# TABLE OF CONTENTS

INTRODUCTION: STUDENT LIFE & LEADERSHIP.......................................................... 3

SECTION I: STUDENT ORGANIZATIONS
- OVERVIEW........................................................................................................................................... 4
- ORGANIZATIONAL BREAKDOWN............................................................................................. 5
- ANNUAL REGISTRATION PROCESS.................................................................................. 6
- PRIVILEGES.................................................................................................................................... 7
- LOSS OF RECOGNITION & MEMBERSHIP.............................................................................. 8

SECTION II: ADVISOR ROLE & RESPONSIBILITIES
- OVERVIEW........................................................................................................................................... 9

SECTION III: POLICIES AND PROCEDURES
- PURCHASING & ORDERING PROCESS.................................................................................. 10-11
- AUTHORIZED PURCHASES..................................................................................................... 12
- CONTRACTS....................................................................................................................................... 13
- FUNDRAISERS................................................................................................................................. 14
- RAFFLES........................................................................................................................................... 15-16
- UTILIZING EARNED INCOME (GIFTS, DONATIONS, AWARDS, ETC.)............................... 17
- DEPOSITS........................................................................................................................................... 18

SECTION IV: EVENT PROCESS
- OVERVIEW........................................................................................................................................... 19
- EVENT APPROVAL & SPACE RESERVATIONS........................................................................ 20
- SPACE SET-UP & MEDIA EQUIPMENT..................................................................................... 21
- MARKETING & PROMOTIONS.................................................................................................... 22
- CATERING & ALCOHOL................................................................................................................ 23
- TRIPS & TRAVEL ........................................................................................................................... 24

SECTION V: APPENDIX
- QCC POLICIES............................................................................................................................... 25
  - AMERICANS WITH DISABILITY ACT
  - HAZING POLICY
- RSO RESOURCES ACCESS........................................................................................................... 26
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.

Business Hours:  
Monday - Friday  
8:00 a.m.-4:00 p.m.

Contact Information:  
Email: Studentlife@qcc.mass.edu  
Phone: 508.854.4334

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

STUDENT ORGANIZATIONS: OVERVIEW

OVERVIEW

OSL has created the Recognized Student Organization (RSO) Manual as a resource for all student-led organizations (clubs, affinity groups, associations, honor societies, etc.). 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 or 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 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@qmail.qcc.edu.

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:

- **Club**: Student-led group that focuses on a shared social interest and showcases it to the campus community
- **Affinity Group**: Student-led organization that focuses on bringing identity awareness to the campus community.
- **Association**: Student-led organization that focuses on a shared academic and/or professional interest and showcases it to the campus community
- **Honor Society**: National-based organization that recognizes the academic merit and/or achievements of QCC students.

For a full list of Recognized Student Organizations at QCC, please scan the QR Code or visit: https://www.qcc.edu/campus-life/student-organizations-and-clubs
Student Organizations recognized by OSL and SGA must register their organization annually, typically in the Fall semester, 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 they will continue to be a Recognized Student Organization (RSO).

**REGISTRATION PAPERWORK & FORMS:**

Student Organizations must complete the following forms and documents to register their organization, all documents are included in the RSO Registration Packet:

1. Registration Form
2. Treasurer Form (Policies and Procedures for QCC RSO Treasurers)
3. Hazing Form
   - For more information on Hazing, the QCC Hazing Policy can be found in the appendix.

Once all documents are completed they can be emailed to the Assistant Director of Student Life and Programming, Katelyn Hurley at khurley@qcc.mass.edu for review.

**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 organization's registration paperwork and training have been completed and the organization is granted all RSO privileges (see next page for RSO Privileges).
- **IN PROGRESS:** The organization is missing registration paperwork and/or training confirmation and must complete the appropriate steps (paperwork/training) 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 Office of Student Life & Leadership and determine the next steps to be reactivated and be granted RSO Privileges.

If the student organization is categorized as 'In Progress' or 'Inactive', the Assistant Director of Student Life will contact the Advisor(s) with additional information.

