

The MHCC Clubs Survival Guide



Or eight easy chapters on cutting through the red tape.

**Mt. Hood Community College
Student Clubs and Organizations Manual**

Acknowledgements

Dedication

This manual is dedicated to Ozell Hazzle, Coordinator of Activities and Recreation at Mt. Hood Community College from 1977 to 2001. During his 24 years at MHCC Ozell committed his professional career to empowering students to learn, grow and achieve their goals. This manual is designed to continue Ozell's caring and commitment to students. Thank you Ozell.

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Portland Community College
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Southern Oregon University
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National Association of Student Personnel Administrators

Special Thanks

A special thanks to all of the MHCC students, faculty and staff who worked tirelessly on, writing, proof-reading, evaluating, discussing and providing feedback during the development of this manual. Thank you all for your hard work and effort.

Referencing Conventions Of This Document

To assist those readers interested in referencing Mt. Hood Community College District Board Policies and Administrative Regulations as they pertain to this manual, the following referencing convention has been applied throughout the manual:

[BP: IGDF-AR (#)]

"BP:"	is the reference to "Board Policy"
"IGDF"	references the specific board policy (MHCCD board policies are referenced by letter in the actual policy manual).
"AR (#)"	references the "Administrative Regulations and section number (if such reference is available to augment the reference to the board policy).

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SECTION 1

1 PHILOSOPHY AND PURPOSE OF STUDENT CLUBS AND ORGANIZATIONS

1.1 Philosophy of Student Clubs and Organizations

For hundreds of years in both the European and the US college and university system it has been recognized that not all important learning takes place in the classroom. Learning just as relevant to the student's academic, vocational and personal development takes place outside the classroom on the athletic field, in the music room and planning and implementing a club activity or program. Participation in student clubs and organizations fosters organizational, communication, interpersonal, critical thinking, planning, budgeting, conflict resolution and evaluation skills, just to name a few. The reason clubs and organizations exist at Mt. Hood Community College is to support and foster a student's academic and personal growth and development, both inside and outside the classroom, through involvement, commitment and personal discovery.

1.2 Purpose and Objectives of Student Clubs and Organizations.

The purpose of a student organization or club at MHCC is to give students the opportunity to combine components of their academic/vocational learning into personal action. In clubs and organizations students have opportunities to test their skills and abilities in "real world" situations; interacting with faculty, staff, other students and the local community. Students work together to set goals, develop action plans for achieving those goals, implement those plans and develop and maintain working relationships with others throughout the process. In such situations students address real challenges and solve real problems. Through their participation in such organizations students learn to apply the skills and responsibilities of leadership. They learn how to motivate themselves and others, to use and balance their talents and to become involved in their community. [BP: IGD-AR(4)]

1.3 Benefits of Student Clubs and Organizations

1.3.1 Benefits To Students

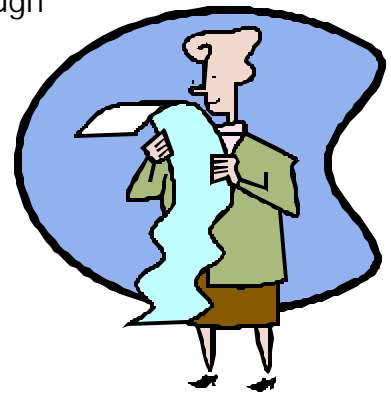
- ◆ Develop leadership skills including: communication, problem solving, goal setting, planning, budgeting, interpersonal skills, conflict mediation, decision making, time management and others
- ◆ Apply the knowledge and skills learned in the classroom
- ◆ Learn to work as part of a team and contribute to group effort
- ◆ Learn to work with people from diverse backgrounds
- ◆ Enhance self-esteem
- ◆ Meet and become better acquainted with community members
- ◆ Become better acquainted with, and more appreciative of instructors, advisors, and other students

1.3.2 Benefits to Instructors / Advisors

- ◆ Better know and understand students and their individual and collective circumstances
- ◆ See students successfully apply skills learned in the classroom
- ◆ Give students, the school program, and the instructors more recognition for a job well done in the classroom
- ◆ Positive reinforcement regarding one's role as an instructor
- ◆ Meet and work with community leaders in planning student organization programs
- ◆ Motivate and challenge students
- ◆ Meet and interact with other instructors and professional staff involved in similar activities in both a professional and social manner
- ◆ Have fun and meet other students

1.3.3 Benefits to the College

- ◆ Positive and effective direct communication with community members
- ◆ Positive public relations with community fostered through student organization programs
- ◆ Students become knowledgeable and effective members of community organizations and college committees and task forces
- ◆ Opportunities for students to be recognized for achievement and commitment
- ◆ Involvement of community members in college programs



1.4 Types of Student Clubs and Organizations

Typically there are four basic types of student clubs or organizations.

1.4.1 Academic Focus

One type of student club or organization has an academic focus or orientation. These clubs have a focus on a specific academic program or major. Students participate in these clubs or organizations in order to gain additional experience in their academic / vocational field by combining both classroom and out of class experiences and programs. It is common for the advisor of such a club or organization to be an instructor in the particular academic field. Examples of such clubs or organizations include: French club, Spanish club, science club, aviator's club, marketing club, welding club, occupational therapy assistant club, hospitality and tourism club, academic honorary association, environmental club, etc.

1.4.2 Special Interest Focus

A second type of student club or organization has a special interest focus. Students become involved based upon a common interest and wish to be around other's who share the same interest. Often the advisor of this type of club has a similar interest. Examples of such clubs or organizations include: ski club, auto club, martial arts club, travel club, chess club, video games club, Christian club, Jewish club, etc.

1.4.3 Special Project or Issue Focus

A third type of student club or organization has a special project or issue focus. Sometimes these are similar to clubs or organizations with a special interest focus. Yet, these clubs or organizations provide students with expanded leadership experience and involvement. Again, often the advisor of this type of club has a similar interest. Examples of such clubs or organizations include: Republican club, Democratic club, Habitat for Humanity club, gay students organization, old growth forest organization, etc.

1.4.4 Sports Club

The fourth type of club is a sports club. This type of student organization consists of students who have a particular interest in an athletic sport and wish to compete against other colleges, universities and community sports teams, but not at the intercollegiate level. The advisor of a sport club usually acts in the dual role of advisor and coach. Examples of sport clubs might include: soccer club, tennis club, swim club, etc.

Often a club or organization may take on functions of several categories listed above. These categories are not mutually exclusive, but are presented only to assist in clarification and recognition of the motivations that bring students together to form clubs or organizations.

1.5 Purpose of the Advisor

The advisor's role will be discussed throughout this manual. Research suggests that the success or failure of most student clubs or organizations is directly related to the involvement of a professional staff member acting as an advisor. Those clubs or organizations with an active and committed advisor consistently are more effective in recruiting students, retaining students, implementing and completing projects and activities, and receiving positive recognition from the college and the community.

Advisors provide the continuity from year to year for a student club or organization, which is especially important in a two year college where club or organization student leaders may only be involved for one year, or two years at best. The advisor is the repository of club and organization physical records, understands the club's finances and is keeper of the organization's history and traditions. The advisor provides direction regarding college policies, behavioral expectations, community involvement and effective club operations. An effective advisor teaches students leadership skills and helps newer members develop the skills necessary to move into the club's leadership positions in subsequent years.

Of course the club or organization is run by the students, for the students. The advisor walks a balanced path between providing direction and stepping back and observing. Suggestions on successful advising are provided throughout this document. It is important to recognize that the advisor's role is critical in the success of a student club or organization.

1.6 Role of the Student Life Office

The Student Life Office is the college's administrative unit responsible for student club and organization operations. This office is the repository of club constitutions, coordinates club financial functions, provides support for clubs and organizations in planning activities and programs and provides leadership training for club and organization members. All college policies and procedures regarding student clubs and organizations are interpreted and administered through this office. The office is always ready to provide help and support to clubs and organizations. Likewise, all problems associated with student clubs and organizations should be referred to this office for review and resolution.

The Student Life Office provides support for club advisors, acting you might say as, advisor to the advisor. Advisor training, support and consultation are available through this office at any time. [BP: IGDC-AR]

1.7 Role of Associated Student Government

All student clubs and organizations must apply for charter recognition through

the Associated Student Government (ASG) of the college. Each club or organization must present and have approved by ASG a constitution which outlines the purpose and governing procedures for the organization. Student clubs and organizations are extensions of the associated student body of the college and the ASG is the governing board of the associated students. Thus, the ASG is the body that approves and revokes student club and organization charters. Procedures for applying for charter recognition are outlined in detail later in this manual.

The Student Organizations Council (SOC) is a council of the ASG designed to provide support and communication for and between clubs and organizations. Each club or organization is required to have a representative attend the SOC which meets once each week, usually for an hour. During a meeting clubs and organizations have the opportunity to announce their activities and programs, network with other clubs and organizations and provide input back to the ASG and the Student Life Office about how clubs and organizations are administered at the college. Also, the SOC is the first place where student clubs and organizations may approach to present special funding requests for ASG money, over and above the club's own financial account, for special projects or programs. [BP: IGD-AR(3)]

1.8 Role of the College

The college has ultimate responsibility for the operation of student clubs and organizations. To that end the college district board has developed and implemented policies. They have delegated to the Division of Student Development and Services and the Student Life Office the authority and responsibility of developing and implementing procedures and regulations to assure for the smooth operation of student clubs and organizations.

The foundation of the development and implementation of all policies and procedures includes the following elements:

- ◆ Fair and impartial treatment for all students, advisors, employees, the college and the local community
- ◆ Student learning and development is a priority
- ◆ Safety is if the highest concern and should not be compromised
- ◆ Students should be engaged and involved at their appropriate developmental level

To that end, policies and procedures are developed and implemented to provide for guidance, consistency and support of student club and organization activity. The Student Life Office is responsible for implementation of these policies in most instances and is responsible for the review and revision of these policies and procedures should such revision be warranted.

