

# QCC

## CLUB/ORGANIZATION

### HANDBOOK



# TABLE OF CONTENTS

- 1. Statement of Purpose/Welcome & American with Disabilities Act**
- 2. General Objectives of Student Life**
- 3. Introduction to Student Clubs and Organizations**
  - a. Student Senate & Student Clubs/Organizations
  - b. Privileges of Recognized Student Clubs/Organizations
  - c. Loss of Club/Organization Recognition
  - d. Hazing Policy
- 4. Club Advisor Role & Responsibilities**
- 5. Accounting & Financial Responsibilities**
  - a. Club Accounting Procedures
  - b. Student Life Financial Responsibilities
  - c. Fundraising
  - d. Raffles
  - e. Sales
  - f. Deposits
  - g. Earned Income
  - h. Authorized Purchases
  - i. Gifts
- 6. Policies & Procedures**
  - a. Contracts
  - b. Publicizing & Solicitation
  - c. Printing
  - d. Student Club/Organization Travel
  - e. Meals
  - f. Alcohol
- 7. Scheduling Student Events & Reserving Facilities**
  - a. Rooms & Tables
  - b. Media Equipment
- 8. Additional Information**

## **STATEMENT OF PURPOSE**

The purpose of this manual is to assist clubs and organizations to function more efficiently by providing useful pertinent information, as well as college and state policies and procedures. Manuals will be distributed to all clubs and organizations registering with Student Life, located in the Fuller Student Center. Additional information will also be available at various times throughout the academic year. QCC and Student Life believe all students should have an out-of-the-classroom experience, and is mentioned specifically in the Handbook as being so.

## **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) is one area that requires us to make accommodations available to people with disabilities. This extends to special events or programs such as speaker series, social activities, cultural, educational and recreational activities or open meetings. Advertising for these events should include a contact person and the following suggested phrasing:

“QCC does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, or veteran’s or marital status and shall comply with Section 504, Title IX, and the ADA in the employment, education, and all other areas of the college. The College provides reasonable accommodations to qualified individuals with disabilities upon request. Any person with a disability who needs accommodations for this program should contact Disability Services at (508) 854-4524. TDD services are available at Disability Services to discuss his/her needs.”

## **INTRODUCTION TO STUDENT CLUBS AND ORGANIZATIONS**

### **STUDENT SENATE**

All students at Quinsigamond Community College are represented by the Student Senate. The governing instruments for the Student Senate are the Student Senate Constitution and By-laws found in the Student Handbook.

The purpose of the Student Senate is to establish channels of communication within the campus population, to develop campus activities, and to advocate individual student and group interest in academic and social areas. Students are encouraged to run for office. Elections take place during the first full week in October, first full week in February, and at the annual Spring Fling event.

If your club or organization has any issues or concerns that would affect and/or benefit the College community, please feel free to attend weekly Senate meetings and ask to be placed on the agenda.

### **STUDENT CLUBS**

Student clubs are considered an integral part of the QCC’s total education program, contributing significantly to the individual’s personal development, intellectual growth and social competence. The College encourages the formation of clubs and has established a process for chartering such groups. Consequently, any group of students who have a common bond of interest are encouraged to form a student club as long as it does not duplicate the mission and goals of an existing

club or organization. Each group must be recognized by Student Senate to meet its obligations of educational advancement of its members and to the Quinsigamond community. All clubs will be reviewed annually.

