity may commence only after approval by the Vice President of Student Affairs or designated representative.

Solicitation of donations, directly or indirectly, for support of any cause shall not be permitted on campus unless written permission from the President or his/her designated representative is first obtained.

Solicitation of any kind (including but not limited to prizes, gifts, giveaways, food and beverages, money, etc.) from businesses for club events shall not be permitted.

This provision shall not be construed to allow the sale of printed matter as a fundraiser project. The sale of printed matter on campus is not permitted except within the operation on the College Bookstore.

Fundraising projects must not conflict with other scheduled projects or programs and must be in accordance with local, state and federal laws. Money collected from fundraising activities **must** be deposited in an Agency Account set up through Student Leadership & Activities. This account will be separate from your annual budgeted monies. This account will also roll over from year to year, whereas, budgeted funds do not.

In addition, a club/organization fund-raising program should not utilize student activity monies. All Pensacola State students pay a required student activity fee which gives them access to campus programs and activities. Charging students for participation in a club/organization event is essentially asking the student to pay twice.

Fundraising

Does your student organization want to organize trips and activities, yet your budget doesn't seem to cover all of the great ideas and plans you have? Is your student organization having difficulties fundraising? Then take a look at the Student Organization Guide to Fundraising. You'll find information about budgeting for your organization in addition to fundraising ideas to help make your events and activities a success.

The Student Organization Guide to Fundraising

In any organization, a budget that is both effective and efficient will help determine its success. A budget is a detailed short-term (in this case, one year) financial forecast that is used to monitor and control expenditures and purchases. It must provide direction and control. It is similar to a road map---once we know where we want to go, it shows us how to reach this destination.

Fundraising Guidelines

1. College Policy

Pensacola State College allows for Student Government and student organizations to conduct fundraising activities and deposit all monies raised into the organizations Fund 6 Account. All funds collected shall be deposited into the agency account at the campus Cashier Office no later than one working day after the activity or event.

2. Other Issues

Another area of concern relates to the sale of food on campus as a fundraising activity. Selling donuts or pastries may provide a profit for the student organization, but the campus may have contracts providing for exclusive rights to a food vendor for selling food products on campus. It should also be noted that proper food handling techniques should be followed so as to prevent any food borne illnesses. Currently Pensacola State College does not have an exclusive contract for food vendors; however, there is an exclusive contract with Coca-Cola that restricts the type of beverages you may purchase with your College monies.

Another issue that comes up during fundraising is the issue of raffles and gambling. Under no circumstances should a College Student Organization conduct an activity that includes a raffle. Raffles may seem like a great fundraising activity, however, they are not permitted by Florida Statute (F.S. 849.0935, 2006). At the same time, all other types of gambling are also prohibited by Florida Statute 849.08 (F.S. 849.08, 2006).

Fundraising Strategies

1. Developing a Plan

Developing a successful fundraising strategy allows student organizations to cover operating expenses, complete projects and programs, and create a small reserve or cushion for the future. Many student organizations find that the success of their fundraising may be attributed to the following six general principles:

2. Think Positively

As you plan for the year, think big; dream little. Ask yourself, "If money were not an issue, what would the group do?" Use your imagination. It is generally easier to scale down your organization's plans than to scale up in mid-year. A dose of realism is necessary at this stage in your thinking, but be positive -- do not permit a lack of available funds to stifle your plans.

3. Establish Financial Goals

If you don't know where you're going, you'll never know if you've arrived. Organizations must establish an annual budget. The development of a budget should follow, not precede, the establishment of your organization's positive, but realistic, goals for the year. (Making the group's plan fit the budget rather than making the budget fit the plan is the common error characteristic of stifled organizations.) Once a budget of proposed expenses is developed it must be reviewed against existing resources. The specified dollar figure beyond existing resources that will be required to operate and complete the group's program for the year becomes the group's fund raising target. If this figure is too large, don't panic; it is time to be creative and realistic.

4. Develop Creative Fundraising Alternatives

Once you have established a financial target, identify all potential sources of funds and develop creative ways to tap these sources. Successful organizations utilize multiple approaches to fundraising.

5. **Establish a Fundraising Plan**
Fundraising is like any other group project; it cannot happen successfully if left to chance. Successful fundraising requires careful planning. Answer the basic planning questions - Who? and Why? As you creatively explore approaches to fund raising, it is important to balance the costs to the organization (required outlay of time and of human, material, and existing financial resources) with the risks involved in fundraising (potential liability and the possible loss of resources or good will.) If the risks are greater than what the group wishes to assume, it is time to go back and revise the organization's overall goals for the year to reflect a reduced financial base. Remember, think positively and creatively. Once a financial plan is developed, write it down.
6. **Follow College Procedures and State Laws**
Many fundraising activities require prior College approval, particularly for sales and solicitation activity. Some activities are restricted or prohibited under the College policy or State law. You should be familiar with both the approval procedure and limitations before you undertake a fundraising activity. Remember to always submit a Clubs & Organizations Request Form with specific details about your event in order to obtain approval. This serves as a check-point for whether or not your fundraising activity follows College Rules and State laws and is therefore appropriate.
7. **Evaluate Fundraising Activities**
In order to determine your level of success, maximize learning opportunities and advise future leader of the organization, it is necessary to evaluate your fund raising activities. This evaluation should go beyond a simple comparison of the dollar goal with the amount raised. It should include a qualitative analysis and conclude with recommendations for future fund raising activities.

(Adapted from the University of California, Santa Barbara:
<http://www.sa.ucsb.edu/orgs/selfhelp/FundamentalsOfFundraising.asp>)

Implementing a Plan

- Submit a Clubs & Organizations Request Form with a Fundraiser Budget Worksheet
- Develop a list of tasks that need to occur before, during and after the event. Next, determine who will be responsible for each one (i.e. publicity, set-up, etc.).
- Develop Program Goals
- Gain assistance from members and advisers
- Contact Resource people
- Set date, time and budget
- Make arrangements for needed equipment and supplies
- Plan promotion schedule
- Confirm all arrangements prior to the program date
- Make sure publicity is posted
- Double check any space reservations

Fundraising Ideas

After a while, doing bake sales to raise money for your student group gets old. Here are some unusual, yet effective ways to help your organization get the funding it needs to be successful.

