



**QUINSIGAMOND**  
Community College

# RECOGNIZED STUDENT ORGANIZATION MANUAL



**OFFICE OF STUDENT LIFE & LEADERSHIP**  
**SPRING 2024**

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# INTRODUCTION: STUDENT LIFE & LEADERSHIP

## MISSION STATEMENT

The Office of Student Life & Leadership (OSL) at Quinsigamond Community College strives to empower and support students to take action in their education by engaging with the campus community outside of the classroom.

## STUDENT LIFE STAFF

The Office of Student Life & Leadership is one of the main resources for students to get involved out of the classroom at QCC. We encourage all students to find their niche at QCC through student organizations, leadership development, diversity, equity, and inclusion programming. OSL is made up of dedicated and passionate professionals who aim to help students make the most of their college experience.

### Ashlee Givins

Director of Student Life and Leadership  
agivins@qcc.mass.edu | 508.854.4350

### Katelyn Hurley

Assistant Director of Student Life and Programming  
khurley@qcc.mass.edu | 508.854.4225

## FULLER STUDENT CENTER

The Fuller Student Center is a great space for organizations to meet and plan events. The Center offers a wide variety of resources: staff members to meet and discuss the event planning process, creative resources for advertisement, workstations, and a fun environment to get engaged.

### Contact Information:

Email: [Studentlife@qcc.mass.edu](mailto:Studentlife@qcc.mass.edu)  
Phone: 508.854.4334

*For current hours and information related to OSL and the Fuller Student Center, please scan the QR Code or visit: <https://www.qcc.edu/campus-life>*



## OVERVIEW

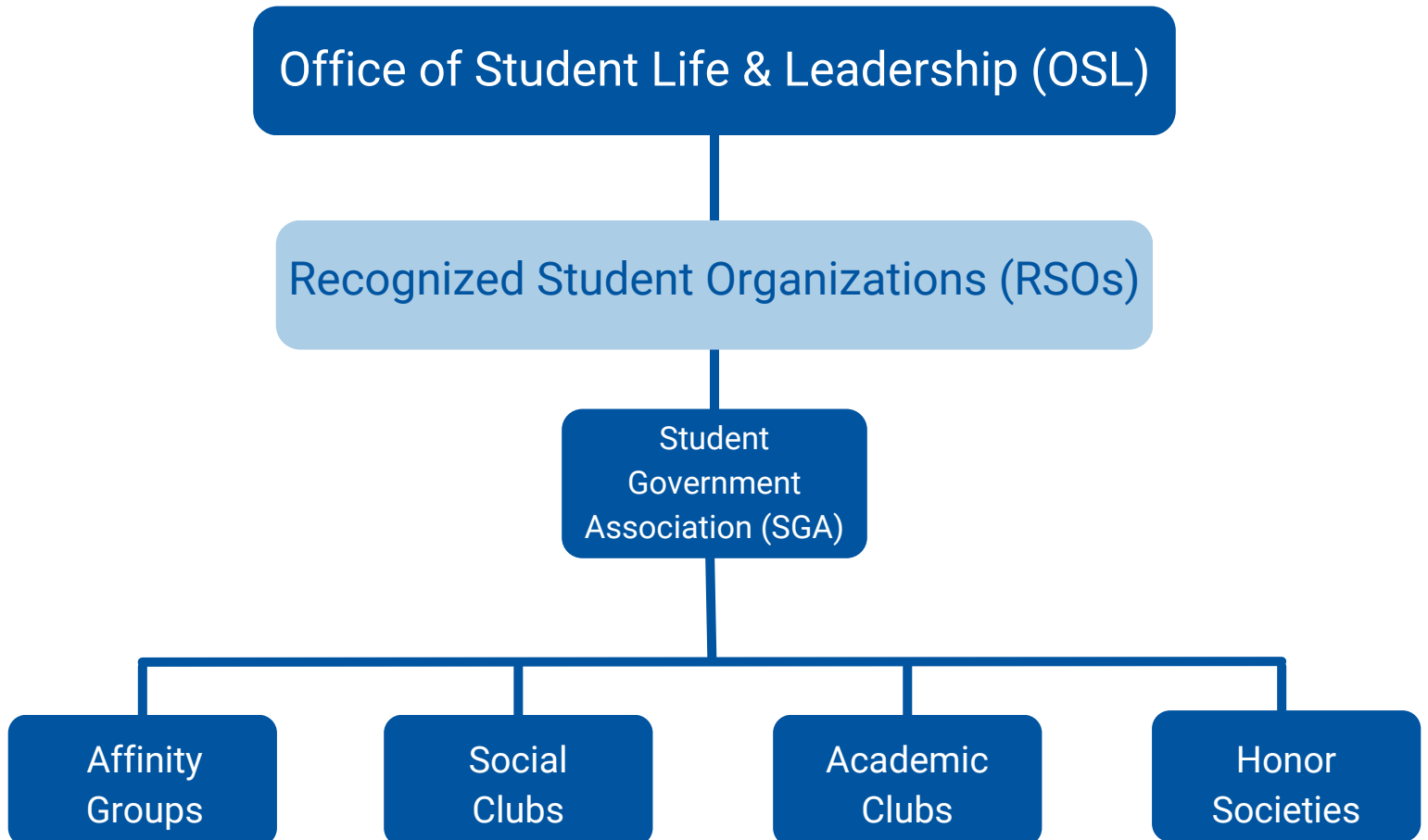
OSL has created the [Recognized Student Organization \(RSO\) Manual](#) as a resource for all student-led organizations. This manual will highlight policies, procedures, expectations, and resources related to running a successful and impactful student organization here at Quinsigamond Community College.