Membership in student clubs and organizations will be open to **ALL** students. In order to enhance the total learning experience, the College will provide on-going extracurricular activities to the extent that such activities complement the student's academic development. Regulations governing student participation in extracurricular activities are:

1. A student cannot be on academic probation in order to participate in any extracurricular activity (e.g. club officers, membership with the Student Senate, Open Door, and varsity athletics, etc.).
2. At the beginning of each semester, the Director of Athletics and the Director of Student Life & Leadership will check the eligibility status of students who apply to participate in extracurricular activities and will forward this information onto the Vice President of Enrollment & Student Services. The Vice President will provide the opportunity for services that will assist the student at that time.
3. Students may petition for reinstatement based upon extenuating circumstances to the Participation Appeals Panel consisting of the Dean of Students(non-voting), a student, the Director of Student Life & Leadership, the Athletic Director, and the Coordinator of Counseling Services. The panel may recommend reinstatement to the Dean of Students who will take final action.
4. All affiliation by student clubs with national, state, or other off-campus groups or persons shall be indicated at the time of the initial request for recognition and must be approved by Student Senate

### **PRIVILEGES OF RECOGNIZED STUDENT CLUBS/ORGANIZATIONS**

1. Use of the QCC name/logo in the title of the club.
2. Use of college facilities including: the Fuller Student Center Conference Room, Hebert Auditorium, 109 A & B, HLC Library Living Room, Surprenant Lobby, etc.
3. Listing in the Student Handbook in Student Clubs/Organizations section.
4. The rights of notices in QCC Publications including the Open Door Newspaper.
5. Services provided by Student Life including paperwork and the assisting of, room reservations, advice, etc.
6. Seed Money from Student Life (\$300.00 per year)

### **LOSS OF RECOGNITION**

The Assistant Dean of Student Life & Leadership is authorized to revoke college recognition/status of student clubs/organizations. Members of the QCC Community may request the Assistant Dean of Student Life & Leadership to review a club's status. Following the review, the Assistant Dean of Student Life & Leadership may authorize the loss of recognition. Officers of the club shall be informed of the decision in writing. Students shall have the right to appeal their cause (in writing) to the Dean of Students. Loss or recognition may occur as a result of the following:

1. Evidence that the club/organization is not attempting to abide by its constitution and/or by-laws.
2. Evidence of failure to comply with college, local, and state regulations.
3. Failure to provide a current list of officers, advisor, or constitutional changes with Student Life.
4. Inactivity (failure to conduct normal business) for two (2) concurrent academic semesters. Students interested in resuming their activities must follow the guidelines for establishing a new student club.

### **HAZING POLICY**

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An official of each such group or organization, and each individual receiving a copy of sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, shall forward report to the attorney general any such institutions which fails to make such report.

Section 17. Whoever is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

## **CLUB ADVISOR ROLES & RESPONSIBILITIES**

### **ROLE OF ADVISORS**

1. Insure that a club/organization fulfills the stated goals of its constitution.
2. Determine that all projects are in good taste. Advisors should be fully aware of all programs as well as positive and negative occurrences within the club/organization.
3. Maintain familiarity with the policies and procedures of the college including:
  - a. Use of club/organization funds
  - b. Alcohol policy at student events
  - c. Use of travel waivers for all trips
  - d. Purchasing of services or materials
  - e. Room/table/media reservations
  - f. Selling of particular items
  - g. Posting policy
  - h. Use of monies during the academic year
4. Delegate as much realistic responsibility as possible to students yet gently guiding them by instilling the group with proper policies and procedures.
5. Maintain on-going communication with the Director of Student Life & Leadership.
6. Be informed of all existing financial policies and procedures of the club/organizations; which is available on request from Student Life.

7. Work with your advisor to submit all electronic Purchase Order Requests (e-POR's) and submit to the Director of Student Life & Leadership for approval/processing, thereby ensuring all expenditures are within budget.
8. Assist the club/organization treasurer in keeping accurate records including income and expenditures. The club/organization treasurer should check periodically with Student Life to see if there is agreement between the various records.
9. Monitor the daily deposits of fundraising receipts with the Business Office.
10. Attend the majority club meetings.
11. Maintain an open dialogue with the officers including membership, organizational development, as well as plans and problems concerning the group.

## **RESPONSIBILITY OF ADVISORS**

There are certain expectations of the Advisor's role. It may be helpful to think of the role in terms of three major areas: group growth, group maintenance, and program content.

