

STUDENT
LIFE &
LEADERSHIP

MCCC STUDENT & ADVISOR ORGANIZATION MANUAL



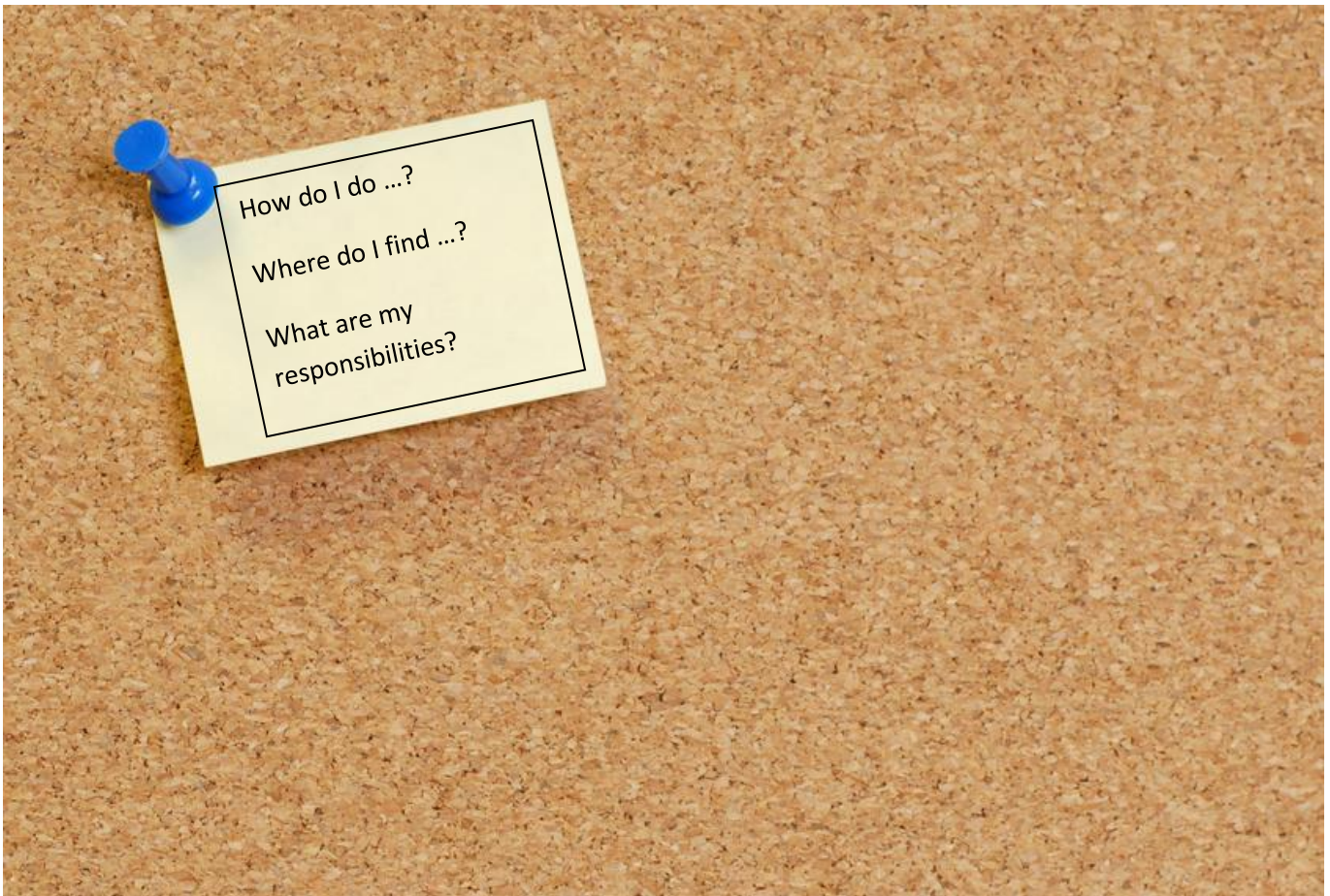
Learning to Work Together

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SECTION 1

General Information for Clubs and Organizations





STUDENT LIFE & LEADERSHIP GUIDELINES FOR PROGRAMMING

- Programming monies for Student Life & Leadership come from student fees paid by **all students**. Therefore, it is essential that clubs and organizations plan programs on campus, so that all students have the opportunity to attend and take part.
- Quality programming is more important than quantity. Plan ahead. Learn the process necessary for planning successful programs.
- Confer with Director of Student Life & Leadership to determine monies available for event *before booking*.
- Clear the date and location of events with the Student Life & Leadership Department to avoid conflicts. Sign contracts with speakers/performers.
- Publicity must be correct and concise stating all essential information including type of event, speaker, time, place, food provided, whether college ID will be required for admission, etc. Flyers **MUST** be approved by the Director of Student Life and Leadership and the Student Government Association (SGA), and be copied **ON CAMPUS** in the Student Life & Leadership Department. A sample of each flyer **MUST** be attached to the Event Authorization Form.
- Evening events **must end at 11:00 p.m.** MCCC security officers must be paid to be in attendance. MCCC Security will determine if West Windsor Police are needed, based on the event and timing. West Windsor police must be paid from the club's allocated funds to be in attendance.
- Plan half of the club's events during the fall semester and the other half during the spring semester.
- **ALL** purchases **MUST** be approved in advance. Reimbursements will only be done for pre-approved purchases.
- After purchases are approved, Check Request Forms and Purchase Orders **MUST** be submitted to the Student Life & Leadership Department **at least 4 weeks in advance of the program/event**, in order to be processed. Please be aware that it may take up to **6 weeks** for check processing. See "Financial Procedures" Section 3 for more details.
- Receipts **MUST** be submitted within 30 days of purchase. Any receipt older than 30 days will **NOT** be reimbursed. This is a MCCC Accounting Department policy.
- Keep decorations for events simple and tasteful. Permission from the Student Government Association and the Director of Student Life and Leadership is needed before any purchases are made.

HOW TO START A NEW CLUB

- Determine if there is enough campus interest to support the club you are proposing. A good way to do this is to call an organizational meeting. A room for this purpose may be reserved in the Student Life & Leadership Department. In the beginning of each semester, “MCCC Club Day” is held; all new clubs are encouraged to sign up for a table.
- If there is sufficient interest, select a temporary slate of officers, draw up a constitution for the club, and select a club advisor. A constitution template is available in this manual. The Student Life & Leadership Department can assist in the recruitment and selection of a club advisor.
- The following forms (samples found in this section) must be submitted to the Student Government Association (SGA) and the Director of Student Life and Leadership for approval:
 - Advisor Agreement Form
 - Petition for New Student Club form
 - Constitution (amended from template)
 - Club/Organization Officers Form

A copy of the constitution must be submitted to the Student Government Association (SGA) and the Director of Student Life and Leadership for approval. Before the Student Government Association can charter a student club, the club must have a faculty/staff advisor, a constitution and a membership list of at least 10 students. Once this information is submitted, the Student Government Association will consider chartering the club at its next scheduled meeting. Club representatives must be present at the meeting and be prepared to discuss the club’s objectives and constitution. When the constitution is approved, the club can operate on campus and request funds from the Student Government Association.

- Notify the Student Life & Leadership Department of meeting times, dates and locations. These will be recorded on the club advisors list kept by the Student Life & Leadership Department.

PETITION FOR NEW STUDENT CLUB



Name of Club: _____

Purpose of Club: _____

Name, MCCC student ID #, and email of ten MCCC students who have agreed to join:

	Student Name	Student MCCC ID#	Student Email Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Is this club affiliated with any national, state or local organization: Yes _____ No _____

If yes, what organization: _____

Will membership be open to all MCCC students or will it be restricted to those enrolled in a particular academic program? *(Please indicate specific program if restricted.)*

Open to all _____ Restricted to specific program: _____

President: _____

Club/Faculty Advisor: _____

Date: _____

-Office Use Only-

SGA Action: Approved _____ Disapproved _____ Date _____
Type of Recognition: Tentative _____ Permanent _____
Eligibility for Student Funding: Yes _____ No _____



STUDENT LIFE & LEADERSHIP ADVISOR AGREEMENT FORM

I, _____, agree to be the advisor for
(Print Name Clearly)

(Print Club/Organization Name Clearly)

If, for any reason, I decide to resign as advisor, I will notify the President of

_____, the Student Government Association,
(Print Club/Organization Name Clearly)

and the Student Life & Leadership Department.

This agreement covers Fall _____ through Spring _____.
(Year) *(Year)*

Advisor Signature

Advisor email & phone number

Date

The Role of an Advisor

All clubs and organizations are **required** to have an advisor who is employed by MCCC.