All organizations should be aware they are subject to the laws of the United States of America, the Commonwealth of Massachusetts, and the by-laws of the Board of Trustees of Quinsigamond Community College.

This manual will be distributed annually to all registered/recognized Student Organizations. If you have any outstanding questions please contact us at [studentlife@qcc.mass.edu](mailto:studentlife@qcc.mass.edu) or [508.854.4334](tel:508.854.4334), or visit the OSL professional staff in the Fuller Student Center.

## ORGANIZATIONAL CHART

The organizational chart is a visual representation of the structure within the OSL in relation to the student-led clubs and organizations, further known as the Recognized Student Organizations (RSOs).



## OFFICE OF STUDENT LIFE & LEADERSHIP [OSL]

OSL has oversight of all Recognized Student Organizations (RSOs) with the support of the RSO Advisor(s), the Business Office, and the Student Government Association.

If your organization has any questions, issues, or needs clarification on this manual, please contact the Office of Student Life & Leadership, [studentlife@qcc.mass.edu](mailto:studentlife@qcc.mass.edu) or 508.854.4334, or visit the OSL professional staff in the Fuller Student Center.

## STUDENT GOVERNMENT ASSOCIATION [SGA]

SGA is a student-led governing board that has oversight of RSOs with the guidance of the Office of Student Life & Leadership (OSL).

SGA oversees the initial activation of new organizations at QCC and supports student organizations to reach their full potential, as well as being a voice for the student body.

If your organization needs any assistance or support from SGA, please contact the Executive Board by emailing, [qccstudentgovernment@gmail.com](mailto:qccstudentgovernment@gmail.com).

## RECOGNIZED STUDENT ORGANIZATIONS [RSO]

RSOs are considered an integral part of the QCC co-curricular experience; contributing significantly to the individual's personal development, intellectual growth, social competence, and leadership development.

The College encourages the formation of organizations and has established a process for creating and supporting such groups. RSOs are designed to add value to life on and off campus.

Recognized Student Organizations can be categorized as follows:

- **Affinity Groups:** Affinity Groups bring student populations together who have a shared identity.
- **Social Clubs:** Social clubs bring student populations together who have shared interests, hobbies, or passions.
- **Academic Clubs:** Academic Clubs bring student populations together who are from the same educational program and who share similar professional interests.
- **Honor Societies:** Honor Societies are nationally based organizations that encourage, foster, and maintain outstanding academic accomplishments while recognizing the academic achievements of QCC students





## ANNUAL REGISTRATION PROCESS

Student Organizations recognized by OSL and SGA **must register their organization annually on Wyvern Connect**, in order to be considered active/recognized at QCC. During this registration period, OSL will review the organization's status (see below) and determine if it will continue to be a RSO.



## REGISTRATION PROCESS:

Student Organizations must complete the Registration Process on Wyvern Connect.

Student Organization will be asked to provide/complete the following during the Registration Process:

1. Update the Student Organization basic information (name, primary contact email, etc.)
2. Upload the names and emails of RSO Student Officers and Advisor(s)
3. Upload the completed Treasurer Form
4. Upload the completed Hazing Form
5. Upload the updated RSO Constitution

Once the Registration is submitted it will be reviewed by OSL. Please allow up to **one week** for your registration to be reviewed.

## REGISTRATION REVIEW AND STATUS:

The Assistant Director of Student Life and Programming will review all documentation and categorize the Student Organization into one of the following statuses:

- **ACTIVE:** The Student Organization's Registration Process and Student Organization Training have been completed and the organization is considered a Recognized Student Organization (RSO) by OSL at Quinsigamond Community College (QCC) and is granted all RSO privileges.
- **IN PROGRESS/FROZEN:** The Student Organization is missing information on the registration form and/or training confirmation and must complete the appropriate steps to become 'Active'. At this time, the group is not granted RSO privileges
- **INACTIVE:** The organization has been inactive for two (2) concurrent academic semesters (no student members and/or no communication with OSL). The organization must meet with the OSL and determine the next steps to be reactivated and be granted RSO Privileges.

If all is in order, the Assistant Director of Student Life will contact the student organization with their status within one week of the Registration Process submission.

For access to the RSO Registration Process please sign in to Wyvern Connect at [www.wyvernconnect.qcc.edu](http://www.wyvernconnect.qcc.edu) and navigate to your student organization manage page.



## PRIVILEGES

Following registration, all RSOs considered **ACTIVE (recognized)** will have access to the below privileges:



### RSO RECOGNITION AND PRESENCE

- Once considered active/recognized the RSO is able to promote their organization on campus and host events, meetings, fundraisers, raffles, etc.

### RSO MARKETING AND LOGO PERMISSIONS

- RSOs are granted the use of the QCC name and/or logo on approved marketing materials in order to promote their organizations and events/programs as an affiliate of QCC.

### RSO BUDGET ALLOCATION AND UTILIZATION

- Following registration and training, RSOs are granted access to the semesterly Budget Allocation Form. Budget allocation of a maximum of \$300.00 per academic year; \$150 per active semester.
- An RSO representative must complete training with OSL before the RSO is granted use of their Budget Allocation Form and all OSL funding must be used for an initiative that serves the entire student body.

### RSO PROMOTION AND POSTINGS

- With prior approval, RSOs will be allowed to post marketing materials on the QCC Student Life Bulletin Boards and Digital Platforms.
  - Digital Platforms include Wyvern Connect, digital signage monitors, and OSL Social Media accounts.

