



Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

IT ALL BEGINS HERE.

Club Policies | Sponsor Information | Sample Forms

# Student Club and Organization Handbook



# Brookhaven College

## *The Office of Student Life* (formerly SPAR)

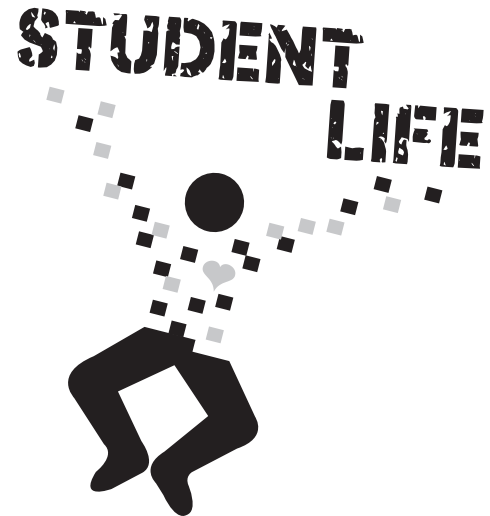
# Student Club and Organization Handbook

*In this handbook, we have tried to outline and simplify the guidelines that club members and sponsors handle most often. Use it as a resource whenever you plan meetings or activities. If you have questions, please contact the Office of Student Life.*

*We have what you  
need to succeed.*

## Student Life Services

Meeting Space | Telephone  
Computers | Pay for Print  
Fax Machine | Copier | Mailboxes  
and all the forms you need!



The Office of Student Life

972-860-4115 | Building S, Room S201

E-mail: [bhcStudentLife@dccd.edu](mailto:bhcStudentLife@dccd.edu)

Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, religion, national origin, sex, disability or sexual orientation. Brookhaven College is one of the seven colleges of the Dallas County Community College District. Brookhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Brookhaven College.

The three-fold purpose for publishing the Commission's address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of Brookhaven College, (2) to file a third-party comment at the time of Brookhaven College's decennial review, or (3) to file a complaint against Brookhaven College for alleged non-compliance with a standard or requirement.

Normal inquiries about Brookhaven College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Brookhaven College and not to the Commission's office.

<b>Table of Contents</b>	
<b>How to Start a Student Club</b>	<b>1</b>
<b>General Responsibilities</b> Policies and Purposes   Membership   Faculty Sponsor   Facility Reservations and Requests   Responsibilities for Functions   Supplies and Materials Responsibilities and Organizations to Sponsors	<b>2-3</b>
<b>Sponsor's Guidelines</b> Sponsor's Responsibilities   Policy on Showing Films	<b>4</b>
<b>Club Activities Log</b>	<b>5</b>
<b>Leadership Opportunities</b> Community Service Projects   Student Leadership Institute	<b>6</b>
<b>Planning Activities</b> W5HM Planning Formula   Carrying out Your Plans   Campus Resources	<b>7-8</b>
<b>Fundraising Activities</b>	<b>9-10</b>
<b>Activities Involving Food</b> Food-handling Policy   Health Permits   Health and Safety Requirements	<b>11-12</b>
<b>Guest Speakers</b>	<b>13</b>
<b>Money Matters</b> Checks   Financial Accounting for Student Organizations   Expenditures Reimbursements   Requesting College Funds	<b>14-15</b>
<b>Publicity/Advertising</b> Banners and Printed Signs   Fliers   Other Publicity Resources   Bulletin Boards Distribution of Literature/Public Demonstration	<b>16-17</b>
<b>Student Travel</b> Few Travel Policies   Off-Campus Activities   Students and Sponsors Must Plan Ahead   How to Prepare the Student Travel Form   What You Should Know About Travel Expenses   Prepay/Advance Request Procedures	<b>18-22</b>
<b>Organization Termination</b>	<b>23</b>
<b>Sample Forms Index (Exhibits A-Z)</b>	<b>24</b>

# HOW TO START A STUDENT CLUB

Brookhaven College clubs and organizations should be formed for the purpose of social, educational and leadership development and must relate directly to the mission, goals, and objectives of the Dallas County Community College District and Brookhaven College. Here's the process step by step.

1. Obtain the necessary forms and a sample constitution from the Office of Student Life.
2. A minimum of eight members is needed to form a club or an organization.
3. Discuss the goals and objectives of your group with the Director of Student Life and read over the **General Responsibilities**.
4. Find a faculty member willing to sponsor your proposed organization and whom you feel can best organize your club. Review the **Sponsor's Guidelines** with the faculty member and discuss his/her role in your organization.
5. After completing your *Petition/Recognition for Student Club/Organization* form (Exhibit A) and *Roster of Members* with student ID numbers (Exhibit B), return forms to Student Life for approval to continue meetings to organize and to write your constitution and goals.
6. Upon completion of your group's constitution and goal, your request for organizational status will be subject to the approval of the Director of Student Life and the Vice President for Enrollment Management and Student Success. When approved, you are eligible to assume status as an officially recognized Brookhaven College organization.
7. If Student Life denies organizational status, club members may appeal to the Vice President of Student Services.
8. The registration deadline for forming a **new club** is March 15.

## **PAPERWORK:**

- *Petition/Recognition for Student Club form*
- *Roster of Members*
- *Club Constitution*
- *Proposed Budget*
- *Club Activities Log*

**Note:** All previously approved organizations are required to register with the Student Life Office each fall to retain official status.

**Paperwork:** Petitions/Recognition form, Roster of Members with student ID numbers and club constitution. Each year clubs may submit a Budget Request for College Funds. Club Activities Logs are due at the close of each semester. (See Exhibits A-D)

**New Requirement:** State law mandates that all sponsors and club officers must view the **Risk Management Strategies for Student Organizations Training** at least once during the academic year and provide signed documentation to the Student Life office.



# GENERAL RESPONSIBILITIES

## Policies and Purposes

All organizations must adhere to the policies and purposes of the DCCCD. If questions arise regarding college policy, your faculty sponsor and the Student Life director have access to district policy and procedure manuals.

All organizations are expected to uphold the goals as stated in their constitutions. Constitutional amendments are subject to the approval of the Student Life director.

## Membership

There shall be no discrimination on the basis of race, color, national origin, religion, sex, disability or sexual orientation. Other than honors organizations, no club or organization may restrict its membership. Organizations must have at least eight members.

Membership should be composed only of credit students or staff of Brookhaven College. Non-students may not hold office or be responsible for any activity.

Students on disciplinary probation or suspension from college cannot hold office or be involved in a club, organization or special interest group on campus, nor can they actively participate in the activities or functions of the above mentioned student groups.

Leadership development is encouraged. Hazing in any form is not permitted. Standards of performance for members should be clearly stated in the organization's constitution.

## Faculty Sponsor

All organizations must have at least one faculty or staff member as a sponsor. Sponsors should be present at all activities of the organization. (See ***Sponsor's Guidelines***.)

## Facility Reservations and Requests

Rooms for club meetings and functions on campus are reserved on a first come, first served basis. ***Sponsors must make room reservations.*** The campus Room Coordinator at 972-860-4725 reserves rooms on campus. However, there are different procedures for reserving Performance Hall, Arena Theatre and Performance Hall Lobby. Contact Student Life for help.

Organizations are responsible for keeping rooms clean, leaving on time and conducting themselves in accord with college regulations. Failure to do so can result in loss of opportunity for future use of college facilities. Requests for assistance by Food Service or Facilities Services must be made on proper forms at least two weeks in advance of the club's meeting or function.

## Responsibilities for Functions

Activities should be in line with the goals of the club's constitution. Club members have the responsibility of upholding the name of Brookhaven College and their organization in any function in which they participate. All college approved activities, whether held on- or off-campus, must conform to the college's Student Code of Conduct.

Social gatherings involving intoxicants cannot be associated with the college name nor can intoxicants be purchased with funds from the organization's budget.

**More importantly:** Before you plan any club activity that involves money—fundraising, collecting dues, spending club funds, using college funds, getting reimbursements, etc. – review the **Money Matters Section** in this handbook. Likewise, before you plan any club-related, off-campus activity or if you wish to participate in any off-campus event as a club representative – review the **Student Travel Section** in this handbook.

## Supplies and Materials

Any supplies or materials purchased in the name of a Brookhaven College student organization will remain the property of the organization and college. Violations will result in disciplinary action prescribed in the Student Code of Conduct.

## Responsibilities of Organizations to Sponsors

Members should recognize that sponsors are obligated to give counsel and advice in areas of experience and in regard to good taste and conduct. Be sure to notify sponsors of all meetings. Sponsors are entitled to consult with the officers and members of the organization at any time. An organization should consult with its sponsor before any program is undertaken or before any change in policy or purpose is made. Members are obligated to consider the advice of the sponsor and shall be responsible to the college for action taken without written approval of the sponsor.

## Risk Management Strategies for Student Organizations Training

State law mandates that all sponsors and club officers must view the Risk Management Strategies for Student Organizations Training at least once during the academic year and provide signed documentation to the Office of Student Life.

## Mail Boxes for Clubs

Mail Boxes for student clubs are available in the Student Life Office. If your club wishes to use one, contact Student Life.

# SPONSOR'S GUIDELINES

During the course of the year, you may be asked to become a faculty sponsor. Becoming a sponsor of a club, organization, or special interest group requires voluntary time outside your contractual obligations. However, sponsorship will enable you to meet with students more informally and advise them on social issues pertinent to their development. Sponsorship should not require more time than you can spare, rather you should discuss with the group the amount of time you can give and consider the kind of relationship you want to build.

An organization must submit the name of at least one faculty sponsor in order to be approved. If a sponsor resigns, organizations have one month to recruit a new sponsor unless the Student Life director approves additional time.

## Sponsor's Responsibilities

1. Sponsors are expected to give guidance to their organization and to act as an advisor to the officers in planning activities. Sponsors should feel free to offer the organization constructive criticism when necessary.
2. Sponsors should make sure that plans for any activity conform to general college policy. Speakers, entertainment, and other programs should not be presented unless the sponsor has full knowledge of the content and manner of presentation. If a group takes action inconsistent with its purpose and procedures, or if a group conducts an activity not approved by its sponsor, the sponsor should report the action to the Student Life Director.