Advisors are an integral part of every campus club/organization. As members of the college faculty, staff and administration, they have a primary function to actively advise, counsel and serve as a resource person. By suggestions, comments, constructive proposals, and searching questions, advisors assist the club/organization members in carefully planning their course of action and fulfilling their objectives. An advisor must:

- Offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational and cultural activities
- Require adherence to the Student Government Association regulations concerning the aims and practices of the club/organization, their charter and activities
- Encourage student participants in the club or organization to gain useful and valuable experience from their participation in the club/organization activities, while continuing to fulfill their academic responsibilities
- Consult with Director of Student Life on funds availability and purchase approvals
- Enter all requests for rooms, catering, facilities/maintenance, media and travel
- Attend all club/organization meetings (meetings are not the same as events)
- Be fully informed of the programs and events of the club. The members should be able to speak with the advisor as often as necessary to discuss problems, complaints and programs.
- Be the official MCCC liaison between the club/organization and the Student Life & Leadership Department. Frequent communication between the advisor and the Director of Student Life and Leadership is necessary to properly coordinate club/organization activities.
- Reserve room space for club events.
- Enter catering orders, media requests and Facilities requests for club events.
- Ensure that all publicity is approved by the Director of Student Life and Leadership

Activities and events held on campus during the 9 a.m. to 5 p.m. hours need not be personally supervised by the advisor. The advisor must attend all activities after 5 p.m. on campus. Any off-campus event with an event form **MUST** have an advisor present, regardless of time of day. (The advisor can designate a substitute, employed by MCCC, who is approved through the Student Life & Leadership Department.)

SAMPLE



*This document **MUST** be edited to include the club's specific name, purpose, date, offices, etc.*

CONSTITUTION TEMPLATE

Constitution of

(Name of Organization)

(Date)

Article I NAME

This organization shall be known as (name of organization).

Article II PURPOSE

The purpose of this organization shall be (state in general what the club plans to do).

Article III MEMBERSHIP

Membership is open to all students of MCCC who are in good academic standing, as defined by College policy. (Minimum GPA – 2.0)

Article IV MEETINGS

Mention should be made about where and when meetings will be held, how often, and what the quorum should be.

Article V OFFICERS

Section I:

List all officer titles, i.e., President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section II:

Each office should be listed with the powers and duties of each office, as in:

The President shall preside over all meetings, and shall be responsible for supervising all activities of the club.

The Vice-President shall assume the President's responsibilities in his/her absence, and assist the President in the performance of all club functions.

The Secretary shall record minutes of each meeting and be responsible for all correspondence of the club.

The Treasurer shall oversee and keep accurate records of all expenditures and receipts of club funds.

CONSTITUTION TEMPLATE (pg. 2)

The Parliamentarian will act as advisor to the President on all matters of parliamentary procedure, and shall be invited to cite precedent, using Roberts Rules of Order as the source of final authority on parliamentary procedure.

Article VI **ELECTIONS**

Elections of officers will take place at the beginning of each academic year. Members of the organization may vote with a single majority constituting a victory. To seek an office, a candidate must be nominated and seconded by a member other than himself/herself. Vacancies for an office will be filled at the next regularly scheduled meeting.

Article VII Any sections of the Constitution may be amended by a simple majority of all members present, but no change in the Constitution may be introduced and voted upon at the same meeting.



STUDENT LIFE & LEADERSHIP CLUB/ORGANIZATION OFFICERS (page 1)

Instructions: This form should be completed and filed in the Student Life & Leadership Department by first Monday in October during the fall semester, and as needed in the spring semester or whenever information changes, by every active recognized organization. Please print all information clearly. Thank you.

Date: _____

Club/Organization: _____

Officers: (To serve until _____ / _____)
Month Year

President: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Vice President: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Treasurer: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

STUDENT LIFE & LEADERSHIP CLUB/ORGANIZATION OFFICERS (page 2)

Secretary: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Other: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Club/Organization Advisor Signature: _____

Extension: _____

Approximate Number of Active Members: _____

Organization Meeting Day and Room:

Day: _____

Room #: _____



CLUB/ORGANIZATION CHARTER APPROVAL CERTIFICATE

Be it known that on _____, the _____
(Name of Club/Organization)

was approved and recognized by the Student Government Association of Mercer County Community College, the Director of Student Life and Leadership, and the Dean for Student Services. This approval is based upon the constitution as filed in the office of Student Life & Leadership. This certificate becomes null and void if the group's constitution is revised, altered, or amended in any way after this date, without the written approval of the Student Government Association of Mercer County Community College. This charter can also be revoked if the club/organization fails to comply with the rules governing chartered organizations as listed in the student organization handbook.

Signature: _____
President, SGA

Signature: _____
Director of Student Life and Leadership

Signature: _____
Dean for Student Services

ACTION	REQUIRED BY	CATEGORY	RESPONSIBILITY	MEDIA/RESOURCE
Advisor Agreement	First Monday in October or when a change occurs during academic year	File	Advisor	Student Life & Leadership Form
Annual Club Activity Report	First Monday in May annually	Event	Advisor/President	Student Life & Leadership Form
Catering Requests	At least 3 days prior to event	Event	Advisor	M-Link Lessings Catering Requests
Purchase Order Request w/W-9 (payments)	4-6 weeks prior to need Must be pre-approved	Event/Trip	Advisor	Student Life & Leadership Form
Check Request w/W-9 (reimbursement)	Within 30 days of approved purchase with itemized receipts	Event/Trip	Advisor	Student Life & Leadership Form
Club Constitution	First Monday in October – update every other year	File	Officer/ Advisor	Student Life & Leadership Form
Club Deposits	Day event = same day Night event = next business day	Finance	Officer/ Advisor	MCCC Bursar/SLL Form
Club Officers Form	First Monday in October or when a change occurs during academic year	File	Club President/ Advisor	Student Life & Leadership Form
Community Service Form	At least 1 week prior to event	Event	Advisor/Club Members	Student Life & Leadership Form
Cookie Dough Contract	3 weeks prior to sale	Event	Officer/ Advisor	Student Life & Leadership Form
Event Authorization Form	3 weeks prior to event	Event	Officer/ Advisor	Student Life & Leadership Form
Event Evaluation	Within 5 days after event	Event	Officer/ Advisor	Student Life & Leadership Form
Event Publicity (Flyers, TV Ads, etc.)	48 hours prior to need/at least 2 weeks prior to event	Event/Trip	Officer/ Advisor	Student Life & Leadership
Facilities Work Order	ASAP after event approved	Event	Advisor	myschoolbuilding.com
Kelsey Theatre Use Request	Prior to event authorization	Event	Advisor	MCCC M-Link
Local Travel Reimbursement Form	Submitted after travel	Trip	Advisor	M-Link Form
Media Request	ASAP after event approved	Event	Advisor	M-Link form/email tech-help@mccc.edu
New Club Paperwork	Submit prior to SGA General Meeting	File	Student/ Advisor	Student Life & Leadership Forms
Release & Indemnification Agreement	For each student before trip	Trip	Student/ Advisor	MCCC Form
Room Requests	Check for availability prior to requesting event/book ASAP after event approved	Event	Advisor	Floyd Bledsoe/ Denise Salvatore
Standard Service Contract	ASAP after event approved	Event	Advisor/ Coordinator	MCCC/SLL Form
Transportation Request	ASAP after event approved	Event/Trip	Advisor	MCCC Van/Outside Vendor
Travel Request Authorization Form	2 months prior to departure	Trip	Advisor	MCCC M-Link Form

****Events include social events, workshops, speakers, dances, bowling, fundraisers, etc.***

*****Trips include same-day and multi-day excursions***



ROOM REQUESTS FOR EVENTS

Room requests must be made **by the club advisor**. A student cannot make a room request. Rooms can be booked through Floyd Bledsoe (x3701). If the cafeteria or SC 104 (*Monday-Thursday 11am-2pm only during fall or spring semesters*) is needed, contact Student Life & Leadership.

CATERING REQUESTS

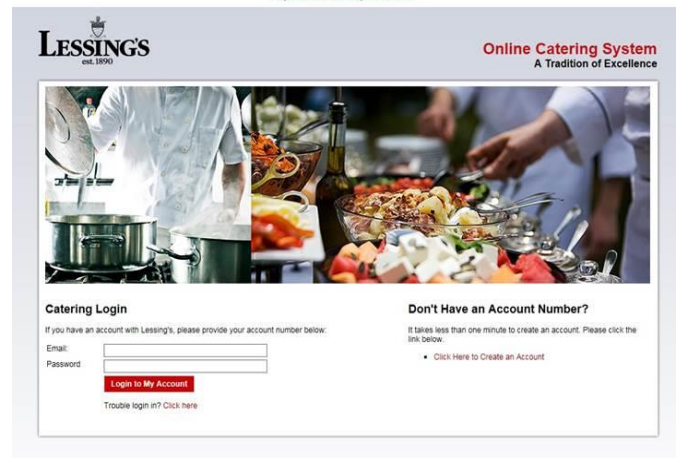
The West Windsor campus is bound by contract to offer Lessings exclusivity for event catering.