### SUPPORT AND GUIDANCE FROM THE STUDENT LIFE PROFESSIONAL STAFF

- RSOs will receive support from the OSL Professional Staff related to, but not limited to:
  - RSO Policies and Procedures
  - RSO Paperwork and Documentation
  - RSO Event Partnership and Collaboration
  - RSO Event Logistics (room reservation, setup, catering, budget use, etc.)
  - RSO Budget and Finance Support (e-POR, spending, deposits, etc.)
  - RSO Mentorship & Guidance (group dynamics, inclusion, advice, etc.)

### LOSS OF RECOGNITION

The Assistant Director of Student Life & Programming is authorized to revoke college recognition of RSO. Loss of recognition may occur as a result of the following, but is not limited to:

1. Evidence that the RSO is not abiding 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, advisors, or constitutional changes to OSL during the Registration period.
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 Organization.

#### LOSS OF RECOGNITION PROCESS :

1. **REVIEW REQUEST:** Members of the QCC Community or Student Life staff may request the Assistant Director of Student Life & Programming to review an organization's status if they deem it necessary.
2. **REVIEW:** The Assistant Director of Student Life & Programming will review all information pertaining to the organization's status to determine if the organization is in good standing.
3. **FINAL DECISION:** Following the review, the Assistant Director of Student Life may authorize the loss of recognition. Advisors and Student Officers of the RSO will be informed of the decision in writing. RSOs shall have the right to appeal their cause (in writing) to the Director of Student Life.

### MEMBERSHIP

Membership in RSOs is open to **ALL MATRICULATED** students who are eligible for extracurricular activities. Matriculated Students include any member of the student body who is enrolled in classes (full or part-time) at any of the QCC college's campuses.

No qualified member shall be denied the right and privileges of membership on the basis of age, marital status, ability, class, national origin, political affiliation, race, religion, gender identity or expression, or sexual orientation. Upon lack of matriculation, either by graduation, dismissal from the college or failure to return at any point, any member will terminate his/hers/their membership.

#### MEMBERSHIP INELIGIBILITY

Students that are on academic probation are **NOT ELIGIBLE** to participate in extracurricular activities.

#### MEMBERSHIP REINSTATEMENT

Students may petition for reinstatement based upon extenuating circumstances. Petition for reinstatement must go through the Participation Appeals Panel. Please contact [studentlife@qcc.mass.edu](mailto:studentlife@qcc.mass.edu) to get in contact with the Participation Appeals Panel. The panel may recommend reinstatement to the Dean of Students who will take final action.



# SECTION II

## ADVISOR ROLE & RESPONSIBILITIES: OVERVIEW



RSO Advisors are vital to the success of the RSO. RSO members should recognize that advisor(s) provide counsel and advice concerning the success of the RSO.

It is the role of the RSO Student Officers to keep the advisor well-informed about all aspects of the RSO functionality. Student Officers are responsible for submitting all actions, forms, etc. to the advisor for their review and approval.

### ADVISOR ROLE & RESPONSIBILITIES

The main roles and responsibilities of an advisor is to:

- Insure that a RSO fulfills the stated goals of its constitution.
- Determine that all events and projects are in good taste.
- Be fully aware of all programs as well as positive and negative occurrences within the RSO.
- Maintain familiarity with the policies and procedures of the college related to RSOs.
- Delegate as much realistic responsibility as possible to students while gently guiding them by instilling the group with proper policies and procedures.
- Maintain ongoing communication with the Student Life Professional Staff.
- Be informed of all existing financial policies and procedures of the RSOs; which are available on request from Student Life.
- Work with your RSO to request the use of their budget and submit all electronic Purchase Order Requests (e-PORs) and submit to the Director of Student Life & Leadership for approval/processing, thereby ensuring all expenditures are within budget.
- Assist the RSO treasurer in keeping accurate records including income and expenses. The RSO treasurer should check monthly with OSL to see if there is an agreement between the various records.
- Monitor deposits of fundraising monies and document receipts with OSL and the Business Office.
- Attend RSO meetings/events or send a staff/faculty representative in their place if they can not attend.
- Maintain an open dialogue with the eboard/student officers including membership, organizational development, as well as plans and problems concerning the group.

### ADVISOR EXPECTATIONS

There are certain expectations of the Advisor's role that the RSO members and advisor should be aware of. The Advisor's objective should be to support membership and development in the organization in order to create a meaningful experience for all participants. The RSO Advisor should go beyond the role of the passive bystander and be prepared to provide active ongoing educational and social leadership development to the student organization.

### CHANGE IN ADVISOR

If an advisor wishes to resign from their position, the RSO Student Officers and OSL Professional Staff should be notified in writing at least one month (30 days) prior to the effective date of resignation.

If an RSO is planning to utilize their budget they **MUST** follow the below process.

The main purpose of these policies and procedures is to provide adequate oversight of all RSOs financial transactions for auditing purposes. Misuse of financial privileges' can lead to disciplinary action and/or loss of financial privileges. OSL and the Business Office have worked closely to create the below process to monitor RSOs' financial practices.

## TRAINING SEMESTERLY RSO TRAINING

All RSOs are required to send at least one Student Officer to the semesterly RSO training with OSL. It is recommended the president and/or treasurer attend training in order to understand QCC's policies and procedures, receive their RSO Cost Center Code, and review the dos and don'ts of running a successful student organization.

The RSO **will not** be able to access their budget (earned income or budget allocation) until they attend the RSO Training and complete the Registration Process.

## STEP 1 CONFIRM FUNDS ARE AVAILABLE

Before the RSO requests to utilize their budget, they should confirm they have funds available in their budget. If you are unsure of your RSOs remaining budget contact OSL.