- Battle of the Bands
- Benefit dance

- Bowling: Organize a bowling night or competition. Charge everyone a small fee to enter or have participants get a bowl-a-thon pledges
 - Car wash
 - Dance marathon, i.e., have people sponsor you for the duration of the marathon and pay you for the amount of time you spend on the dance floor
 - Day of community service: Gather members together and have people sponsor you to do community service for 24 hours)
 - Exam support baskets
 - Fashion luncheon
 - Flower sale/delivery
 - Game nights: Organize an evening of board games (NOTE: remember NO gambling or raffles)
 - Garage Sales
 - Halloween candy (Hallow-Grams)
 - Hold a theme party: Decide on a fun theme. Charge an entrance fee, but be sure to explain to people what their cover charge is going towards
 - International dinner: Have people from various ethnic origins cook traditional foods and then charge admission to an international dinner
 - Jail-n-Bail/Jail-a-thon
 - Karaoke: Rent a karaoke machine, sell tickets or charge an admission fee, and sing all night (or to an appropriate hour)
 - Pitch-a-thon: Rent a radar gun and measure how fast people can throw a baseball or kick a soccer ball. Charge \$1 per try and give a prize to the fastest individual (a great way for co-programming with Athletics or Intramurals)
 - Plant sale
 - Recipe book: gather together favorite recipes and put them together in a book. Sell the book throughout the school.
 - Recycling
 - Talent show: charge for admission to the talent show
 - T-shirt sales, i.e.,
 - Walk-a-thon, i.e., have people sponsor you for the distance/amount of time you walk, number of times you walk around the track
-
- January: New Year celebration/party
 - February: Valentine's Day dance; red carnations for Valentine's Day; sell candy-grams
 - March: St. Patrick's Day party
 - April: Spring flower sale
 - May: Mother's Day flowers sale
 - June: Father's Day sale; pool party
 - July: 4th of July festivities/barbeque
 - August: End of summer/Beginning of school party
 - September: Labor Day party
 - October: Halloween party/costume party/contest
 - November: Thanksgiving dinner (sell tickets to attend)
 - December: Christmas tree sale/gift-wrapping service

Fundraising Do's And Don'ts

- DO double work---sell t-shirts at a dance marathon
- DO donate supplies and services as much as possible
- DO keep records of everything you do

- DO make the most of every opportunity
- DO have a goal
- DO your homework on immediate needs and final goals
- DO get groups together before and after every event to applaud successes and determine what could be done differently
- DO use thoughtful planning---too many events are the product of impulse
- DO think positively
- DO spend as little time as possible on fundraisers---they can really take up a lot of a group's time
- DO give donors something tangible for their donation (i.e. sponsorship recognition)
- DO make successful fundraisers traditional events
- DO keep track of those who have supported you in the past
- DO watch for opportunities to build on other's efforts
- DO be energetic, creative and enthusiastic

- DON'T rely totally on dues
- DON'T allow fundraising to disrupt the regular business or programs of the organization
- DON'T ask anyone to make a donation because you "need" the money
- DON'T ask for a fixed price when a donation will do
- DON'T assume that all pledges will automatically pay---you may have to remind them
- DON'T expect too much from members---you should have fun and raise money
- DON'T focus on cash---operational support such as phone usage, typing services, etc. will help minimize expenses
- DON'T have a fundraiser based on impulse---plan carefully
- DON'T let the treasurer handle all the responsibility---spread it around
- DON'T wait until the last minute for anything---be prepared
- DON'T let one person completely control finances---have at least one more person verify transactions
- DON'T forget to be creative, enthusiastic and have fun!

Coca-Cola Products Exclusivity Policy

The Coca-Cola Bottling Company is the exclusive beverage provider for Pensacola State College. Anytime a group brings carbonated soft drinks, flavored and unflavored water, natural or artificially flavored fruit juices, fruit and/or juice-containing drinks and fruit flavored drinks, cold tea, energy drink products, and sports drink products to a meeting or activity on campus, they must use Coca-Cola products. The document here will help student organizations understand how the contracts affects them, and give them information needed to order drinks for on-campus events.

On Campus Activities:

- Beverages served at activities, events and meetings must be Coca-Cola products.
- The following beverages are not covered under the Coca-Cola contract: coffee, dairy products, freshly brewed tea, tap water, and unbranded juices squeezed fresh on the premises of the contractor.
- This policy applies to all campuses.

Prize Policy & Procedure

A few guide lines for Prizes funded with Student Activities dollars:

- Prize winner must be a currently enrolled Pensacola State College student.

- Prize winner's photo may be taken for advertising within the college and/or community.
- Prize Form must be completed and submitted to Student Leadership & Activities.

Section IV – Travel Information Packet

1. Purpose of the Student Leadership & Activities Travel
2. College Definitions
3. Field Trips/Event Tickets (In-District & Out-of-District)
4. Conference/Meeting Representing Pensacola State College (In-state & Out-of-State)
5. Participant Release Form
6. Meals
7. Travel Expectations for Students
8. Travel Expectations for Advisors

Purpose of the Student Leadership & Activities Travel

Pensacola State College supports planned student travel as an important part of the learning experience. Travel experiences are relevant to both curricular and co-curricular programs. To provide these enriched learning experiences, Pensacola State has established specific policy and procedures to ensure participant safety and college accountability in authorizing the use of Student Activity funds for this purpose. Since the majority of student travel is sponsored through Student Activity funds, the Student Leadership & Activities department has been charged to ensure that these policies and procedures are followed, and for providing support services to faculty, staff and students who wish to participate in learning opportunities based on travel experiences.

As part of the academic curriculum, several courses offer various field trips to supplement the learning experience. In addition, student clubs and organizations provide opportunities to participate in cultural events, leadership conferences, academic tournaments, and other activities. This section has been designed as a tool to ensure accountability and enhance planning related to student travel.