- If a request cannot be met by Lessings, other means may be utilized. For example, events after Lessings closes or specialty items may fall under this category. Check with Director of Student Life and Leadership.
- The James Kerney campus is not bound by contract to use a specific catering vendor. Their eatery is run by a teaching facility, not Lessings.

Catering requests must be submitted **by the advisor at least 3 days prior** to an event, via the Lessings catering system on MCCC M-Link.

****The event must be approved via Event Authorization Form and a room reserved BEFORE doing catering requests.**

- Click "Online Catering" by Lessings on MLink ("Requests, Orders, Forms" Center Column)
- Create an Account (or see #6 if you already have an account)
- Lessings Account Number is MER083
- If creating an account, complete information requested
- Create password and then click "create account"
- Login and "Start a New Order"
- Catering menu will open
- Complete the top of the form with details
- Contact Student Life & Leadership (X3412) for PO number
- Enter special instructions, if needed
- In "Bill To", enter "Danielle Garruba"
- In "Notes", enter club name & event name
- Using check boxes, select order options
- Click "submit" or "save to review" at bottom of form
- Call extension 3420 with questions/special requests





MEDIA REQUESTS

Media requests must be made *by the advisor* via M-Link or email tech-help@mccc.edu. On the “Information Technology Services” page, click the “ITS Request Central” link. Then click the appropriate campus under the *Request for Support* section (“Request Media Services”) to reserve equipment and media services.

This should be done well in advance of your event, *after* it is approved and a room is reserved.

The screenshot shows the M-Link website interface. At the top, there is a green navigation bar with the 'Link' logo and the date 'Thursday June 30, 2016'. Below this is a yellow navigation bar with various links. The main content area is divided into several sections. On the left, there is a sidebar with 'ITS Request Central' circled in red. The main content area has a 'Request Central' section with a list of links for 'Request for Accounts & Technology'. Below that is a 'Request for Support' section with a list of links, including 'Request Media Services' which is circled in red. On the right, there is an 'ITS Help Desk' section with contact information. At the bottom, there is a yellow footer with the 'Mercer' logo and copyright information.

Link
Thursday June 30, 2016

- Academic Affairs
- Administration & Finance
- Institutional Effectiveness
- Calendar & News
- College Safety
- Committees
- Conference Center & Other MCCC Resources
- Development
- Facilities
- Human Resources
- Information Technology Services**
- James Kerney Campus
- Marketing, Publications, Public Relations
- Student Affairs

Links | **Mercer** | Café Menu | College Directory | Email | Holiday Schedule | HR Forms | ITS Help Desk
Library Services | mBay | M-Newsletter | Pay Dates | Policies | Weather | www.mccc.edu

ITS Request Central

- ITS Directory
- Open Lab Schedule
- ITS Home page

Request Central

Request for Accounts & Technology

- [Adjunct Faculty Request for MyMercer Account](#) (pdf)
- [New Employee Technology Request Form](#) (pdf)
- [Non-Credit Faculty Request for MyMercer Account](#) (pdf)

Request for Support

- [Request Media Services](#)
[WWC](#) | [JKC - AV Services](#) | [JKC PC Cart/LCD Viewer](#)
- [Printer Toner Request](#) (PDF)
- [Symantec Anti-Virus Update](#)
- [Password Reset Tool](#)
- [Room Reservation Forms](#)

ITS Help Desk

Convenient ways to request assistance:

Call: x4357 or 844-505-8075 (toll free)
Email: tech-help@mccc.edu
Web: www.mccc.edu/helpdesk

Mercer

MERCER
www.mccc.edu



FACILITIES WORK ORDERS

All work orders must be placed **by the advisor** using the online tool <https://www.myschoolbuilding.com>. This can also be accessed via mLink (center column under “Requests, Orders, Forms”: “School Dude – Facilities Work Orders”). Create an account, if needed.

If clubs have catering at events after Lessings’ business hours, please enter a Facilities request with Charlie Casiano (ccasiano@gcaservices.com) or Charlie Casiano, Jr. (Charlie.casianojr@abm.com) at GCA to have cleaning services. **DO NOT LEAVE FOOD OUT AFTER EVENTS.** This creates an unsanitary environment and could attract bugs and rodents.

****Work orders should be placed well in advance of the event, after it is approved and a room is reserved.****

The screenshot shows the mLink website navigation menu. The menu is organized into three columns of links. The first column includes: Academic Affairs, Administration & Finance, Institutional Effectiveness, Calendar & News, and College Safety. The second column includes: Committees, Conference Center & Other MCCC Resources, College Advancement, Facilities, and Human Resources. The third column includes: Information Technology Services, James Kerney Campus, Marketing, Publications, Public Relations, and Student Affairs. Below the main menu is a secondary navigation bar with links for Library Services, mBay, M-Newsletters, Pay Dates, Policies, Weather, and www.mccc.edu. The main content area is divided into three sections: 'What's New' (with links for M-Newsletters, Pre-Class Week Schedules, Employee Recognition Ceremony, REMINDER - Electronic consent, Strategic Plan Implementation Update, Transfer & Career Services, Alertus Desktop Notification System, and Facilities Construction / Renovation Project Website), 'Requests, Orders, Forms' (with links for WebCRD Printing, SchoolDude - Facilities Work Order Requests, Room Reservation request forms, Broadcast E-Mail submission form, Event Notification submission form, Stockroom Supplies order form, Human Resources forms, Online Catering, and Catering Guidelines), and 'College Events Calendar' (with links for View ALL, Student Activities, Academic Calendars, Holiday Schedule, and a list of events for August 21, 23, 24, 25, and 29).

The screenshot shows the SchoolDude website interface. At the top, there is a navigation bar with the Mercer County Community College logo and a 'MD LOGIN' button. Below the navigation bar is a login form with the text 'Welcome! To begin, please enter your email address below.' and a text input field labeled 'Email Address' with a 'Submit' button. At the bottom of the page, there is a footer with the text 'Conditions of Use | Privacy Policy', 'Copyright © 1999-2014 SchoolDude.com, Inc. All Rights Reserved.', and 'CIP:130.156.142.240 SID:MSB07 DID:21 CUA:MSIE 9.0'.



BAKE SALES

To be fair to each club, there is only one bake sale permitted per day. Clubs must sign up for a bake sale in the Student Life & Leadership Department.

Student Life & Leadership can provide one table per bake sale. If more than one table is required, the club advisor must submit a work order online. It is the responsibility of the club to pick up and return the table to Student Life & Leadership. Failure to return the table to Student Life & Leadership will result in the loss of table privileges. It is not the responsibility of Student Life & Leadership to set up or pick up the table.

Any monies collected must be submitted for deposit to Student Life & Leadership immediately following the bake sale.

There are two types of bake sales. The first type is when clubs use all of their own supplies and equipment. The money raised through this type of fundraiser is turned into SC111 to be deposited in the club's fundraiser account.

The second type of fundraiser is a Cookie Sale where clubs can rent the cookie machine and supplies from the Student Government Association. Fifty percent (50%) of the proceeds go toward the club's fundraising account and the other 50% goes to SGA's donation account to be donated to a charity of choice. If the bake sale requires the use of the cookie ovens and frozen cookie dough, a cookie dough contract (see next page) must be submitted three weeks prior to the bake sale to allow for the purchase of the frozen cookie dough. Only Otis Spunkmeyer frozen cookie dough, purchased by Student Life & Leadership, is permitted in the ovens.

Misuse or damage to equipment will result in suspension of privileges.



STUDENT LIFE & LEADERSHIP

COOKIE FUNDRAISER CONTRACT

*(Must be submitted **3 weeks prior** in order to have supplies available.)*

Student Government Association (SGA) agrees to provide the necessary funds to purchase the cookie dough and will provide the ovens needed to sell cookies. SGA will provide the monies needed for the fundraiser and _____ agrees to contribute the volunteers needed to run the fundraiser. Funds raised from the sale of cookies will be split 50/50 between the _____ fundraising account and an approved charity. SGA will **NOT** be providing volunteers to bake and sell cookies. *Only Otis Spunkmeyer cookie dough, provided by Student Life & Leadership, may be used in the ovens.*

The cookie fundraiser will occur on (**date**) _____ from (**time**) _____. At least two (2) volunteers are needed half an hour (11:00 a.m.) before the start of the sale to prep the ovens and set up tables in front of the cafeteria. During the event, 3-4 volunteers will be needed to bake and sell the cookies.