**Budget Allocation:** All RSOs have access to \$150 per semester provided by OSL. This finding must be used for an initiative that serves the entire student population.

**Fundraising Money:** All RSOs are encouraged to fundraise to build their budget; this budget rolls over year-to-year if there is a remaining credit within the budget.

## STEP 2 DETERMINE AUTHORIZED PAYMENT METHOD

Before the RSO requests to utilize their budget, they should determine the authorized method of payment they plan to use at least **30 days in advance**.

- **Purchase Order (PO):** POs are the preferred method of payment at QCC. RSOs are expected to try and utilize a PO to pay for items before any other form of payment. (*Amazon, WB Mason, and Staples are included in the PO Process*)
- **Check:** A check can be requested if the vendor states they do not accept a PO as payment; appropriate documentation and additional paperwork will be requested.
- **OSL Credit Card Purchase:** In special circumstances, OSL can request the use of a Credit Card on behalf of an RSO. This is done on a case-by-case basis only if a PO or check can not be used for payment. Additionally, this is not a guaranteed payment method and the request can be denied due to QCC policies or lack of planning by RSO.



RSOs **MUST** use one of the above authorized methods of payment. RSOs **WILL NOT BE REIMBURSED** for any items ordered/purchased using a different payment method (i.e. unapproved request, personal debit/credit card, cash, etc.)

### STEP 3

#### COMPLETE APPROPRIATE REQUEST FORM

RSOs with the oversight of their Advisor and/or OSL must complete and submit an **Electronic Purchase Order Request (e-POR)** via the QCC Intranet every time they plan to utilize their budget.

The e-POR must be approved by OSL, once approved by OSL the QCC's Business Office will generate a PO/check for the items. Items should not be purchased/ordered unless the RSOs has received a QCC PO from OSL.

Please be aware, e-PORs can take **1-3 weeks to be processed before a PO/check is generated**. RSOs should plan accordingly and submit the needed request far in advance.

If you are requesting to use the OSL Credit Card please email [Studentlife@qcc.mass.edu](mailto:Studentlife@qcc.mass.edu).

### STEP 4

#### CONFIRM TRANSACTION

Once the Business Office **generates a QCC Purchase Order (PO)/Check** or the RSO receives OSL Credit Card approval via email, OSL Professional Staff will work with the RSO to confirm the items/services have been ordered/purchased/contracted.

Please be aware ordering/purchasing/receiving items can take additional time, separate from the e-POR timeline. It is recommended that RSOs request to purchase/order items at least **1 month (30 days) in advance** of when the items are needed in-hand.

### STEP 5

#### FINALIZE TRANSACTION

Once an RSO has received their items they should **confirm all items arrived in proper condition**. If all items are accounted for, the RSO should inform their Advisor and OSL that the Final Payment can be sent/confirmed.

If an RSOs has any issues with the purchased items they should inform their Advisor and OSL immediately in order to correct the issue in a timely manner.

### STEP 6

#### TRACK TRANSACTIONS

RSOs should track all completed transactions and maintain accurate records.

The RSO Treasurer is encouraged to create a ledger (paper/electronic) in which all deposits (income) and expenditures (e-POR, checks, credits cards) are recorded, thus showing a current running balance.

### AUTHORIZED PURCHASES:

No individual (RSO Representative) has the authority to enter into purchase agreements or contracts, or in any other way obligate Quinsigamond Community College for procurement indebtedness, unless specifically authorized to do so by a QCC Official (i.e signing any contracts, agreements, etc.)

#### ALL PURCHASES SHOULD:

1. Adhere to the College Purchasing Policies and Procedures
2. Be reviewed and approved by the authorized signatory (official) for QCC within the Business Office
3. Be approved and authorized by a duly executed college Purchase Order (PO)

Vendors ordinarily doing business with the College will be aware of the above and will not move forward until the above is confirmed.

#### AUTHORIZED PURCHASE CATEGORIES:

Determine if the purchase is categorized as:

- Vendor Providing a Service
  - For example: inflatable, novelty, speakers, tickets, etc.
    - You will need to complete the [Contract Process](#) and the [Purchasing and Ordering Process](#)
- Vendor Providing a Good
  - For example: Items that are ordered and then shipped - Amazon. WB Mason, etc.
    - You will need to complete the [Purchasing and Ordering Process](#)
- In-store Purchase or vendor that does not accept POs or checks
  - For example: Utilizing an OSL Credit Card to purchase event supplies in-store at Walmart.
    - You will need to [submit a request to OSL via email](#) on behalf of the RSO explaining why you need to utilize the credit card and the budget for this request. In-store purchases are determined on a case-by-case basis and are not guaranteed to be approved.

#### NEW VENDOR:

If an RSO is using a new vendor, a vendor QCC has not worked with/paid in the past, the vendor will need to complete the [New Vendor Set-up Form](#). A direct link can be provided by OSL upon request.

### UNAUTHORIZED PURCHASES:

Any unauthorized purchase will incur a personal obligation to the individual (RSO Representative), in other words the individual will have to pay the fee/cost of the unauthorized purchase.



The College **WILL NOT REIMBURSE** an individual (RSO Representative) for the cost of any unauthorized services/purchases/orders. Additionally, purchasing **gift cards is prohibited**.

RSOs who would like to work with a vendor that is providing a service (i.e. speaker, inflatable, etc.) for a fee must complete the Contract Process as well as follow all steps related to the Purchasing and Ordering.

RSOs should not move forward with a vendor or event until the Contract Process has been completed.