### GROUP GROWTH

This area consists of those advisory activities that improve the operation and effectiveness to the group.

### GROUP MAINTENANCE

This area seeks to maintain the existence of the student club and to help achieve its goals and objectives. Related activities in this area would be assisting the group in complying with College policy, explanation of advice, providing history and tradition, and helping the group with understanding the importance of public relations between the clubs/organizations of the College.

### PROGRAM CONTENT

In this area, the Advisor assumes a genuinely an out-of-the-classroom educational function and one that may complement the formal curricular offerings of the College. It is here that the Advisor can stimulate the intelligence and ability of student participants, and help them plan activities that will contribute their own intellectual development while enriching campus life. Advisory activities related to program ideas include: providing opportunities for the practice of classroom acquired skills, helping the groups apply principles and concepts learned in the classroom by pointing out new perspectives and directions to the groups, and supplying expert knowledge and insight of the experience,

The Advisor's objective should be to make membership to the club an educationally meaningful experience. The student club Advisor should go beyond the role of the passive bystander and be prepared to provide active on-going academic and social leadership to the student group.

## **RESPONSIBILITIES OF CLUB/ORGANIZATION TO ADVISOR**

Club/organization members should recognize that advisors give counsel and advice in the areas of experience and in regard to good taste and conduct. The officers of the club are responsible for keeping the advisor well informed of all activities. Officers are responsible for submitting all actions, forms, etc. to the advisor for their approval.

Clubs/organizations should consult with their advisor before any constitutional changes or submitted to the Student Senate and Student Life. Clubs/organizations shall be held responsible by the Director of Student Life & Leadership for actions taken without written approval of the Advisor.

## **CHANGES IN ADVISOR**

If an advisor wishes to resign from their position, the club/organization and Student Life should be notified in writing at least one month prior to the effective dates of recognition

# FINANCIAL POLICIES AND PROCEDURES

These policies and procedures are in place to understand the close relationship between the student organization, Student Senate, the Business Office and Student Life. The main purpose for these procedures are to provide adequate control for auditing purposes based on all financial transactions of any student club/organization.

## CLUB ACCOUNTING PROCEDURES

### ELECT A TREASURER

*All club treasurers are required to attend a mandatory meeting during the first semester to go over the financial policies and procedures with the Director of Financial Compliance, Beth Auger, 508-854-4205. If the club treasurer cannot attend this meeting, a proxy from the club/organization must be sent.*

This person's role will include:

- Keeping the club/organization books accurate and up to date at all times
- Responsible for preparing all financial reports requested by the club/organization president and the Director of Student Life & Leadership
- Depositing fundraising money to the Business Office in a timely manner
- Issue receipts for all monies received.

### MAINTAINING ACCURATE RECORDS

- The annual Seed Money allocations for student activity funded organizations are \$300 per academic year. The Seed Money is available as soon as all annual club/organization registration paperwork is submitted and the meeting has taken place with the Directory of Financial Compliance.
- Keeping accurate records entail, but are not limited to:
  - A journal ledger in which all deposits (income) and expenditures (e-PORs and checks) are recorded, thus showing a current balance after each transaction.
  - A file or receipts and any other paperwork for all money deposited and withdrawn.

### DEPOSITING EARNED MONIES

- There will be NO separate accounts off campus for monies earned. All club/organization financial transactions must be made through the Business Office (Room B07A in the Administration Building).
  - Funds in any account held off-sight (bank, credit union, etc.) should be closed immediately and brought to the Business Office to be deposited in the club/organization account (four digit number)
- Deposit all monies received daily with the Business Office Obtain a receipt of deposited monies from the Business Office.
- Only checks or cash can be collected by any club/organization. Checks should be made out to Quinsigamond Community College; *not the club or individual.*
- *It is important to commit to memory your club/organization's account number when visiting Student Life and the Business Office.*
- In addition to the club/organization's treasurer keeping a financial ledger, the Business Office and Student Life will have official records of activity for each account on a monthly basis.
- Expenses may not be incurred, nor events held during vacations, semester breaks, or summer unless approved by the advisor and the Director of Student Life & Leadership.
- Student Activity Fees may not be utilized directly or indirectly to sponsor partisan political activities or denominational religious activities. All organizations must expend funds in a manner that is consistent with local, state, and federal laws and not conflict with any college policy or procedure.