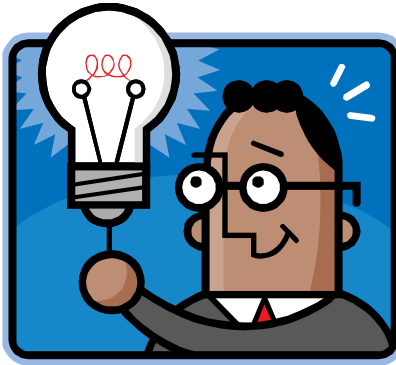
SGA President

Date

Club President

Date

SECTION 2



Planning/Implementing Events & Event Forms

STUDENT LIFE & LEADERSHIP EVENT CHECKLIST

TITLE OF EVENT: _____

DATE: _____ START TIME: _____ END TIME: _____ PLACE: _____

CLEAR DATE WITH STUDENT LIFE & LEADERSHIP CALENDAR: _____

CLEAR DATE WITH CAMPUS CALENDAR: _____

REQUEST FOR FUNDING: _____

BUDGET CODE

CONTRACT: _____

Confirmed Date

Mailing Date

Return Date

Initials

• CHECK REQUEST: _____

• CHECK REQUEST: _____

PURCHASE ORDER: _____

FOOD CATERING REQUEST: _____

ROOM/FACILITY REQUEST: _____

WORK ORDER: _____

SECURITY NOTIFICATION: _____

MEDIA REQUEST: (PODIUM, MICROPHONE, VCR) _____

TRANSPORTATION REQUEST: (BUS, VAN) _____

ADVERTISEMENT: _____

EQUIPMENT/SUPPLIES: _____

OTHER: _____

- ***To have a check processed, a check request form must be submitted with a W-9 Form.***

WHAT IS AN EVENT?

(EVENT FORM OR NO?)

NEEDS AN EVENT AUTHORIZATION FORM	NO EVENT AUTHORIZATION FORM NEEDED
GUEST SPEAKER	CLUB MEETINGS (unless you are having a speaker)
PERFORMANCE	BAKE SALES
SOCIAL ACTIVITIES	COOKIES SALES (using Student Life's ovens/dough)
DANCE	CLUB MEMBERS GOING OUT SOCIALLY
WORKSHOP	ANY EVENT WHERE ALCOHOL IS SERVED (MCCC policy)
INDUCTIONS	LOCAL/OUT-OF-STATE TRAVEL (use either Local Travel Reimbursement or Travel Request Authorization Forms)
EDUCATIONAL ACTIVITIES	
COMMUNITY SERVICE EVENT (different form required)	





Student Life & Leadership Club/Organization Event Authorization Form

Approval is needed at least 3 weeks prior to the event.

This form must be used for any and all club/organization events and activities.

Please use pen and print clearly when completing this form. Form will be returned if unclear/cross-outs.

Date Submitted: _____

Club(s)/Organization(s) sponsoring event:

Advisor: _____

Advisor Phone Number: _____ Advisor Email: _____

Description of proposed event: **(Specific details & purpose of event are required for consideration.)**

Date of Proposed Event: _____ Start/End Time (end by 11pm) of Proposed Event: _____

Date of event if rescheduled due to inclement weather: _____

Location event will take place: _____

Anticipated Attendance: _____

Club Member (Student) Responsible for Event: _____

Phone Number and Email of Club Member Responsible: _____

Faculty/Staff representation on day of event: _____

Phone Number and Email of Representative: _____

(Turn over to complete page 2.)

Maintenance needed (room set-up, stage set-up, etc.): YES NO

If Maintenance needed, please describe (*remember to do a Facilities Request on MLink*):

Security needed (check with Student Life & Leadership for Security requirements): YES NO

Security Department Response and Terms:

AV Equipment required (microphone, projector, etc.): YES NO

If AV Equipment needed, please describe (*remember to do a media request on MLink*):

Approval of Advisor: YES NO

_____ Date: _____

Approval of SGA: YES NO

_____ Date: _____

Approval of Director of Student Life & Leadership: YES NO

_____ Date: _____

Approval of Security: YES NO

_____ Date: _____

Approval of Assistant Dean for Student Services: YES NO

_____ Date: _____

Community Service Form

This form *must* be submitted to SC111 at least one week prior to the community service event date.
A copy of any receipts from your community service activity shall be turned in after the completion of the event.

Date Submitted: _____

Club or Organization Name: _____

Club Advisor: _____

Community Service Event: _____

Event Organizer: _____

Event Date: _____ Event Time: _____

Event Location: _____

What is the purpose of the event?

Is your event money based (fundraiser) or activity based (service)?

Fundraiser Service

Whom will it help? (*Organization Name and Address*)

What tasks will your club members perform?

Approval of Advisor: _____

Approval of Student Life Professional: _____





STUDENT LIFE & LEADERSHIP ANNUAL CLUB ACTIVITY REPORT ACADEMIC YEAR: _____



- 1. CLUB NAME: _____
2. NUMBER OF ADVISORS: _____
3. NUMBER OF EXECUTIVE BOARD MEMBERS: _____
4. NUMBER OF ACTIVE CLUB MEMBERS (not including exec board): _____
5. NUMBER OF MEETINGS HELD DURING THE YEAR: _____
6. COMMUNITY SERVICE/FUNDRAISING EVENTS (provide charity name or type of fundraiser & date for each event):
a. _____
b. _____
c. _____
d. _____
7. LEADERSHIP EVENTS (provide name of event and date for each):
a. _____
b. _____
c. _____
d. _____
8. SOCIAL EVENTS (provide name of event and date for each):
a. _____
b. _____
c. _____
d. _____
e. _____
f. _____

THIS REPORT IS DUE TO STUDENT LIFE & LEADERSHIP (SC 111) BY FIRST MONDAY IN MAY. (Please print neatly and clearly. Use back of form or separate sheet, if needed.)



TRAVEL GUIDELINES

Travel Policy & Reimbursement Procedures are found on M-Link (<https://mlink.mccc.edu/apg/3-06-02.pdf>).

1. Click on “Administration & Finance” in top menu
2. Click “Policy & Procedures” in left menu
3. Click “Procedures Manual” in center list
4. Click “Travel Authorization & Reimbursement” in list



LOCAL TRAVEL REIMBURSEMENT FORM

Only submit if travel is “in state” and **NO** hotel, meals, or registration is required. This form does not go to VP for department or VP for Administration and Finance, or President. (*Form only goes to the department supervisor for approval.*) Form is located on MLink “Administration & Finance” menu (Travel Forms & Trip Reports).

- Prior to travel, write a memo to your supervisor if travel occurs during a class or work hours
- Students need to complete a **Release and Indemnification Agreement Form** (1 per student)
- Local Travel Reimbursement Form is submitted if you are:
 - Driving your own vehicle or one of MCCC’s vehicles and;
 - Travelling locally/in-state travel **only**
- If you drive your own vehicle, you can get reimbursed for mileage, tolls, and parking
- If you drive MCCC’s vehicle, you can get reimbursed for gas, tolls and parking only (have itemized receipts)
- These reimbursements are for advisors only (no mileage/gas reimbursements for students)
- Form is submitted **after** your travel is completed

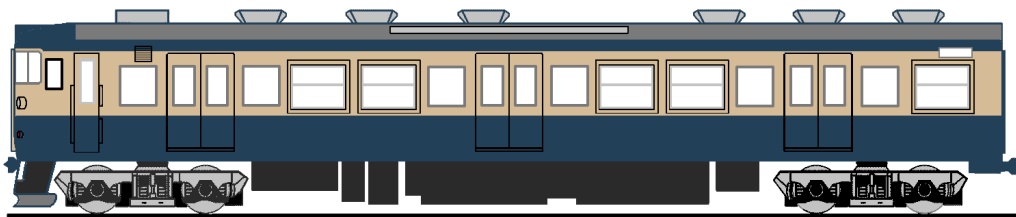




TRAVEL REQUEST AUTHORIZATION FORM

For all “out of state” travel. If travelling “in state” **and** you need more than mileage, tolls, and parking costs reimbursed plus hotel, meals, registration, and other fees, use this form. Form is located on MLink “Administration & Finance” menu (Travel Forms & Trip Reports). Please use the online form and type information for submission.