### CONTRACT PROCESS:

- 1 REQUEST VENDOR QUOTE**  
The RSOs should request a quote from the vendor breaking down the cost of the service.
- 2 COMPLETE THE PURCHASING AND ORDERING PROCESS**  
Once the quote is received, the RSO will then be requested to complete the Purchasing and Ordering Process and submit a Purchase Order Request (e-POR) in order to confirm payment will be sent to the vendor after services are rendered.  
In the comments section on the e-POR please state 'Sending information over to the Contract Management Team.'
- 3 GENERATE A STANDARD VENDOR CONTRACT**  
A Standard Vendor Contract (template available) must accompany this type of request. New vendors must also complete the New Vendor Set-up form before proceeding.
- 4 REQUEST OSL REVIEW OF STANDARD VENDOR CONTRACT**  
OSL will review the Standard Vendor Contract and speak with the vendor if any issues or discrepancies are identified.
- 5 REQUEST CONTRACT MANAGEMENT TEAM REVIEW AND APPROVAL**  
Once all of the details of the service are confirmed with the vendor, OSL will send the Standard Vendor Contract to the Contract Management Team. This team will review the contract and will request signatures from the vendor and QCC signatory via DocuSign.  
  
All contracts for the College must be signed by the appropriate QCC official.  
Any contracts signed by nonauthorized personnel (RSO Representative) WILL NOT be binding.
- 6 FULLY EXECUTED STANDARD VENDOR CONTRACT**  
Once all signatures are received, copies will be (1) filed in the Business Office, (2) returned to the vendor, and (3) forwarded to OSL who will then provide confirmation to the RSO.

### AGREEMENT PROCESS:

Any agreements (i.e. tickets, fundraisers, etc.) must be reviewed and signed by the Contract Management Team. Please send all agreements to [Studentlife@qcc.mass.edu](mailto:Studentlife@qcc.mass.edu) for review and approval.

 OSL can advise RSOs on contracts, agreements, riders, and negotiations. Do not hesitate to use the office as a resource and remember **DO NOT SIGN** anything on behalf of QCC or your RSO.



## FUNDRAISER PROCESS

RSOs are encouraged to hold fundraisers in order to promote the RSOs and build/increase their overall budget. RSOs should complete the below, at least **2 weeks in advance** when planning to host a fundraiser:

- 1 COMPLETE THE FUNDRAISER REQUEST FORM**  
When hosting a Fundraiser RSOs will need to fill out a Fundraiser Request Form. For reference, access to a blank Fundraiser Request Form can be found in the Appendix.
- 2 SUBMIT FUNDRAISER REQUEST FORM**  
Once the RSO completes the request form please upload it via the **Wyvern Connect Event Submission process**. Once received, OSL will:
  1. Review the Request Form
  2. Sign the Request Form
  3. Email the Request Form to the Business Office, including (cc'ing) all RSO Student Officers and advisor(s) in the email communication so the RSO is aware of the Fundraiser's status.
- 3 RECEIVE APPROVED FUNDRAISER REQUEST FORM**  
The Request Form must be reviewed and approved by the Business Office before the RSO can promote and host a fundraiser, once approved the RSO will receive:
  1. A signed and approved copy of the Request Form
  2. A unique fundraiser number
- 4 HOST AND PROMOTE FUNDRAISER**  
Once the RSO receives the approved Request Form via Wyvern Connect they can begin to promote and host their fundraiser during the pre-determined dates.  
  
If the RSO needs an on-campus space to host the fundraiser please work with OSL and/or the RSO Advisor to reserve a space.
- 5 DEPOSIT FUNDS**  
Following the fundraiser, the RSOs should complete the deposit process by scheduling a meeting with OSL.  
This process should be completed within **2 weeks of the fundraiser's end date**.

All donations/deposits should be tracked via the Donation Tracker.

## PROHIBITED FUNDRAISERS

Prohibited fundraisers include but are not limited to:

- Go Fund Me Pages
- Snap! Raise Pages
- Venmo/Cash App Collections
- On-campus Vendor Item Sales

RSOs should be aware of the following before moving forward with a raffle request:

1. It can take **30+ days** to arrange and get approved to promote and host a raffle by QCC and the Massachusetts Gaming Commission.
2. All raffle profits will be taxed 5% by the state.
3. All ticket sales, prizes, donations, etc. must be tracked in detail by the RSOs. All documentation must be provided to the Business Office following the raffle with the completed Raffle Results Report.

### RAFFLE PROCESS

1

#### CONFIRM SPACE FOR THE RAFFLE

When planning a raffle the RSO should request a space to host the raffle with the assistance of the Advisor and/or OSL. Raffles must be **hosted at QCC, in a public space**. Any changes to the drawing location, date, or time must be reported to OSL and the Business Office ASAP.

2

#### COMPLETE THE RAFFLE REQUEST FORM

When hosting a Raffle RSOs will need to fill out a Raffle Request Form. For reference, access to a blank Raffle Request Form can be found in the Appendix.

3

#### SUBMIT RAFFLE REQUEST FORM

Once the RSO completes the request form please upload it via the **Wyvern Connect Event Submission process**. Once received, OSL will:

- Review the Request Form
- Sign the Request Form
- Email the Request Form to the Business Office, including (cc'ing) all RSO Student Officers and advisor(s) in the email communication so the RSO is aware of the raffle's status

4

#### RECEIVE APPROVED RAFFLE REQUEST FORM

The Request Form must be reviewed and approved by the Business Office and the Massachusetts Gaming Commission, once approved the RSO will receive:

1. A signed and approved copy of the Request Form
2. A unique raffle number

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#### REQUEST RAFFLE TICKETS

Raffle tickets must be requested by the Business Office and printed by the QCC Print Shop, the **cost of printing will be deducted from the RSO budget**. Once the raffle tickets are ready for pick-up, OSL will contact the RSO. Please be aware once your Raffle Request Form is approved it can take **1 week** for the raffle tickets to be ready for pick-up.