- Clubs/organizations are not permitted to overdraw on their accounts. If an e-POR or Check Request form is submitted for an amount over the given funds, the payment will not be granted until sufficient funds are in the account. The club's/organization's advisor will be notified if this occurs.
- Due to the no alcohol policy, no monies shall be used for payment of any such purchases.

### **STUDENT LIFE FINANCIAL RESPONSIBILITIES**

1. Supervise expenditures of funds in all co-curricular accounts.
2. Inform advisors and club officers of all college financial policies and procedures.
3. Approve the opening of all club accounts, immediately following the required annual Financial Meeting.
4. Approve and oversee all fundraising activities by all college clubs.
5. Report to the Dean of Students, the Director of Financial Compliance, and the Student Senate concerning irregularity in any club account.

### **ONLINE PURCHASE ORDERS & CHECK REQUESTS**

Funds in a club's/organization's account may be withdrawn as follows:

- A Purchase Order Request (POR) must be completed for ALL purchases prior to ordering. Once they receive this with proper signature, they will enter the POR online to be sent to Purchasing.
- If a company/person does not accept a purchase order, a Check Request can be authorized. All check requests require appropriate back up such as original detailed receipt, invoice, and/or order form, minutes from club meeting, and two signed standard vendor contracts for Services only.
- College policy dictates that all requests for goods and services must be approved prior to an order being placed. This means that an e-POR must be processed in advance, and the order cannot be placed until you have received an official PO number. Please note that the e-POR number is NOT the PO number.
- The club/organization must get approval from their advisor first and then from the Director of Student Life & Leadership (in that order). Online, an email will be sent directly to the Purchasing Department from the two parties. For paper Check Requests, a signature will be needed from the advisor (above the Cost Center box), and from the Assistant Dean of Student Life & Leadership.
- *Allow 1-2 weeks for processing Purchase Orders and Check Requests*
- *No Student Club account expenditures should be paid with cash transactions.*

### **FUNDRAISING**

When a club/organization begins a fundraiser, they must do the following prior to the event:

- Complete a Fundraiser Request Form. (where is this available – i.e. online or Student Life?)
  - Please provide your club/organization name and 4-digit account number
  - The date of the actual fundraiser (beginning and end dates please)
  - The type and number of item(s) being sold and the amount charged for the item
    - Be descriptive as possible!
- Have the club/organization advisor sign it.
- Return to Student Life to have the Director of Student Life & Leadership sign off on it.
- The Business Office, Patti Carr 508-854-4500, will assign a unique fundraising number upon approval of the fundraiser and return a copy of the request form to Student Life. This unique fundraising number needs to be reference on the deposit slip to ensure that funds are deposited in the correct club.

### **RAFFLES**

- You must be very organized to do a raffle!!! Keep track of all paper-work, ticket information, etc. Why? It is handled by the Massachusetts State Gaming Commission! Stay on track with dates, prize, ticket stubs, etc.
- Give the club/organization a lot of time—the paper work, etc. is very labor intensive.



- **IMPORTANT!** Note that once you've made your profits, your club/organization will be taxed 10% on them by the State. So determine if this project is really worth it for your club.
  - Raffles are doable, just plan wisely!!!