**Please Note:** Films used for public consumption by clubs and organizations, even if no charges are being made to participants, must have written permission from the copyright holders of such films, videos, etc. Additionally, others may not use for public display or films purchased by college media centers, when requested by specific faculty for specific curricular use in a specific class, without permission from entities who hold copyrights to these films, videos, etc.

3. Sponsors should not permit students to undertake projects that will consume an undue amount of time. Scholarship standards, workloads, and the health and safety of the students should take precedence over any student activity.
4. It is the responsibility of the sponsor to be present at all events scheduled by the group or to secure another faculty member or sponsor to be present in his/her absence. **This is essential when the activity involves travel.**
5. The sponsor should be aware of all monetary transactions of the organization. Examples of these include incurred costs, collection of dues, fundraising activities or charging admission to events.
6. Periodically, the sponsor will be asked to meet the Student Life director to review and discuss any problems, ideas or suggestions.

# CLUB ACTIVITIES LOG

In an effort to recognize and track the accomplishments of student organizations, all clubs are required to complete a **Club Activities Log** (Exhibit D) each semester. Forms will be e-mailed to club sponsors at the beginning of each term. The log should reflect information about the activities your club has sponsored or your members have participated in. Include the following types of activities.

**CLUB MEETINGS:** List dates of regular club meetings held during the semester and how many members usually attended.

**SPECIAL ACTIVITIES:** List any special activities club members participated in --conferences, workshops, performances, field trips, special events, etc.

**FUNDRAISING ACTIVITIES:** List any activities that generated income for club.

**COMMUNITY SERVICE PROJECTS:** List any volunteer efforts members participated in, any collection drives for a social service agency (food, clothing, toys, etc.) or any monetary donations your club has made to community agencies or groups.

**CLUB AWARDS or SCHOLARSHIPS:** List any scholarships or club awards that your club presented to members; include the total number and amount.  
*For example: 3 club awards for a total of \$125 and 2 scholarships for a total of \$200*

**CAMPUS ACTIVITIES:** List any campus activities you hosted, how many members participated and how many other people attend.

***THIS INFORMATION IS VERY IMPORTANT!***

- Save time by updating your log as activities occur.
- The log is due to Office of Student Life at the end of each semester
- Club Logs are required for any club that requests college money.



# LEADERSHIP OPPORTUNITIES

All students are invited to take an active role in their college experience and become involved in the decision-making processes for the campus. You can participate in ambassador activities, serve on college committees, give your suggestions for improvements (facilities, services, instruction, etc.), provide input on programming and special events, participate in student disciplinary hearings, help with surveys, and more. Contact the Office of Student Life – we can help you get involved.

## Community Service Projects

Student clubs are strongly urged to cultivate their leadership potential by adopting a community service project. Volunteering your time and talent can enrich the lives of others and provide your members with a valuable opportunity to expand your influence and role as campus leaders. In previous semesters, Brookhaven College students have contributed vitally to the campus and the community in a variety of ways.

- The Flute Club performed in the community and provided scholarships.
- Phi Theta Kappa donated Easter Baskets to the Family Place.
- Student Government sponsored a Christmas tree for a local elementary school.
- BNSA nursing students gave immunizations at an area clinic.
- Several organizations were involved in collecting food and clothing for flood victims

Explore the possibilities. Discover the rewards of helping others. Brookhaven's Service-Learning Program can help your club choose or design a special project that matches the needs of the community with the interests, skills and goals of your members. Contact the Student Life office.

## Student Leadership Institute

Designed especially to meet the needs of community college students, the Student Leadership Institute offers a variety of training sessions that encourage you to make new friends, discover your personal leadership style, reflect upon your values and celebrate your accomplishments. You will learn the skills needed to make a real difference in your club, on campus, in your community and throughout your career. Club officers and members are encouraged to join SLI. For information, contact the Student Life office.

# PLANNING ACTIVITIES

## W<sup>5</sup>HM Planning Formula

The first step in any successful program or event is planning ahead! Think through your project using the following questions:

What:	Why	Who
...do you want to accomplish? ...are the benefits, liabilities, advantages? ...is your motive? ...are the obstacles? ...information, materials, assistance will you need?	...will this help you meet the mission of your club? ...is this a priority at this time?	...do you have in mind to work on this task? ...will it benefit? ...has done something like this before successfully? ...on your team knows how to do this?

## Carrying Out Your Plans

The **Program/Activity Check List** (Exhibit E) can help facilitate your activity. Copies are available in Student Life. In addition, the following areas may help you organize your tasks.

**Plan & Goals:** Establish the nature of the activity, whether educational, social, service, fundraising; the participants including members, campus, community; and outcome or program objective. Decide how the group will accomplish the various tasks.

**Arrangements:** Decide on the date, time and location. Get approval from Student Life and other departments. Ask your sponsor to reserve the space with Room Coordinator at 972-860-4725. If on campus, determine the set-up and ask sponsor to complete a FacilitiesMax work order (Exhibit F) for tables, chairs, etc. Complete the initial paperwork: *Fund Raising Form, Professional Services Contract, Student Travel Form*, etc. Determine any special arrangements such as lighting, security.

**Finances:** Estimate expenses. Identify sources of funding (members, club funds, college funds, donations or combination). If it's a fundraiser, consider all the costs and what would be a realistic profit from it. Save all your receipts.

**Supplies & Services:** Make a detailed list of what services and supplies will be needed: food, drinks, media equipment, programs, ice, decorations, extra trashcans, cash box, etc. Review the list of *Campus Resources* on the next page. Complete the necessary paperwork. Forms for on-campus services need to be submitted well in advance of your event. Be sure your expenses are in line with your budget. Remember you are responsible for the clean up after the event, so be sure you have several people on the clean up team.

**Publicity:** Decide on the types of promotion you will need based on who will attend or participate. (See **Publicity/Advertising Section**) Notify the appropriate department and submit any request forms. The Copy Center can print materials such as fliers, memos, invitations, etc. Make arrangements for distribution or posting.

**Before the Activity:** Check to see that the room is set up as requested; that all refreshments, equipment, supplies, resources etc. have arrived; and that plans for evaluation are in place. Be sure those responsible for clean up know what needs to be done.

**Evaluation & Follow Up:** Record attendance and complete entry on *Club Activities Log*. Evaluate your efforts—what did your participants and audience think, what worked well, and what would you have changed. There is space on the *Program Check List* to write a brief summary evaluation. Take care of money matters—deposit money, return cash box, complete all paperwork for reimbursements, payment of invoices, etc. Send thank you notes to resource people and participants.

<b>Campus Resources</b>		
<b>Cash Box</b>	<b>Business Office (S060)</b>	<b>972-860-4812</b>
<b>Facilities:</b>	<b>Room Reservations</b>	<b>972-860-4725</b>
<b>Room Set up: (tables &amp; chairs)</b>	<b>E-Mail work order to Facilities Services -- provide a diagram if necessary</b>	<b>Facility Max Request 972-860-4798</b>
<b>Food Service</b>	<b>Contact Subway (Exhibit G)</b>	<b>972-860-4544</b>
<b>Media Equipment</b>	<b>*Media Distribution Request (L252)</b>	<b>972-860-4860</b>
<b>Postage:</b>	<b>*Postage Charge Slip Mailroom (T108)</b>	<b>972-860-4387</b>
<b>Copying</b>	<b>*Copy Center Request (T108)</b>	<b>972-860-4387</b>
<b>Publicity:</b>	<b>*Public Information Form(S241)</b>	<b>972-860-4827</b>
	<b><i>The Courier</i> Student Newspaper(B212)</b>	<b>972-860-4787</b>
<b>Reimbursements</b>	<b>*Check Request forms in Student Life</b>	
<b>*Form is required for this service. See Exhibits in <i>Sample Forms Section</i>. All forms are available in Student Life, Room S201.</b>		

# FUNDRAISING ACTIVITIES

## Policies and Procedures

The Texas Legislature requires student clubs and organizations to pay taxes on income above \$5,000 in a calendar year from fundraising activities. As a result, all colleges in the DCCCD adhere to the following policy.

### Brookhaven

**College Policy:** Student clubs and organizations are permitted to hold fundraisers throughout the year, provided that the total amount for the sales does not exceed \$5,000 in a calendar year.

Clubs are permitted to hold one food sale per month.

The Texas Legislature does permit student organizations to hold raffles. Clubs are permitted to hold one charitable raffle per month.

All the forms you will need to hold a fundraising activity on campus are available from Student Life and the staff will help you through the process.

## Fundraising Tips

<i>Lead Time</i>	<b>FUNDRAISING ACTIVITIES REQUIRE ADVANCE PLANNING!</b>
<b>3-4 weeks</b>	Discuss your plans with your sponsor and reserve the space. Fill out a <i>Fund Raising Application form</i> (Exhibit I) -- because you need prior approval from the Student Life Director and other college administrators. Food sales require more lead-time. Review the <b>Activities Involving Food Section</b> in this handbook (pages 11-12)
<b>2-3 weeks</b>	Submit other forms for campus services that you may need. Tables and chairs set up – your sponsor needs to e-mail a Work Order to Facilities Services through the work order system FacilitiesMax. Indicate what you need, where on campus and when—the date and time. For posters or banners, complete a <i>Public Information Work Order Request form</i> (Exhibit N). Forms available in Student Life. See the <b>Publicity /Advertising Section</b> for other ways to promote your event.
<b>1-2 weeks</b>	Cash box can be arranged through the Business Office (Room S060).



# FUNDRAISING FORM PROCESS

1. Complete the Fund Raising Application Form (Exhibit I).
2. Sponsor and Club President and Treasurer need to sign form.
3. Next stop, Director of Student Life needs to approve and sign form.
4. Final approval signature is the Vice President for Business Services.
5. After all signatures are complete, the form will come back to Student Life.
6. The form then goes to cashier in the Business Office.
7. Business Office will complete the Financial Information Section of the form when deposits are made.
8. When the sale is over, the Business Office will retain the white copy and send the other copies to Student Life along with copies of the deposit receipts.
9. Student Life will forward the pink “Club/Accounting” copy to the club sponsor.