6

#### REQUEST PETTY CASH (IF NEEDED)

RSOs can request **\$50 in petty cash** from OSL in order to make change when selling raffle tickets. The petty cash must be returned at the end of the raffle or the petty cash amount will be deducted from the RSO budget.

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### HOST, PROMOTE, AND BEGIN RAFFLE TICKET SALES

Once the tickets are received, RSOs can begin ticket sales on the pre-determined date; tickets can only be sold during the period of time that was stated on the Raffle Request Form.

OSL recommends the club **tracks all ticket sales** via the Raffle Ticket Sales Tracker for their records, the template can be provided upon request.

Please remember, raffle **tickets hold a monetary value** so if any are lost, stolen, or unaccounted for at the end of the raffle the value will be deducted from the RSOs budget.

8

### RAFFLE DRAWING

Results must be drawn in a **public space at QCC** (i.e the Cafeteria, Fuller Student Center, etc.). All winners must return their winning tickets and provide their information for the Raffle Results Form (name, address, prize, etc.)

9

### SCHEDULE DEPOSIT MEETING AND COMPLETE THE RAFFLE RESULT REPORT

Following the Raffle, the RSOs must schedule a deposit meeting with OSL **within 5 days of the raffle end date**, in order to close out the raffle by:

- Depositing any remaining monies earned from the raffle
- Returning petty cash, if needed
- Returning all unsold tickets and sold ticket stubs, including the winners' stubs
- Submitting the completed Raffle Results Report; a blank report will be provided to the RSO once the raffle is approved.

Please be aware, that your RSO can be fined by the State Lottery Commission if the Results Form is not submitted **within 10 days of the Raffle Drawing**.

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### RAFFLE COMPLETED

The raffle is only completed once:

- All raffle deposits have been completed with OSL
- Petty cash has been returned to OSL if requested
- All unsold tickets and ticket stubs have been returned to OSL
- The Raffle Result Report is completed and submitted to OSL
  - The Business Office will request a check for the 5% raffle tax and send it to the appropriate agencies on behalf of the RSO
- The RSO receives an email confirmation with supporting documentation from OSL that all of the above has been submitted to the Business Office and the raffle is now considered complete



### DEPOSIT PROCESS

RSOs will periodically have cash and check deposits for their cost center accounts due to **APPROVED fundraisers, raffles, or donations**. RSOs should use the below process when depositing monies:

- 1 DEPOSIT COLLECTED**  
The deposit monies (cash/checks) should be collected, tracked, and deposited within 2 weeks of completion of the fundraiser (4001) or within 5 days of the completion of the raffle (4003) by an RSO representative.
  - All deposit checks should be made payable to: **Quinsigamond Community College**
- 2 SUBMIT DEPOSIT SLIP AND MONIES**  
Schedule a meeting with OSL to fill out the deposit slip, and deposit monies, and if needed submit the deposit tracker.
- 3 TRACK DEPOSIT**  
OSL will email the RSO Officers and Advisor(s) the deposit information once monies are submitted to the Business Office. The RSO should track deposit(s) on the running budget (paper/electronic).

For reference, access to a blank Deposit Slip and Tracker can be found in the Appendix. A deposit slip should be filled out and submitted for each source of income (check, cash, etc.).

### DEPOSIT CODES

RSOs should have a full account code when submitting a deposit:

**60- [RSO COST CENTER #] - [LINE ITEM #]**

Typical Line Items numbers used for deposits:

- Fundraiser:** 60 - [RSO Cost Center #] - **4001**
- Raffle:** 60 - [RSO Cost Center #] - **4003**
- RSO Dues/Pinning:** 60 - [RSO Cost Center #] - **4700**
- Outside Donations to a Club:** 60 - [RSO Cost Center #] - **4370**

### EXTERNAL ACCOUNTS

RSO should **NOT** have any external accounts with local banks or agencies for depositing or holding monies. If your RSO has an external account please speak with OSL immediately to determine next steps to close the external account and transfer monies to a QCC account.

### EARNED INCOME:

RSOs can only collect a **maximum \$10,000.00** through fundraisers and raffles per academic year.

If the RSO is in danger of going beyond this amount, OSL in conjunction with the Business Office will not permit any further fundraising efforts.

Your RSO **may only use the monies earned** for the following:

- Events that support the mission of the RSO
- Pinnings/Graduation Gatherings/Socials
- Clothing/Uniforms
- Appropriate supplies or equipment
- Donations to a charity or future classes
- Prizes for fundraisers or raffles (gift cards are not permitted)
- Rental fees
- Conferences
- Awards/Scholarships
  - Additional steps are **REQUIRED** to request awards and/or scholarships be funded by an RSO; Please speak with OSL before submitting a Fundraiser/Raffle Request Form in relation to this request.

Your RSO **may not use the monies earned** for the following:

- Reimbursement to an individual or entire organization
- Alcoholic beverages
- Clothing without prior approval from the RSO (vote required) and OSL (review required)
- Gift Cards

### GIFTS/DONATIONS:

The OSL Budget Allocation may not be used for a gift, only earned income from the RSOs fundraiser or raffle can be used for this type of purchase.

Gifts **cannot exceed \$50.00 per person** with the exception of charitable donations.