- Must be submitted at least 1 month in advance (if discount rates for hotel/air or registration apply, submit accordingly). Student life recommends submission of forms 2 months in advance since it can take longer than 1 month to obtain signatures/approval.
- Forms must be legible, neat and clear or will be returned
- Use if:
 - Travel occurs out-of-state (even if you use your personal vehicle)
 - Air/Hotel accommodations required
 - Meals required
 - Event requires registration, admission or other associated fees (i.e., bus rental, ticket fees, etc.)
 - Travel occurs in-state and event is over a 90 minute drive (one way) with a hotel required (hotel approval not guaranteed)
- Prior to submitting Travel Request Authorization Form, confer with Director of Student Life to ascertain if funds are available
- Each advisor traveling needs to complete their own travel form and info packet per trip
 - Include **Release & Indemnification Agreement Forms** for each student you are supervising
 - No more than 5:1 ratio per advisor



TRAVEL REQUEST AUTHORIZATION FORM – INITIAL SUBMISSION

- Complete “Initial Request” section I (these numbers are understood to be estimates and reimbursements will be based on final numbers)
- Students need to complete **Release and Indemnification Agreement Form** (1 per student)
 - These forms should be included in the packet of the advisor who will supervise them (no more than 5 students per advisor)
- Submit a typed “Travel Justification” document
 - Explain purpose of the trip (educational value, etc.)
 - State if you have/have not purchased air/hotel accommodations: **Purchasing** is responsible for making these reservations for Advisors only. Do **not** reserve air/hotel until your travel is approved by the President.
- You will receive a copy of your approved travel paperwork with an attached “orange” note with instructions on completing your travel paperwork after your return from travel (your final numbers will be entered on this paperwork)

TRAVEL REQUEST AUTHORIZATION FORM – FINAL SUBMISSION

- Complete “Report of Trip” section III
 - These numbers are understood to be the actual costs incurred
 - The “Weekly Expense Report” must match these numbers
- Weekly Expense Report
 - Include printed, original itemized receipts for air baggage fees, food, taxi, Uber, Lyft, etc.
 - Be sure that total costs from this report are transferred to Section III “Report of Trip”
- Submit “Travel Summary” document that de-briefs travel addressed to your supervisor
- Paperwork is due 10 business days after return from trip



TRAVEL REQUEST AUTHORIZATION FORM – MEAL REIMBURSEMENTS

- Meal reimbursement information is included on the “Weekly Expense Report”
 - Total allowed per person per day is \$50.
 - Only meals that are paid by the traveler out-of-pocket will be reimbursed
 - Maximum per diem tip allowance is \$5 per day, exclusive of meal tips. Tips for meals can be counted outside of the tip allowance, but are counted within the \$50 meal allowance.
 - If you spend more than \$50 per day on food (including meal tips), you must use personal funds.
 - Alcoholic beverages will not be reimbursed
 - The revised policy and procedures no longer states meal times or type of meal – a snack can be a meal. There is no food list.
- Only purchases with original itemized receipts that are neat, clear and legible will be reimbursed



PO BOX 17202
TRENTON, NJ 08690

RELEASE AND INDEMNIFICATION AGREEMENT

-TRIP-

TO: Mercer County Community College

RE: _____
(Trip and Dates)

In the event that I, _____, incur any physical or emotional injury or illness, or loss or damage to personal property of any kind during my participation in the activity described above, I hereby expressly and voluntarily release and forever discharge from any claim of any kind, and expressly and voluntarily agree to hold harmless from any claims related to or arising out of this activity the Mercer County Community College, its officers or students.

Also, I agree that if any other person should assert such a claim arising from my connection with this activity, that I will substitute myself in the place of the College as the party against whom the claim is to be pursued. I further agree that I will pay all damages and costs resulting from such a claim, and that I will indemnify or reimburse the College for all costs or damages incurred by the College in connection with that claim.

This release confirms my understanding that my participation in this activity is on an individual basis, at my own risk, for my personal benefit, and that I am solely responsible for my well-being and personal property used in connection with this activity.

I hereby certify that I am eighteen (18) years of age or older.

Date

Print Name

Signature



LOCAL TRAVEL REIMBURSEMENT

Name: _____ Department: _____ Date: _____

DATE	DESTINATION	REASON	MILES
Total miles =			
Total miles x \$.580 per mile =			\$

DATE	OTHER EXPENSES <i>(parking, tolls – must attach receipts)</i>	COST
Total cost =		\$

GRAND TOTAL (Miles & Cost) =	\$
---	-----------

Procedures:

- Travel must originate from WWC/JKC
- If using MCCC vehicle, gas is reimbursable- must hand in receipt
- ***DO NOT use this form for Meals & Registration reimbursement***

Initiator: _____

Approval: _____
 Department Head

Petty Cash Request charge to Budget# _____

Request for Check attached *(if request is over \$49.99)*

The reimbursable mileage rate is .580cts

Rev. 1-28-19



Travel Request Authorization

TRAVEL JUSTIFICATION MUST BE ATTACHED

DATE SUBMITTED: _____ STAFF TRAVELING: _____ DEPT: _____
(If approval required, submit 1 month before departure)

No. of Students Traveling: _____ *(DO NOT COMPLETE A REQ FOR EACH STUDENT-attach a list w/their names. Dept. must handle transportation/accommodations for students)*

DEPARTURE DATE: _____ RETURN DATE: _____ DESTINATION: _____
City State/Country

NAME OF EVENT: _____

MODE OF TRANSPORT: AUTO PERSONAL COLLEGE RENTAL AIR BUS RAIL/TRAIN OTHER (specify) _____

I. INITIAL REQUEST <small>(Please only enter costs in box- breakdown of each area should be in your Travel Justification Memo-NOT on this cover sheet.)</small>	III. REPORT OF TRIP <small>(Attach SIGNED Weekly Expense Report w/documents, and your Travel Summary Report)</small>																																				
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WEEKLY EXPENSE REPORT

(to be used AFTER your travel- DO NOT INCLUDE with initial request)

Attach **BRIEF SUMMARY** of trip and all **ORIGINAL ITEMIZED** receipts, and **AIR/HOTEL** statements
If trip is more than 7-day duration, use an extra form

PLEASE ENTER DATE TRAVELED →		SUN	MON.	TUE.	WED.	THU.	FRI.	SAT.	WEEKLY TOTAL	
T R A N S P O R T A T I O N	Mileage must originate from either WWC or JKC	Mileage* <small>(x .550 cts pr mile)</small>								
	<input type="checkbox"/> PERSONAL AUTO <small>(Gas does not apply)**</small>	Parking								
		Tolls								
	<input type="checkbox"/> COLLEGE AUTO <small>(Mileage does not apply)*</small>	Hotel Parking								
		Gas**								
	Purchasing arranges reservations- traveler must contact Purchasing for cancellation	AJR								
		AJR BAGGAGE FEE								
		AUTO RENTAL <small>(must be pre-approved)</small>								
		BUS <small>(Greyhound/Peter Pan/NJ Transit/MTA)</small>								
		METRO/SUBWAY								
	RAIL <small>(Amtrak/NJ Transit/GoGo)</small>									
	SHUTTLE/TAXICAB									
TOTAL COST FOR TRANSPORTATION										
A C C O M M O D A T I O N S	<p style="text-align: center;"><u>Must attach ORIGINAL itemized hotel statement</u></p> <p style="text-align: center;">HOTEL</p> <p><small>Purchasing arranges hotel reservations, however, traveler is responsible for cancellation, expenses incurred as a result of a failure to cancel reservation are the responsibility of the traveler.</small></p>	Room								
		Internet <small>(college business)</small>								
		Telephone <small>(college business)</small>								
		Fax <small>(college business)</small>								
		Other								
TOTAL COST FOR ACCOMMODATIONS										
M E A L S	<p style="text-align: center;"><u>Must attach ORIGINAL ITEMIZED RECEIPTS</u></p> <p style="text-align: center;"><small>\$50 max for each day (includes tip)</small></p>									
	TOTAL COST FOR MEALS									
<p><small>There is no meal allowance for local travel not requiring an overnight stay.</small></p>										
REGISTRATION FEE										
TOTAL COST FOR REGISTRATION										
O T H E R	Admission Fee(s) <small>(for travel students)</small>									
TOTAL COST FOR OTHER Expenses										
GRAND TOTAL <small>(enter this amount in Section II REPORT OF TRIP)</small>										

For instructions: REFER TO ADMIN. PROCEDURES & GUIDELINES- TRAVEL AUTHORIZATION & SUBMISSION AP-2 3-06-02 (Travel Policy 046436 on MLink)
I have read and understand the Travel Policy & Procedures.