## ***TIPS TO REMEMBER ON THE DAY OF THE FUNDRAISER***

- Conduct business in a non-solicitous manner.
- Remember all checks must be made to Brookhaven College and include a Texas Driver License number and date of birth-unless the person is a student, and then include the student ID number.

**Please Note:** Any fees resulting from checks returned for insufficient funds will be charged to the club account.

- Deposit the money you raised into your club account at the college Cashier’s Office within 24 hours of receipt.
- The cashier will complete the **Financial Information Section** on the *Fund Raising form*.

# ACTIVITIES INVOLVING FOOD

## Food Handling Policy

To protect persons on the Brookhaven College campus who sell food, give food away, or consume food items outside the contracted food service operation, the college has established food-handling requirements, which comply with the Food Codes regulated by the City of Farmers Branch. A complete list of City Food Handling Requirements (Ordinance 1281 and 1655) can be obtained from the City of Farmers Branch Environmental Health Division. A copy also is available in Student Life.

## Health Permits

A student organization must obtain a Health Permit from the City of Farmers Branch when selling food as a fundraiser or giving food away to anyone outside the membership of his or her organization. Clubs do not need health permits if they provide food to their own membership at a meeting or if they use the on-campus Food Service operation or the authorized cater. Health Permits for temporary use are free.

**For Health Permits, contact:**  
**Ms. Louise Manazana**  
**City of Farmers Branch**  
**Environmental Health Division**  
**1300 William Dodson Pkwy.**  
**Phone #: 972-919-2536**  
**FAX #: 972-919-2544**

To procure a Health Permit, contact Louise Manazana with the City of Farmers Branch, and discuss your plans at least three weeks in advance of your activity. Complete the *Application for Health Permit form* (Exhibit J) and deliver or fax it to Ms. Manazana. A Health Permit is required for each event and must be submitted with a *Fund Raising Application form* (Exhibit I). If you give food away to the public, a health permit is required along with a *Food Distribution Approval form*. Forms are available in the Student Life office.

## Health and Safety Requirements

- Disposable gloves must be worn. Food items must be individually wrapped with plastic wrap, tin foil or waxed paper. *(Student Life keeps some supplies on hand.)*
- When dispensing food, designate a food handler separate from your cashier. You should never handle food and money without washing your hands between each transaction.
- The ability to wash hands often must be available at the food distribution/sale site. *(Student Life has portable hand washing equipment available for checkout to meet this requirement.)*
- Your approved Health Permit must be visible at the food distribution/sale site.
- Your group is responsible for keeping the food distribution area/sale site clean during the event and at the conclusion of the event.
- Pre-packaged food items (boxed candy, popcorn), which do not require refrigeration or hot holding, are exempt from these requirements.

- Failure to comply with the campus or city regulations will result in the cessation of the activity and is enforced by the campus and/or the City of Farmers Branch.

## **Process to Obtain Approval to Sell Food Items**

1. Discuss your event/activity with your Sponsor to select date, location and purpose of your event. (Minimum of four weeks before the event.)
2. Discuss the particulars of your event with Ms. Manazana over the phone or in person. When both parties reach agreement, complete the *Application for Health Permit form* (Exhibit J). Deliver or fax it to her. Health Permits for temporary use are free. (Minimum of three weeks before the event.)
3. When the Health Permit is approved, submit a copy of it along with your *Fund Raising form* (Exhibit I) for campus approval. No food sales will be approved without a Health Permit. (Minimum of two weeks before the event.)
5. Upon receiving campus approval, proceed with promoting and publicizing your event. Make arrangements to get any equipment or supplies you will need for the food sale.
6. On the day of the event, remember to place your Health Permit in plain view at the food distribution site. When the food sale is complete, clean the area, and deposit the proceeds with the college cashier within 24 hours.

## **Process for Food Distribution (Not a Food Sale)**

Follow the basic procedures listed above to schedule your activity and obtain a Health Permit.

1. Complete a *Food Distribution Approval form*, available from Student Life.
2. Submit a copy of the Health Permit with a *Food Distribution Approval form* to the Student Life.
3. Observe the Health and Safety Requirements.
4. Remember on the day of the event to display the Health Permit at the food distribution site.

# GUEST SPEAKERS

Over the course of the year, your organization may wish to invite a guest speaker to campus. If so, you must notify the Student Life director of your plans at least four weeks **PRIOR** to issuing the invitation.

## **Payment Process When Using Club Funds:**

If you are paying the speaker using only club funds, complete a *Check Request form* and attach an invoice, written quote or pro-forma invoice from the speaker, which indicates the fee.

## **POLICY AND PROCEDURES FOR CONTRACTS**

If the speaker is to be paid using any or all college funds, a *Professional Services Contract form* (Exhibit L) must be completed and approved prior to the scheduled event. The social security number and complete mailing address of the speaker are required on this form. Speaker also must complete a **W9 form** (Exhibit K) to the Business Office.

According to the policy, you must submit justification for why you want to bring a particular speaker or performer to campus. This documentation must include a rating sheet and information on at least two other speakers or performers, who present a similar program. A statement of explanation as to why you chose the speaker or performer and pricing information also must be included.

***Approval Signatures:*** The policy requires that the signatures of the Director of Student Life and Vice President for Enrollment Management and Student Success be obtained **BEFORE** the speaker signs the contract. After the speaker signs, the contract goes to Vice President for Business Services, who has the final approval. Contract then goes to the Business Office for processing.

Meetings that feature guest lectures must be open to the entire campus.

If an invited speaker is known to represent controversial or extreme views or to reflect a particular political philosophy, it is extremely important that time be allowed for a rebuttal, debate, question/answer period, or some similar procedure in order to ensure that opposing views can be heard.

Likewise, if candidates for public office are invited to speak on campus, members should provide opportunities for opposing candidates to appear on campus under similar conditions.

Meetings which could conceivably have an adverse effect on the welfare and reputation of the college must be discussed with the Vice President for Enrollment Management and Student Success, who will determine these cases and will inform the organization of his/her decision before the event is scheduled.



# MONEY MATTERS

Anything that involves money—spending club funds, getting reimbursement for purchases a club member or sponsor has made, holding a fund raising event, etc., must have prior approval by the Student Life director and all paperwork must be processed through the Office of Student Life.

Collecting dues, conducting a fundraiser or receiving a donation—all require a fundraising form, which must be completed and approved BEFORE you can deposit the money.

## Checks

All checks deposited into your club account from membership dues, fund raising, etc. must be made to Brookhaven College, not the club, and must include a Texas Driver License # and date of birth. Include the student identification number if a check is from a Brookhaven College student.

## Financial Accounting for Student Organizations

Any organization that raises funds, collects fees or incurs expenses must open an agency account at Brookhaven College. All monies must be deposited and withdrawn through this account. Off-campus bank accounts are not permitted. Money collected or raised must be deposited with the college cashier within 24 hours of receipt.

Each organization will designate a member to act as treasurer who is expected to maintain accurate records. The following records must be kept:

1. A journal-ledger in which all deposits and expenditures are recorded and show a current balance after each transaction or group of transactions.
2. A file of receipts for all money deposited.
3. A file of check requisitions for all money spent.
4. A copy of fundraising/financial report forms submitted to the Office of Student Life from fundraising activities.

The organization must keep Student Life apprized of all transactions since this office maintains a duplicate set of books. Each month the Office of Student Life receives a copy of the General Ledger Report from the Business Office, which reflects the transactions in your club account. If you need to verify your club balance, contact Student Life.

## Scholarships and Club Awards

If your club is awarding a scholarship to a member, the sponsor will send an e-mail to Deanie Martin in the Business Office and Charmel Taft in the Financial Aid Office with the student's name, ID number, scholarship amount and club account number. If the club is giving a cash award, complete a **Check Request** with the student name, ID number, amount and club account number and attach a back up memo from sponsor that explains the club award and includes the sponsor signature and the signature of the club president and/or other officers.

## Expenditures

Before your club does anything involving money, discuss your plans with Student Life staff. We can help guide you through the policies and procedures.

USING COLLEGE FUNDS	USING CLUB FUNDS
<p>All <i>Campus Purchase Orders</i> (Exhibit M) and <i>Check Requests</i> (Exhibit N) involving club or college funds must be approved and handled through the Office of Student Life.</p> <p>All requests for <i>Campus Purchase Orders</i> over \$500 must have three bids for each item or service and must include one bid from a minority-owned business and one bid from a female-owned business unless a vendor has a district contract. Contact Student Life for assistance.</p> <p>Cash advances for purchases are not permitted.</p>	<p><i>Campus Purchase Orders</i> will not be issued to clubs.</p> <p>All expenses are handled on <i>Check Request forms</i> (Exhibit N) and documentation must be attached—original receipt, invoice and or quote from vendor.</p> <p>Clubs are not tax exempt and must include tax for items purchased. Clubs will be reimbursed for taxes paid.</p> <p>Clubs can choose any vendor and do not have to submit comparison bids.</p>

## Reimbursements

The Student Life director must approve reimbursements from your club account or college funds. Receipts must be provided. Please be advised that tax on purchases *will not* be reimbursed. Cash reimbursements for requests less than \$50 can be obtained from Student Life. Other reimbursements are processed on *Check Request forms*. If college funds are used, checks will be made payable to the sponsor. The process takes about three weeks.

## Requesting College Funds

Each fall, registered Brookhaven clubs have the opportunity to submit an *Annual Budget Request for College Funds* (Exhibit C). These funds may be used to help cover the cost of supplies or activities that directly relate to your organization's mission and goals. Because college funds are scarce, clubs will be asked to contribute their fair share of financial support to club activities.

Student Life must receive your budget proposal by the fall club deadline, usually in early October. Then, a student finance committee will review all the club budget requests and make recommendations to the Student Life director regarding the allocation of available college funds. If you would like to serve on the Finance Board, contact the Student Life director.

College funds that have been allocated to your club **will not** be transferred into your club account.