Also, there are many college policies and regulations which do not directly reference student club and organization operation, which still pertain to all entities of the college, including student clubs and organizations. These policies and regulations include, but are not limited to: student rights and responsibilities, student conduct code, harassment, safety and security, financial management, travel, employment, free speech, etc. If questions arise regarding any club or organization activity concerning college policy, procedure or regulation, consult with the Student Life Office for assistance and direction. [BP: IGDJ; IGD-AR(3)]

SECTION 2

2 HOW TO START A STUDENT CLUB OR ORGANIZATION

2.1 Starting a Club/Organization

If you think you have the drive and the leadership skills to get your group off the ground then you're ready to start the process. Becoming an officially recognized student organization at Mount Hood Community College (MHCC) is easy. The first thing you should do is obtain the packet of information entitled "How To Start A Club" from the Student Life Office in the College Center (see appendix). This packet has all of the information and guidelines you will need to start your club or organization. In addition, the staff in the Student Life Office will be able to help you and answer any questions you might have.



The following five steps will help you start your club/organization. Each step will be detailed for your assistance.

Hold an informal meeting with interested students to determine the club's purposes and objectives.

Complete a Club/Charter form.

Create a constitution.

Identify and successfully recruit a full or part time staff member (employed by MHCC) to represent your club as the advisor.

Present your proposed club/organization for approval by the ASG with the preceding parts completed.

2.1.1 Holding an informal meeting

Hold a meeting with your peers to determine some core goals and guidelines for your club. Some goals might be for example, to represent MHCC to the highest of its ability in chess. Guidelines might include maintaining a 2.9 grade average to remain a member. Remember to invite potential advisors to the meeting.

They will be interested in what you have to say and will want to participate in the creation of a new club/organization. Advisors are making a commitment to assist and guide your organization through the politics of running a club or organization. They are not there to do it for you. Ask your advisor to commit to a mutual standard of activity.

2.1.2 Develop a club/organization constitution

Don't worry, writing a club constitution is easier than you think. Why do you need a constitution? All organizations need to establish procedures in order to conduct business effectively. A constitution is a way to establish these procedures. The constitution sets forth the principles that an organization is built upon. A constitution presents guidelines for your membership requirements and officer responsibilities. It establishes basic principles for future years that are not likely to change.

Constitutions need to be typed in a word processing document for easy editing and updates. Computers are available in the College Center for this purpose. A format and sample constitution is provided in the appendix. The "How To Start a Club" packet, which you can obtain at the College Center, contains more information about how to write a club constitution (see appendix).

The constitution will be presented to ASG Legislative Council for evaluation and recommendation to the ASG Executive Board. Contact the ASG Vice President for Legislation (mailbox in the College Center) to accomplish this task. At the Legislative Council meeting club/organizations constitutions are considered by the senators. It is vital that the club/organization of interest provide a representative to answer any questions the Council may have.

2.1.3 Identify and recruit an advisor

Identify and successfully recruit a full or part-time staff member employed by MHCC to represent the club/organization as the advisor. This is an important part of starting a club and requires some effort and energy. First you have to find individuals who are interested in your organization. Second you need your potential advisor to be able to commit to your club/organization regarding their time and energy in helping the club develop, attending club meetings and events, meeting with club officers, working with the Student Life Office, etc.

The key to finding a good advisor is to find someone with a sincere interest and passion about what your club or organization is about. An advisor with a true interest and commitment to your club's mission or purpose will be willing to put in the time and effort.

In some circumstances MHCC student clubs have had co-advisors who were NOT college employees. There are many reasons the college requires that the advisor of a student club or organization is a college employee. Some are obvious, such as knowing how the college operates, understanding college students, minimizing the liability of the college and the club, etc.

However, it is possible for a person who is NOT an employee of MHCC to be a co-advisor for a student club or organization. Some benefits of a co-advisor of

this type include experience working in the real world in a career field that is the focus of the club or organization, expertise over and above the MHCC advisor for the club, etc. All clubs and organizations MUST have an MHCC employee as their "advisor of record" and hopefully that advisor is active with the organization. If the club wishes to have a co-advisor who is not an employee of the college, the club must present their request to the Associate Vice President of Student Life for review and approval.

In the "How To Start a Club" packet is the "Advisor Agreement" form that the potential advisor will sign to make a commitment to advise the club (see appendix).

2.1.4 Prepare and present a constitution to the ASG

When your constitution is ready, you will present it to the ASG Legislative Council for review. It is important that you complete all of the requirements before submission. The Legislative Council review is designed to assist you in developing and completing an effective constitution. If the constitution is not complete, or if there are any concerns, the Legislative Council will provide you with feedback and return the constitution to you for revision and resubmission. When the Legislative Council finally approves your constitution, it will be forwarded to the ASG Executive Board for review and ratification.

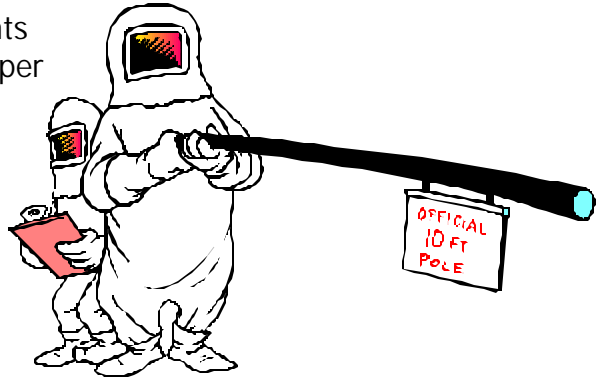
The ASG Executive Board will review your constitution. Usually at this point all of the concerns and technical problems have been resolved through the Legislative Council review. However it is possible that the ASG may have questions about your constitution, or require some revisions. When the constitution is ratified by the ASG Executive Board, your club/organization is an official MHCC student club/organization and can begin operations with all the benefits available to an officially recognized student club/organization. [BP: IGDA-AR(1)]

2.2 Creating Interest/Getting Members

Recruiting new members is easy. If they meet the criteria for membership in the club/organization then they are eligible. In order to get their attention you need to advertise. To keep their interest show them the many benefits of joining your club/organization. You must give them something to strive for which directly benefits them. Work with your advisor and the Student Life Office in developing a promotional effort to recruit members for your club. There is a small amount of money available through the Student Organizations Council to assist NEW clubs in promotion and recruitment of new members. Work with the Coordinator of Activities to apply for this seed money.

2.2.1 Suggestions for recruiting new club members

- ◆ Personal, one-on-one interaction with perspective student members (most effective)
- ◆ Flyers, posters, handouts and table tents
- ◆ Announcements in the student newspaper
- ◆ Announcements on the student radio station
- ◆ Brief presentations in classes (with instructor's permission)
- ◆ Brief presentations in public areas during the lunch hour (main mall, dining hall, College Center, etc.)
- ◆ Informational meetings (well advertised of course)
- ◆ Announcements at the Student Organizations Council, ASG Executive Board meeting, Student Activities Board meeting, and other student club and organization meetings



2.2.2 Benefits to Students

Students will experience many benefits from their participation in a club. It is important to share this with prospective students. Every student should be provided with the opportunity to participate in activities that develop and enhance his/her abilities. Student organizations are a means of reaching many kinds people. These organizations provide opportunities for everyone involved. Some student benefits will include the following:

- ◆ Development of leadership skills involving communication, problem solving, meeting management, decision making, and conflict management.
- ◆ Applying knowledge and skills learned in the classroom.
- ◆ Learning to work as part of a team and contribute to group efforts.
- ◆ Learning to work well with people from diverse backgrounds.
- ◆ Enhance self-esteem.
- ◆ Meet and become better acquainted with people from the community.
- ◆ Become better acquainted with instructors/advisors.
- ◆ Have fun and meet other students

If you can convey to students that they will experience these benefits they will be more interested in checking out your club. Remember that students are very busy and if they are to make a commitment to your club/organization, it means that they will have to give-up time from some other activity. Thus, you must convince perspective student members that the benefits of being involved in your club are worthwhile enough to give up something else in their busy schedules.

2.3 Setting up a Club/Organization

2.3.1 Organizational Structure

The organizational structure of student clubs and organizations may vary slightly depending on their nature or purpose. Usually a club/organization will have a specific chain of authority and responsibility. A list of possible (but not required) club officer positions is provided below:

- ◆ President or Chairperson
- ◆ Vice-President
- ◆ Secretary
- ◆ Treasurer
- ◆ Publicity Officer
- ◆ Historian
- ◆ Activities / Events Coordinator
- ◆ Membership Coordinator
- ◆ Others????

2.3.2 Duties of Officers

The nomination and election of officers is an important process. Elected officers form an executive committee and under the guidance of the advisor should assume the leadership of the organization. Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. In this way, students will understand exactly what their roles will be should they be elected to office. It is also important that all students understand that the most essential qualities for any officer are enthusiasm, interest and a willingness to devote the time necessary to make the organization a success. A brief outline of officers' duties follows:

President: Calls and presides as chairperson over all meetings, prepares agendas, designates committees.

Vice President: Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position. The Vice President acts as the committee coordinator, assists the president in promoting organizational activities.

Secretary: Records minutes of all meetings, places items on agenda, acts as committee coordinator, assists the President in promoting organization activities.

Treasurer: Accounts for organization funds, collects dues, pays bills, records all financial information, makes financial reports at each meeting.

Publicity Officer: Gathers and classifies organization news, prepares news articles

for publication or broadcast, sends reports of organization activities to the state and/or national organizations.

Historian: Maintains organization scrapbook, assists in maintaining organization bulletin board.