*For access to the RSO Registration Packet please scan the QR Code or visit:*
https://www.qcc.edu/student-life/student-resources
## PRIVILEGES

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RSO RECOGNITION AND PRESENCE</td>
</tr>
<tr>
<td>2</td>
<td>RSO MARKETING AND LOGO</td>
</tr>
<tr>
<td>3</td>
<td>RSO BUDGET [SEED MONEY]</td>
</tr>
<tr>
<td>4</td>
<td>RSO PROMOTION AND POSTINGS</td>
</tr>
<tr>
<td>5</td>
<td>STUDENT LIFE SUPPORT AND GUIDANCE</td>
</tr>
</tbody>
</table>

### RSO RECOGNITION AND PRESENCE

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

### 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 [SEED MONEY]

- Following registration and training, RSOs are granted an annual budget, also known as Seed Money of **$300.00** per academic year.
- The RSO Treasurer must complete training with OSL and/or the Business Office before being granted use of their RSO budget and release of their RSOs seed money.

### 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 the Open Door, Online Events Calendar, and OSL Social Media.

### 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.)

---

SECTION I

STUDENT ORGANIZATIONS: PRIVILEGES
Section I

Student Organizations: Loss of Recognition & Membership

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 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, 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 the Executive Board members 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 to get in contact with the Participation Appeals Panel. The panel may recommend reinstatement to the Dean of Students who will take final action.
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 Executive Board (Student Officers) to keep the advisor well informed about all aspects of the RSO functionality. E-board members are responsible for submitting all actions, forms, etc. to the advisor for their 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 the majority of RSO meetings.
- 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. It may be helpful to think of the role in terms of three major areas:

**ORGANIZATION GROWTH | ORGANIZATION MAINTENANCE | ORGANIZATION EVENT/PROGRAM CONTENT**

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 executive board members and OSL Professional Staff should be notified in writing at least one month (30 days) prior to the effective dates of resignation.

**ADVISOR MANUAL COMING SOON**

For more information on the Advisor Role and Responsibilities, please reference the RSO Advisor Manual.
POLICIES & PROCEDURES: PURCHASING & ORDERING PROCESS

SECTION III

If an RSO is planning to purchase or order any items utilizing 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

INITIAL FINANCIAL TRAINING

All RSO Treasurers are required to meet with OSL (Katelyn Hurley) and/or the Business Office (Beth Auger), during the treasurer's first semester to go over the financial policies and procedures training, receive their RSO Cost Center Code, and have their annual budget (seed money) released.

The RSO WILL NOT be able to access their budget (seed money) or fundraise until they receive this training. If the RSOs' treasurer cannot meet with OSL and/or the Business Office, a proxy from the group must attend this training in their place.

STEP 1

CONFIRM FUNDS ARE AVAILABLE

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

Seed Money: All RSOs are provided $300.00 per academic year by QCC.
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 order/purchase items, they should determine the authorized method of payment they plan to use (reference pg.12) 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 take a PO as payment; appropriate documentation and additional paperwork will be needed.
- **OSL Credit Card Purchase:** In special circumstances, OSL can purchase items at a local store with a QCC Credit Card on the behalf of the RSOs.

RSOs MUST use one of the above authorized methods of payment. Students WILL NOT be reimbursed for any items ordered/purchased using a different payment method (i.e. unapproved request, personal debit/credit card, cash, etc.)
SECTION III
POLICIES & PROCEDURES:
PURCHASING & ORDERING PROCESS (CONT)

STEP 3
COMPLETE APPROPRIATE REQUEST PAPERWORK
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 and attach a quote/invoice and W9 in order to request approval to order/purchase any items via a PO/Check. For Credit Card requests, email studentlife@qcc.mass.edu for additional steps.

The e-POR must be approved by OSL and a PO/check must be generated by QCC's Business Office before any items are ordered/purchased. Submitting an e-POR does NOT mean the RSO request has been approved and that they can move forward with the order.

Please be aware, e-PORs can take 1-2 weeks to process, RSOs should plan accordingly and submit the needed request far in advance.

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 Advisor to confirm their items have been ordered/purchased.

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 on-campus.

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 items purchased they should inform their Advisor and Student Life 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.
POLICIES & PROCEDURES:

AUTHORIZED PURCHASES:

No individual (RSO Representative) has the authority to enter into purchase agreements or contracts, or in any other way obligate the Student Activity Trust Fund (Seed Money) at Quinsigamond Community College for procurement indebtedness, unless specifically authorized to do so by a QCC Official.