Process of doing a raffle:

- Before you even begin, fill out a RAFFLE REQUEST FORM.
  - Include:
    - **Raffle Dates – beginning and ending**
    - **Purpose of Raffle**
    - **Number of Tickets to be Sold**
    - **Where and when (specifically) the raffle will be held**
    - **Description of prizes which will appear on tickets**
  - The form must be signed by the club/org Advisor and the Assistant Dean of Student Life and Leadership (who will then turn in the form to the Business Office for final approval, a unique raffle number will be assigned by Patti Carr in the Business Office 508-854-4500 and needs to be referenced on the deposit). This will take 2 weeks to a month to process because of the connection with the MA Gaming Commission.
- Reserve the room/table for the fundraising portion of the raffle as well as the day of the ticket drawing. You can do that with Student Life or your advisor.
- The Business Office will create the numbered raffle tickets and send an order to the QCC Print Shop to have your tickets made (you cannot use your own tickets or tear-apart tickets you can get at a store). The tickets must include the following information:
  - Event Title
  - "Quinsigamond Community College"
  - Club/Organization Name
  - Prize(s); ticket price; date; time; location of the drawing
- Your tickets will be printed in the Print Shop and delivered to the Business Office where they will verify the information provided (allow 1 week for this). Once verified, Deb LaFlash will call the contact person for pick up.
- You will receive a Raffle Results (a blue form) form at this point.
- All tickets need to be tracked. Make sure to keep a log of the numbers of the tickets with who the tickets were given to. Each student will be responsible for those tickets. The student will need to turn in the funds to cover the tickets with ticket stubs, or return the complete ticket with stub. Tickets are considered a cash item. If the tickets are lost, the student that received the tickets will be responsible for turning in the cash value of the tickets.
- Now you are ready for your raffle!
- Have fun selling tickets throughout the allotted time period—make sure you stick to it!
- Day of the drawing: Results must be drawn in a public place. Feel free to do so in the Cafeteria or The Fuller Student Center.
- When the raffle is over, and all the winners are drawn, you **MUST** complete the Raffle Results form complete with required signature within five (5) days and return it to the Business Office with the winning tickets, unsold tickets and ALL stubs. Your club/organization will be fined by the State Lottery Commission if the Raffle Result form is not submitted to them within ten (10) days of your raffle. *Your raffle is only complete when the Raffle Results form is submitted to the business Office. The Business Office will request a check for the 5% raffle tax and submit it to the State with the Raffle/Bazaar Tax Return.*
- *No Student Club account expenditures should be paid with cash transactions.*

## SALES

- Any registered QCC club/organization may hold a sale for the purpose of raising funds.
- The club/organization must complete a Fundraiser Request form prior to holding the sale. See Fundraiser Request section for details.
- Locations will be reserved/confirmed with Student Life.

- The club/organization is responsible for maintenance and cleanliness during and after each sale.
- In order to insure compliance with health codes and regulations, baked goods must be individually wrapped or protected under a cover. If not individually wrapped, then they should be served with tongs or lifted from the containers with waxed paper, napkins or gloves.
- If it is a bake sale, please mark all items that contain nuts, or byproducts of nuts.
- All funds raised must be deposited immediately following the sale into the appropriate account at the Business Office. Please do so on a daily basis if the sales are longer than a day. Individuals should never hold any money over night. For your convenience, Student Life can hold your funds in a safe within the office (you must get it to the office before 4:00pm M-F).
- *No Student Club account expenditures should be paid with cash transactions.*

### **DEPOSITS**

- Each time the treasurer makes a deposit to the Business Office (B07A), they will use a three-part deposit slip; which can be obtained from the Business Office or Student Life. Deposits need to be done in a timely manner. The deposit slip needs to reference the correct club number and unique fundraiser/raffle number assigned by the Business Office. Please contact Patti Carr in the Business Office to obtain this assigned number 508-854-4500.
  - Each part of the slip will be stamped "Received"
    - One copy stays with the Business Office
    - One copy is for the treasurer
    - One copy is sent back to Student Life
- The staff in the Business Office will count the deposit in the presence of the treasurer and verify the amount of the deposit.