Activities / Events Coordinator: Coordinates special club activities, such as: club social gathering, club sponsored speaker on campus, club field trip, etc.

Membership Coordinator: Coordinates all efforts to recruit and maintain club membership.

After an election it is essential to hold a special orientation session for newly elected officers to acquaint them with their new duties in detail. The Student Life Office can assist you in conducting this orientation and training session.

2.4 Role of Committees

Committees are small groups assigned to carry out one or more tasks. Some of the major areas of concern for committees are special projects, public relations, social and recreational events, community service, and electoral committees.

Committees are the means by which organization activities are accomplished, and a well-organized committee made up of willing members can perform remarkable tasks. The executive committee needs to determine which committees are initially needed as standing committees. Consult your advisor whenever making a committee.

At the first standing committee meeting, a recorder should be selected who will provide the organizations secretary with a list of committee members and submit the report on committee activities at organization meetings. Remember that a committee should:

- ◆ Provide an opportunity for each member to participate.
- ◆ Outline the responsibilities of each member.
- ◆ Discuss overall aims and objectives.
- ◆ Work as a team.
- ◆ Meet regularly and follow an agenda.
- ◆ Report periodically to the vice-president, who serves as committee coordinator.

There are two kinds of committees. They are Standing and Special or Ad Hoc Committees.

2.4.1 Standing Committees

Standing committees are usually appointed for the entire year and are concerned with ongoing organization business. Examples of standing committees include the executive committee, special projects committee, and budget and finance committee.

2.4.2 Special or Ad Hoc Committees

Special or Ad Hoc Committees are appointed to address a specific short-term problem. They are formed to deal rapidly with current issues. After a special committee has acted on an issue it is immediately dissolved or discontinued.

2.5 Advisors

Club/organization advisor responsibilities vary with the activity of the club/organization. You may want to interview potential advisors to acquire the most suitable for your club. Remember that advisors can be nearly as influential on a club and its success as the students themselves. The following outlines the core responsibilities of the advisor. These standards are only a starting point. The club/organization should work with potential advisors in determining mutual standards of participation. [BP: IGD-AR(3)]



2.5.1 The Advisor's Role:

- ◆ Responsible for club activities, programs, and personnel, seeing that programs conform to the educational purposes of the college.
- ◆ Attends club functions and programs as required, to supervise and maintain college standards of behavior, use of facilities and equipment, etc.
- ◆ Provides counsel to members of the club so that academic standing of members is maintained.
- ◆ Assists in planning, supervising, and evaluation efforts of the club to provide meaningful social, cultural, and recreational opportunities that fit within the club purpose.
- ◆ Promotes dialogue between club membership, college administration, student body, the college community and the local community.
- ◆ Approves financial transactions for club/organization.

The advisor is a critical component of the success of any student club/organization. As important as it is to find the right advisor, it is just as important to work closely with the advisor to make the club an enjoyable and meaningful experience for the advisor as well. Keeping an advisor interested and committed to the club requires close communication and trust between club

leaders, members and the advisor. [BP: IGD-AR(3); IG-AR]

2.6 Updating Club Information

Every academic term each club will submit a club update form (see appendix) which provides summary information to the Student Life Office regarding the status of the club. This form updates the roster of club officers, summarizes activities and events that the club has done during the past term, etc. This is an important process in that it allows the Student Life Office to document the effectiveness and positive impact of student clubs and organizations on students and the college.

SECTION 3

3 RUNNING AN EFFECTIVE CLUB OR ORGANIZATION

3.1 Electing Officers

3.1.1 Club Officer Positions

The number of officers varies from organization to organization, but usually includes a president, vice-president, secretary, and treasurer. Many organizations have publicity officers, historians, and activities coordinators. Elected officers form an executive committee, and under the guidance of the advisor should assume responsibility of the club/organization.

Since many members may not be aware of the duties of each officer, it is important to conduct a brief session outlining those duties prior to the nomination/election process. Students will understand their roles better when elected to office. It is important that all the students understand that the most essential qualities for any officer are enthusiasm, interest, and willingness to spend extra time to make the club/organization a success. Descriptions of various club officer positions are provided in the previous section of this manual

3.1.2 Nomination and Election of Officers

The nomination process of officers is simple and important. The following points may be helpful.

- ◆ Discuss leadership qualities and demands of each officer position. Potential leaders should recognize the enormous responsibilities they are about to undertake.
- ◆ The president might appoint a student nomination committee. Members may also volunteer to run for office positions. Be sure nominees agree to be on the ballot.
- ◆ Involve your advisor, he/she will have insights on proper procedures and ensure a smooth and fair election process.

3.2 Running Effective Meetings

3.2.1 Purpose of Meetings

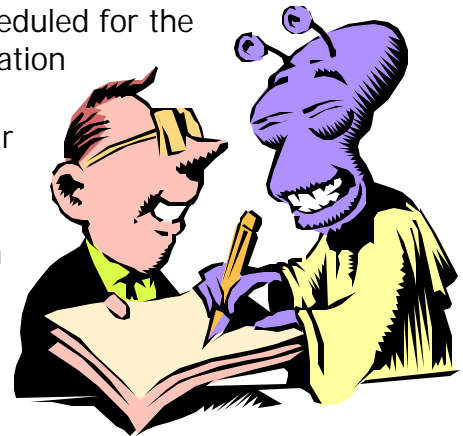
Meetings are held to coordinate and sustain activity within the club/organization. Productive meetings happen to be associated with organized clubs. Everyone is busy. To make everyone's time and experience the most positive try to follow some of these suggestions.

- Prior to the meeting let members know when, where, & how long the meeting will be.
- Define the goals of the meeting clearly for everyone.
- Have the secretary prepare an agenda and have the necessary supplies handy.
- Be prepared to assign and accept tasks as delegated by the club.
- Begin on time!
- Define objectives of the meeting.
- Encourage brief discussion and be creative.
- Clarify decisions made so that everyone understands.
- Delegate responsibilities accordingly and be clear when establishing deadlines.
- Be prepared, effective, and supportive.

3.2.2 Scheduling Meetings

Club meetings are more successful when they are scheduled for the entire term. Scheduling the meetings at the same location and time will help all members attend consistently.

Work with the Student Life Office to schedule a regular meeting time and place in the College Center, or with the Campus Information and Community Services Office to schedule a regular meeting time and place in a facility elsewhere on campus. Get your meetings scheduled at the beginning of each academic term and then publicize them to all student members, as well as to the college student population in general, so new students interested in your club will know where to find your meetings.



Do not overburden members with many meetings. Make sure your meetings are effective and organized. By being punctual, dependable, and organized your chances of having productive meetings will compensate for fewer of them. Everyone will be happier.

3.2.3 Meeting Etiquette

The following list will provide some standards you will want to maintain in your meetings. They will ensure everyone will benefit from a fruitful and rewarding meeting.

- ◆ One person speaks at a time.
- ◆ Discussion needs to be limited to the topic at hand.
- ◆ Don't repeat discussion; agree with a previous speaker instead.
- ◆ Save war stories for after the meeting.
- ◆ Don't expect the meeting to begin late or end early because of your own

schedule.

- ◆ Don't expect the agenda items to be rearranged to suit your personal preference or schedule.
- ◆ Keep your ego deflated.
- ◆ Make it a goal to seek out opinions from others.
- ◆ Be courteous and respectful.

3.2.4 Meeting Goals

Have a purpose for meetings. People will feel that their time is being used purposefully and not wasted. Here are some generic meeting goals.

- ◆ To conduct business.
- ◆ To complete the items on the agenda.
- ◆ To involve everyone in the group.
- ◆ To reach decisions on matters over which the group or individuals are concerned.
- ◆ To begin on time.
- ◆ To finish on time.
- ◆ To encourage participation.

3.2.5 Official Meeting Procedures

An official procedure for conducting the organization's business during meetings must be established in the constitution and be followed in the organization's meetings. Some groups follow a "consensus" procedure, where decisions are arrived at via discussion until everyone agrees with a particular decision. Other groups use parliamentary procedure, which is much more structured and requires very strict adherence to procedural guidelines.

- ◆ Most student clubs and organizations opt for the use of what might be called "**parliamentary consensus**". This process is a balance between the formality and rigid standards and guidelines of parliamentary procedure and the more relaxed and group discussion context of consensus. The following are key points of the "parliamentary consensus" style of running a meeting:
- ◆ An agenda is prepared and the group works from the agenda. However, additional issues can be brought up and discussed during the meeting. It is the chairperson's responsibility to keep the group on track.
- ◆ The group should focus on dealing with one agenda item at a time.
- ◆ Member input is encouraged and the chairperson assists in facilitating the discussion to make sure everyone has a chance to speak.
- ◆ Strict procedural rules about what can be discussed and who can talk are not adhered to. Rather, it is the chairperson's responsibility, along with the advisor, to assist the group's discussion to be productive and relevant.
- ◆ A final decision must be the result of a vote (this is where the process most resembles parliamentary procedure). The voting process is described

below.

3.2.6 Voting Process

- ◆ A member makes a MOTION. This ensures that only one item of business is dealt with at a time. No other main motion can be made until members have dealt with the first motion.
- ◆ The motion is DISCUSSED. This ensures that the rights of the minority are upheld, because each member has the right to voice his or her opinion.
- ◆ A VOTE is taken on the motion. This ensures that the majority rules, because the majority vote determines whether the motion passes or fails.
- ◆ Votes can be taken any of the following methods.
 - Voice
 - Show of hands
 - Standing / Rising
 - Roll Call
 - Secret Ballot
 - The results of the vote can be determined by:
 - Majority – at least one more than half the total cast votes.
 - Plurality – the largest number of cast votes.
 - Two Thirds – at least 2 of 3 people or literally two thirds of the cast votes.