Instead, Student Life will underwrite approved club expenditures and process through its division accounts. All transactions involving allocated college funds must be processed through the Office of Student Life and completed by the end of the spring semester.

# PUBLICITY & ADVERTISING

## Banners and Printed Signs

Student organizations may request banners and printed signs to advertise club events from the Marketing and Public Information Office. *Marketing & PI Work Order/ Services Request forms* (Exhibit O) are available in the Office of Student Life. A Student Life staff member must sign and approve your request before it goes to M&PI. Requests must be submitted at least 10 working days in advance. Banners will be posted three days prior to the event and signs will be posted one week prior. If you would like to retain your posters, make arrangements with Student Life.

## Fliers

Student organizations wishing to distribute fliers to advertise an event may have access to college resources such as the Copy Center for printing (Exhibit P). The Marketing and Public Information Office may be able to help with artwork design, depending on the availability of the staff and the number of projects in progress or scheduled. InHaus Grafix, a program that utilizes Visual Communications students, also may be able to assist with artwork design. Lead-time is critical; allow at least three to four weeks when using these resources.

Flyers may be posted on bulletin boards designated for “Campus Activities.” Flyers cannot be posted on windows, painted walls or other surfaces of the college or attached in any way to automobiles in the parking lots.

## Other Publicity Resources

- *The Courier* Student Newspaper, with offices in Room B212, may be able to run an advance story or cover your event. Beware of their deadlines. Contact: 972-860-4787
- *Marquee Requests* (Exhibit Q) are submitted to Marketing and Public Information Office, Room S241. They are prioritized and processed in the order received. Forms are available in Student Life.
- You may want to distribute memos with club information to sponsors or faculty members through the mailboxes at the division offices.
- Information also can be displayed on the electronic signboards. Submit information to the Office of Student Life.
- News releases can be requested for off-campus promotion through the Marketing and Public Information Office in Room S241. Forms are available in Student Life.

## Bulletin Boards

Please note the following guidelines for posting notices on bulletin boards.

- Posted notices are approved in the Student Life office.
- No commercial advertisements are allowed on campus.
- Notices must not exceed 14” x 22” and may remain posted up to one month.

Bulletin boards are designated for specific kinds of information:

**BSGA Student Books for Sale** – Flat boards inside and outside the Office of Student Life.

**Campus Events** - Three-sided kiosk bulletin boards are reserved for publicizing Brookhaven College events and club-sponsored activities.

**Off-Campus Activities** - A flat board in the Building T Lobby across from the gym is reserved for educational activities not held at BHC—events at other colleges and universities, international studies programs, or cultural events.

**Roommate Exchange** - A flat board outside Room T213 is reserved for housing information – roommates wanted, rooms for rent, apartments in the area, etc. Apartment finder books also are located near this bulletin board.

**Student Government Activities** – Flat board inside Student Life is reserved for displays and information about Brookhaven Student Government Association.

**Student Clubs** - Two flat boards outside the Office of Student Life are reserved for student clubs to post notices announcing meetings/club events.

**Volunteer Activities** - A flat board inside Student Life is reserved for the service-learning opportunities.

*Student Life office also keeps a resource notebook that contains notices regarding roommates, housing information and typing services.*

## Distribution of Literature/Public Demonstrations

The college has guidelines regarding the distribution of literature and public demonstrations on campus. A copy of the Free Speech policy is available from the Office of Student Life. For scheduling purposes, individuals or groups need to complete a **Request for On Campus Distribution form** (Exhibit R). Forms are available in Student Life.

# STUDENT TRAVEL

## NEW TRAVEL POLICIES

All travel requests and forms must be submitted 30 working days prior to departure or two weeks prior to the date when registrations are eligible for a reduced registration fee, whichever comes first.

The Vice President for Enrollment Management and Student Success must approve all travel. This includes any travel using college or club funds.

**NEW REQUIREMENT: *Student Organization Travel Approval form*** (Exhibit Z) – must be completed and submitted with all other travel paperwork. This form includes the purpose of the travel, benefits for the students and plans for sharing information with other members of the organization or other groups. Approval signatures include: sponsor, supervisor of sponsor, Student Life director and Vice President for Enrollment Management and Student Success.

**NEW REQUIREMENT: *Risk Management Strategies for Student Organizations Training and Documentation*** -- State law mandates that all sponsors and club officers must view the Risk Management Strategies for Student Organizations Training at least once during the academic year and provide signed documentation to Student Life. "[Risk Management Strategies for Student Organizations](#)"

### **Student travel paperwork must include:**

- ***New Student Organization Travel Approval form*** (Exhibit Z) – must be completed and submitted with all other travel paperwork. The Vice President for Enrollment Management and Student Success must approve all travel. This includes any travel using college or club funds.
- ***Student Travel Advance and Approval Request form*** (Exhibit T) -- Sponsors are responsible for completion of this form along with all supporting documents.
- ***Field Trip Roster*** (Exhibit U) is required for off-campus activities.
- ***Professional Leave form*** is required for club sponsors participating in off-campus activities.
- ***Field Trip Participation Consent form*** (Exhibit V & W)  
Sponsor or faculty member must inform students in writing if any known hazards exist for any or all trips listed. (**Note:** A student must sign the ***Field Trip Participation Consent form*** or be denied travel participation.)

## MORE NEW TRAVEL POLICIES

If the sponsor wishes to extend travel prior to or after conference/meeting/event dates, the sponsor must provide a copy of the itinerary of the events planned along with the submitted travel paperwork. The Director of Student Life and Vice President for Enrollment Management and Student Success or designee must approve the plans.

Sponsor **MUST** stay in the same location as the students and unless justified. Youth hostels are not an acceptable substitution for hotel accommodations. The sponsors **MUST NOT** share a room with any student at any time.

## GENERAL INFORMATION

Note to sponsors: Detailed information on Field Trip procedures and travel forms are available via Intranet using the following path: DCCCD Homepage – Employee Services – Business Procedures Manual – Section 9, Travel.

Sponsors are responsible for completion of the ***Student Organization Travel Approval form, Student Travel Advance and Approval Request form, Field Trip Participation Consent form, Professional Leave and Travel Request form*** and all support documentation.

A sponsor must be present at all off-campus activities and accompany members during travel.

Travel by ground or by air is permissible, but the district will pay only the lesser cost of the two. College vans driven by the sponsor may be used to transport students if the sponsor is an approved district driver. Procedures for becoming an approved driver are available on the Intranet – *DCCCD Home Page – District Service Center – Risk Management – Student Travel Brochure*. Sponsors should not transport students in their personal vehicles. District police prohibits faculty or staff members from organizing or assigning students to car pools.

The Brookhaven College Student Code of Conduct is in effect at all off-campus activities.

**IMPORTANT TIMEFRAME INFORMATION:** If advance funds for travel are requested, all paperwork must be submitted to Student Life at least 30 working days prior to the event. If no advance is requested, paperwork must be submitted at least 14 days prior to the trip.

## Students and Sponsors Must Plan Ahead ...

- Discuss your plans with the Student Life director well in advance of the proposed activity. Keep in mind off-campus activities must be relevant to the organization's goals.
- Prior to the activity, complete the estimated section of the ***Student Travel Advance Request form*** (See instructions in next section) and attach a ***Field Trip Roster*** (Exhibits T & U) including the names and student ID numbers of all participating students. Be sure to attach all supporting information listed under the section "What You Should Know about Expenses."
- Sponsors must submit a ***Professional Leave and Travel Request form*** to their supervisor for approval.
- When approved, the sponsor must collect signed ***Field Trip Participation Consent form*** (Exhibit V & W) from each student prior to the activity. The Student Life director will retain a copy of the form for use in subsequent trips during the same semester.

- Following the activity, complete the ACTUAL section of the ***Student Travel Advance Request form*** and resubmit to Student Life along with the list of participating students, the ***Field Trip Participation Consent form*** and documentation to include all ORIGINAL receipts.

**Remember:** you must reconcile actual travel costs within 10 days after the activity!

**Sponsor:** How to prepare and process the ***Student Travel Advance and Approval Request form***

This form must be submitted twice – once prior to the trip reflecting estimated costs, and then again following the trip confirming actual costs.

- Fill out the very top of form to include sponsor name, name of organization, today's date, purpose of activity (conference, meeting, game or other), destination city and state, and sponsor employee ID#.
- Fill in boxes indicating estimated date and time of departure and return.
- Enter estimated costs on lines 1-8. If you choose to drive to your destination, a destination serviced by airplane, the District will only reimburse the lesser cost: either that of flying or driving. *To estimate the cost of airfare you will need a "ResMAIL" quote available National Travel Systems.* Describe the type of vehicle you will be using (car, van, etc.) on line #7. Be as accurate as possible in your estimations, and include any support documentation to include quotes.
- Attach the list of student participants, including names and student ID numbers.
- Sponsor, Director of Student Life, the Vice President of Student Services and the Business Office must approve and sign the form.

**Student Travel with Group of 10 or More**

If student travel involves a group of 10 or more, additional lead-time is required. The Business Office must send out the airfare and hotel accommodations for bids. Contact Student Life for the additional travel forms and processing information.

<b>What You Should Know About Travel Expenses</b>	
<b>Registration Fees</b>	This item can be prepaid.
<b>Lodging</b>	Indicate total amount of this expense and number of days. Attach supporting information regarding number of rooms, room rates, and tax rate -- brochure, conference literature or how sponsor determined room cost. Be sure to include tax-exempt status information for hotels in Texas when reserving rooms and when calculating the amount to be advanced.
<b>Meals</b>	Meal allowance for students is \$39 per day. The number of students, number of days and time of departure and return will determine the total expense. If travel is less than one full day, per diem for meals will not be advanced or reimbursed.

Air Transportation	<b>NOTE: Contact Office of Student Life before making travel arrangements.</b>
Traveling by Car	Mileage is determined by using MapQuest, to get the mileage traveling from Area A to Area B (Exhibit X). Note: Refer to Exhibit Y to determine mileage traveling campus to campus. Mileage will be paid at the DCCCD rate, currently \$.55 per mile. Car travel advance is available ONLY to students driving.
<i>You must investigate the best way to travel. If the normal coach round-trip airfare is less than the cost of travel by car, the district will pay the lesser amount!</i>	
Other Expenses	Estimate costs for taxi or bus travel and other expenses. No money will be advanced for these items.