TRAVELER'S SIGNATURE [MUST SIGN HERE BEFORE HANDING IN THIS WEEKLY EXPENSE REPORT/REPORT OF TRIP] _____



SMALL CONCERTS (STUDENT CENTER OR KELSEY THEATER)

1. Select the group that will be performing and time of performance. Be sure that dates do not conflict with other dates on the Student Life & Leadership calendar and the MCCC calendar, and that the group fits reasonably within your budget.
2. Contact the agencies representing the group. Determine availability and price. Be sure to check if the group provides its own sound, how many sets, length of each set, and any other special requirements they may have.
3. Bring the information back to the club/organization members and/or committee to finalize plans.
4. If the Theater is to be used, check with the Director of the Theater to make sure it is available. Fill out a Kelsey Theatre Use Request Form on MLink.
5. Submit the Event Authorization Form to the Student Life & Leadership Department for approval **three (3) weeks before event.**
6. Make firm offer to agency. When contract arrives, read it carefully to make sure it is correct. Cross out any unsatisfactory clauses and add any riders desired. Submit the contract to the Club/Organization Advisor and the Director of Student Life and Leadership for signatures. Be sure that he/she initials any changes you made. If a deposit is required and has been approved by the Student Government Association, contact the Student Life & Leadership Department to have a Purchase Order prepared.
7. Distribute publicity well in advance. Some agencies provide publicity materials for performers. Make sure all necessary information is on the poster/flyer. For example, performer name, type of performance, event location, event time and date, and sponsoring club/organization. A sample flyer must be submitted to the Student Life & Leadership Department for approval.
8. Order tickets well in advance if they are to be used. Tickets should come in one color for each price range and be numbered consecutively. Make sure that all necessary information is included on the ticket. Tickets should specify that there are no refunds. It is the responsibility of the club to create and sell their own tickets.
9. Send flyers to the College Voice (MCCC student newspaper) and Viking 89 (MCCC student radio station) for publication/announcements. This should be done **at least three weeks in advance but after event is approved.**

10. The Event Authorization Form ensures Campus Security is aware of the event.
11. Facilities Work Orders are submitted through www.myschoolbuilding.com or MLink. It is the responsibility of the advisor to submit work orders **as soon as the event is approved**.
12. A Purchase Order will be required to contract the performer, along with a W-9 Form. A Purchase Order Request must be completed **at least four to six (4-6) weeks in advance**. All vendors must be approved in the system to be paid.
13. Time of Performance:
 - a. Determine when group will arrive. Be sure someone responsible is available while the group is setting up to address any unexpected issues.
 - b. Be sure that you have enough ticket takers and change, and that access to the concert area is restricted to the ticket taking entrance.
 - c. Record the approximate number of people in attendance.
 - d. Lock up the cash box in the safe in the Student Life & Leadership Department after you stop collecting. Be sure to get a cash receipt.
 - e. Be sure that the group has returned any borrowed school property such as microphone cords/stands, microphones or PA systems after the performance.
14. After Performance:
 - a. Complete a Student Life & Leadership Program/Event Evaluation Form. Return form to the Student Life & Leadership Department **within 5 days after the event**.

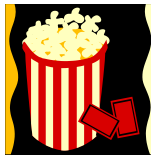




LECTURES

Same policy as “Small Concerts” with the following additions:

1. If the Gymnasium is going to be used, contact the Director of Athletics, Fitness & Recreation to obtain permission.
2. You should not need more than two hours of set-up time for the lecture.
3. If the Student Center is going to be used, the Student Life & Leadership Department will assist in reserving the space. Contact Floyd Bledsoe for any other room reservations.
4. The College’s sound system should be sufficient for a lecture. It is the responsibility of the club advisor to submit a Media Request form, available on MLink. **This should be done as soon as the event is approved.**
5. Contact any academic department of the College which may have a special interest to the lecture.
6. Research the speaker’s background and prepare an introduction that makes reference to his/her accomplishments.



MOVIES

A Public Performance License must be obtained, in order for a club to host a movie night at the college. Fees are determined by such factors as the number of times a movie will be shown, the size of the audience, etc. Keep this cost in mind when planning the ticket price of the event. The following steps must be followed:

1. Advisor must contact Floyd Bledsoe for possible room space for event.
2. An Event Authorization form must be submitted to the Student Life & Leadership Department.
3. As soon as the event is approved, the club advisor must visit the Acquisitions Librarian in the MCCC Library to obtain the Public Performance License.
4. Complete a Media Request on MLink or email tech-help@mccc.edu as soon as event is approved.
5. Advisor must officially reserve a room for the event.
6. Proof of the Public Performance License must be presented to the Student Life & Leadership Department **one (1) week prior to the event.**



Mercer County Community College
P. O. Box 17202, Trenton, NJ 08690

THEATRE USE REQUEST

Sponsor _____ e-mail: _____
(Name of college office or name and address of external organization)

Address _____ Phone _____

Activity _____

Day/Date _____ from _____ to _____ Time event will start _____

Day/Date _____ from _____ to _____ Time event will start _____

(Individual's name, title, phone number) has read and will assume responsibility for adhering to the Kelsey Theatre Building Use Guidelines. Submission of this form constitutes a request for space use. If approved, signed form will be returned to you constituting a firm reservation. Fee: \$150 per hour, includes 1 technician (Additional Technicians: \$25 p/hr) If you cancel event with less than 48 hours notice you will be liable for the technician fees.

If for any reason this event is cancelled you must let us know immediately!

AUDITORIUM NEEDS-ONSTAGE

Podiums _____ Tables _____ Chairs _____ Other _____

SOUND:

1. Microphones:

Podium _____ Table _____ Floor _____ Traveling _____

2. Music: CD _____

3. Piano _____ Do you want it tuned? _____

(*Tuning fee is: \$100) *Need four weeks for tuning.

Make checks payable to: Kelsey Theatre/MCCC

LIGHTING:

SPECIAL PROVISIONS:

LOBBY NEEDS

DISPLAY:

Tables _____ Chairs _____ Other _____

(2 tables are on-hand at all times, an additional 4 can be ordered to cover your event.)

Do you request permission to serve food or beverages?

Yes _____ No _____

If so: You are required to supply two (2) ushers 45 minutes prior to curtain time to insure food/beverages are not taken into auditorium.

Description _____

Permission (granted) (denied) to serve food/beverages.

If you have questions or additional technical requirements, please contact the Kelsey Theatre at 609-570-3581.

MULTIMEDIA NEEDS

Projector connection for your laptop - must have VGA connection

If MAC, you must bring your own adaptor

Sound System connection - Laptop

Internet connection - Laptop

Projection for PowerPoint or movie file

Projection for DVD

Projection for Blu-ray

NOTE: Due to all the different formats available, you must provide us with the proper formats of media you plan on using, either on a thumb drive or DVD, at least 2 hours prior to your event's starting time.

MCCC 8802 - 4/14

FOR OFFICE USE ONLY

THEATRE MANAGER APPROVAL - Date: _____

PAYMENT:

Invoiced _____

Received _____

Method of Payment _____



DEPARTMENT OF STUDENT SERVICES
STANDARD SERVICE CONTRACT

This shall serve as a Contract Agreement between Mercer County Community College, herein referred to as “the College” and the undersigned Speaker/Performer, _____, herein after referred to as “the Speaker/Performer” for the engagement described below:

- 1. Type/Name of Engagement: _____
- 2. Sponsoring Organization: _____
- 3. Location of Engagement: _____
- 4. Day/Date for Engagement: _____
- 5. Starting and Finishing times of Engagement: _____ am/pm **Starting** _____ am/pm **Finishing**

6. Fee agreed upon: _____
Speaker/Performer shall be paid by check following the completion of the engagement, provided all contract obligations have been met. If not met, payment shall be renegotiated within fourteen (14) business days.

- 7. The Speaker/Performer, as part of this Contract Agreement, agrees to comply with all applicable laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political and religious affiliation.
- 8. In the event that any artist, crew member, or representative of the Speaker/Performer arrives at the performance site under the influence of intoxicating beverages or substances, the purchaser may cancel this contract with no liability on the part of the purchaser. No intoxicating beverages or substances are allowed on the premises or in the possession of any person performing under this contract. Violation of this clause shall be a substantial breach and will render this contract terminated.
- 9. If completion of this Contract Agreement is rendered impossible due to an Act of God and any other extreme conditions beyond the control of either party, or if in the College’s sole discretion, cancellation of the event is necessary for the safety of the campus community, it is understood that there shall be no claim for damages by either party.
- 10. It is agreed that should any damage be caused to the performance facilities or the equipment therein by the artists, or incited by the artist, or by his/her representative, the artist will be liable for the payment of the cost of repair or replacement, and immediately upon presentation of a certified statement of such costs, reimburse the purchaser.
- 11. The Speaker/Performer or his/her representative must provide purchaser with the full technical requirements of the show or concert in writing at least fourteen (14) days in advance of their performance to the Department of Student Services.
- 12. The College strictly prohibits vehicles from driving on the sidewalk or lawn without prior department approval. Violators will be held legally and financially responsible for any damages which result. Vehicles may only use roadways and park in designated parking spaces unless otherwise authorized by the Department of Facilities.
- 13. The Speaker/Performer agrees that the sale of any merchandise by the Speaker/Performer and/or the entourage of the Speaker/Performer is strictly prohibited without prior written consent at least fourteen (14) days in advance of their performance.
- 14. The parties agree that all event security is subject to the sole and exclusive control of Mercer County Community College. The Speaker/Performer further agrees that if the Speaker/Performer anticipates or encounters any particular security needs or problems they will immediately be brought to the College’s attention by notifying the nearest Supervisor/Security official.