ALL PURCHASES SHOULD:
1. Adhere to the College Purchasing Policies and Procedures
2. Be 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, act, 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**
  - For Example: Utilizing a OSL Credit Card to purchase event supplies in-store at Walmart.
  - You will need to submit a request to OSL via email on the 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 RSO will also need to request the vendor to fill out a W9. For reference, access to a blank W9 can be found in the Appendix.

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 individuals (RSO Representative) for the cost of any unauthorized services/purchases on the behalf of the College.
RSOs who would like to work with a vendor that is providing a service (i.e. speaker, inflatable, etc.) must complete the Contract Process as well as follow all steps related to the Purchasing and Ordering process.

RSOs should not move forward with an event until the Contract Process has been completed.

**CONTRACT PROCESS:**

1. **GENERATE A STANDARD VENDOR CONTRACT**
   A Standard Vendor Contract (template available) must accompany any request for services. This contract must clearly state what the:
   1. Conditions of the service will be
   2. What the compensation will be for those services; this should include 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.

2. **REQUEST REVIEW OF VENDOR CONTRACT**
   OSL will review the Standard Vendor Contract and speak with the vendor if any issues or discrepancies arise.

3. **REQUEST VENDOR SIGNATURE**
   Once all of the details of the service are confirmed with the vendor, OSL will send the vendor the approved Standard Vendor Contract. The vendor must sign and return the contract to Student OSL. The Director of Student Life & Leadership will initial the contracts and then forward them to QCC’s Contract Management team for final review, approval, and signature.

4. **REQUEST FOR FINAL QCC REVIEW AND APPROVAL**
   OSL will work with the Business Office to request the appropriate college official to review, approve, and sign the Standard Contract. All contracts for the College must be signed by the appropriate QCC official.
   *Any contracts signed by nonauthorized personnel WILL NOT be binding.

5. **CONFIRM SERVICE AND DETAILS**
   Once the QCC official has signed the contract, 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. OSL will confirm with the vendor that the service/event details are finalized.

6. **COMPLETE PURCHASING AND ORDERING PROCESS**
   The RSO will then be requested to complete the Purchasing & Ordering Process and submit a Purchase Order Request (e-POR) with the assistance of OSL in order to confirm payment will be sent to the vendor after services are rendered.
   *Final payment will be sent to the Vendor within 30 days of services rendered as long as all steps are completed.

*The OSL can advise RSOs on next steps regarding contracts, riders and negotiations. Please do not hesitate to use the office as a resource and DO NOT sign anything on behalf of QCC.*
POLICIES & PROCEDURES: FUNDRAISERS

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:

COMPLETE FUNDRAISER REQUEST FORM

Include the following information on the form:
1. RSO Name
2. RSO Cost Center number and 4-digit line item number
3. The dates of the fundraiser (beginning and ending dates)
4. Description/Reasoning for the fundraiser (Items being sold or donated and why)
   a. Provide any supporting documents: service agreement, flyer, item breakdown, etc.
5. Advisor Signature

For reference, access to a blank Fundraiser Request Form can be found in the Appendix.

SUBMIT FUNDRAISER REQUEST FORM

Once the RSO completes the request form please email or drop it off to the OSL Professional Staff in the Fuller Student Center. 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 executive board members and RSO advisor(s) in the email communication.

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

HOST AND PROMOTE FUNDRAISER

Once the RSO receives the approved Request Form from the Business Office they can begin to promote and host their fundraiser during the pre-determined dates.

DEPOSIT FUNDS

Following the fundraiser, the RSOs should complete the deposit process. This process should be completed within 2 weeks of the fundraiser end date.
*All donations/deposits MUST be tracked via the Donation Tracker.

If an RSO is planning to host a 'Sales' Fundraiser (asking for monies for an item) please contact OSL for additional information.

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 can hold raffles as long as they plan accordingly. 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 by QCC and the Massachusetts Gaming Commission to promote and host a raffle.
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.

**RAFFLE PROCESS**

**COMPLETE RAFFLE REQUEST FORM**
Include the following information on the form:

1. Raffle Dates (beginning and ending dates)
2. Purpose (reason) for Raffle
3. Number of Tickets to be sold
4. When and Where (date/time/location) the raffle drawing will be held
5. Description of prizes that will appear as raffle prizes
6. Advisor Signature

For reference, access to a blank Raffle Request Form can be found in the Appendix.