It is the responsibility of Student Leadership & Activities to provide club/organization advisors, faculty, and staff with detailed information regarding the process of planning a trip including: (1) to assist with completion of all required college-related documentation to ensure the safety and security of all participants and (2) to ensure that all paperwork is completed appropriately. This section will provide definitions of specific types of travel and the related forms, advise club advisors, faculty, and staff of the procedures related to student travel, and provide contact information for assistance with the completion of all documentation.

College Definitions

The Student Leadership & Activities Office on each campus will assist with the completion and submission of the Travel Packet.

1. In-District Travel

Students traveling within the college district (Escambia/Santa Rosa counties) can be reimbursed for travel with prior approval. **All college-required travel forms must be completed and submitted to the Student Leadership & Activities Office at least 4-6 weeks prior to the trip.**

2. Out-of-District Travel

Student travel outside of the college district should be by college vehicle or leased commercial vehicle arranged by the Advisor in conjunction with the Student Leadership & Activities Office. **All college-required travel forms must be completed and submitted to the Student Leadership & Activities Office at least 4-6 weeks prior to the trip.**

3. Out-of-State Travel

Out of state travel can only be by commercial common carrier (i.e. airline, bus, train). **All college-required travel forms must be completed and submitted to the Student Leadership & Activities Office at least 6 weeks prior to the trip.**

4. Source of Funding

Funds for student travel are allocated as part of the student activity budget process for college-wide or campus-based organizations. Student clubs and organizations are expected to request funds prior to committing to any student travel opportunities. In the event of an unexpected travel opportunity, faculty and advisors should contact the campus Student Leadership & Activities Coordinator to see if there are any unallocated funds to support the travel and plan appropriately keeping in mind established requirements and deadlines for submission of paperwork.

Field Trips/Event Tickets (In-District & Out-of-District)

Field Trips are generally attendance at events on a certain day and do not generally include an overnight stay. Event tickets are usually involved. For In-District Field Trips, students usually provide their own transportation. For Out-of-District Field Trips, transportation may be provided. **For Co-curricular Field Trips associated with specific courses, students must be enrolled at Pensacola State in at least 3 credit hours for the current term.**

Please note: If you know in advance that a student who received a ticket is not able to attend, please open up the opportunity to another eligible student. Student Leadership & Activities will not be reimbursed for each ticket not used by the advisor/faculty/staff/club/organization, or the student canceling.

Conference/Meeting Representing Pensacola State (In-State & Out-of-State)

Conferences and other meetings are usually scheduled events with registration procedures/fees and a specific itinerary. Most last more than one day so travel arrangements include overnight stay. Transportation can be through private car or common carrier (bus, airlines, train).

Note: In order to travel for clubs or organizations, all participating students must have at least a 2.0 GPA, be enrolled in at Pensacola State for the current term for at least 6 credits and sign all required paper work as outlined in this packet.

Participant Release Forms

1. Students cannot participate in the travel activity without a signed Participant Release Form.
2. Student signed Participant Release Forms should be submitted to the Student Leadership & Activities Office with the student list and the Travel Packet forms based on the deadlines established for particular travel opportunities.

Meals (If students are not paying for their individual meals)

1. Determine what meals are included in conference registration, hotel, or airfare.
2. The College covers the cost of meals NOT included in the registration fee, hotel (including complimentary breakfast) or airfare that occur between the departure and arrival dates and times.
3. The College follows state policy and allocates \$6 per breakfast, \$11 per lunch and \$19 per dinner.
4. Students receiving meal money must sign the Meal Allotment Form. This form must be completed and turned into Student Leadership & Activities upon return from trip with the completed Post-Travel Trip Report and Conference Reflection Forms.

Travel Expectations for Students

- Pensacola State College's policies apply when students travel using Student Activities dollars.
- **If student opts not to attend the travel opportunity, student may be required to reimburse the College the cost of his/her travel expenses.**
- Students are responsible for their actions and behavior and will be held accountable.
- Students are expected to act professionally and respectfully.
- Misbehavior and/or misconduct can result in early dismissal. As a result, the student may be responsible for reimbursing the college for full conference and travel fees.
- Students are financially responsible for any neglectful damages that occur.
- Alcohol is prohibited at all times.
- Students are expected to promptly attend the entire conference including sessions, meetings, banquets, etc.
- Pensacola State College pays for students' hotel rooms only. No incidentals are covered (internet, room service, movie rental, etc.).
- Students are responsible for informing advisors if their room is changed for any reason.
- Students are responsible for contacting their professors of their absence and making up any school work.

- Students are responsible for completing the Participant Release Form within the requested time given by the advisor.
- Students are responsible for completing the Conference Reflection Form immediately following the conference.
- Students are expected to follow the "Buddy System" while away from college.
- Students are expected to follow curfews established by their advisors.
- Students are responsible for any costs of damage done to hotel room during their time of stay.

Travel Expectations for Advisors

- Responsible for verifying current term registration at the time of travel for each student on the trip and must contact the Pensacola Campus Student Leadership & Activities immediately if any changes in eligibility occur.
- Responsible for the students they are traveling with on the conference.
- Are expected to follow Pensacola State College policies while away from the college.
- Alcohol is prohibited at all times.
- Are expected to set the standards for students and make sure the students know what is expected of them.
- Have all Student Leadership & Activities travel forms completed in a timely manner.

Section V – Forms

1. Sample Constitution
2. Student Organization Information and Re-Charter Form
3. Student Club/Organization Member Roster
4. Student Club/Organization Officer Responsibilities & Roster
5. Student Club/Organization Advisor Roles & Responsibility Agreement
6. Clubs & Organizations Activity Request
7. Student Activity Budget – Annual Report
8. Student Activity Budget – Budget Request
9. Fundraiser Budget Worksheet
10. Prize Form
11. Pre-Travel Checklist
 - a. Travel Request Form
 - b. Travel Funds Request Worksheet
 - c. Meal Allotment Form
 - d. Emergency Contact Information
 - e. Participant Release Form
12. Post-Travel Checklist
 - a. Post-Travel Trip Report
 - b. Conference Reflection Form

Constitution of *Insert Organization Name*

Article I—Organization Name

The name of this organization shall be Insert Name Here (this will be the official name, if approved). The organization may also refer to itself as Insert Acronym or other reference here (if applicable).