## Prepay/Advance Request Procedures

**Registration Fees:** To request prepayment; indicate the total amount in the “prepay/advance” column of the travel form. Attach registration forms and supporting information. The Business Office must receive the request at least 15 working days PRIOR to registration deadline. Checks will be made payable to the hosting organization ONLY.

**Advance Request:** Advance money for lodging and meals is available for students ONLY on the student travel form. Indicate the total amount for lodging and meals at the meal allowance rate in the “prepay/advance” column. Attach information on room rates and percent of room tax. The sponsor can call the hotel and get quote on room rate and tax – note name, phone number, and when you talked to the person. The sponsor is responsible for making lodging reservations. If traveling within Texas, the sponsor must provide the hotel with a **Texas Hotel Tax Exempt form** (Exhibit S).

**Note:** Rooms are to be reserved by the sponsor and are to accommodate two same sex students per double room with two separate beds. If more than two students are to share a room, all students sharing the room must sign the **Student Lodging Waiver** (Exhibit S1). If traveling by car, ONLY students driving their cars can receive advance expense money. This will be determined on a full-car basis and the official mileage.

**Distribution of Money:** The advance check will be made out to the sponsor and must be cashed prior to the departure date. The sponsor must have each student sign the **Student Travel Meal Arrangement Acknowledgement form** (Exhibit S2) for the money the student received. This completed form is submitted along with travel paperwork following the trip.

## BEFORE TRAVEL

Prior to departure the sponsor must provide at least one orientation for all participants. The sponsor should reiterate that participants are representing the college and that the Student Code of Conduct is in effect during the trip. Orientation should include all



behavioral expectations, appropriate clothing, travel arrangements, a schedule of events, as well as distribution of the college contact information below in the event of an emergency.

**DURING TRAVEL YOU MUST KEEP:**

- Airline ticket stubs indicating amount, itinerary, and dates.
- Registration fee receipts.
- Original receipts for lodging.
- Original receipts for ground transportation, parking, and other expenses.
- Original receipts for meals if expenses exceed meal allowance.

**IN THE EVENT OF AN EMERGENCY**

Monday – Friday, 8:30 a.m.–5 p.m.:

Call 972-860-4837

(Administrative Assistant to Vice President  
for Enrollment Management and Student Success)

After 5 p.m. Monday – Friday and Weekends:

Call 972-860-4290

(Brookhaven Police Department)

The Police Department will contact college administrators.

**AFTER TRAVEL:** The *Student Travel Advance Request form* must be submitted to the Office of Student Life within 10 days of your activity or trip. Complete the *Actual Section* (the shaded areas) of the form and attach ALL receipts for money spent. ALL expenses must be documented for reimbursement. Failure to provide the required receipts will delay processing your travel reconciliation. Student Life can help you complete the actual expense amounts, deductions, and appropriate account and division numbers. Any unused funds must be returned to the campus cashier. Reimbursement for money spent over the advance will be issued in the form of a check to the sponsor. The process takes about three weeks.

# ORGANIZATION TERMINATION

Official organizational status will be revoked when:

1. The group engages in acts contrary to college regulations, local, state, or federal laws.
2. The organization's purpose, objective, or activities conflict with the mission, goal, and objectives of the District.
3. Members engage behavior that does not adhere to the Student Code of Conduct or the organization does not uphold the "General Responsibilities" of student organizations.

If organizational status is denied to any group by the Office of Student Life, appeal may be made to the Vice President of Enrollment Management and Student Success.

<b>Sample Forms Index</b>		
<b>Referenced on page</b>	<b>FORM</b>	<b>EXHIBIT</b>
<b>1</b>	Petition/Recognition for Student Club / Organization	<b>A</b>
<b>1</b>	Roster of Members	<b>B</b>
<b>1 &amp; 15</b>	Annual Budget Request for College Funds	<b>C</b>
<b>1, 5 &amp; 8</b>	Club Activities Log	<b>D</b>
<b>7 &amp; 8</b>	Program/Activity Check List	<b>E</b>
<b>7 - 9</b>	<i>FacilitiesMAX</i> Request for Services form	<b>F</b>
<b>8</b>	Media Equipment Request	<b>G</b>
<b>9 - 12</b>	Fund Raising Application	<b>H</b>
<b>11 - 12</b>	Application for Health Permit	<b>I</b>
<b>13</b>	W-9 Taxpayer form	<b>J</b>
<b>13</b>	Professional Services Contract	<b>K</b>
<b>8 &amp; 15</b>	Campus Purchase Order Request	<b>L</b>
<b>13 - 15</b>	NOPO Check Request form	<b>M</b>
<b>8,9 &amp; 16</b>	Marketing & Public Information Work Order / Services Request	<b>N</b>
<b>8 &amp; 16</b>	Copy Center Request for printing	<b>O</b>
<b>17</b>	Request for On Campus Distribution	<b>P</b>
<b>21</b>	Texas Hotel Tax Exempt form	<b>Q</b>
<b>19</b>	Student Lodging Waiver	<b>R</b>
<b>22</b>	Student Travel Meal Arrangement Acknowledgement	<b>S</b>
<b>18 - 22</b>	Student Travel Advance and Approval Request	<b>T</b>
<b>18 - 22</b>	Field Trip Roster	<b>U</b>
<b>18 - 22</b>	Field Trip Participation and Consent form	<b>V</b>
<b>18 - 22</b>	Back of Field Trip Participation and Consent form	<b>W</b>
<b>21</b>	<i>MapQuest</i> sample	<b>X</b>
<b>21</b>	Official DCCCD Travel Mileage Chart	<b>Y</b>
<b>8 - 22</b>	Student Organization Travel Approval form	<b>Z</b>

PETITION / RECOGNITION FOR A STUDENT CLUB / ORGANIZATION  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

FALL  SPRING 20\_\_

BROOKHAVEN  CEDAR VALLEY  EASTFIELD  EL CENTRO  MOUNTAIN VIEW  NORTH LAKE  RICHLAND

PETITION TO ORGANIZE

Club/Organization Name:

Petition Date:

The undersigned request permission to organize as a club/organization and to seek recognition by the college. We have read the **Recognition Agreement** provided by the office of Student Programs and Resources and we agree to comply with the terms of the agreement.

Signature/Student ID#

1 \_\_\_\_\_ 6 \_\_\_\_\_  
2 \_\_\_\_\_ 7 \_\_\_\_\_  
3 \_\_\_\_\_ 8 \_\_\_\_\_  
4 \_\_\_\_\_ 9 \_\_\_\_\_  
5 \_\_\_\_\_ 10 \_\_\_\_\_

Purposes/Objectives of Club/Organization

Membership Requirements (General/Scholastic)

Club/Organization Officer(s) / Contact Persons (Please Print) (Authorized to Disburse Funds)

Names Address City State Zip Phone Title

Statement of Agreement

This registration attests that the local organization and its national affiliate (if any) does not: (1) engage in acts contrary to the college regulations, local, state, or federal laws; (2) limit membership on the basis of race, sex, creed, or national origin. We agree to uphold the General Responsibilities of Student Organization.

Staff/Faculty Sponsor(s)

Names - Signature (Authorized to Disburse Funds) Division Office # Home #

The Office Of Student Programs and Resources has been provided with the following (please check if received):

Club Charter/Constitution  Agency Fund Account Setup Justification

OFFICIAL RECOGNITION

SIGNATURE (STUDENT PROGRAMS) / TITLE

DATE

GRANTED  DENIED

SIGNATURE (V.P. STUDENT DEVELOPMENT)

DATE

GRANTED  DENIED

RATIONALE FOR DENIAL:

Distribution: Original - Student Programs and Resources Canary - Staff / Faculty Advisor Pink - College Business Office











**Club Activities Log**

Name of Organization:

Semester:

**Please be advised: Club Logs are required each semester.  
Compliance is mandatory for any club that requests college money.**

**Please include all activities your club members participated in and/or sponsored.**

List Dates of Regular Club Meetings held during semester:

List any Fund Raising Activities.

How many members usually attended?

List any Special Activities club members participated in (conferences, workshops, performances, field trips, etc.) and how many participated.

List any Community Service Projects, collection drives, which agency or cause benefitted, and how members participated.

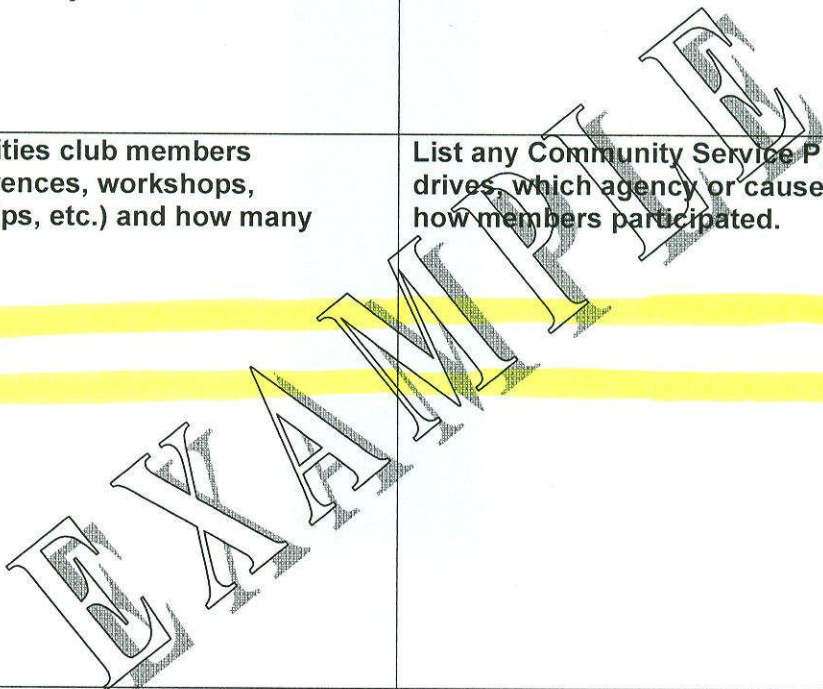
List any Campus Activities your club hosted and how many members participated and how many other people attended.