**SUBMIT RAFFLE REQUEST FORM**
Once the RSO completes the request form please email or drop if off to the OSL Prof staff.

OSL will then:

1. Review the Request Form
2. Sign the Request Form
3. Email the Request Form to the Business Office, including (cc'ing) all RSO executive board members and RSO advisor in the email communication.

Please be aware once you submit your Raffle Request Form it can take up to **4 weeks** for the status of your raffle to be determined by QCC (2 weeks) and approved by the Massachusetts Gaming Commission (2 weeks).

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

**RESERVE SPACE FOR RAFFLE**
Following the approval and before promotion, 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.

If the drawing space differs from what is stated on the Request Form, the RSO must inform OSL and the Business Office of the change immediately.
REQUEST RAFFLE TICKETS
Raffle tickets must be requested by the Business Office and printed by the QCC Print Shop. Once the raffle tickets are ready for pick-up, the Business Office will contact the RSO designee.

All numbered raffle tickets should have:
1. Event Name
2. College Name: Quinsigamond Community College
3. RSO Name
4. Prize(s): ticket price, date, time, location of drawing.

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.

BEGIN RAFFLE TICKET SALES
Once all documentation is completed and tickets are received, RSOs can begin ticket sales on the pre-determined date.
The RSO must track all tickets. RSOs should create a log that includes the ticket number and who the ticket was sold/assigned to (Log template can be provided upon request).
*RSO can only sell tickets during the period of time that was stated on the Raffle Request Form.

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 ticket and sign the Raffle Results Form.

RAFFLE RESULTS
Following the raffle, the RSOs MUST complete and submit the Raffle Results Form to OSL within 5 days of the raffle drawing. RSOs should also submit with the Raffle Results form the:
1. Winning Tickets
2. Unsold Tickets
3. Ticket Stubs
4. Monies collected for ticket sales

Your RSO will be fined by the State Lottery Commission if the Results Form is not submitted within 10 days of the Raffle Drawing. All unaccounted for tickets will be charged to the RSO budget due to them being of monetary value.

RAFFLE COMPLETED
The raffle is only completed when the Raffle Result form is sent to the Business Office. The Business Office will request a check for the 5% raffle tax and send it to the appropriate agencies.

For more details on the Massachusetts Gaming Commission please scan the QR Code or visit: https://www.mass.gov/guides/guidance-on-raffles
SECTION III
POLICIES & PROCEDURES: UTILIZING EARNED INCOME

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.

You MAY only use the monies earned from your RSOs for the following:
- Pinnings/Graduation Gatherings/Socials
- Clothing (list of names of students receiving items will need to be provided with e-POR)
- Events that support the mission of the RSO
- Appropriate supplies or equipment
- Donations to a charity or future classes/RSO years (roll over funds)
- Prizes for fundraisers or raffles
- Rental fees (on/off campus)
- 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 for whatever reason at any time throughout the academic or fiscal year
- Alcoholic beverages
- Clothing without prior approval from Student Life
- Gift Cards

GIFTS:
No released Student Activity Trust Fund (Seed Money) may 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 (the passing down of money)
- Thank you gift for your advisor (excludes gift cards and monetary gifts)

GIFT GIVING PROCESS:
- A majority vote (what is ever considered “majority” in the RSOs constitution) by the student officers of the RSOs must be shown in the meeting minutes.
  - This is done by obtaining the signatures of all members present at the meeting. If the meeting is virtual please provide virtual signatures or an email chain stating approval.
- A signature approval from the RSO advisor
- A signature of OSL Professional Staff member (Director or Assistant Director)
- Complete and submit an e-POR and/or Check Request with the approval of your advisor and OSL; which will then be submitted to the Business Office for processing.
**SECTION III**

**POLICIES & PROCEDURES: DEPOSITS**

**DEPOSIT PROCESS**

RSOs will periodically have cash and check deposits for their cost center accounts due to an APPROVED fundraiser or raffle. 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 the elected Treasurer or RSO designee.
   - All deposit checks should be made payable to: Quinsigamond Community College

2. **SUBMIT DEPOSIT SLIP AND MONIES**
   Submit Deposit slip, deposit monies, and deposit tracker to OSL.
   - Due to COVID-19 at this time all deposits will be sent to Student Life who will then prepare the RSOs deposit and contact the Business Office to arrange a time to bring the deposit to the Business Office.