3.2.7 Process For Making And Dealing With A Motion

- ◆ A member raises his/her hand and is recognized by the chair.
- ◆ The member states his/her motion. *"I move that..."*
- ◆ Another member seconds the motion, ensuring that at least one other person is interested in the motion. *"I second the motion."*
- ◆ The chair restates the motion.
- ◆ The chair asks for any discussion on the motion.
- ◆ Members may raise their hands and be recognized by the chair. One at a time they will be allowed to share their concerns or views in regards to the motion. No person may speak twice until everyone else who wishes to speak has done so.
- ◆ The chair will ask for further discussion.
- ◆ The chair takes a vote. *"All those in favor of (restate the motion), please signify by saying 'aye', (or by raising your hand, etc.) All those opposed say 'no', (or raise your hand, etc.)."*
- ◆ The chair and secretary count the cast votes and make sure they agree on the numbers.
- ◆ The chair announces the results.

3.2.8 Meeting Agendas and Minutes

A clear agenda (see appendix) is essential for conducting business meetings. The agenda should be prepared one or two days prior to the meeting and made

available to club members by distribution, or by posting in a prearranged place. This allows members to see what business will be addressed in the upcoming meeting so they can decide if they want to attend or not. The agenda provides the critical structure in a meeting to make sure that the organization stays on task and gets its work done.

An essential part of running effective meetings is the timely dissemination of club meeting minutes (see appendix). The person responsible for minutes, usually the secretary, should complete the meeting minutes no later than three days after the meeting and provide copies for the club officers and advisor for review. Also, there should be a place where the minutes are posted for all club members and other interested people to review them. Remember that an officially chartered student club/organization at MHCC is a public body and all meetings are open for public review. A good place to post minutes might be on the club advisor's office door, on a bulletin board in an academic department or in the College Center.

A sample meeting agenda and minutes are included in the appendix.

3.3 Thoughts on Leadership

3.3.1 People Can Develop Leadership Skills

People are not born leaders. That is good news. It means that anyone can become an effective leader. It also means that becoming an effective leader takes a lot of hard work. There are many skills you must develop to become an effective leader. Some of these skills include:

- ◆ Communication
- ◆ Interpersonal relations
- ◆ Listening
- ◆ Organization
- ◆ Time Management
- ◆ Self-care
- ◆ Planning and Goal setting
- ◆ Evaluation
- ◆ Conflict Resolution
- ◆ Problem Solving



Successful and effective leaders build a "leadership toolbox". Inside this "toolbox" they store their many leadership skills. They make sure that their skills are sharp and cutting edge, because when they need those tools they need to be able to perform well. Dull tools, or using the wrong tool for the job is not only inefficient, but will make matters worse - just ask any mechanic or

carpenter who rely on the right tools in good shape to get the job done. So, too, must a successful leader acquire a variety of leadership skills (tools) and keep them sharp so that when the situation calls for a specific leadership tool the leader can use the tool effectively.

3.3.2 People Can Develop Leadership Traits

Not only must successful leaders have sharp skills, they must also have a set of traits that encourage others to trust them and be willing to "follow" them. Some of these traits include:

Persistence: Not insistence. A strong leader hangs on a little longer, works a little harder.

Imagination: She/he harnesses imagination to practical plans that produce results.

Vision: The present is just the beginning. He/she is impressed with the possibilities of the future.

Sincerity / Genuineness: He/she can be trusted. They really are as they present themselves to others.

Integrity: She/he has principles and lives by them.

Poise: She/he isn't overbearing, but is friendly and assured.

Thoughtfulness: She/he is considerate, aware.

Common Sense: He/she uses good judgment based on reason.

Altruism: He/she lives by the Golden Rule. "Do for others what you would want them to do for you".

Initiative: She/he gets things started - NOW!

3.3.3 Servant Leadership

Finally, true leaders take the attitude that they are in leadership positions to serve others. For followers, the leader's job is to empower them to be able to become more successful themselves. The work gets done, not by the leader, but by those he/she leads. The leader should focus on helping others grow and develop to the point where they don't need the leader anymore. A true leader is always trying to work her/himself out of a job by empowering others to become leaders. Thus, leadership is really servant-ship.

SECTION 4

4 PROGRAMMING AND EVENT PLANNING

4.1 Planning an Event

Planning is essential to implementing a successful event. There is a saying that, "if you fail to plan, you plan to fail". Planning is a skill that many avoid because they believe that it is hard to learn or takes too much time to do. In reality, quite the opposite is true. You already know how to plan, what you need to work on is developing a system of organization for your planning. Also, if you don't take the time to plan, you will spend hours solving problems and dealing with last minute crises that could have been avoided with 20 minutes of organized planning at the beginning.

4.2 Getting Approval for an Event or Activity

The first step in planning an event or activity is to get the it approved by the Student Life Office. **All student events MUST be reviewed and approved in advance by the Student Life Office**. You MUST complete an "Activity Petition" form (see appendix) and submit it to the Student Life Office for review and approval. The Student Life Office is available to assist you in planning your event or program. You are encouraged to meet with the Coordinator of Activities who will be happy to help you get started planning your event. The Activities Petition provides a brief outline of all of the possible planning areas you might encounter in planning your event. By using the Activities Petition form you are unlikely to forget anything and you will be well planning far in advance. [BP: IGDL-AR]

4.3 Planning, Implementation, Evaluation and Review (PIER) Form

Another essential planning form is the Planning, Implementation, Evaluation and Review (PIER) Form (see appendix). This planning tool helps you develop a plan to address every detail of planning an event or an activity. The PIER goes beyond the Activity Petition in that it provides a detailed breakdown of every possible planning scenario and helps you develop plans, create schedules, recruit helpers, secure funding and cover all other aspects of planning a complex event.

4.4 Seven Steps to Success

One way to assure that your program or activity is a success is to follow the "Seven Steps to Success", outlined below:

Idea
Planning
Approval
Promotion
Implementation
Follow-up
Evaluation

Idea:

Have a general idea in mind. Brainstorm with others to get a variety of creative ideas for an activity or event. Know the purpose of your activity. For example, is the purpose education, service, entertainment, social or other? This will help you stay focused and get the job done.

Planning:

- ◆ **What:** Decide exactly what you are going to do. Write down all of the details.
- ◆ **When:** Decide on the day and time. Take into account your target audience in determining when to have an event.
- ◆ **Where:** Check to make sure the facility or room you want for the event is available. Reserve the place well in advance through the proper procedures.
- ◆ **Why:** Know the reason you are planning the event. This is essential if you want to get funding, or permission to use facilities, etc.
- ◆ **Who:** Know who is in charge. Delegate responsibilities and know who is going to help. Make sure everyone knows what their responsibilities are. Develop schedules of who is doing what and pass those schedules out to everyone involved. Don forget to work closely with your advisor.
- ◆ **How:** Where are your resources coming from (money, volunteers, facilities, etc.) Create a written promotional and advertising plan and implement that plan. Create a written budget plan for projected expenses and to be able to track actual expenses as they occur.

Approval:

All student initiated activity or programs, like those sponsored by student clubs or organizations, must be reviewed and receive approval from the Student Life Office. A proposed activity must be summarized on an Activities Petition form and submitted to the Student Life Office for review and approval far in advance of the tentative date of the event.

Promotion:

The success or failure of an event depends heavily on its promotion. Create a written promotion plan and follow your plan. The Student Life Office has a form called the "Promotion and Publicity Checklist" (see appendix) which will help you

develop a detailed promotion plan for your event or activity. Also, the Student Life Office has a packet entitled "Publicity Pointers" to help you with promotional efforts for your event. Follow the guidelines in this packet. Important points to remember about effective promotion include:

- ◆ Use the "Publicity Pointers" packet available in the Student Office.
- ◆ Follow policies and procedures for putting up posters and other advertisements on campus. A copy of the "Poster Policy" (see appendix) is available from the Student Life Office.
- ◆ **All promotion that will be going OFF CAMPUS, MUST first be reviewed and approved by the college's media and public relations staff located in the Office of College Advancement.**
- ◆ The college is a public institution and all promotional material must follow college policies and meet generally accepted standards of decency. [BP: KJA-AR]

Implementation:

Implementation is all about having your plan in place and following it. "Plan your work and work your plan", is another way to put this. Your plan, schedule, budget, etc. will provide for a smooth implementation if you follow your plan closely. Work with written plans, work schedules, budgets and other materials to provide for a smooth implementation.

Follow-up:

Follow-up is about making sure that everything is complete after the event. This includes cleaning the facility, sending thank you cards, paying bills, returning equipment or materials, completing the file paperwork and closing the file. An important reason follow-up is so important is that a complete file makes it much easier for someone else in the future to successfully repeat your event.

Evaluation:

Evaluation is a critical part of programming any event or activity. An evaluation can be a written summary of questionnaires answered by event participants, or an informal debriefing with your advisor. An evaluation in the file will help those in the future determine what did and did not go well, thus avoiding any mistakes and capitalizing on the strengths of the program. The Student Life Office has an event evaluation procedure and evaluation forms that you are encouraged to use to evaluate your event. Work with the Coordinator of Activities for assistance in developing an evaluation plan for your program or activity. Samples of an evaluation form and a form to summarize the data collected from returned evaluations are included in the appendix. These are standardized forms used to evaluate all student activities programs. They will probably work well for your club events or programs.