### **EARNED INCOME**

Club/organization fundraising is to be capped at \$10,000.00. If the group is in danger of going beyond this amount, Student Life in conjunction with the Business Office will not permit any further fundraising efforts.

You may only use the monies earned from your club/organization for the following:

- Pinnings
- Graduation Parties
- Events that support the mission of the club/organization
- Appropriate supplies or equipment
- Donations to a charity or future classes/club years
- Prizes for fundraisers
- Rental fees (on/off campus)
- Conferences

Your club/organization may not use the monies earned for the following:

- Reimbursement to an individual or entire organization for whatever reason at any time throughout the academic or fiscal year
- Alcoholic beverages
- Clothing without prior approval from Student Life
- Gift Cards

On June 30th of each fiscal year, the Business Office will roll over the funds remaining in club budgets.

### **AUTHORIZED PURCHASES**

No individual has the authority to enter into purchase contracts, or in any other way obligate the Student Activity Trust Fund at Quinsigamond Community College for procurement indebtedness unless specifically authorized to do so. Any unauthorized purchase will incur a personal obligation to the individual. Firms ordinarily doing business with the College shall be made aware that all purchases must be authorized by a duly executed college Purchase Order adhering to the College policy and signed by the Purchasing Manager, who is the sole purchasing agent for all college funds. The College will not reimburse students for the cost of any unauthorized services on the behalf of the College.

## GIFTS

No appropriated student activity money (seed money--\$300.00) may be used for the gift, only earned income from the club/organization's fundraiser. Appropriate gifts include:

- Charitable donations to local agencies or causes
- Future classes, clubs or organizations (the passing down of money)
- Thank you gift for your advisor (excludes gift cards and monetary gifts)

Process for giving gifts:

- A majority vote (what is ever considered "majority" in the club/organizations constitution) by the student members of the club/organization must be shown in the meeting minutes. This is done by obtaining the signatures of all members present at the meeting
- A signature by the club/organization's advisor
- The signature of the Director of Student Life & Leadership
- Fill out an e-POR and/or Check Request with approval of your advisor and the Director of Student Life & Leadership; which will then be submitted to the Business Office for processing

***Cannot exceed \$50.00 with the exception of charitable donations.***

## POLICIES AND PROCEDURES

### CONTRACTS

A Standard Vendor Contract must accompany any request for services. This contract must clearly state what the conditions of the service will be, what the compensation will be for those services, how they will be paid for, and who will pay for them. It is important that the Federal ID or SSN be completed on the contract, as this will be necessary to set up payment and address tax concerns. If this is the first time the College is using this vendor, a W-9 form must accompany the contract.

Once all of the details of the service are worked out, 1 original copies must be sent to the vendor for signature. The vendor must sign both copies and return them to the Office of Student Life. The Director of Student Life & Leadership will initial the contracts and then forward them to Purchasing Department, who will forward both copies to the appropriate college signatory on behalf of the College.

All contracts for the College must be signed by the Vice President of Administrative Services, Stephen Marini. He is the authorized signatory for QCC, mandated by the Commonwealth of Massachusetts. **Any contracts signed by non-authorized personnel will not be binding.** Please be sure to forward all contracts to Liz Hanlan for review by the Business Office and signature by Stephen Marini.

Once the college signatory has signed the contract, one copy will be retained and filed in the Purchasing Department, and one copy will be returned to the vendor. The Student Life Office will be forwarded a copy for their records, and then services can begin utilizing a purchase order or check request.

If the club/organization is having an event with a performer (including speaker, musicians, etc.), the group will need to do the following procedures:

- Obtain a contract from the performer and give to the Director of Student Life & Leadership for review.
- Get a Student Life Performance Agreement (completed by the Director of Student Life & Leadership). This will need to be signed by the performer and then returned to Student Life. From there, the Vice President of Finance will need to sign off on this for financial purposes.
- These forms not only act as your justification for the Check Requests, but also cover the club/organization in any event that may be a contract infringement.