#### APPROPRIATE GIFTS:

- Charitable donations to local agencies or causes
- Donation to a future class, club, or organization
- Thank you gift (excludes gift cards and monetary gifts)

#### GIFT/DONATION PROCESS:

1. Provide documentation of the RSOs' **majority vote** for the gift/donation.
  - Documentation includes meeting minutes with the signatures of all members present at the meeting with the vote results for the gift/donation. If the meeting is virtual please provide virtual signatures or an email chain.
  - If this is a gift provided to all members of the RSO, please provide an RSO roster.
2. Provide documentation of **RSO Advisor review and approval** for the gift/donation
3. Complete and **submit an e-POR with the majority vote documentation attached** for the gift/donation.



RSOs are encouraged to host events and promote the vision and mission of their organization. With event planning there are many steps and processes to be aware of, this section will breakdown some helpful tips to consider when planning an event.

It is recommended to [plan a event/program at least 30 days in advance](#).

### TIP 1

#### BRAINSTORM EVENT

RSOs should brainstorm their potential event as a group, This will allow the RSOs to work together and build a shared vision for their event.

### TIP 2

#### EVENT BUDGET

RSOs should determine the projected budget for their event as a group.

### TIP 3

#### SPACE RESERVATION

RSOs should determine if they need to reserve a space for the event.

### TIP 4

#### SPACE SET-UP

RSOs should determine if they need an additional set-up for their event.  
For example: chairs, tables, podium, trash receptacles, etc.

### TIP 5

#### MEDIA SERVICES [AV]

RSOs should determine if they need any Media Services equipment for their event.  
For example: microphone, speaker, projector, easel , etc.

### TIP 6

#### MARKETING [FLYERS]

RSOs should determine if they would like to post marketing materials for their event and assign a member to create the marketing and work with OSL to have them printed/posted.

### TIP 7

#### CATERING

RSOs should determine if they need any catering for the event.  
Catering should be requested at least 4 weeks in advance.

### TIP 8

#### SPECIAL NEEDS [PURCHASES/FUNDRAISER/TRAVEL]

RSOs should determine if there are any special requests for this event and submit the appropriate paperwork in advance.

### TIP 9

#### REVIEW & CONFIRM

RSOs should review that all their event needs are submitted and confirmed!

### EVENT APPROVAL

All RSO activities/events, on-campus, off-campus, and virtually, are scheduled and coordinated with the oversight of OSL to ensure minimum conflict of dates, times, rooms, and services.

Events can only be sponsored/hosted by an RSO with the approval of OSL.

All events should be planned **1 month (30 days)** in advance to reduce any complications in the planning process.

#### RSO EVENT APPROVAL PROCESS:

The Approval Process must be completed before any other steps in the Event Process can be completed.

RSOs can ask for approval by completing **the Event Submission Process via Wyvern Connect**.

If OSL identifies any concerns related to the event request, OSL will request additional information via Wyvern Connect. RSOs should respond quickly to any follow-up questions OSL or other parties may have in order to streamline the approval process.

### SPACE RESERVATION

All Space Reservation requests should be submitted at least **2 weeks in advance** of the event; due to limited campus spaces it is recommended to submit your reservation request as soon as possible.

#### SPACE RESERVATION PROCESS:

The Space Reservation is requested via the Event/Campus Space Scheduling Request on the QCC Intranet. It is recommended that the RSO advisor and/or OSL complete the **Event/Campus Space Scheduling Request** on behalf of the RSO.

#### AVAILABLE SPACES:

Rooms you may reserve include, but are not limited to:

- Surprenant Lobby
- HLC 109 A & B
- HLC Curved Table, Lower Level
- Outdoor Spaces
- Various Classrooms and Computer Labs

Due to the cost of preparing and protecting the Gym Floor, RSO events cannot occur in the Gym (Basketball Court).

#### AFTER HOUR EVENTS:

Note that although offices close after 4:00pm, you may still request a space for an evening event. 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.



### SPACE SET-UP

If needed, the RSO is responsible for requesting the space set-up.

#### EVENT SET-UP REQUEST PROCESS:

The Space Set-up is requested via the [Event/Campus Space Scheduling Request Form](#); this should be completed at the same time as the Space Reservation request and follow the same steps as on page 20.

It is recommended that the RSO advisor and/or OSL complete the Event/Campus Space Scheduling Request on behalf of the RSO.

#### AVAILABLE SET-UP ITEMS:

- Tables (Rectangle/Round)
- Chairs
- Podium
- Trash Receptacle
- Sign Holders
- Etc.

### EVENT MEDIA EQUIPMENT

If needed, the RSO is responsible for requesting the media services equipment.

#### MEDIA REQUEST PROCESS:

The media equipment is requested via the [Media Services Request Form](#) on the Intranet.

It is recommended that the RSO advisor and/or OSL complete the Media Services Request Form on behalf of the RSO.

#### AVAILABLE AV ITEMS:

- Microphone and Stand
- Speaker System
- Projector and Screen
- Cords and adapters
- Etc.

#### VENDOR NEEDS:

If an RSO is bringing a vendor to campus, confirm what equipment a performer or speaker may request, and check with Media Services (ext. 4469) to see if their needs can be met before finalizing details with the vendor.

#### AFTER HOUR EVENTS:

Note that although offices close after 4:00pm, you may still request media services equipment for an evening event. 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.



### EVENT MARKETING

RSOs are encouraged to create marketing materials specific to their event/RSO in order to promote the experience or opportunity to the campus community. OSL will assist the RSO with posting their marketing materials in the approved areas/platforms.

#### PRINTING AND POSTING PROCESS:

If an RSO would like their marketing materials printed and/or posted they should complete the [Event Submission on Wyvern Connect](#) and upload the completed [Marketing Material](#) (flyer) with the submission.