Article II—Mission and Goals

Section 1: Mission

Insert the organization's mission statement and purpose here.

Section 2: Goals

Insert the organization's goals here.

Section 3: Governing Authority

All activities and functions of the organization must be legal under College, local, state, and federal laws. The most recent version of the Student Leadership & Activities Office Resource Manual, Student Handbook, and Pensacola State College's policies and procedures will supersede all requirements set forth during the creation and revision of this constitution.

Article III—Membership

Section 1: Membership Statement

Student membership is limited to any student who is currently enrolled at Pensacola State College. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status.

Section 2: Additional Membership Requirements

Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include dues, attendance, and GPA, among others. Together with Article III, Section 1, these additional requirements define what it means to be an "active student member."

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times. Hazing will not be tolerated or used as a condition of membership in this organization. Hazing is prohibited at Pensacola State College pursuant to Section 1006.63, F.S. All organizations and students are prohibited from engaging in any form of hazing either on campus or off campus. Pensacola State College does not condone hazing in any form.

Section 4: Voting Rights

Only active student members are eligible to vote.

Section 5: Member and Officer Rosters

An updated Student Club/Organization Member Roster and a Student Club/Organization/Officer Responsibilities & Roster must be submitted to the Student Leadership & Activities Office each Fall and Spring terms by October 1st and February 1st respectively.

Section 6: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation or violations of any provisions of the Constitution or Student Code of Conduct. The member will be notified in writing of the possible revocation and will be allowed to address the organization in order to relate to members any relevant defense.

Section 7: Reinstatement of Membership

Membership may be reinstated after one full semester (after the revocation) has passed. The former member may submit a request for reinstatement to the President and Advisor.

Article IV—Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, **Sections 1 and 2**). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of Student Leadership & Activities Office Resource Manual, Student Handbook, and Pensacola State College's policies and procedures. Officers who do not meet these requirements during their term shall be resigned or removed. Additionally, only active student members are eligible for selection to an officer position.

Section 2: Additional Officer Requirements

Organizations may create more stringent, legal membership qualifications/ requirements than those listed above. This may include attendance and GPA (greater than a 2.5), among others.

Section 3: Titles and Duties

The officers of this organization shall include (in order of succession) a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the office of Student Leadership & Activities Office and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Coordinate leadership training for officers and club/organization members.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties.
- Work closely with the President to accomplish the club/organization's goals.
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Maintain an accurate account of all club/organization's funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Student Leadership & Activities Office.
- Complete the club/organization's Campus Student Leadership & Activities **Office Budget Request Form**.
- Be responsible for collecting dues (if applicable) and notifying members who are delinquent in their payments.
- Be responsible for proposing a budget for the Budget Approval process in the spring semester, in conjunction with the President and Advisor.

- Provide financial records sufficient to allow the Vice President to perform audits.
- Chairs the club/organization's Finance/Fundraising committee (if applicable).
- Works with the Advisor to access any funds allocated to the club/organization from the Student Leadership & Activities Office budget or Agency Account.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Keep accurate meeting minutes and records.
- Perform a verbal roll call of all members and maintain an attendance record.
- Maintain accurate roster of all active members and their contact information.
- Notify members, in advance, of meetings via e-mail and/or telephone.
- Send invitations and thank-you notes to guests and other (vendors, partners, etc.).
- Responsible for other club/organization correspondence and keeping records of such.
- Be familiar with all club/organization documents, including the Constitution and any By-Laws.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

Section 4: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 5: Term of Office

The length of term of office shall be no longer than one calendar year.

Article V—Selection of Officers

Section 1: Nomination Process

The nomination of officers shall occur each academic year at the membership meeting held in March. The highest-ranking officer not running for office shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, **Sections 1 and 2**). Absentee/proxy ballots are not permitted in the nomination process.

Section 2: Election Process

The election of officers shall occur at the membership meeting held in *April*. The order of elections shall begin with the President and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee ballots and proxy ballots are not permitted in the election process.

The advisor and nominations/elections facilitator will tabulate all votes. The nominations/elections facilitator shall announce the officer with a simple majority (more than 50%) of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

After announcing the new officer, the nominations/elections facilitator shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and nominations/elections facilitator will recount all votes in the presence of the selected representatives.

Section 3: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in *April* and their term will end immediately following the membership meeting the next *April*. Current officers should assist in the transition and training of the officers-elect, from elections until installation.

Section 4: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, failure to fulfill duties, or violations of any provisions of the Constitution or Student Code of Conduct. The officer will be notified in writing of the possible removal from office and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest-ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V, will take place at the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Student Leadership & Activities Office within 10 school days of the election.

Article VII—Meetings

Section 1: General Membership Meetings

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers and organization's active student members present at the meeting.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President) are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of the officers present at the meeting.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers, by e-mail and/or telephone.

Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active, present student members so request.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by a majority vote of the officers and must be approved by a majority vote of active student members. To be eligible to serve as the advisor, the person must be a contracted Pensacola State College employee (staff or faculty), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor and resource to the organization-- providing guidance to the officers and members in the development and implementation of programs and activities, as well as Pensacola State College policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted Pensacola State College employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Student Leadership & Activities Office.

Article IX—Finances

Section 1: Membership Dues

Membership dues shall be *number (#)* dollars per year or *number (#)* dollars per semester. Membership dues will be collected at the discretion of the Treasurer during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers, are required to pay membership dues. Only the advisor shall be exempt from paying membership dues. Once payment has been processed, no refunds will be granted.

Section 2: Budget Approval

The Treasurer (in conjunction with the President and Advisor) shall propose a budget for the entire year. The budget will be approved or modified during the College-wide or Campus Budget Allocation process in the Spring of each year.

Section 3: Financial Authority

Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under College, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It is the outgoing Treasurer's responsibility to compile and present all documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to either the Student Leadership & Activities Office Campus or College-wide Agency Account or Pensacola State College Foundation Scholarship fund.