List any Scholarships or Club Awards given by the club. (total number of awards and total amount)

*If your club has added new members during since you submitted your registration form, attach a list of their names and student ID numbers.*

**RETURN THIS CLUB LOG TO THE OFFICE OF STUDENT LIFE AT THE CLOSE OF THE SEMESTER.**

♥ Office of Student Life ♥ 972-860-4115 ♥ Building S, Room S201 ♥









Hello, YXC2350 [Logout](#)

[About](#) [Help](#)

**Customer Request** View: [Select](#)

Transaction	<b>9673</b>	Editor	YXC2350	Request Status	<b>OPEN</b>
		Edit Date	Jun 28, 2010 11:42 AM	Work Order	
Description	NEED ONE TABLE AND TWO CHAIRS IN THE COMMONS COURTYARD			Work Order Status	

Requestor Organization	<b>STUDENT PROGRAMS AND RES</b> STUDENT PROGRAMS	Location Region	<b>DCCCD</b> DALLAS	Request Details Problem Code	
Requestor	<b>YASAMAN CONTRACTOR</b> YASAMAN CONTRACTOR	Facility	<b>BHC</b> BROOKHAVEN	Desired Date	<b>Jul 01, 2010</b>
Contact	<b>YASAMAN CONTRACTOR</b>	Property	<b>BUILDING S</b> BUILDING S	Reference	
Contact Phone	<b>X4117</b>	Location	<b>BHC-S206</b> OFFICE,	Created By	<b>YXC2350</b>
Contact Email	<b>ycontractor@dcccd.edu</b>			Date Created	<b>Jun 28, 2010 11:40 AM</b>





**FUND RAISING APPLICATION**  
**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

BROOKHAVEN     CEDAR VALLEY     EASTFIELD     EL CENTRO     MOUNTAIN VIEW     NORTH LAKE     RICHLAND     BJIPIED

ACTIVITY			
CLUB/ORGANIZATION <b>Hispanic Heritage Club</b>	DATE <b>10/01/09</b>	CLUB ACCOUNT NUMBER <b>XX-XX-XXXXXX-XXXXX</b>	ACTIVITY DATE <b>10/20/09</b>
NATURE OF FUND RAISING ACTIVITY: INCLUDE DATE, TIME, AND PLACE (type, items, etc.) <b>Hot dog sale, 11:30 a.m. - 1:30 p.m., Bldg. S</b>			
PURPOSE OF FUND RAISING ACTIVITY <b>To raise funds for the club</b>			
WILL THERE BE ANY OUTSIDE CONTRIBUTORS?		IF YES, LIST NAME(S) AND CONTRIBUTION AMOUNT(S):	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

FINANCIAL INFORMATION	
INCOME FROM ACTIVITY: (Description)	TOTAL INCOME \$
EXPENSES INCURRED: (Attach Receipts)	TOTAL EXPENSES \$
	NET AMOUNT \$
SPONSOR APPROVAL	CASHER

SIGNATURES			
<p><i>You have agreed to financial procedures outlined in this request and that all income from the activity will be deposited in the club account by the first working day following receipt in the Business Office. A full accounting of all club expenses and income will be filed with the Student Programs and Resources Office.</i></p>			
FINANCIAL REPORT WILL BE FILED BY: (INDIVIDUAL'S NAME)		DATE TO BE FILED	
<b>XXXXXXXX XXXXXXXXXX</b>			
CLUB PRESIDENT/OFFICER	ADDRESS	PHONE	DATE
<b>XXXXXXXX XXXXXXXXXX</b>			
CLUB SPONSOR	ADDRESS	PHONE	DATE
<b>XXXXXXXX XXXXXXXXXXXXXXXXXX</b>		<b>x2222</b>	<b>10/1/09</b>

APPROVALS			
DIRECTOR STUDENT PROGRAMS	DATE	VICE PRESIDENT STUDENT DEVELOPMENT	DATE
<b>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	<b>10/01/09</b>	<b>XXXXXXXXXXXXXXXXXXXXXXX</b>	<b>10/1/09</b>
VICE PRESIDENT OF BUSINESS SERVICES	DATE	COLLEGE PRESIDENT (OPTIONAL)	DATE
<b>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	<b>10/01/09</b>		

Distribution: *White* - Vice President of Business Services    *Canary* - SPAR    *Pink* - Club/Accounting    *Goldenrod* - Club Approval





**TEMPORARY FOOD PERMIT APPLICATION**  
**ENVIRONMENTAL HEALTH**  
**972-919-2536**

RETURN APPLICATION & FEE TO:  
 CITY OF FARMERS BRANCH  
 ENVIRONMENTAL HEALTH DIVISION  
 P.O. Box 819010  
 FARMERS BRANCH, TEXAS 75381-9010

SPECIAL EVENT Pizza Sale

DATES OF EVENT 4/7/10 TO 4/7/10 TIME OF EVENT 11:30 a.m. TO 1:00 p.m.

LOCATION OF EVENT Brookhaven College Student Services Lobby

ORGANIZATION Latin Dance Club

RESPONSIBLE PERSON Rebecca Garcia BIRTH DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE 972-222-3333

DO YOU OPERATE FOOD ESTABLISHMENTS AT OTHER LOCATIONS? YES  NO  IF YES, PROVIDE NAME AND ADDRESS OF ESTABLISHMENT \_\_\_\_\_

FOOD ITEMS TO BE SERVED (ONLY LISTED FOODS AND BEVERAGES MAY BE AUTHORIZED)	PLACE OF FOOD PREPARATION AND STORAGE (NO HOME PREP OR STORAGE OF FOODS ALLOWED)	EQUIPMENT USED IN PREPARATION OF FOOD ON SITE
1. Pizza	Commercial	
2. Canned drinks	Commercial	
3.		
4.		
5.		
6.		

DESCRIBE COLD HOLDING EQUIPMENT Ice Chest

DESCRIBE HOT HOLDING EQUIPMENT Pizza Delivery Bags to keep the pizza boxes warm

IS ELECTRICITY AVAILABLE FOR USE ON SITE?  YES  NO

CITY WATER CONNECTION  YES  NO IF NO, LIST WATER SOURCE \_\_\_\_\_

SANITARY SEWER CONNECTION  YES  NO IF NO, DESCRIBE LIQUID WASTE DISPOSAL SITE \_\_\_\_\_

LOCATION OF EMPLOYEE TOILET FACILITY Several located in the lobby

DESCRIBE OVERHEAD PROTECTION USED Regular ceiling

DESCRIBE SIDE WALL COVERING USED Dry Wall

DESCRIBE FLOOR COVERING USED Tiles

DESCRIBE HANDWASHING EQUIPMENT Sink

DESCRIBE UTENSIL WASHING EQUIPMENT Kitchen sink

FOR OFFICE USE ONLY

APPROVED  DENIED PERMIT NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_

COMMENTS/REQUIREMENTS \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF REGULATORY AUTHORITY DATE \_\_\_\_\_



Form **W-9**  
(Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



**PROFESSIONAL SERVICES CONTRACT**  
**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

PSC 65234

This is to evidence agreement between Dallas County Community College District on behalf of Brookhaven College College or District and the performer/agent indicated below.

VOUCHER ID#	INVOICE NUMBER	PSC <u>65234</u>	INVOICE DATE (MDY)	INVOICE TOTAL	\$ <u>100.00</u>
VENDOR ID#	TERMS CODE	<u>OR</u>	PAYMENT DUE DATE (MDY)	<u>10/01/09</u>	

PERFORMER NAME	SOCIAL SECURITY NUMBER OR TAX I.D.	PHONE NUMBER	
<u>John Carpenter</u>	<u>XXX-XX-XXXX</u>	<u>(XXX) XXX-XXXX</u>	
PERFORMER ADDRESS	CITY	STATE	ZIP CODE
<u>222 Grant Rd</u>	<u>Lewisville</u>	<u>TX</u>	<u>75666</u>

AGENT NAME (if different from above)	TAX I.D. NUMBER	PHONE NUMBER	
AGENT ADDRESS	CITY	STATE	ZIP CODE

SERVICE DESCRIPTION  
To provide DJ service

Guest Lecturer     Consultant  
 Professional Services     Performer

See Business Procedures Manual Section 4.7 regarding IRS criteria for Individual Contractor versus Employee determination.

LOCATION	BEGINNING DATE AND TIME	ENDING DATE AND TIME
<u>BHC-Commons Courtyard</u>	<u>10 / 01 / 09 2:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>10 / 01 / 09 3:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM

FEE FOR SERVICES	APPROX. DATE FEE WILL BE PAID	* MAXIMUM ADDITIONAL EXPENSES	TOTAL
\$ <u>100.00</u>	<u>10 / 01 / 09</u>	\$ <u>0</u>	\$ <u>100.00</u>

GL ACCOUNT #	AMOUNT	GL ACCOUNT #	AMOUNT	CHECK ISSUED TO
<u>XX-XX-XXXX-XXXX</u>	\$ <u>100.00</u>		\$ <u> </u>	<input checked="" type="checkbox"/> Performer <input type="checkbox"/> Agent

SPECIAL PAYMENT INSTRUCTIONS  
Return check to campus by due date

DIVISION APPROVAL	DATE	ADMINISTRATIVE APPROVAL	DATE
<u>Student Life</u>	<u>09/15/09</u>	<u>VP of Student Services</u>	<u>09/15/09</u>

VICE PRESIDENT OF BUSINESS SERVICES OR CHANCELLOR SIGNATURE	DATE
<u>VP of Business Services</u>	<u>09/15/09</u>

Performer or agent in behalf of performer agrees to wholly and completely defend, indemnify and hold harmless Dallas County Community College District from and against any and all claims, causes of action, damages, liability, judgments, costs or expenses whatsoever arising from this contract and all claims of whatsoever kind or nature that have been or may be asserted by any party against the College District, its officers or employees arising from the terms of this contract. Exclusive venue to enforce this contract lies in Dallas County, Texas. Under penalties of perjury, I certify that the number shown on this form is my correct identification number. The performer or agent understands the tax implications of being classified as an independent contractor and not an employee of the DCCCD. The DCCCD is not responsible for any employment or federal income tax liability which may result from any tax assertions by the IRS.