Once approved, OSL will print, stamp, and/or post the marketing materials on the identified platforms.

#### POSTING PLATFORMS:

- Wyvern Connect
- Campus Bulletin Boards
- Campus Digital Signage Screens
- Weekly Sunday Student Email Announcement

OSL will be responsible for posting and removing all approved printed marketing materials on behalf of the RSOs. If an RSO posts marketing material without prior approval from OSL, the marketing material will be removed.

#### PRINTING COSTS:

Please be aware printing in black and white is free for the RSO. However, the RSO will be charged **five (5) cents per print on standard white paper** if done in color ink.

Print Shop turn-around time is about **three (3) business days** depending on the level of activity they're experiencing.

#### MARKETING TIPS:

All marketing materials should include the:

- Sponsoring Organization Name
- Event name
- Event date, time, and location.

OSL recommends using [Canva.com](#) to create simple marketing materials.

#### ASSISTANCE WITH MARKETING AND QCC DIGITAL MONITORS:

If you need assistance with your marketing you will need to complete the [Project/Event Promotion Request](#) at least 2 weeks in advance of when you want to marketing posted.

### 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 RSO 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, OSL will be notified by the appropriate on-campus RSO 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 their designee.

### CATERING

The Office of Student Life and Leadership recommends RSOs utilize the preferred catering organization, **Creedon & Co Inc**, when planning to have food at an event. When using Creedon & Co Inc. the RSO does not need to complete the contract process due to their preferred vendor status.

If an RSO would like to utilize a different catering organization, please reach out to OSL to confirm the vendor's status with QCC (i.e. vendor in the QCC payment system, new vendor, etc.) and complete the below steps.

#### CATERING PROCESS:

1. Request Vendor Status from OSL
  - a. If using a new vendor, the vendor will need to complete the New Vendor Set-up Form to become a vendor within the QCC payment system.
2. Request catering quote from Vendor
3. Complete the Purchasing and Ordering Process (submit an e-POR for the catering order)
4. Complete the Contract Process
  - a. If using Creedon & Co Inc., skip this step
5. Provide PO information to Vendor
6. If needed, confirm vendor set-up needs and request said needs (i.e. tables, load-in location, etc.)

Please email [Studentlife@qcc.mass.edu](mailto:Studentlife@qcc.mass.edu), for additional information.

### OFF-CAMPUS MEAL

When a meal is planned to take place at a local restaurant, the RSO must:

1. Call the restaurant prior to the meal to ensure they accept Purchase Order (PO) and ask said business to provide a quote for the cost.
2. Submit an e-POR for the quoted cost of food at least 4 weeks prior to the meal, and attach the quote.
  - a. If pre-payment is needed, please submit a check request two weeks before the event date once the PO is generated.
3. Provide the PO to the restaurant once it is generated.
4. Arrive at the restaurant for said meal. The advisor of the organization must be present at the meal with a completed Purchase Order (PO) in hand.
5. Upon completion of the meal, the RSO advisor needs to request a final invoice from the restaurant and fill out a Business Entertainment Documentation Form (available in the Business Office or OSL). This paperwork must be filled out and returned immediately following the meal/event.
6. All paperwork must be forwarded to OSL for final review. Once reviewed, OSL will request the Business Office to send the final payment to the restaurant.

### ALCOHOL POLICY

Alcoholic beverages will **NOT be allowed** at any college event (on or off-campus) that is intended for any student or RSO participation.

Please review the Student Handbook for a full explanation of this policy. All purchase orders for RSO 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).

For access to the Food Services webpage and the Catering Form please scan the QR Code or visit: [https://theq.qcc.edu/ICS/Campus\\_Life/Food\\_Services.jnz](https://theq.qcc.edu/ICS/Campus_Life/Food_Services.jnz)





### RSO TRAVEL

RSOs are permitted to take trips for conferences and/or other events related to the mission and vision of the RSO.

OSL requires RSOs to **meet with OSL** before scheduling a trip/conference to review the below travel guidelines.

#### TRAVEL GUIDELINES:

RSO funds may be used for trips/travel only after doing the following:

1. Confirm they have adequate funding for trip/travel (transportation, tickets, registration, etc.)
2. Confirm Transportation, RSO must provide rental transportation to and from the event.
3. Confirm trip/travel Chaperone, RSO must have a QCC Faculty or Staff member advising/chaperoning the trip.
4. All members going on the trip must fill out a Travel Waiver Form, including advisors.

#### OUT-OF-STATE TRAVEL:

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 traveling; 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>.



If you have additional questions please do not hesitate to contact the Office of Student Life and Leadership

Email: [Studentlife@qcc.mass.edu](mailto:Studentlife@qcc.mass.edu)

Phone: 508.854.4334

## 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.”

## 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.

*The above MA Laws can be found in their entirety by scanning the QR code or visiting [www.malegislature.gov](http://www.malegislature.gov)*



RSO can access editable versions of the below documents by scanning the QR code below or visiting: <https://www.qcc.edu/student-life/student-resources>

**QCC STANDARD VENDOR CONTRACT**

**FUNDRAISER REQUEST FORM**

**RAFFLE REQUEST FORM**

**DEPOSIT SLIP**

**ACTIVITY/TRIP WAIVER**

**CONSTITUTION TEMPLATE**



RSO Advisors can also request access to the below forms and documents:

- e-POR Form
- Check Request Form
- Business Entertainment Documentation Form
- Deposit/Donation Tracker
  - Donation Letter, Donation Tracker, and Donation Thank you Letter