Article X – External Affiliations (if applicable)

Mention the name of any affiliation with a national, regional, or local governing body/parent/corporate organization. Discuss how the organization relates to the external affiliates, including any requirements (fees, membership, governance, etc.) of that relationship.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Pensacola State College.

Article XI – Committees (if applicable)

In different sections, discuss any standing and special committees, including the formation, selection, powers, membership, chairperson selection, and duties of those committees. Also discuss the roles and responsibilities of committee chairpersons.

Article XII—Publications and Advertising

Section 1: Compliance

All publications of the organization must comply with the Student Leadership & Activities Office Resource Manual and Pensacola State College's policies and procedures.

Section 2: Approval

The Secretary, President, and Advisor must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution. All flyers to be posted must be submitted and approved by the Student Leadership & Activities Office.

Article XIII—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers and active student membership of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Student Leadership & Activities Office.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting. The amendment shall not take effect until approved by a 2/3 affirmative vote of the present active student members of the organization and approval of the Student Leadership & Activities Office.

History of Constitution

Created: *Original date of creation*

Revised: *Date of revision, AFTER initial recognition is given*

Student Organization Information and Re-Charter Form

Every student organization must complete this form and submit it to Student Leadership & Activities to be eligible for funding and other student activity privileges.

Year: 2015/2016

Name of the Student Organization/Club: _____

Campus: _____ Club Email: _____

Social Media Accounts _____
(Please list all accounts & webpages)

Agency Fund Account Number (Assigned by Comptroller's Office) 6-51030-00-_____

Advisor _____ Department _____ Phone _____

Advisor _____ Department _____ Phone _____

Purpose of the Organization (2 sentences only: this information will be published on the Student Activities webpage): _____

Meeting Time(s) _____ Meeting Location (s) _____

Student Club/Organization Officer Responsibilities & Roster

Term _____ Year _____

Please provide a list of all current Officers on the attached roster, preferably typed. Include the following information: NAME, ID NUMBER, and SIGNATURE. **Must be submitted to the Student Leadership & Activities Office EACH Fall and Spring terms by October 1st and February 1st respectively in order to access Student Leadership & Activities resources (funding, rooms, etc.).

Organization Responsibility

In regards to the role of a college in encouraging its students to assume responsibility for their social actions as members of an adult society, Pensacola State College will not assume legal responsibility for any non-college sanctioned events of student Clubs/Organizations.

IT IS EXPECTED THAT THE OFFICERS OF THE SPONSORING CLUB/ORGANIZATION WILL ASSUME RESPONSIBILITY FOR THEIR GROUP'S ADHERENCE TO ALL COLLEGE POLICIES AND CITY, STATE AND FEDERAL LAWS.

As an officer of, _____ I have read and understand the above statement of Club/Organization responsibility. I agree to comply with all written policies and procedures in the Pensacola State College Student Handbook. Also, I understand I must:

1. Be degree or certificate seeking.
2. Be enrolled in and maintain at least six (6) credit hours each term at the campus where serving as an officer.
3. Have a minimum 2.5 GPA per term or better at the time of election and maintain it during my term of office.
4. Agree to abide by the rules set forth in the club constitution, to be acknowledged in the oath of office.

PLEASE PRINT:

President	ID #	Signature	Date
Vice President	ID #	Signature	Date
Secretary	ID #	Signature	Date
Treasurer	ID #	Signature	Date
Other Officer Position	ID #	Signature	Date
Advisor	ID #	Signature	Date

Student Club/Organization Advisor Roles and Responsibility Agreement

The relationship of the advisor to the group will vary, not only from club to club, but from time to time within a specific group. The role of the advisor can be divided into three components: (1) group responsibility; (2) membership responsibility; and (3) college responsibility.

Group Responsibility

- The advisor should assist the group in setting realistic goals and objectives each academic year.
- The advisor should help the club/organization justify its expenditures of the members' time, abilities, energy, and dues.
- The advisor must be well informed about all of the plans and activities of the group.
- The advisor is responsible for providing continuity within the group, and must be familiar with the group's history including major changes to its program.
- The advisor must be aware of college policies and should insure compliance with the policies from the group.

Membership Responsibility

- The advisor should seek to assist its members in maintaining a balance between the academic and co-curricular aspects of student life.
- The advisor should foster a spirit of inclusion in all group activities.
- The advisor should encourage members to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relationship to the group.

Responsibility to the College

- The advisor must work with students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.
- The specific responsibilities the advisor has to the college are as follows:
 1. The advisor should attend the club/organization's meetings. When the Club/Organization meets on campus facilities, the advisor should be present and accountable.
 2. The advisor must monitor the procedure followed by the Club/Organization in handling its funds and insure that all Pensacola State fiscal policies are followed.
 3. The advisor must know and understand all Pensacola State policies that relate to event and fiscal management of clubs and organizations at Pensacola State.

The general functions of an advisor will include but are not limited to:

- Express sincere enthusiasm and interest in the group and all its activities.
- Be open to criticism from the group. Work with them to re-evaluate your role. Be willing to be wrong.
- At times, it is wise to allow the group to be on its own. You can demonstrate your trust in them by stepping back for a short time, however, do not pull back too far because they may feel that you have lost interest and if you never step back in, then you may be hurting yourself as well as the group.
- Act as a positive critic to the group. Give them feedback on how they are doing.
- Sometimes make suggestions through group members than directly to the group.
- Be aware of any and all procedures and regulations affecting the group. Assist them in adhering to them.
- Encourage the group to keep records and evaluations in files. Procedures for passing this information on should be developed.

- Try to encourage the assignments of tasks to all members. If a member merely comes to meetings and listens, he/she will quickly lose interest.
- Use the tools you have to assist the group. This includes discussion methods, goal setting, role negotiating, small sub-groups, group representatives, role playing, etc.

The roles of an advisor will include, but are not limited to:

- Meet regularly with the club/organization’s president
- Attend club/organizational meetings
- Attend club/organizational programs
- Attend advisor training and informational sessions
- Assist with the finances of the organization
- Promote club/organization to others within the college community
- Assist with elections and membership selection
- Remain informed, unbiased and accessible
- Provide a historical perspective of the club/organization to new members
- Serve as liaison between club/organization and rest of the community
- Offer academic support

The role of the club/organization advisor is an important function of a Club/Organization’s success at Pensacola State. Being an advisor requires a time commitment on the part of the faculty or staff member. It is important that the advisor communicate with their students and provide important information about programs to the Student Leadership & Activities Coordinator.