15. The Speaker/Performer agrees not to encourage audience participation or engage in dangerous behavior including stage diving, crowd surfing, or floating. Further, the Speaker/Performer agrees not to enter the audience at any point during the show, nor invite or encourage audience members to come onto the stage. The Speaker/Performer acknowledges that such behavior significantly increases the risk of injury to patrons.
16. The Speaker/Performer agrees to abide by all campus policies of the College including but not limited to the ban of smoking in all buildings, including but not limited to all performance space(s) and dressing room(s). Smoking is only permitted in designated shelters on campus. Violators may be subject to nonpayment and may not be allowed to perform at the College again.
17. Failure to sign and return this contract by _____, on the part of the Speaker/Performer or his/her representative, shall cause this entire contract to become terminated.
18. Non-compliance with any clause of this rider and/or contract (unless waived by the purchaser) shall cause this contract to become terminated.
19. The Speaker/Performer agrees to hold harmless, defend and indemnify Mercer County Community College, its governors, trustees, officers, employees, and agents from and against any and all claims, demands or actions by any persons and against related damages, liabilities, costs and expenses (including reasonable attorney's fees), which may arise out of or in connection with the performance of this contract, caused or contributed to by the actions or omissions of the Speaker/Performer, its agents, employees or contractors.
20. The College/Student Organization and the Speaker/Performer stipulate and agree that the venue with respect to any matters in dispute which may arise under this Contract Agreement shall be properly placed in New Jersey and that all disputes shall be resolved by suit brought before a Court in New Jersey. The College and the Speaker/Performer further agree that such suit for purposes of venue may only be initiated and maintained in Mercer County, New Jersey.
21. The College/Student Organization and the Speaker/Performer agree that any changes, additions, or deletions to this Contract Agreement must be completed in writing, signed and agreed to by both parties.

AGREED AND ACCEPTED:

For Mercer County Community College:

For the Speaker/Performer:

Signature: MCCC Advisor/Coordinator

Speaker/Performer Signature

Name (print)

Speaker/Performer Name (print) & Date

Date

Speaker/Performer SS # or Federal ID #

Mercer County Community College
PO Box 17202
Trenton, New Jersey 08690
(P) 609-570-3741
(F) 609-570-3875

Speaker/Performer Mailing Address

Speaker/Performer Telephone

Approval: Director

Speaker/Performer Email Address

THE SPEAKER/PERFORMER MUST ATTACH A COPY OF A NEW JERSEY BUSINESS REGISTRATION CERTIFICATE TO THIS CONTRACT.



**STUDENT LIFE & LEADERSHIP
PROGRAM/EVENT EVALUATION (submit within 5 days after event)**

Name of Club/Organization: _____

Title of Event: _____

Type of Event: _____ Concert _____ Dance _____ Trip _____ Lecture _____ Other

Purpose of Event: _____

Location: _____

Date of Event: _____

Start Time: _____

End Time: _____

Attendance: _____

Detailed Expense: *(List each item separately with cost.)*

Materials/Equipment Used: _____

What material/equipment was useful? _____

What material/equipment was not useful/could do without? _____

Were all items purchased useful for the event? _____

Were some items not useful? _____

Speakers/Performers: *(Please list phone numbers and addresses of outside contacts.)*

Audience reaction to speakers/performers: _____ excellent _____ good _____ fair _____ poor

On Campus Publicity: *(Please explain methods of publicity used.)*

Admission Price: Student \$ _____ Number _____ Total Income \$ _____

Non-student \$ _____ Number _____ Total Income \$ _____

Income: \$ _____ Total Cost \$ _____ Loss/Profit \$ _____

Submitted by: _____ **Date:** _____

SECTION 3



Financial Procedures & Forms



ACCOUNTING & PURCHASING POLICY

Note that the below changes were implemented to insure that faculty, staff and students obtain the necessary approval **prior to making a purchase**. As per Accounting and Purchasing Policy and Procedures, all vendor payments must be processed using the following guidelines:

1. **Three weeks prior to a purchase**, Club Advisor must first clarify that there are club funds available for the purchase through the Director of Student Life & Leadership. This is in conjunction with the Event Authorization Form.
2. An approved College purchase requisition needs to be entered by the Director of Student Life & Leadership.
 - a. A “purchase requisition” results in the creation of a purchase order which will be accepted by the vendor as promise of payment.
 - b. To enter a purchase requisition, the club advisor must submit to the Director of Student Life & Leadership:
 - i. W-9 for the vendor
 - ii. Invoice for payment
3. If the vendor does not accept a MCCC purchase requisition, the Director of Student Life & Leadership will request using the College's “P-card” or one of the vendor payment cards available (Walmart, Shop Rite, Home Depot).
 - a. The “P-card” is a college credit card.
 - b. To use these cards for payment, Club Advisor must submit a purchase request form (provided by Student Life & Leadership) stating:
 - i. Vendor Name
 - ii. A statement that the vendor will not accept a Purchase Order
 - iii. Event Name
 - iv. Event Time
 - v. Purpose of the event
 - vi. Anticipated event attendance
 - vii. Dollar amount
 - viii. MCCC G/L budget code (Director of Student Life will provide)
4. If the purchase cannot be made with either the College's P-card or vendor payment card:
 - a. Director of Student Life & Leadership will obtain pre-approval from Asst. Dean of Student Services for the purchase.
 - b. Once purchase is pre-approved, the individual may make the purchase using his/her own cash or credit card.
 - c. Receipts must then be submitted to the Director of Student Life & Leadership for reimbursement. Please refer to regulations regarding dates & condition of receipts.
 - d. Please note that NJ sales tax is not reimbursable as MCCC is a tax exempt organization.
 - e. The College has the right to refuse reimbursement if an original receipt is not presented in good condition with the date, amount and vendor name clearly readable. Reimbursement can also be denied if the request for reimbursement is not presented in a timely manner.
5. Petty cash can be used to reimburse individuals for non-travel, out-of-pocket expenditures **of up to \$50**. Petty cash can only be used for reimbursement of small, incidental department expenses when it is infeasible or impractical to use normal purchasing means. No item should be reimbursed through petty cash if that item can be readily secured through normal college procurement channels. An item that would not ordinarily be purchased by the

Purchasing Department as an acceptable item for college expenditure is also prohibited from being purchased with petty cash funds.

- a. To get petty cash, an itemized receipt must be submitted no later than 30 days from purchase.
6. Vendors have dollar thresholds that are tracked by the Purchasing Department. Therefore, the above procedures are necessary for this tracking.
- a. Contact the Purchasing Department for approved vendors.
 - b. Any items purchased for college use must be shipped to a valid MCCC address. Items shipped to a personal/home address will not be reimbursed.