4.5 Master Calendar

All events must be scheduled with the Student Life Office AND the Office of Community Services and Campus Information (CSCI). The CSCI Office maintains the campus master calendar and schedules all facilities on campus. The master calendar shows all events planned for the college. Perhaps you wanted to book the gymnasium for an event. Looking at the master calendar for the appropriate date would let you know immediately if the gymnasium is available at the time you want to schedule your event. If the requested time is already filled or simply unavailable you may find a later date when it is available. Questions about the master calendar can be answered at the Community Services and Campus Information Office. [BP: IGG-AR; KGI-AR]

4.6 Reserving Facilities

The Community Services and Campus Information (CSCI) Office is the central facility scheduling office for the campus. You should always START at the CSCI Office to reserve a place for your event. This office will direct you if you need to do anything else regarding reserving a facility. Reserving the use of the facility of interest can be done by reviewing availability on the Master Calendar and filling in the "Request for Facility Use" form (see appendix) which is available from the CSCI or Student Life Office. [BP: KG-AR]

4.7 College Center and Athletic Facilities

Athletic facilities are scheduled and reserved by the staff in the Athletic Department. Rooms and facilities in the College Center are scheduled and reserved by the staff in the College Center. You must contact these offices first to reserve space or facilities in their areas, and then complete the Campus Information and Community Services Facilities Reservation form.

4.8 Reserving Space in the Main Mall

Clubs and organizations can reserve a space and table in the college's main mall area to provide information about their club, conduct activities, fund raise and conduct many other types of programs or projects. As with all club events or activities, you must complete an Activity Petition and have it approved by the Student Life Office. Then you must reserve a space in the main mall by completing a "Vendor Agreement Form" (see appendix) which you can get from the front desk in the College Center. [BP: KG-AR; KGB-AR]

4.9 Office of College Advancement

The Office of College Advancement approves all off campus advertisement (see "promotion" above). This office is available for consultation to assist you in your

promotional efforts off campus. The office can assist you in developing press releases and public service announcements to distribute to off campus media. Complete the "Publicity Form - Press Release" form (see appendix) and meet with a staff member in the College Advancement Office for assistance. [BP: KBLA-AR; KIA-AR]

4.10 Student Life Office

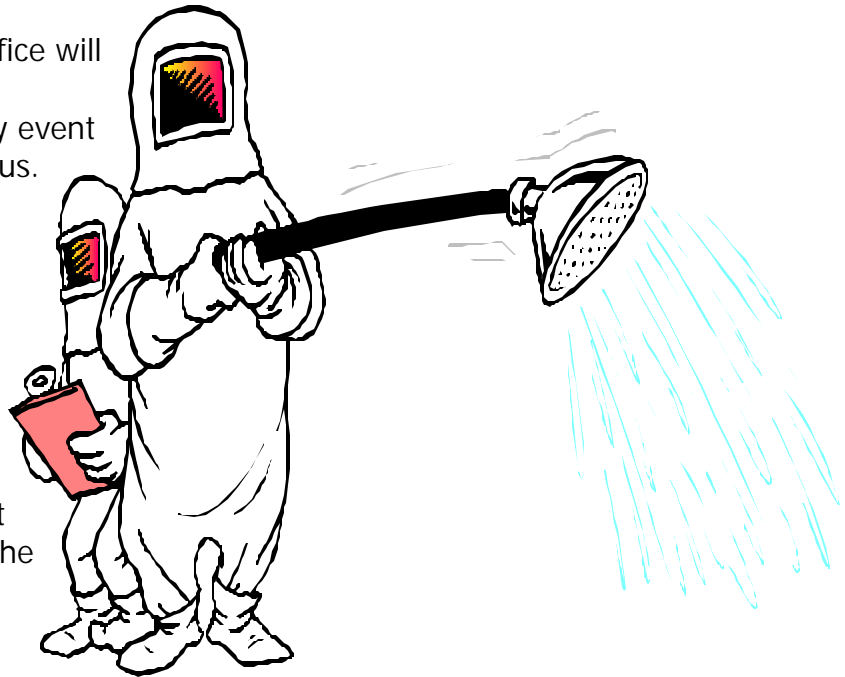
The Student Life Office is an important resource for all clubs and organizations. Most of your questions can be answered by the Student Life Office. Don't be shy, introduce yourself to the student life staff and let them know what you need.

4.11 Custodial

The Custodial Services Office will set-up and take down the necessary elements of any event based on the MHCC campus.

You can schedule their assistance by filling in the MHCC "Work Order Request" form (see appendix). This form can be found at the Student Life Office. Once completed, turn the form back into the front desk at the Student Life Office. The Student Life Office will review and revise the request if necessary and

then submit it to the custodial office via the electronic work order request system.

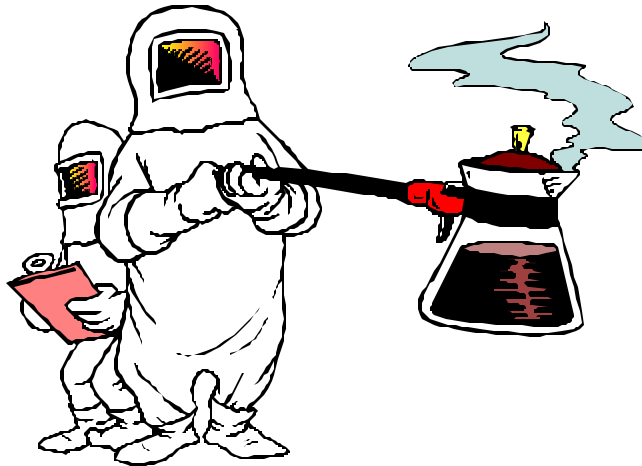


4.12 Public Safety

The Public Safety Office is open 24 hours a day. Anytime an accident occurs you need to call the Public Safety Office. They will respond immediately with the proper corrective measures. If appropriate you will also be asked to complete an Incident Report form to document a situation. FOR AN EMERGENCY you can reach the Public Safety Office by dialing extension 33 on any campus telephone. For more detailed information read MHCC regulations regarding accident or illness. [BP: EB; EBBA-AR(2)]

4.13 Food Service

IN MOST CASES if you want to have food served at any event you need to have MHCC provide the food. This is because MHCC has an exclusive food service contract with an outside food service provider. Sometimes there are exceptions to this requirement and they are made on a case by case basis. Consult with the Coordinator of Activities in the Student Life Office when you meet with him/her to go over your Activity Petition and your PIER form in order to find out what options you have regarding food. Requests for catering must be made at least 72 hours in advance. You can obtain a Catering Request form (see appendix) from the food service office or the Student Life Office in the College Center. [BP: EF-AR]



4.14 Graphic Services

The Graphic Services Office is the college's full-service printing department. Graphic Services is an auxiliary service department which must generate revenue to pay its operational expenses. So, Graphic Services charges for its work, but the costs of printing, sign making and other services are usually less than charged by local, private, graphic service businesses. The least expensive way to utilize Graphic Services is to have your poster, flyer or other project completely laid out and ready to be printed. If you need layout assistance, Graphic Services can provide it, but you will be charged for staff time, just like a private business. To request work to be done by Graphic Services you must complete a Graphic Services job request form (see appendix). This form is available at the Graphic Services Office or in the Student Life Office in the College Center. [BP: KGL-AR]

4.15 Fundraising Events

Regulations specifically govern how fund raising is allowed by organizations. On-campus clubs and organizations which are recognized by the associated student government are eligible to conduct fund raising events. EVERY fund raising event proposed by a student club or organization MUST be submitted to the Student Life for review and approval by completing an Activity Petition form. If a student club or organization proceeds with a fund raising effort without review and approval by the Student Life Office they may have their student organization status revoked. [BP: IGDF-AR]

4.15.1 CURRENT BOARD POLICY INTERPRETATION ON FUND RAISING

Fundraising is allowed according to the following categorization. The executive board of the associated students is responsible for making and maintaining this categorization. [BP: IGDF-AR]

A social club has the primary purpose of entertaining or providing a social environment for its members.

A service club has the primary purpose of providing services and activities for others.

A participatory club has the primary purpose of performing or participating in a skill or talent which is not competitive. Examples of such clubs are drama, art, or music.

A competitive club has the primary purpose of bringing students together into a team which competes with other off campus teams. Examples of such clubs are soccer, skiing, karate and forensics.

The President of the college shall establish rules and procedures for the solicitation of funds, donations, services or other things of value in the name of the College or any College organization, on the college campus or within the area served by the College. [BP: IGDF-AR(1)]

The following grid identifies the areas which are open to each category of student clubs and organizations for fund raising or funding requests, as well as the use of campus equipment and facilities. Petitions for scheduling money-raising events are processed through the Student Life Office. Requests for grants and loans from the associated students are made directly to the ASG Executive Board or to the Student Organizations Council. Requests for MHCC Foundation Funds are made directly to the Foundation Board. Requests for the use of college vehicles are made through the Facilities Management Office. [BP: IGDF-AR]

Solicitation of Funds or Sales of Items

Types of Benefits	Social	Service	Participatory	Competitive
Associated Student Grant		X	X	X
Associated Student Loan	X	X	X	X
Institutional Tuition Waiver			X	
College Vehicle Use		X*	X	
Class Credit			X	X
Bake and Food Sales	X	X		
Social Function Management	X	X		
Athletic Event Management			X	X
Performance Event Management		X	X	X
MHCC Foundation Money			X	X
Raffle	X	X	X	X
Concession Stand	X	X	X	X
Solicitations Off Campus**	X	X	X	X

* - When the service project is for the benefit of public organizations or institutions.

** - Only upon the approval of the college President.

4.16 Types of Fund Raising Sources or Activities

4.16.1 Associated Student Government or Student Organizations Council Funds Request

Requests for financial support from the Associated Student Government (ASG), or from the Student Organizations Council (SOC) MUST be submitted in writing to the ASG or SOC using the funds request forms available in the Student Life Office in the College Center (see appendix). Funds provided through ASG or SOC come from the student fee budget, which is funded by the "student activity fee" collected from all students enrolling for credit classes. Grants are funds that the club or organization do NOT have to pay back. Loans are funds that the club must pay back to the ASG or SOC by a specific deadline as stipulated in a "Loan Agreement" (see appendix). If a club applies for funds from either ASG or SOC

they may be approved to receive a grant, a loan, or a combination of both. Contact the Coordinator of Activities in the Student Life Office for more information about how to apply to ASG or SOC for a loan or a grant.