I have read the above statements and I understand the commitment it takes to serve as a Club/Organization Advisor at Pensacola State College.

Advisor Signature: _____ Title: _____

Campus Bldg. & Room: _____ Phone: _____

Club/Organization Name: _____

As the club/organization advisor’s dean or supervisor, I have read and understand the importance of the Club/Organization advisor, and I am supportive of the faculty/staff member’s commitment to this position.

Dean/Supervisor: _____ Date: _____

**Pensacola State College
Clubs & Organizations Request Form
(Submit at least 2 weeks prior to activity/event – preferably 4 weeks)**

This form is to be used to request approval for Club Meetings, Fundraisers, Guest Speakers, and/or Volunteer Opportunity from Pensacola State College Student Clubs and Organizations.

For Travel activities, please complete Travel Packet and submit to Student Leadership & Activities.

If you have any questions or concerns, please contact Student Leadership & Activities at 850-484-1503.

Student Club or Organization Name _____

Advisor Name _____ Phone # _____

Will the advisor be present? Yes _____ No _____

Student Contact _____ Phone # _____

Type of Activity
 Club Meeting _____ Fundraiser _____ Guest Speaker _____
 Volunteer _____

Activity Title _____

Date of Activity _____ Number of Attendees _____

Campus/Room/Location _____

Setup Time _____ a.m./p.m. Activity Start Time _____ a.m./p.m.

Breakdown Time _____ a.m./p.m. Activity End Time _____ a.m./p.m.

Is this activity open to all PSC students? Yes _____ No _____
 Is this activity open to the community? Yes _____ No _____
 Is this activity a campus only Activity? Yes _____ No _____
 Is this activity a college-wide Activity? Yes _____ No _____
 Is this activity to be posted on NobleHour? Yes _____ No _____

Additional Information for Fundraiser Requests:

Price(s) of any product being sold or price of admission _____

Arrangements for set-up/clean-up of club activity _____

How will the proceeds to be used? _____

Reminder: Pensacola State College has an exclusive contract with Coca-Cola Company. As such, if your club sells sodas, they must be Coke products.

Additional Information for Guest Speaker Requests:

Guest Speaker (Name, Title, Company), if applicable _____

Guest Speaker Description and Objectives: _____

Special Needs (e.g. music, microphone, speakers, tables, chairs, computer, projector, etc.) _____

Additional Information for Volunteer Opportunity Requests:

Information regarding volunteer opportunities will be added to NobleHour in order for your students to track their volunteer hours.

Volunteer Opportunity _____

Address of Volunteer Location _____

Meet Time _____ a.m./p.m.

Start Time _____ a.m./p.m.

End Time _____ a.m./p.m.

Description/Purpose of Opportunity _____

Will transportation be provided? Yes _____ No _____

Has a college vehicle been requested? Yes _____ No _____

Will volunteers meet at the College? Yes _____ No _____

If yes, which campus and building? _____

If no, where will they meet? _____

Number of Volunteers Needed _____

Additional Comments:

After the Activity is approved, I understand that I am responsible for contacting the following as needed:

Audio/Visual Services – 850-484-1444

Campus Security – 850-484-2500

Maintenance/Housekeeping – 850-484-1901

I understand that I am responsible to ensure that my group adheres to all Pensacola State College policies, rules, and regulations. This includes my assurance that the college regulations prohibiting the use or possession of alcoholic beverages and illegal use of other drugs or narcotics will be strictly enforced. I also assume the responsibility for any damages incurred to Pensacola State College facilities. Pensacola State College assumes no responsibility for injuries or damages incurred to persons or property.

Student _____ Date _____

Advisor _____ Date _____

Approvals

Coordinator, Student Leadership & Activities _____ Date _____

Director, Student Affairs Operations _____ Date _____

**Pensacola State College
Student Activity Budget
Annual Report**

Account Name: _____

Budget Requestor: _____

1. Please **attach a dated list of all activities** that took place as a result of funding from the Campus Activity Budget. Include a record of the number of participants for each activity. For example, list the date of the event/competition, the name of the event/competition, and number of participants. If you do not have accurate records, please give your best estimate on participants.

2. Please list any highlights (**special awards, recognitions, or accomplishments**) received or completed by participants during the academic year.

3. What did students learn through their participation in these funded activities?

4. What form of assessment did you use to capture the students' learning? (ex. - Advisor observation, self-report, formal survey, etc.)

5. Please summarize how these funded activities contributed to Pensacola State's Strategic Learning Goals?

**Pensacola State College
Student Activity Budget
Budget Request**

Club Name: _____

Budget Requestor: _____

Total Amount Requested: _____

Date: _____

Program/Service/Event: _____

Requested: _____

1. Briefly give an overview of your request:

2. If there is an increase in the amount you are requesting, please justify your increase below:

3. Relate your funding request to Pensacola State's Strategic Learning Goals:

4. Expenditure Plan: Please provide a detailed expenditure plan including anticipated items and costs.

5. Outcomes: Identify key program/learning outcomes that are expected this upcoming year as a result of this program/service/event being funded.

6. Assessment: Explain the assessment tools that will be used to measure the effectiveness of your program/service/event.

**Pensacola State College
Fundraiser Budget Worksheet**

Expenses:

	Anticipated	Actual
Food and Drink	_____	_____
Location Fee	_____	_____
Audio Visual Equipment	_____	_____
Transportation Costs	_____	_____
Public Safety	_____	_____
Decorations	_____	_____
Publicity	_____	_____
Custodial	_____	_____
Materials/Supplies	_____	_____
Other Costs (prizes, DJ, etc.)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Cost:	_____	_____

Revenue:

Number of Participants	_____	_____
Charge for Participation	_____	_____
Total Income for Participation	_____	_____
Donations	_____	_____
Other Revenue	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Revenue:	_____	_____
Total Profit:	_____	_____

Prize Policy & Procedure

A few guide lines to Prizes and/or Give-A-Ways funded with Student Activities dollars.