**DO NOT PROCEED WITH AN EVENT UNTIL YOU HAVE CONTRACTS COMPLETED!**

Student Life can advise any club/organization regarding contracts, riders and negotiations. Please do not hesitate to use the office as a resource.

### **PUBLICIZING & SOLICITATION**

Only members of the college community will be allowed to make use of the existing campus bulletin boards for the sale, rental, or sharing of personal goods, property, and/or services. Any division, department, or recognized club may sponsor an advertisement by a non-profit organization, regarding his/her particular club/organization project, including use of its facilities, services, events and/or need for volunteers. When such sponsorship is anticipated, Student Life will be notified by the appropriate on-campus club in advance of posting.

However, no collection of funds, goods, or services can be made on campus unless there is a benefit derived by the campus community consistent with the purposes of the college as determined by the college president or his/her designee.

If a club/organization wishes to publicize an event, they may do the following:

- Have one (1) poster (standard poster-board size-22 x 28 or smaller) approved and stamped by Student Life in the Fuller Student Center.
- The club/organization may then hang their posters on the general boards in the Administration Building, Surprenant Building, the HLC, and Fuller Student Center.
- To have information printed in the Open Door Newspaper, please visit their office located in the Fuller Student Center. Please pay attention to printing deadlines.

### **PRINTING**

Any recognized student club or organization may request to have flyers, pamphlets, tickets, etc., printed by the college's print shop. You will need to have a member of Student Life fill out a printing request (via the intranet). Printing black and white is free for the group. However, the club/organization will be charged ten (10) cents per print if done on color paper or is done with color ink.

The club/organization will need to have their proof ready to be sent to the Print Shop via email or in paper form. Print Shop turn-around time is about three (3) business days depending on the level of activity they're experiencing.

### **STUDENT CLUB TRAVEL**

Student clubs/organizations are permitted to take trips for conferences and/or other events related to the philosophy of the club/organization. Club/Organization funds may be used but only after doing the following:

- All members going on the trip must fill out a travel waiver form, including advisors.
- To provide rental transportation from an off-campus resource. *Please see Purchasing for more details.*

All out-of-state travel requires the approval of the Director of Student Life & Leadership, as well as the college President, or his/her designee prior to any sort of travel. This is done by filling out a Travel POR before travelling; which is then submitted to the Purchasing Department. This is a sort of expense report, so hang onto all receipts and mileage information. This form is available online at <http://www.qcc.mass.edu/purchasing/Resources.htm>.

## **MEALS**

When a meal is planned to take place at a local restaurant, the advisor of the organization must be present, with a completed Purchase Order. An e-POR must be filled out two weeks prior to the event. Call the restaurant a few weeks ahead of time to ensure they accept Purchase Orders and submit for invoicing. If pre-payment is required, please submit a check request two weeks in advance prior to event date to the Business Office.

After the off-campus meal is completed, a Business Entertainment Documentation Form must be fill out and returned to Student Life. In order to have the restaurant paid, these forms must be filled out and returned immediately following the event. The Purchase Order should indicate the following:

- Date of event
- Purpose of the event
- Number of people in attendance
- Cost of the meal per person, including coffee, desert, soda
- Total cost (not to exceed the amount you budgeted for!)
- No alcohol to be served or bill against the Purchase Order
- A 15% gratuity to be included with the meal (this is what the State allows and is not to exceed 15%)—make sure this is budgeted into your event plan!
- Please note, that some restaurants include a service charge. Please make sure that this is also included (if any) in your Purchase Order.
- Upon completion of the meal, the club advisor needs to fill out a Business Entertainment Documentation Form (available in the Business Office or Student Life). It then needs to be forwarded to the Director of Student Life for approval.

## **ALCOHOL POLICY**

Alcoholic beverages will NOT be allowed at any college event (on or off-campus) that is intended for any student or club/organization participation. Please review the Student Handbook for a full explanation of this policy. All purchase orders for club/organization events will exclude payment for alcoholic beverages. Faculty and professional staff who serve as advisors or chaperones to the group holding the event should understand that they will be expected to monitor the implementation of the Student Alcohol Policy (see Student Handbook).