The agreement is to be signed by the performer or agent and returned to the originator as soon as possible. A copy signed by the DCCCD will be mailed to the performer or designated representative.

PERFORMER OR AGENT SIGNATURE	DATE
<u>[Signature]</u>	<u>9/30/09</u>

\*Reimbursement for additional expenses will require receipts and/or itemized invoices within 45 days of completion of contract.

DESCRIPTION	PRICE	GL ACCOUNT #	GL AMOUNT
	\$ .		\$ .
	\$ .		\$ .
	\$ .		\$ .

PAYMENT APPROVAL	ON DCCCD PAYROLL:	CAMPUS HR / PAYROLL INITIALS	DATE
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>Ro</u>	<u>9/15/09</u>

Check Disbursement:  Return to Campus     Hold For Pickup     Mail Check     Return Remittance Enc.

ORIGINATOR PAYMENT APPROVAL	CLUB SPONSOR	DATE
		<u>XX/XX/XX</u>
DIVISION PAYMENT APPROVAL	STUDENT LIFE	DATE
		<u>XX/XX/XX</u>
BUSINESS OFFICE PAYMENT APPROVAL		DATE

Distribution: *Original* - District Business Office, *Canary* - Vice President of Business Services / Campus Business Office, *Pink* - Performer  
 FORM NO. 0009-03/08















Brookhaven College

\*\*\*\*Copy Request Form\*\*\*\*

Date \_\_\_\_\_ Date NEEDED \_\_\_\_\_

GL # \_\_\_\_\_ Dept Name \_\_\_\_\_

Title of Material \_\_\_\_\_

# of originals \_\_\_\_\_ # of copies \_\_\_\_\_

Collate & Staple \_\_\_\_\_ BHC Letterhead \_\_\_\_\_

Collate No Staple \_\_\_\_\_ NCR (\_\_\_\_ Parts) \_\_\_\_\_

Front & Back \_\_\_\_\_ Cardstock \_\_\_\_\_

Color Copies \_\_\_\_\_ Color of Paper \_\_\_\_\_

\*\*\*\*Special Services\*\*\*\*

- \_\_\_\_ Fold
- \_\_\_\_ Cut Apart
- \_\_\_\_ Shrink wrap
- \_\_\_\_ GBC Bind
- \_\_\_\_ Perfect Bind
- \_\_\_\_ Pad
- \_\_\_\_ Drill 3 holes
- \_\_\_\_ Distribute

Comments \_\_\_\_\_

I hereby certify that the above material does not violate copyright laws or dccc policies.

Signature \_\_\_\_\_ Ext# \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Charges: \_\_\_\_\_

Job Cost \_\_\_\_\_

Total # of copies \_\_\_\_\_

Work Order # \_\_\_\_\_



**BROOKHAVE COLLEGE  
REQUEST FOR CAMPUS DISTRIBUTION**

**THE DISTRIBUTOR WARRENTS TO HOLD THE COLLEGE HARMLESS IN ANY DISPUTE,  
CLAIM OR LEGAL ACTION RESULTING FROM THE DISTRIBUTION OF ITEMS.**

Application Name / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Campus Contact: \_\_\_\_\_ Phone# \_\_\_\_\_

Description of Item(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Publisher Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Time: \_\_\_\_\_

Physical Set-up: \_\_\_\_\_

\_\_\_\_\_

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Director of Student Life

Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President of Student Services

Date: \_\_\_\_\_

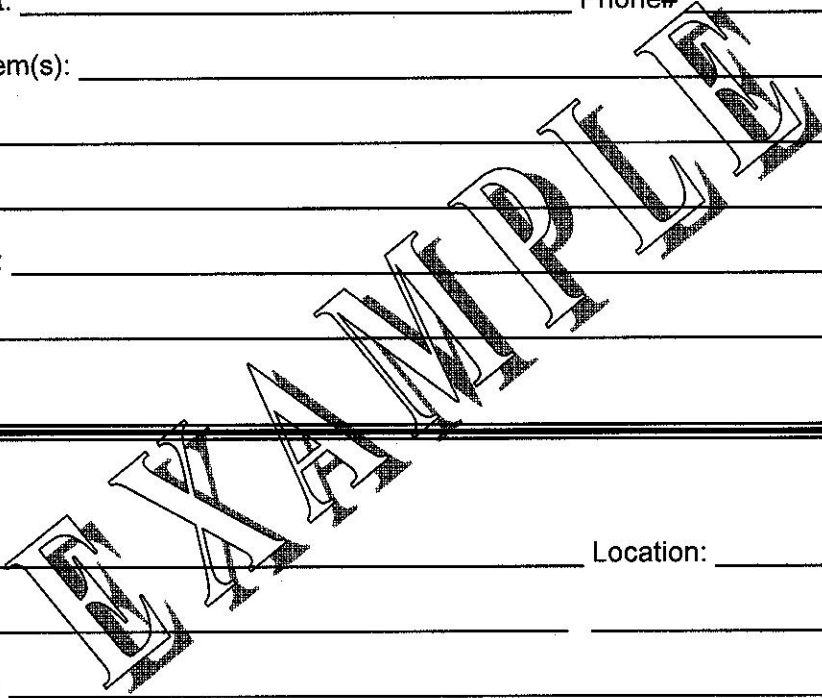
\_\_\_\_\_  
Vice President of Business Services

Date: \_\_\_\_\_

Distribution: Organization (original)

Student Life (yellow)

Campus Police (Pink)



TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



**NOTE:** This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. Supporting Documentation Required.

Name of exempt organization <b>Brookhaven College</b>	Organization exempt status (Religious, charitable, educational, governmental) <b>Educational</b>
--	---

Address of exempt organization (Street and number, city, state, ZIP code) <b>3939 Valley View Lane, Farmers Branch, Texas 75244 75-121314-9</b>	
--	--

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (Please print)	Date
<div style="display: flex; justify-content: space-between;"> <span>sign here ▶</span> </div>	

**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at [http://window.state.tx.us/taxinfo/exempt/exempt\\_search.html](http://window.state.tx.us/taxinfo/exempt/exempt_search.html). Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to [exempt.orgs@cpa.state.tx.us](mailto:exempt.orgs@cpa.state.tx.us) or call (800) 252-1385.

Brookhaven College  
Office of Student Life  
*Student Lodging Waiver*

**Club/Organization Name:** \_\_\_\_\_

**Sponsor/Advisor Name:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_ **Destination of Trip:** \_\_\_\_\_

Rooms are initially to be reserved to accommodate two students per double room with two separate beds. By signing below, the student is aware and agrees to share a room with more two people.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student ID Number

**EXAMPLE**

Brookhaven College  
Office of Student Life  
*Student Lodging Waiver*

**Club/Organization Name:** \_\_\_\_\_

**Sponsor/Advisor Name:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_ **Destination of Trip:** \_\_\_\_\_

Rooms are initially to be reserved to accommodate two students per double room with two separate beds. By signing below, the student is aware and agrees to share a room with more two people.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student ID Number





STUDENT TRAVEL ADVANCE AND APPROVAL REQUEST  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

No. 34793

VOUCHER ID # \_\_\_\_\_

The Student Travel Advance And Approval Request is submitted twice (estimated and actual basis).  
Attach list of student names and identification numbers.

SEE INSTRUCTIONS ON BACK  
PLEASE PRINT OR TYPE

SPONSOR TO RECEIVE CHECK: Susie Brown NAME OF ORGANIZATION: Student Government Association DATE: 6/29/99

CONF / MTG / GAME - TITLE: ASACC Student Leadership Conference CITY, STATE: Washington, D.C. SPONSOR IDENTIFICATION NO.: 2233441

ESTIMATED DEPARTURE			ESTIMATED RETURN			ACTUAL DEPARTURE			ACTUAL RETURN			NO. OF STUDENTS (Attach List)
MO	DAY	TIME	MO	DAY	TIME	MO	DAY	TIME	MO	DAY	TIME	
09	12	6 AM	09	17	9 AM							5

ESTIMATED	PREPAY / ADVANCE		ACTUAL
1. \$ 50.00	\$ 50.00	1. REGISTRATION	1. \$
2. 276.00	276.00	2. LODGING (Name of Facility: <u>Days Inn</u> )	2. _____
3. 390.00	390.00	3. MEALS (Sponsor needs signed receipts from students receiving funds)	3. _____
4. _____	_____	4. PLANE (Travel Agency: _____)	4. _____
5. _____	_____	5. TAXI / BUS	5. _____
6. _____	_____	6. PARKING	6. _____
7. 97.00	97.00	7. VEHICLE <u>97</u> miles at <u>.50</u> per mile No. of Vehicles <u>2</u> Type of Transportation <u>Personal Auto</u> (Advance only for students driving)	7. _____
8. _____	_____	8. OTHER EXPENSES (ATTACH RECEIPTS)	8. _____
\$ 822.70	_____	TOTAL EXPENSES	\$ _____

NOTE: REGISTRATION FORM (IF ANY) MUST BE ATTACHED IN ORDER TO PROCESS PREPAID EXPENSE. RECONCILE WITH "ACTUALS" WITHIN 10 DAYS OF TRIP.

LESS: Amount Charged to District \_\_\_\_\_  
LESS: Prepay \_\_\_\_\_  
ACTUAL SPONSOR EXPENSES \$ \_\_\_\_\_  
LESS: Advances \_\_\_\_\_  
TOTAL REIMBURSEMENT \$ \_\_\_\_\_  
TOTAL DUE DCSCD \$ \_\_\_\_\_

CASH RECEIPT NUMBER \_\_\_\_\_

ORIGINAL RECEIPTS OR SPONSOR'S (Supervisor approved) STATEMENT MUST BE ATTACHED (See #3 on the Back of this Form).