- Prize winner must be a currently enrolled Pensacola State College student.
- Prize winner's photo may be taken for advertising within the college and/or community.
- Prize Form must be completed and submitted to Student Leadership & Activities

Pensacola State College Prize Form

Date: _____

Name of Event: _____

Date of Event: _____

Organization Sponsoring Event: _____

Organization Advisor: _____

Advisor Phone #: _____

Name of Prize Recipient: _____

PSC ID# of Prize Recipient: _____

Description & Value of Prize Won: _____

By signing below, I acknowledge and agree to allow my photo to be published for these purposes.

Signature of Recipient

Date

Signature of Student Leadership & Activities Coordinator

Date

Pensacola State College Pre-Travel Checklist

2 months out:

- Determine due date of early-bird conference registration/admission fees.
- Determine trip destination and dates.
- Decide budget – registration, lodging, meals, transportation - including tolls & gas.
- Determine who will serve as Travel Advisor (may be a different person than the Advisor.)
- Decide number of students who are able to participate.
- Decide transportation method (rental car, van, bus, train, airplane, etc.).
- Begin “advertising” to students (if applicable).

4 weeks out OR SOONER:

- Complete Travel Packet, including all required signatures.
- Forms include: Travel Request Form, Travel Funds Request Worksheet, Meal Allotment Form, Emergency Contact Information, and Participant Release.
- Meet with the Campus Coordinator of Student Leadership & Activities to review Travel Packet.
- Submit completed Travel Packet to the Campus Coordinator of Student Leadership & Activities.
- Schedule a post-travel meeting with the Campus Coordinator of Student Leadership & Activities to review the Post-Travel Trip Report, Conference Reflection Forms, and submit all travel receipts.

Do not book anything until travel has been approved. Travel Coordinator will be responsible for booking all hotels, vehicles, etc. and will provide confirmation of reservations to the advisor.

1 week out:

- Advisor should hold pre-travel group meeting.
- Review conference agenda or trip itinerary.
- Explain travel rules.
- Set meeting time and departure time.
- Review packing list and attire for trip.

2 days out:

- Pick up advance check from Comptroller’s Office (if applicable – meals, registration, hotel, etc.).

Day of trip:

- Pick up rental car/van (if applicable).

Week after trip:

- Turn in undistributed cash from meal advance to the Cashier Office within 3 business days of trip for no-show students.
- Meet with the Campus Coordinator of Student Leadership & Activities at previously set time to review Post-Travel Trip Report and Conference Reflection Forms. Be sure to bring all original receipts, plane ticket stubs, meal allotment forms, etc. with you to turn in for reimbursement.

**Pensacola State College
Travel Request Form**

Travel Advisor Name: _____ ID#: _____

Campus Address: Bldg./Room _____ Extension _____ Cell Phone #: _____

Organization: _____

Destination: _____

Mode of Transportation: _____

College vehicles are authorized to travel up to 400 miles one-way.

Starting Point: _____ Time a.m./p.m. _____ Date _____

Ending Point: _____ Time a.m./p.m. _____ Date _____

Purpose: _____

Other Staff Attending: _____

Comments: _____

Only currently enrolled Pensacola State College students in good standing are allowed to travel.

Name	ID#	Name	ID#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand Pensacola State College's policies on student travel and agree to adhere to them.

Advisor Signature Date

Approvals:

Coordinator, Student Leadership & Activities Date

**Pensacola State College
Travel Funds Request Worksheet**

Organization _____ Destination _____

TRANSPORTATION EXPENSES:

Rental Vehicle Cost		Total \$ _____
Tolls and Parking Fees		Total \$ _____
Airfare - _____ travelers x \$ _____ cost per ticket	=	Total \$ _____

REGISTRATION/ENTRY FEES:

_____ students x \$ _____ cost per student		Total \$ _____
_____ advisors x \$ _____ cost per advisor	=	Total \$ _____

MEAL EXPENSES:

Do not calculate meals that are included in the cost of the registration, hotel, or airfare.

Maximum meal allowance: Breakfast \$6 (6-8 a.m.), Lunch \$11 (12-2 p.m.), Dinner \$19 (6-8 p.m.).

_____ Breakfast(s) x \$ _____ x _____ travelers = \$ _____		
_____ Lunch(es) x \$ _____ x _____ travelers = \$ _____		
_____ Dinner(s) x \$ _____ x _____ travelers = \$ _____		Total \$ _____

HOTEL EXPENSES:

_____ rooms x \$ _____ per night x _____ nights		Total \$ _____
1 room for bus driver x \$ _____ per night x _____ nights	=	Total \$ _____

MISCELLANEOUS EXPENSES:

OTHER (explain) _____		Total \$ _____
OTHER (explain) _____		Total \$ _____

ESTIMATED TOTAL TRIP COST		Total \$ _____
TOTAL MEAL ADVANCE		Total \$ _____

Attach supporting documentation for ALL funds requested.

Student Club Officer Signature: _____

Club Advisor Signature: _____

**Pensacola State College
Meal Allotment Form**

Insert Form

**Pensacola State College
Participant Release Form (Page 1 of 3)**

ACTIVITY: _____

**READ THIS BEFORE SIGNING! IT IS A COMPLETE RELEASE OF YOUR RIGHTS AND
SHOULD BE SIGNED ONLY IF UNDERSTOOD IN FULL.**

In consideration of receiving permission from Pensacola State College and Student Leadership & Activities (hereinafter also referred to as "College") to participate in the above stated activity, I (we) the undersigned(s) agree to the following stipulations, terms and conditions:

I HEREBY RELEASE, WAIVE, DISCHARGE AND FOREVER COVENANT NOT TO SUE the State of Florida, The District Board of Trustees of Pensacola State College, and Trustees, employees or staff members of the College or any other participant, organization or any subdivision thereof, any persons in any restricted area, promoters, sponsors, advertisers, owners and lessees of the premises for anything arising out of the activities contemplated herein.