## **SCHEDULING STUDENT EVENTS AND RESERVING FACILITIES**

A college event is one that utilizes campus facilities, funds, or represented as being a college function. Such events must be approved by Student Life.

All college student activities, both on and off-campus, are scheduled and coordinated by Student Life to insure minimum conflict of dates, rooms, and services. Events can only be sponsored by a recognized club/organization with the approval of Student Life.

## **ROOM & TABLE RESERVATIONS**

Rooms and/or tables can only be reserved around campus for meetings, lectures, movies, etc. online via the College's intranet. Your advisor or Student Life can make these reservations for you. Rooms you may reserve include:

- Hebert Auditorium
- Surprenant Lobby
- HLC 109 A & B
- Library Living Room (the crescent shaped table)
- You may also reserve the Fuller Student Center Conference Room with Student Life. It is a first-come, first-served system, so have some options if the room is already taken.

All reservations for rooms or tables should be made at least three (3) days prior to the event. Note that although offices close after 4:30pm, you may still get have room/table set-ups for evening events. It will come at a cost due to non-union hours (after 4:00pm), so be prepared by setting this fee aside when budgeting for your event. If tables are not available upon event time, Student Life can assist with the situation.

### **MEDIA EQUIPMENT**

The club/organization is responsible for requesting needed media equipment. The club/organization's advisor should be familiar with this reservation procedure. If not, please feel free to come to Student Life who can assist. Allow for enough time for set-up when you make your reservation.

Be aware of what equipment a performer or speaker may request, and check with Media Services (ext. 4469). Note that although offices close after 4:30pm, you may still get media equipment for evening events. It will come at a cost due to non-union hours (after 4:00pm), so be prepared by setting this fee aside when budgeting for your event.

## **ADDITIONAL INFORMATION**

If a club/organization, or advisor needs to schedule a meeting with the Director of Student Life & Leadership, please sign up for a time at Student Life, located in the Fuller Student Center.

The Fuller Student Center is open Monday-Wednesday from 8:30am-7:00pm, Thursday from 8:30am-4:30pm and on Fridays from 8:30am-4:00pm

Both the Director and Cheryl are in the office from 8:30am-4:30pm. After 4:30pm, Cheryl Marrino is the Evening Building Supervisor, and can also assist in club/organizational needs.

Student Life Phone Numbers and email addresses:

- Cheryl Pike: (508) 854-4225 \* [cherylp@qcc.mass.edu](mailto:cherylp@qcc.mass.edu)
- Cheryl Marrino: (508) 854-4225 (after 4:30pm) \* [cmarrino@qcc.mass.edu](mailto:cmarrino@qcc.mass.edu)

Additional Important Phone Numbers:

- The Open Door Newspaper: (508) 854-4285 (Pat Bisha-Valencia is the advisor)
- Facilities: (508) 854-7400
- IT (Computer Issues): (508) 854-4278 or [help@qcc.mass.edu](mailto:help@qcc.mass.edu)
- Business Office: (508) 854-4216 (Amy MacArthur)
- Business Office: (508) 854-4205 (Beth Auger)
- Business Office: (508) 854-4500 (Patti Carr) for fundraiser/raffle numbers assigned after approval
- Purchasing Department: (508) 854-4382 (Juliana Esposito)
- Campus Safety: (508) 854-4221 (for non-emergencies)

Cheryl Pike can assist clubs/organizations and advisors with the following:

- Retrieving budget information. Know your club/organization's account number when asking for this information.
- Help with filling out appropriate paper work
- Finding the appropriate people, offices, and/or phone numbers throughout campus
- Purchasing supplies, equipment, etc.

All clubs/organizations have a mailbox located in the Student Senate/Open Door Newspaper office. Please make sure the group checks their mailbox regularly.