STA	<u>34793</u>	INVOICE DATE (MDY)		VENDOR ID		DUE DATE (MDY)	
REMITTANCE COMMENTS		AP TYPE		PRICE		ADV	
DESCRIPTION	<u>ADVANCE</u>	GL ACCOUNT #	<u>13-000000-72126</u>	GL AMOUNT		\$	
SPE	<u>34793</u>	INVOICE DATE (MDY)		VENDOR ID		TERMS CODE	
REMITTANCE COMMENTS		AP TYPE	<u>SPE</u>	PRICE		<u>SPE</u>	
DESCRIPTION / INVOICE		GL ACCOUNT NUMBER		GL AMOUNT		\$	
				\$			
				\$			
				\$			
STU	<u>34793</u>	INVOICE DATE (MDY)		VENDOR ID		TERMS CODE	
REMITTANCE COMMENTS		AP TYPE	<u>STU</u>	PRICE		<u>STU</u>	
DESCRIPTION / INVOICE		GL ACCOUNT NUMBER	<u>XX-XX-XXXXXX-XXXXX</u>	GL AMOUNT		\$	
				\$			
				\$			

Check Disbursement:  Mail Check  Return Remittance Enc.  Return to Campus  Hold for Pickup

ESTIMATED	ACTUAL
EMPLOYEE: _____ DATE: _____	EMPLOYEE: _____ DATE: _____
DIVISION APPROVAL: _____ DATE: _____	DIVISION APPROVAL: _____ DATE: _____
BUSINESS OFFICE APPROVAL: _____ DATE: _____	BUSINESS OFFICE APPROVAL: _____ DATE: _____







FIELD TRIP PARTICIPATION CONSENT  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

I, SPONSOR/FACULTY \_\_\_\_\_  
HAVE DISTRIBUTED IN WRITING TO THE STUDENT THE POSSIBLE  
KNOWN HAZARDS FOR FIELD TRIPS.  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PERSONAL DATA			
NAME (LAST, FIRST, MI) <b>Sabina Kunwar</b>		DATE <b>4/2/2009</b>	
STUDENT ID NUMBER <b>0022337</b>	DATE OF BIRTH <b>6/23/53</b>	AGE <b>56</b>	PHONE NUMBER <b>972-222-2233</b>
STREET ADDRESS <b>2007 Mayfield Drive</b>		CITY <b>Dallas</b>	STATE <b>TX</b> ZIP <b>75028</b>

EMERGENCY INFORMATION			
PERSON TO NOTIFY IN AN EMERGENCY <b>John Brown</b>		RELATION <b>Uncle</b>	
STREET ADDRESS <b>Same as above</b>		CITY <b>Same as above</b>	STATE <b>TX</b> ZIP <b>75028</b>
HOME PHONE NUMBER <b>972-222-2233</b>		BUSINESS PHONE NUMBER	
PLEASE INDICATE MEDICAL INFORMATION THAT MAY BE HELPFUL IN THE EVENT OF AN EMERGENCY			

EMERGENCY MEDICAL INFORMATION RELEASE	
I, <b>Sabina Kunwar</b>	give permission to <b>Brookhaven</b> Location/College
Division Dean/SPAR office and trip sponsor <b>Susie Smith</b>	to retain copies of this form
and to use this information if an emergency occurs.	Signature _____

FIELD TRIP PARTICIPATION CONSENT	
PLEASE READ REVERSE SIDE / COMPLETE AND INITIAL.	
1. Event sponsored and sanctioned by <b>Brookhaven College</b>	Location/College. ( <b>SK</b> ) INITIAL
2. Release DCCCD, officials and employees of _____	Location/College. ( <b>SK</b> ) INITIAL
3. I waive any and all said liabilities allowing me to participate in the Field Trip on the following date(s) and time(s):	
Date <b>4/2/2009</b>	Time <b>6:30 a.m. - 5:30 p.m.</b>
Date <b>6/14/2009</b>	Time <b>10:30 a.m. - 6:30 p.m.</b>
Date _____	Time _____
Date _____	Time _____ ( <b>SK</b> ) INITIAL
4. I have received written notification from my sponsor/instructor of any possible known hazards.	( <b>SK</b> ) INITIAL

I have read the FIELD TRIP PARTICIPATION CONSENT on the reverse side, and understand its terms, and I freely agree to all provisions set forth therein.

PRINT NAME <b>Sabina Kunwar</b>	DATE <b>4/2/2009</b>
SIGNATURE	DATE
SIGNATURE OF PARENT OR GUARDIAN (IF UNDER 18)	DATE



**FIELD TRIP PARTICIPATION CONSENT  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

I, the undersigned, a private person, for and in consideration of the privilege of participating in any event sponsored and sanctioned by (1) complete front of form Location/College, and in recognition that such participation involves certain inherent dangers, do hereby agree to assume the recognized risk in such participation, to include but not be limited to, personal injury and even death, and do hereby release the Dallas County Community College District (DCCCD), its officers and employees, (2) complete front of form Location/College, its administrators, agents, and employees in both their public and private capacity from any and all liabilities, claims, suits, demands, or causes of action which might arise from my participation as aforementioned. I fully acknowledge that I am responsible for any injury, loss, or damage to property, to myself and to others. I recognize that the liabilities, claims, suits, demands and causes of action, which I am waiving, have not yet arisen and I am making this agreement as a promise to waive any and all said liabilities, claims, suits, demands, and causes of action if and when they do arise in the future, with said agreement supported by the consideration of allowing me to participate in the Field Trip on the following date(s) and times: (3) complete front of form.

I have received a written notification from the sponsor/faculty of the possible known hazards for Field Trips. (4) initial the front of form.

I hereby represent that I will obey and uphold all the rules and requirements established by the DCCCD, observe all program schedules and follow all directives given to me by supervisory personnel in all matters pertaining to such field trips. I grant to the DCCCD the right to terminate my participation in the Field Trip if it is determined that my conduct is detrimental to or in conflict with the program or out of harmony with the best interests of the group as a whole, in which event I shall be sent home at my expense. I further realize that any violation of these rules or regulations may be just cause for suspension or expulsion from the Location/College.

I understand and acknowledge that the illegal use or possession of alcohol or drugs as defined by the law during such Field Trip is strictly forbidden. The legal use of alcohol during class activities is prohibited.

I grant to The DCCCD or any of its representatives, full authority to take any action deemed necessary to protect my health and safety at my expense, to include but not limited to placing me under the care of a doctor or in a hospital at a place for medical examination and/or treatment, or return me to my home/residence at my expense if such return is deemed necessary after consultation with medical authorities.

This release shall be binding upon my successors and heirs.



# MAPQUEST

## Trip to 4801 Lyndon B Johnson Fwy

Dallas, TX 75244-6002

2.30 miles - about 5 minutes

### 3939 Valley View Ln, Farmers Branch, TX 75244-4906



1. Start out going **WEST** on **VALLEY VIEW LN**  
toward **CRESTPARK DR.** go 0.0 mi



2. Make a **U-TURN** at **CRESTPARK DR** onto  
**VALLEY VIEW LN.** go 0.2 mi



3. Take the **VALLEY VIEW LN** ramp. go 0.0 mi



4. Stay **STRAIGHT** to go onto **VALLEY VIEW LN.** go 0.4 mi



5. Turn **SLIGHT LEFT** onto **LYNDON B JOHNSON FWY / I-635 E / LBJ FWY.** go 1.2 mi



6. Turn **LEFT** onto **DALLAS PKWY / DALLAS NORTH TOLLWAY N.** go 0.2 mi



7. Turn **LEFT** onto **LYNDON B JOHNSON FWY / I-635 W / LBJ FWY.** go 0.2 mi



8. **4801 LYNDON B JOHNSON FWY** is on the  
**RIGHT.** go 0.0 mi

### 4801 Lyndon B Johnson Fwy, Dallas, TX 75244-6002

Total Travel Estimate : 2.30 miles - about 5 minutes

[All rights reserved. Use subject to License/Copyright](#) | [Map Legend](#)

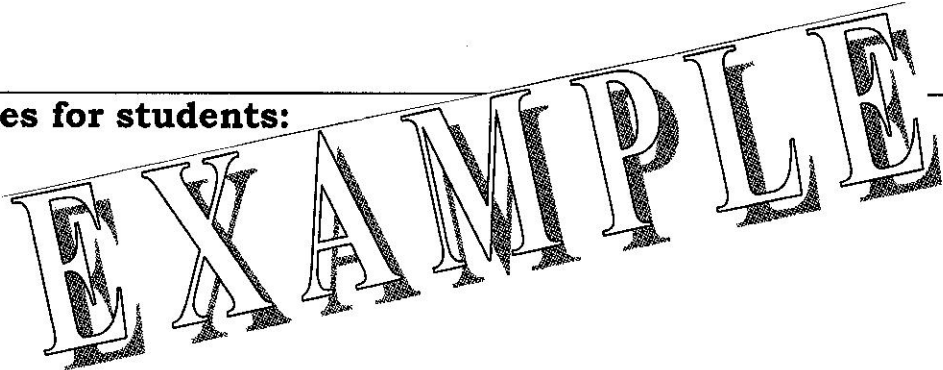
Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use. MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our [Terms of Use](#)





## Student Organization Travel Approval

*Any student organization using Fund 12 dollars (college money) for travel expenses must complete the information below and attach to Student Travel Paperwork. All travel requests and forms must be submitted 30 working days prior to departure OR two weeks prior to the date, by which registrations are eligible for a reduced registration fee, whichever comes first.*

<b>Student Organization:</b>	
<b>Destination:</b>	
<b>Purpose of travel:</b>	
<b>Benefits or outcomes for students:</b>	
	
<b>Plans for sharing information with other members of the organization or other groups:</b>	
<b>All participants – students and sponsor(s) -- have completed the Risk Management Strategies for Student Organizations Training</b> <input type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b> If no, please explain.	
<b>Sponsor signature:</b>	<b>Date</b>
<b>Sponsor's Supervisor approval:</b>	<b>Date</b>
<b>Student Life Director approval:</b>	<b>Date</b>
<b>Vice President of Student Services approval:</b>	<b>Date</b>