I understand that the College does not require me to participate in this activity, but I want to do so despite the possible dangers and risks and despite this Release because of the benefits I believe I will receive from the activity.

In consideration of receiving permission to participate in this activity, I therefore agree to assume and take upon myself ALL of the risks and responsibilities in any way associated with this activity. I herein release the College and all other persons or entities referred to herein from any and all liability, claims and actions that may arise from injury or harm to me from my death or from damage to my property in connection with this activity.

I fully and completely understand that this Release covers liability, claims and actions caused entirely or in part by any acts or failure to act of the College including, but not limited to, negligence, mistake, failure to supervise or any other improper act including the intentional acts of persons with whom I will work or others. This does not release my rights to sue any individuals who hurt me intentionally. I have, however, waived ALL my rights to sue or claim against the College or their supervisors, employers, etc. for anything or for any reason.

I agree to abide by all rules and regulations of Pensacola State College, to uphold the college's Student Conduct Code and policies of Student Leadership & Activities regarding safety and the use of any and all equipment. I understand that no drugs or alcoholic beverages of any type are allowed and that I will be asked to leave the premises if I am suspected to be under the influences of the same.

I recognize that there are dangers associated with this activity including, but not limited to, _____ the fact that any specific risk may not be listed will not limit the waiver or release I give in this Release. I recognize that this Release means I am giving up, among other things, all rights to make any claims or sue Student Leadership & Activities and is as broad and inclusive as permitted in the State of Florida for injuries, damages and losses I may incur. I also understand that this Release binds my heirs, executors, administrators and assignees as well as me.

Participant Release Form (Page 2 of 3)

Code of the Road

Congratulations! You've been chosen to travel and represent Pensacola State College because you are a student leader who is committed to making a positive difference for your club/organization. We encourage you to take this opportunity for the best professional and personal experience possible. Take time to have fun and network with others. Representing Pensacola State College at an off-campus event is a privilege. Because you are a formal representative of Pensacola State College, there are certain rights and responsibilities that come with this opportunity. The CODE OF THE ROAD is to be used before, during and after any trip you take on behalf of Pensacola State College.

Provide family members with all pertinent travel information, including conference location, departure/arrival times, and hotel accommodations. You should provide your advisor or instructor with emergency contact information, and any information we might need to know about serious medical conditions.

Rights and Responsibilities

You have the...

- Right to become better acquainted with members of your own college
- Right to "network" with other event participants
- Right to enjoy the personal and professional opportunities offered at the off-campus event
- Right to have the respect of peers and advisors
- Right to seek and secure support of peers and advisors
- Right to expect advisors to adhere to the same responsibilities expected of students
- Right to have good, clean fun!

- Responsibility to respect others, including hotel roommates, hotel staff and property (Stealing/destruction of hotel property will NOT be tolerated!)
- Responsibility to attend, on time, the workshops, seminars, etc., available at the event
- Responsibility to wear appropriate attire for each activity as adopted/suggested by the event sponsor
- Responsibility to follow college, hotel, state and federal regulations/laws
- Responsibility to stay onsite during the event (unless otherwise advised)
- Responsibility to reside/sleep in hotel accommodations assigned to you
- Responsibility to take reasonable precautions to ensure safety of self and others
- Responsibility to smoke only in designated smoking areas
- Responsibility to abstain from possession and/or consumption of any type of intoxicants between event departure and return times, and to remove yourself from the company of anyone indulging in intoxicants.
- Responsibility to submit a Conference Reflection Form to my advisor no later than one week upon my return.

Consequences

- Responsibilities listed above, if violated, may result in disciplinary procedures including (but not limited to) immediate dismissal from the event at your own expense.

**Pensacola State College
Post-Travel Checklist**

Week after trip OR SOONER:

- Turn in undistributed cash from meal advance to the Cashier Office within 3 business days of travel for no-show students.
- Meet with the Campus Coordinator of Student Leadership & Activities at previously set time to review Post-Travel Trip Report and Conference Reflection Forms. Be sure to bring:
 - All original receipts
 - Approved Travel Packet including Travel Request Form, Travel Funds Request Worksheet, Meal Allotment Form (with student signatures), Emergency Contact Information, and completed Participant Release Form
 - Post-Travel Trip Report
 - Conference Reflection Forms from students

**Pensacola State College
Post-Travel Trip Report**

Student Club/Organization Name _____ Destination _____

of Students who Attended _____ # of Advisors who Attended _____

Purpose of Travel _____

Time of Departure _____ a.m./p.m. Date of Departure (mm/dd/yy) _____

Time of Return _____ a.m./p.m. Date of Return (mm/dd/yy) _____

EXPENSES:

**Original receipts/documentation required for all expenses listed.*

Meals (Meal Allocation Form required)	\$ _____
Lodging	\$ _____
Registration/Entry Fees	\$ _____
Transportation (Rental Vehicle, Charter Bus, Airfare)	\$ _____
Tolls/Parking Fees/Gasoline	\$ _____
Miscellaneous	\$ _____

TOTAL TRIP EXPENSES \$ _____

Less Amount(s) Advanced

Meals	\$ _____
Hotel	\$ _____
Registration	\$ _____
Other	\$ _____

TOTAL ADVANCED MONIES RECEIVED \$ _____

AMOUNT TO RETURN/DUE TO ADVISOR \$ _____

(Provide receipt from Cashier Office if monies were returned)

I hereby affirm that this trip report is true and correct in every material matter; that expenses were actually incurred by the undersigned as necessary travel expenses in the performance of official duties.

Advisor's Signature

Date

Coordinator, Student Leadership & Activities Signature

Date

**Pensacola State College
Conference Reflection Form**

Student: _____ ID #: _____

Name of Conference/Competition: _____

1. What, if anything, did you feel was the most valuable contribution to your growth as a student leader/club member.

2. What did you “bring home” with you in respect to how other Community College clubs and organizations do things? Include any ideas for future events and activities.

3. Any suggestions as to how the trip could have been better?

4. Do you feel this trip was value added to your career as a student? Why?

Student Signature

Date

Club/Organization Advisor Signature

Date