3. **TRACK DEPOSIT**
   Student Life will email the RSO Treasurer 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.
RSO 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 an 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 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 for their event and assign a member to create the marketing.

**TIP 7** CATERING
RSOs should determine if they would like any catering for the event. On-campus catering should be requested at least 2 weeks in advance.

**TIP 8** SPECIAL NEEDS [FUNDRAISER/RAFFLE/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 all their event needs are submitted and confirm!
SECTION IV

EVENT PROCESS: EVENT APPROVAL & SPACE RESERVATIONS

EVENT APPROVAL

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

Events can only be sponsored/hosted by a 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 as for approval by:
1. Emailing their event details to studentlife@qcc.mass.edu

If OSL identifies any concerns related to the event request, OSL will request additional information via email. 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.

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.

To access the Event/Campus Space Scheduling Request Form scan the code:

AVAILABLE SPACES:

Rooms you may reserve include:
- Hebert Auditorium
- Surprenant Lobby
- HLC 109 A & B
- HLC Curved Table, Lower Level
- Outdoor spaces
- Various Classrooms and Computer Labs
- You may also reserve the Fuller Student Center
  - It is a first-come, first-served basis, so think of other options in case the space is already taken.

Due to the cost of preparing/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 needed event 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 previously stated.

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.

To access the Event/Campus Space Scheduling Request Form scan the code:

 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 there 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:
1. Email Student Life at studentlife@qcc.mass.edu, with the
   i. Completed Marketing Request Form
   ii. Completed Marketing Material (flyer)
2. Once Approved by OSL, Student Life will:
   a. Print, stamp, and post the marketing materials on the Student Life Bulletin Boards and Digital Platforms.

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

To access the Marketing Request Form scan the code:

PRINTING COSTS:
Please be aware printing in black and white is free for the RSO. However, the RSO will be charged ten (10) cents per print if done in color ink or printed on colored paper or cardstock.

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.
- If needed the marketing should also include: ticket pricing, raffle/prize information, a limited number of spots, etc.

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.
EVENT PROCESS: CATERING & ALCOHOL

CATERING

RSOs can utilize the on-campus catering organization, Aladdin when planning to have food at an event.

CATERING REQUEST PROCESS:
RSOs should review the Aladdin Catering Menu and Student Activities Menu, on the Q before moving forward with the request process. Once the RSO has determined the items they should complete the below process:

1. Fill out the Catering Order Form
2. Send the completed Catering Order Form to Student Life for approval
3. Student Life will send the completed and approved Order Form to Food Services
4. Food Services will generate a quote for the Catering Order
5. RSOs will be requested to complete a electronic Purchase Order Request (e-POR) for the Catering Order
6. Once the Business Office generates a PO, Student Life will confirm order details with Food Services.

Please be aware RSOs should submit their Catering Order Form at least 2 weeks before event date to allow Aladdin to order your requested catering items.

For reference, all menus and catering forms can be found by scanning the below QR Code.

OFF-CAMPUS CATERING

If an RSO would like to request off-campus catering or food, they must receive approval from Aladdin to do so.

For more details on this process, please email Student Life, studentlife@qcc.mass.edu.

OFF-CAMPUS MEAL

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

1. Call the restaurant 3 weeks prior to ensure they accept Purchase Order (PO) and ask said business to provide a quote for the cost.
   a. If pre-payment is needed, please submit a check request two weeks in advance prior to the event date to the Business Office.
2. Submit an e-POR for the quoted cost of food at least 2 weeks prior to the meal, and attach the quote and w9 to e-POR.
3. Arrive at the restaurant for said meal
   a. The advisor of the organization must be present at the meal with a completed Purchase Order (PO).
4. 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.
5. All paperwork must be forwarded to the Director of Student Life for approval. Once approved, the Director will request the Business Office to send 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
RSO TRAVEL

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

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 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 an additional questions please do not hesitate to contact the Student Life Professional Staff.
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
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

RSO MANUAL
RSO REGISTRATION PACKET
Registration Form | Treasurer Form | Hazing Form
BLANK W9 FORM
QCC STANDARD VENDOR CONTRACT
FUNDRAISER REQUEST FORM
RAFFLE REQUEST FORM
DEPOSIT SLIP
MARKETING REQUEST FORM
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