CLUB/ORGANIZATION FUNDING & SPENDING POLICY

1. No clubs are permitted to have external sources of funding or independent checking accounts. The primary source of funding for clubs on campus is the Student Government Association (SGA). The SGA allocates funds for operating expenses, programs/events, equipment, conference expenses, etc. **Fund and purchase requests for operating expenses should be made to the Director of Student Life and Leadership in writing (email, etc.).** Clubs must disclose the details of expenses.
2. The following must be observed by all clubs/organizations holding special events:
 - a. Admission charges will be established by the sponsoring club/organization for approved fundraising events, or if the admission charge is necessary to cover expenses not allocated by the SGA.
 - b. A full set of numbered tickets must be used and will be prepared by the sponsoring club/organization.
 - c. All requisitions for the events must be made according to SGA guidelines.
 - d. At the end of the event, all income from tickets sold at the door and all unsold tickets must be submitted to the Student Life & Leadership Department and locked in the safe.
 - e. Any profit after SGA monies have been reimbursed will be deposited in the club's fund-raising account.
3. All requests for funds must be itemized, specific, and signed by the club advisor and club president. **No request is guaranteed to be granted.** The requests will then be submitted by the Director of Student Life and Leadership for approval by the Assistant Dean of Student Services or Vice President of Student Affairs.
4. If the request is approved, the Student Life & Leadership Department will submit any necessary check requests or purchase order requisitions. Allow **four to six (4-6) weeks** before the event to ensure the check will be ready.
5. All receipts or bills for approved expenditures must be submitted to the Student Life & Leadership Department **no later than 30 days after purchase**. Receipts **cannot** contain alcoholic beverages. Any receipts received after the financial close will **not** be reimbursed.
6. A reconciliation of the receipts against the fund request will determine if there has been an over or under expenditure of the funds. An under expenditure will require an immediate refund to the SGA. A reasonable over expenditure due to an unanticipated expense, as determined by the Student Life & Leadership Department, will be refunded to the club or individual as soon as possible.
7. The SGA will make allocations and approve expenditures to clubs based on the following criteria:

- a. Purpose of expenditure or program in accordance with the goals of the club/organization
 - b. Need and justification for the expenditure
 - c. Previous financial record and history of judicious use of allocated funds (new organizations will not be judged on this point, rather on their potential for success.)
 - d. Club Annual Report for previous year was submitted and completed
8. All purchases must be approved by the advisor, after confirmation that funds are available by the Director of Student Life & Leadership. Purchases may also require the approval of the Assistant Dean of Student Services and/or the Vice President of Student Affairs. Contact the Director of Student Life & Leadership with questions.
9. Under no circumstances is a club/organization permitted to spend more than was authorized by the SGA. If less money than was approved is spent, the money reverts back to the funding body. **ALL club account balances must be depleted before requesting additional funds.**
10. Other pertinent information relative to request for funds is as follows:
- a. Clubs/Organizations are not permitted to maintain savings and checking accounts outside the college. All fund-raising accounts must be maintained through the Student Life & Leadership Department and Accounting Department.
 - b. Clubs/Organizations funded by the SGA have NJ sales tax exempt status. Tax Exempt Forms may be obtained from the Student Life & Leadership Department. Any monies paid for tax will **NOT** be reimbursed.
 - c. Checks will be made out to an individual advisor or club officer **only**. However, club officers have a limit of \$100 for reimbursement. A social security or tax number, contract agreement, invoice, or letter from the individual or organization must accompany the request for funds for a check to be processed. No check can be processed without appropriate back-up information. All vendors must complete a W-9 form to be entered in the system for payment.
 - d. All clubs/organizations must submit the Club Officers Form, and must have an updated and/or revised constitution on file at the Student Life & Leadership Department **no later than the first Monday in October each Fall semester. No constitution can be older than 2 years.**
 - e. Evaluation forms must be completed by any club or organization that has received funds for an event.
 - f. Any capital equipment purchased with Student Life & Leadership funds is the property of MCCC. The equipment must be returned to the Student Life and Leadership Department for storage.
11. All requests for funds must be completed and returned to the Student Life & Leadership Department as early as possible in advance of an event, but **no less than three (3) weeks prior to an event**. Lack of proper advance planning will result in club members revising plans for an intended event or covering the expenses themselves.
12. SGA WILL NOT REIMBURSE FUNDING TO CLUBS FOR EXPENSES ACCRUED **PRIOR TO THE APPROVAL OF AN EVENT.**
13. In order to meet the college's financial close deadline, all receipts, invoices, and reimbursements **MUST** be submitted to the Director of Student Life and Leadership **no later than April 30th of each academic year.**

PURCHASING GUIDE

- Go to “Administration & Finance Page on M-Link.
- Click on “Purchasing” in left menu bar.
- Click on “General Purchasing Policies” at the bottom for general guidelines.

The screenshot shows the M-Link website interface. At the top left is the M-Link logo with the date "Monday June 10, 2019". To the right is a grid of navigation links: Academic Affairs, Administration & Finance, Institutional Effectiveness, Calendar & News, College Safety, Committees, Conference Center & Other MCCC Resources, College Advancement, Facilities, Human Resources, Information Technology Services, James Kerney Campus, Marketing, Publications, Public Relations, and Student Affairs. Below this is a secondary navigation bar with "Quick Links" and various services like Café Menu, College Directory, Email, Holiday Schedule, HR Forms, ITS Help Desk, Library Services, mBay, M-Newsletter, Pay Dates, Policies, Weather, and www.mccc.edu. On the left is a vertical sidebar menu with categories: Administration (Strategic Planning, Policy & Procedures, College Safety, Facilities, Photo ID and Access Card Information Form, Emergency Response Plan, Travel Forms & Trip Reports), Finance (Finance Forms, Purchasing, Pay Dates), and Purchasing. The main content area is titled "Purchasing" and "Purchasing Guide".

Administration

- Strategic Planning
- Policy & Procedures
- College Safety
- Facilities
- Photo ID and Access Card Information Form
- Emergency Response Plan
- Travel Forms & Trip Reports

Finance

- Finance Forms
- Purchasing
- Pay Dates

Purchasing

Purchasing Guide

College policy requires an approved requisition and signed purchase order for the procurement of all goods and services. This requires that staff initiate each purchase by entering an on-line requisition using the faculty and administrative Information System (WebAdvisor or Colleague UI).

If your aggregate order from a vendor totals less than \$7,060 (including shipping)
In most cases, we will order from the vendor you recommend. However, if we know a less expensive source for an equivalent item, we will call you to discuss the options before we place the order. If you don't know any vendors, our office will try to find one.

If your aggregate order from a vendor totals between \$7,060 and \$35,300 (including shipping)
We are required to solicit quotations from at least three (3) vendors unless special circumstances exist which qualify your purchase as an exception to the rule. If you know of three reputable vendors who sell the item you are requesting, please indicate them on the DEPARTMENT NOTE screen when entering an on-line requisition.

If your aggregate order from a vendor exceeds \$17,500 (including shipping)
Pay to Play disclosure and documentation is required from all vendors when aggregate purchases in a fiscal year exceeds \$17,500.

If your aggregate order from a vendor exceeds \$35,300 (including shipping)
Public bidding is required unless special circumstances exist which qualify your purchase as exempt from this rule. If you suspect that your purchase will exceed this limit, call purchasing and we can plan how to proceed.

Include approximate shipping costs if possible. When completing an on-line requisition just include a departmental note, alerting us to the fact that shipping charges may be significant. Please don't include shipping charges as a purchase item.

A resolution approved by the College's Board of Trustees is required for all vendor purchases, contracts, or agreements exceeding \$35,300.00 during a fiscal year.

If you must expedite a particular purchase, call us and we will make necessary arrangements with you. For more details on purchasing call Sherri McIntyre at ext. 3252 or Jon Sofo at ext. 3266.

Date 06/28/19



Request for Check

Check Amount: \$ _____

Payee Name: _____

Social Security Number (if individual): _____ - _____ - _____

Payee Address: _____

Reason for Check: _____

Check Box: Mail Check Pick-Up Check Call Ext. _____

Budget Code _____
Organization # _____ **G/L Code** _____

Signature – Requesting Dean, Division or Unit Head

Approved – Accounting Services

ACCOUNTING OFFICE USE ONLY	
Vendor #	_____
PV #	_____
Posted by	_____
Post Date	_____

ST-4 (4-08, R-13)

State of New Jersey
DIVISION OF TAXATION

SALES TAX

FORM ST-4

ELIGIBLE NONREGISTERED
PURCHASER: SEE INSTRUCTIONS **

PURCHASER'S NEW JERSEY
TAXPAYER REGISTRATION NUMBER

22-180-4242

EXEMPT USE CERTIFICATE

To be completed by purchaser and given to and retained by seller.
Please read and comply with the instructions given on both sides of this certificate.

TO _____ Date _____
(Name of Seller)

Address City State Zip

The undersigned certifies that there is no requirement to pay the New Jersey Sales and/or Use Tax on the purchase or purchases covered by this Certificate because the tangible personal property or services purchased will be used for an exempt purpose under the Sales & Use Tax Act.

The tangible personal property or services will be used for the following exempt purpose:

The exemption on the sale of the tangible personal property or services to be used for the above described exempt purpose is provided in subsection N.J.S.A. 54:32B- _____ (See reverse side for listing for principal exempt uses of tangible personal property or services and fill in the block with proper subsection citation).

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Exempt Use Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

Mercer County Community College

NAME OF PURCHASER (as registered with the New Jersey Division of Taxation)

1200 Old Trenton Rd. West Windsor, NJ 08550

(Address of Purchaser)

By  Stephen Gregorowicz, Director of Purchasing

(Signature of owner, partner, officer of corporation, etc.)

(TRN)

MAY BE REPRODUCED
(Front & Back Required)

Thank you for all you do to make Mercer County Community College come alive for our students!