4.16.2 Fund raising event (social, performance, athletic, etc.)

Fund raising events in this category might include a concert, theater performance, martial arts demonstration, special dinner or other type of event where there is a charge for admittance. Revenue generated from admittance is used to offset the costs of the event and any remaining profit is deposited in the student club or organization's account to use for organization business. Additional support may be sought to provide additional underwriting (funding) for the event, such as donations of food, entertainment, supplies, etc., which help reduce costs and allow that club or organization to earn more profit from the event. (Please note that any off campus solicitation of donated items MUST be approved in advance following college procedure. This is outlined below under the section about "off campus solicitations".) [BP: KH; KI; IGDF-AR(1); KH-AR]

4.16.3 Fund raising sale (food, arts, crafts, books, etc.)

Fund raising sales might include a hamburger feed, bake sale, book sale, crafts sale, or other type of sale. If food is involved it is important to follow these guidelines: [BP: EF-AR]

- ◆ All fund raising events MUST be registered and approved by the Student Life Office in advance. You must submit an Activity Petition to the Student Life Office for review and approval, just as with any other activity or event.
- ◆ If the event is a food sale, food must be purchased from the college's food service department. The contract between the food service provider and the college allows for a specific number of fund raising food sales events for student groups each year in which the **food service will sell food to the student club or organization AT COST**, thus allowing the club or organization to maximize their profit from the event.
- ◆ The number of AT COST food sale events is determined by the food service contract and administered by the Student Life Office. To request an AT COST food fund raising slot, the club or organization must complete an Activity Petition and register the event with the Student Life Office. These slots are provided on a first-come, first-served basis until they are exhausted.
- ◆ Food prepared by individuals, such as bake sale items, must meet specific requirements for health and safety reasons. You MUST indicate in the Activity Petition if you will be providing this type of food in your event. The Student Life Office will then provide you with the specific health and safety guidelines that you must follow in order to make this type of food available.

4.16.4 Request funding from MHCC Foundation

Student groups may approach the MHCC Foundation with funding requests. The foundation is a separate, corporate entity from the college. Its function is to raise money to support the college in providing educational services. Members of the foundation board are professionals and community leaders. Significant effort is necessary in preparing a request for funding from the foundation. Contact the Foundation Office for information on how to apply for Foundation funds. Work with your advisor to prepare a request and consult with the Student Life Office for help and suggestions.

4.16.5 Concession stand commissions

During various events on campus the food service department will operate a concession stand where event attendees can purchase drinks and snacks. At various times during the year the food services department is willing to set-up the concessions stand and have a club or organization student members staff the stand. The club or organization negotiates in advance with the food service department a sharing of the profit from sales. This is a great opportunity for a club to be of service (providing concessions for an MHCC event) as well as raise money for the club or organization. Contact the food service department for details about when events are scheduled and opportunities to operate concession stands.

4.16.6 Off campus solicitation

Soliciting donations of any kind from any individual or organization off campus MUST be approved by the club advisor, the Associate Vice President for Student Life, the Vice President for Student Affairs and the Director of Development (acting for the college president). The Off Campus Solicitation Request form (see appendix) MUST be completed and forwarded for the appropriate review and approval signatures. This form can be obtained from the Student Life Office in the College.

Solicitation of donations off campus is a very lucrative and very special circumstance. The reason for so many reviews and the required approval from the college president is because often the Development Office is officially working with an off campus company or organization requesting donations to the college. Often these donations are worth tens of thousands of dollars. If such an off campus organization is approached by many different "MHCC groups" (i.e. student groups, academic departments, etc.) for donations, it is possible for them to become offended and feel like they are being taken advantage of, resulting in their withdrawing their multi-thousand dollar donation offer. So, to avoid this possibility, all off campus solicitation requests must follow the procedures outlined above and in the off campus solicitation request form. Work with the Student Life Office for assistance in completing this form. [BP: IGDF-AR(1); KH; KI; KH-AR]

4.16.7 Raffles

Student groups and organizations may conduct raffle drawings to raise funds for their club accounts. Raffles are governed by very specific state laws and require additional planning. To conduct a raffle you must meet with the Coordinator of Activities and complete the "Raffle Worksheet" (see appendix) and receive approval from the Student Life Office. The Coordinator of Activities will work closely with you to make sure you are following the state requirements to conduct a raffle.

SECTION 5

5 FINANCE

5.1 Financial Policies and Procedures

5.1.1 Club Budgets and Accounts

All bookkeeping functions for club accounts are transacted in the Student Life Office by the College Center Receptionist/Cashier/Bookkeeper. As each club is chartered an account is setup with the MHCC Business Services Office. It is suggested that at least once each month you contact the College Center to determine your club account balance.

Mount Hood Community College is a public institution, and as such is subject to state law governing the handling of funds, (which includes yearly audits of all accounts). MHCC has established policies and procedures that govern financial practices for the college. All MHCC chartered clubs must abide by the rules to maintain their charter. [BP: DJ/DJA; DJAA; DJ-AR; DFGA-AR; IDGF-AR(2); JFBA -AR]



As per college policy:

- 1) Student clubs and organizations shall adhere to college policies and procedures in handling their funds. There shall be no off-campus accounts for student club/organization fund control.
- 2) Student Life Office initiates request for student club/organization fund control.
- 3) Fund procedures are established by the Business Services Office.
- 4) Student Life Office monitors funds.

Each club should have a club member that acts as a treasurer or similar position and maintains financial records. The Student Life Office Bookkeeper will provide club members with their beginning balance. Please contact the Student Life Office Bookkeeper to obtain ongoing club account balances throughout the year. At the beginning of each academic term a printout of each club's expenditures and revenue will be made available to each club.

5.2 Deposits

ALL monies collected for your club or organization MUST be deposited

into the club account. Deposits should be made directly to the Student Life Office located in the College Center. Fill out the MHCC Cash Deposit form (see appendix), which is available from the Student Life Office, completely and be sure you have written in the correct account number. Upon submission of a deposit you will receive a deposit receipt (see appendix) which you should keep in your club financial records. The club treasurer, in conjunction with the advisor, should keep track of all transactions made. Deposit receipts will be directed to the club treasurer who maintains permanent records for the club.

5.3 Personal Service Agreement

An important document to become familiar with is the Personal Services Agreement (see appendix). This is the agreement or contract that you will complete in order to pay an individual for services provided, like a speaker, consultant or someone providing a service rather than a product.

When you complete a personal services agreement you **MUST** also complete a W-9 form (see appendix). This is the form that the college must have on file to report how much money it has paid to that particular individual or business during the year. The college is required to track payments to individuals and businesses. Those individuals or businesses that receive payments per year from the college for services or products over a specific amount set by the federal tax code are reported by the college to the Internal Revenue Service Department in order to comply with tax law. The W-9 form collects data on the company's IRS business tax ID number, or in the case of individuals, their social security number. Don't forget to get this form filled out along with the personal services agreement.

5.4 Withdrawals-Check Request Process

IMPORTANT NOTE: ALL requests to use club funds (whether check request, petty-cash reimbursement or purchase order) **MUST** have the signature of at least two club officers who are listed on the Club Account Signature Card (see appendix) in the Student Life Office (preferably the president and the treasurer) **AND** the club advisor.

To pay for something via a college check takes time and good pre-planning. The college writes checks once weekly. Checks are automatically mailed to the intended payee - unless specifically requested on the check request form to be given to the person initiating the check with the intent of that person delivering the check personally to the intended payee. A good example of this is purchasing an item from a local department store where you have priced the item, requested the check and plan to walk into the store and purchase the item and pay with the check.

A check request MUST be submitted to the Student Life Office Bookkeeper no later than NOON ON MONDAY, for a check to be printed and either mailed or made available for pickup in the Business Services Office later that same week. Thus, if you plan on having your paperwork completed and turned in at least a week in advance, you are pretty much assured you will have your check on time. Planning ahead is the key.

All check requests must be accompanied by some type of paperwork: an invoice, bill, performance contract, memo from the advisor with an estimate of the cost of an item you expect to purchase, something to document the reason the check is being requested.

Reimbursements made to students and staff members over the amount of \$50.00 are made through the check request process. If the check request is to reimburse a person, include with the receipts the person's name, address, social security number, club name and the purpose of the purchase. Checks will be mailed directly to the person being reimbursed.

Cash advances for club expenses for events and supplies can be made to the club advisor through the check request process. Advisors have to agree to the process and are responsible for getting receipts turned into the Student Life Office immediately following an event.

Payments of invoices under \$500.00 can be made through the check request process.

5.5 Withdrawals-Petty Cash

Reimbursements for club expenses of **\$50.00 or less** can be reimbursed more quickly using the petty cash reimbursement process rather than the check request process. Obtain a Petty Cash Voucher (see appendix) from the Student Life Office. Obtain the appropriate club officer and advisor approval signatures and then bring that form and the receipts to Student Life Office. Allow at least one day for the Student Life Office to review and approve the request. After approval by the Student Life Office you may take the petty cash form to a Business Services Office cashier and submit it for cash.

5.6 Withdrawals-Purchase Orders

All orders and purchases over \$500.00 must be processed through the MHCC Student Life Office using the purchase order process (this must take place prior to placing an order). Smaller purchases may also use the purchase order process.

Purchase orders are completed in two steps.

Step 1: Purchase Order Request (POR)

A Purchase Order Request (POR – see appendix) is a form completed by the club officers and advisor and submitted to the Student Life Office. Its purpose is to receive approval from the college to pay for an item or service via the use of a purchase order. Once approved, the college will issue a purchase order number to the vendor specified on the POR.

Step 2: Actual Purchase Order Number

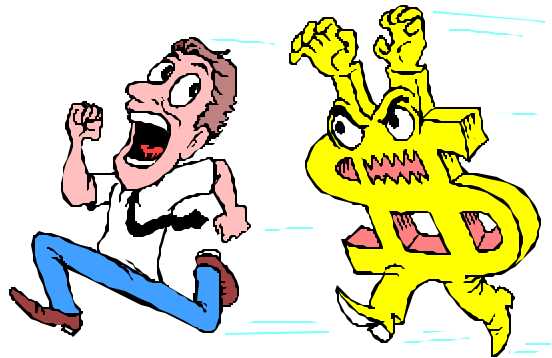
A purchase order number (which is the result of a POR being approved) is like a check to a vendor - it is the college's promise to pay. Upon receipt of a PO number a vendor knows that the college has approved the purchase, that there are adequate funds to pay for the purchase and that those funds have been set aside to pay for the purchase.

When you take delivery of the item, you are to turn in an invoice to the Student Life Office proving you have received delivery of the item. The Student Life Office will record that and submit the appropriate notification to the Business Services Office, notifying this office that it is OK to pay the vendor. So it is **ESSENTIAL** that you turn in your proof of receipt of the item **IMMEDIATELY** to the Student Life Office so the vendor can get paid.

Not all vendors accept purchase orders from the college. You should verify in advance with a vendor if they will accept a purchase order number from the college as verification of payment for an item. If they will not accept PO numbers, then you must use the check request process (described above) to pay the vendor, or reimburse someone who purchased the item (if a reimbursement is under \$50 you can use the petty cash reimbursement process described above).

5.7 Club Financial Training

Each year the Student Life Office Bookkeeper arranges several training sessions for club advisors, treasurers and any other club officers regarding the specifics of managing student club and organization accounts. This training provides detailed information regarding depositing and withdrawing funds from club accounts.



5.8 Cash Box for Events

If a club is going to have an activity and needs cash in advance, request a "Cash Box" from the Student Life Office Bookkeeper at least twenty-four hours in advance, using the request form. A copy of this form is included at the end of this section.

Indicate the amount needed for each denomination.

As soon as the event is over, separate the monies between the beginning cash amount and profits. Prepare a deposit form for the profit made during the event.

4. Return the Cash Box with the original amount of cash to the Student Life Office Bookkeeper.
5. Deposit should be given to the Student Life Office Bookkeeper not to any work-study student or staff.

5.9 Bookkeeping Records

Club treasurers should take responsibility of bookkeeping by maintaining an account register and balance sheet for the club.

Deposit receipts and backup of expenditures need to be kept on file by the club treasurer.

Every academic term the Student Life Office Bookkeeper will send out a statement of the club's account to each club advisor and club treasurer in order to reconcile the club account register. You may also request a club account statement at any time from the bookkeeper.

4. When a change of officers occurs the club advisor needs to make sure that the bookkeeping records are handed to the new officers and that the club account signature card in the Student Life Office is updated with new officer signatures.

SECTION 6

6 TRAVEL

6.1 Travel Policies

Travel for college personnel is governed by Board policy. Administrators, instructors, classified personnel and students may travel on College-sponsored trips within the college district, as well as outside the district or the state, within budget limitations. Attendance at conferences, conventions and convocations, when such are thought to improve the educational programs of the college, is encouraged. [BP: IGD-AR(2); IGD-AR(4)] For a complete copy of MHCC's Travel and Field Trip Procedures refer to S:\Travel Procedures\Travel & Field Trip Procedures.doc.

6.2 Completing a Travel Authorization Form

There are three steps to completing a Travel Authorization Form (see appendix). These steps are outlined in detail below. [BP: DLC-AR]

Step One:

Complete all necessary information and obtain all required signatures (including the club advisor and two officers) and then submit the form to Student Life Office Bookkeeper prior to travel. This form will be returned to the traveler upon completion of approval process.

- When several persons travel together with the same itinerary and similar expenses, requiring reimbursement to more than one traveler, each traveler is to submit a Travel Authorization and Accounting Report.
- Group travel to the same destination incurring the same expenses, and to be paid by one person, can be submitted on one Travel Authorization and Accounting Report.
- Group travel is strongly encouraged. Using vans, or carpooling, is required for multiple travelers with the same local destination. Individuals using private autos for traveling may not be reimbursed for mileage when group travel can be organized for multiple travelers.
- Students who travel as officially designated representatives of the college will need **prior** travel approval by the Associate Vice President for Student Development and Services.
- Overnight lodging within a 100 mile radius of the college will not be reimbursed without the prior written approval of the executive vice president and president.

A copy will then be forwarded to the Business Services Office if commercial

carrier arrangements are necessary through the travel agent of record, Walker Travel. Walker Travel will only make reservations after receiving authorization from the Business Services Office.

A roster of all travelers and a liability form for each must be submitted to the Student Life Office BEFORE travel. These two forms are available in the College Center and are included at the end of this section.

Step Two:

Travelers are to use Walker Travel; the telephone number is (503) 666-3700, for all commercial carrier reservations. Walker Travel can also arrange hotel accommodations, car rentals, and any other authorized travel-related reservations required.

Checks for prepayment will be made only on an exception basis. If more than one payee is required the traveler must submit a separate copy of the white Travel Authorization Form for each check requested.

Documentation to support each payment to be made and any forms to be mailed must be attached to the travel authorization request.

Step Three:

Complete section 3 of the Travel Authorization Form (on the second page of the form – see appendix) immediately after completing your travel.

Receipts for all items must be attached to the yellow copy of the form. Also attach the per diem disbursement of funds with student's signatures which indicates that they received their per diem amount.

Obtain all the necessary signatures prior to submitting the form to the Student Life Office Bookkeeper. These signatures must include the club advisor and two officers who are authorized to sign.

6.3 Per Diem Cash Disbursement

Often travelers will receive cash at the beginning of a trip in order to pay for their meals. This is called a per diem cash allowance. When traveling with students the advisor will arrange to have a check made out to him/her in advance for the total per diem amount at the beginning of the trip. The advisor will disburse the funds to each student and have each student sign a disbursement of funds form (see appendix) to verify that they received their per diem cash disbursement for the trip. The advisor must attach the cash disbursement form to the travel authorization form upon completion of travel and turn all materials into the Student Life Office Bookkeeper. When requesting

reimbursement at the “per diem” rates, receipts are not required. On one-day trips coaches, trainers, or group leaders who accompany and are responsible for the care, custody, or control of the team or group are not eligible for meal-expense reimbursement.

6.4 Travel Procedures

6.4.1 For Student Clubs (including club sports), Organizations and Co-curricular Programs

1. Complete a college Travel Authorization Request.
Obtain the following approval signatures:
 - a. Main traveler
 - b. If a club - two student officers authorized to sign
 - c. Advisor or coach
 - d. Associate Vice President, Student Development and Services
 - e. Executive Dean of Student Development and Services
 - f. President (if travel is out of United States)
2. Complete the Trip Itinerary Roster with all travelers’ names and emergency contact information (see appendix).
3. Release Agreement for Potential Injury or Liability form completed and signed by each traveler (see appendix).
 - a. If individuals are driving personal vehicles, whether car pooling or just driving themselves they MUST complete a liability waiver, which includes a release statement explaining that all insurance claims will be first directed to the owner's personal car insurance before the college insurance will take force.
Any student under the age of 18 MUST have a parent or guardian sign the liability release. There is a description of this necessity on the liability waiver form.
4. Complete a Student Excused Absence Request Form. This needs to be completed and signed off by the coach/advisor at least one week prior to travel (see appendix).
5. Upon return from the trip, complete the bottom half of the second (yellow) page of the Travel Authorization form which reconciles travel expenses. Obtain the signatures as specified on this part of the form and turn it into the Student Life Office Bookkeeper.

6.4.2 For Intercollegiate Athletic Programs

1. Complete a college Travel Authorization Request with the following attached:
 - a. A list of all travelers
 - b. A detailed itemization of each traveler’s expenses.
2. Obtain the following approval signatures

- a. Advisor or coach
- b. Athletic Director
- c. Associate Vice President, Student Development and Services (if student fees are used)
- d. Executive Dean of Student Development and Services
- e. President (if travel is out of United States)

NOTE: All students participating in intercollegiate athletics should have completed the appropriate liability release forms and parental permission approvals (if under 18 years of age) prior to beginning practice and competition for the season.

- 3. If you are using a rental van you are required to provide the Facilities Management Transportation Coordinator with the following information on the day a van will be used:
 - a. Itinerary for the trip
 - b. List of passengers
 - c. Emergency contact for each passenger
 - d. Complete and sign the Van Safety Guidelines form or Van Safety Checklist before each trip (see appendix).
- 4. Complete a Student Excused Absence Request form (see appendix). This needs to be completed and signed off by the coach at least one week prior to travel).
- 5. Assure completion of the Release agreement for Potential Injury or Liability. If students are driving personal vehicles, whether car pooling or just driving themselves, they MUST complete a liability waiver which includes a release statement explaining that all insurance claims will be directed to the owner's personal car insurance (see appendix). NOTE: any student under the age of 18 MUST have a parent or guardian sign the liability release.
- 6. Upon return from the trip, complete the bottom half of the second (yellow) page of the Travel Authorization form which reconciles travel expenses. Obtain the signatures as specified on this part of the form and turn it into the Athletic Department. Include a vendor receipt for meals provided to the team, student, or group members. If no receipt is available, such as when individuals are provided cash to buy their own meals, a list of the individuals' names, their signatures, and the amounts disbursed is required.

6.4.3 For Class Field Trip Travel (not associated with student clubs or athletics)

- 1. Complete a college Travel Authorization Request.
- 2. Obtain the following approval signatures:
 - a. Instructor
 - b. Area dean or manager
 - c. Division vice president

- d. President (if travel is out of United States)
3. Complete the Trip Itinerary Roster with all travelers names and emergency contact information (see appendix).
4. If you are using a rental van you are required to provide the Facilities Management Transportation Coordinator with the following information on the day a van will be used:
 - e. Itinerary for the trip
 - f. List of passengers
 - g. Emergency contact for each passenger
 - h. Complete and sign the Van Safety Guidelines form or Van Safety Checklist before each trip (see appendix).
5. Assure that any van or vehicle drivers complete an Application to Operate Vehicles – MHCC form.
6. Complete a Student Excused Absence Request form (see appendix). This needs to be completed and signed off by the instructor at least one week prior to travel.
7. Release Agreement for Potential Injury or Liability
 - a. If individuals are driving personal vehicles, whether car pooling or just driving themselves they **MUST** complete a liability waiver, which includes a release statement explaining that all insurance claims will be directed to the owner's personal car insurance.

NOTE: Any student under the age of 18 **MUST** have a parent or guardian sign the liability release. There is a description of this necessity on the liability waiver form.
8. Upon return from the trip, complete the bottom half of the second (yellow) page of the Travel Authorization form which reconciles travel expenses. Obtain the signatures as specified on this part of the form and turn it into the division secretary.

6.5 Blanket Travel Authorization

If you will be making short trips around the area for a period of time for club business, typically using a private vehicle, you **MUST still have a signed travel authorization on file.** The way to address this situation is to complete a travel authorization request in the following manner: describe the travel as "blanket travel for club business"; put in a range of time in the date fields (i.e. 08-1-00 to 12-1-00); if you will be reimbursed for mileage, indicate in the reimbursement area on the form that a mileage log will be turned in for reimbursement. The mileage log must contain date of travel, starting point, destination, miles and purpose of travel (see appendix). The Blanket Travel Authorization (see appendix) approves you



to travel for many short, unplanned trips during the specified time period so you do NOT have to complete a separate travel authorization form for each trip. This blanket travel authorization is good ONLY for the individuals listed on the authorization form itself – NOT for any club member.

Even if you are NOT planning to be reimbursed for your mileage, you still MUST have a travel authorization completed and approved for the travel to be authorized by the college. This is an important process as it appropriately addresses the liability issues and responsibilities for both the college and the traveler.

The blanket travel authorization is NOT intended to circumvent the completion of a travel authorization request anytime a club representative travels on club business. It is designed as a convenience to make local, unanticipated travel on club business easier. All trips that can be individually anticipated MUST have a separate travel authorization form completed.

6.6 Travel Vehicles

6.6.1 College Vehicles

College owned vans were eliminated June 30, 2003.

6.6.2 Rental Vehicles

Clubs or organizations may rent vehicles from third party. Enterprise Rent-A-Car offers competitive daily rates and special weekend rates to MHCC. In addition Enterprise offers pick-up and delivery and their 24-hour roadside assistance program. Also, where deemed appropriate, a bus may be chartered. All rental expenses must be paid for from the club or organization's budget. Forward completed travel authorization form to the Business Office Travel Coordinator. The Transportation Coordinator will contact Enterprise to confirm the van rental authorization after verifying driver training and van certification. The traveler will contact Enterprise to make specific details of vehicle reservations.

Rental vans will be picked up and returned at the Facilities Management compound. The Facilities Management Transportation Coordinator will make arrangements with the traveler to pick up the keys and emergency kit. Upon return, park the rental van in the Facilities Management compound. Return keys and emergency kit to Facilities Management staff; after hours place the keys in the drop box located at the entrance to the Physical Plant and leave the emergency kit inside the locked van.

6.6.3 Group Transportation – Bus Rentals

As of July, 2002 the college purchasing office has purchase contract agreements

with two transportation companies for group transportation – bus rental. They are: Angel Tours and Raz Transportation. Group transportation rentals MUST be arranged through one of these two companies.

6.6.4 Private Vehicles

Personal automobile mileage reimbursement will be provided in accord with budgetary limitations and controls. Individuals using their own vehicles MUST complete a travel authorization request form. Individuals MUST have a valid driver's license and adequate car insurance as required by Oregon state law. In the case of insurance claims, the individual's personal car insurance will be claimed against before claims will be filed against college insurance. Personal expenses, such as private vehicle repair and maintenance, will not be reimbursed.

6.7 Driver Certification

The college requires that any individual driving a rented vehicle on college business must be certified by the college. This entails checking the driver's Department of Motor Vehicle records, as well as a certification training program if the individual plans to drive any type of van. [BP: EEBA-AR; IICA-AR]

6.7.1 DMV Records Check

Anyone wishing to drive a rented vehicle on college business, must be approved in advance by the Public Safety Office. This entails the Public Safety Office gathering information from you and conducting a check of the Department of Motor Vehicles database to review your driving record. You should contact the Public Safety Office at least two week before the scheduled trip so there is time for them to check your driving record and notify you whether or not you will be certified to drive a vehicle for college business.

6.7.2 Van Driver Certification

ALL MHCC students or staff who will be driving a rented van or vehicle must complete the college's van driver training certification process. This process includes viewing a video training program and answering questions regarding the video in order to determine that the individual has acquired the necessary knowledge to safely operate a van. The training is a self-contained video / paper / pencil training system that takes between one and one half to two hours to complete. You do NOT have to take a van driving test. Plan on taking the certification training at least two weeks prior to traveling in order to give the Public Safety Office adequate time to score your answers to the training and to notify you whether or not you will be certified to drive a van for college business.

Procedures for Driving Vans for College Events - applies to rented vans. Drivers must be at least 19 years old, have a currently valid U.S. driver's license,

and have three years driving experience.

New Driver Approval Process - allow two weeks to process. You may check the status of approved drivers (1999-present) on the s:\dept\facilities drive. It is an Access file.

- Complete the Application to Drive College Vehicles - available from Facilities Management, Rm. 162, or on S:\safety\forms\APPLICATION TO DRIVE COLLEGE VEHICLES.doc.
- Return the application to Diana Rosvall, Transportation Coordinator, Rm. 165, Facilities Management
- Complete the self-study, Van Driver Training Course, which is available in the Library (1.5-2 hour course).

Rental Vehicles - at least three weeks prior to the event:

- Complete a MHCC Travel Authorization and Accounting Report. Send or bring the completed form with all the necessary signatures, to Facilities Management prior to your trip. Blanket Travel Authorizations may be submitted to cover multiple, In-District trips. Out-of-District and Out-of-State trips require a separate Travel Authorization for each trip.
- Contact the Facilities Management Transportation Coordinator who will make the van rental arrangements with Enterprise.

Prior to Departure

- Complete a MHCC Van Trip Itinerary-Roster (s:\safety\forms\van itinerary-roster.xls). You may prepare one roster for multiple trips and amend it as necessary for each trip. Bring or FAX the roster to Facilities Management when you pick up your keys or depart with a rented van. FAX (503) 491-7676.
- Note: as of 9-18-01 we may transport 15 passengers. There is an Advisory Warning in the vans stating that vans with more than 10 passengers have an increased potential of rollover. Seat belts are mandatory. Position passengers toward the front of the van if it is not full.
- Pick up the vehicle keys, M-F, 8 am – 5 pm. Note: You must pick up the keys during these times when you have evening or weekend trips.

Returning Vans

- Return the rental vehicle to the Facilities Management compound. Return the keys and emergency kit to Facilities Management staff, Monday-Friday between 8 a.m.- 5 p.m. After hours, place keys in the drop box located at the entrance to the Physical Plant, and leave the emergency kit inside the locked van.

Accidents: Report all injuries and accidents to MHCC Public Safety, (503) 491-

7310. Do not discuss the details of the incident with bystanders or other drivers. Submit police and DMV accident reports.

First-Aid/CPR and Emergency Communications - Remote Areas: A First-Aid/CPR trained instructor or supervisor must be present for van trips to remote areas without timely access to 911 emergency response. The instructor/supervisor must carry a cell phone.

6.7.3 Van Passenger Capacity

As of 9-18-01 we may transport 15 passengers.

6.8 Travel Expense Reconciliation

Upon your return you must reconcile your travel expenses by completing the bottom half of the second page of the travel authorization form. This form, with accompanying receipts, will reconcile all expenses related to the travel and account for any advance payments. Approval signatures needed for this reconciliation form are: [BP: DLC-AR]

6.8.1 For Student Clubs (including club sports), Organizations and Co-curricular Programs

- a. Main traveler
- b. Advisor or coach (if not main traveler)
- c. Associate Vice President, Student Development and Services.
- d. Executive Dean of Student Development and Services
- e. President (if travel is out of United States)

6.8.2 For Intercollegiate Athletic Programs

- a. Advisor or coach (main traveler)
- b. Athletic Director
- c. Associate Vice President, Student Development and Services (if student fees are used)
- d. Executive Dean of Student Development and Services
- e. President (if travel is out of United States)

6.8.3 For Class Field Trip Travel (not associated with student clubs or athletics)

- a. Instructor (main traveler)
- b. Area dean or manager
- c. Division vice president
- d. President (if travel is out of United States)

6.9 Accidents and / or Problems



In the case of a motor vehicle accident during a trip, notify the appropriate authorities immediately, whether local law enforcement, emergency services, etc. Call the college's Public Safety Office immediately at 503-491-7310 (on call 24 hours daily) and notify them of the accident. Also contact the department or area manager or supervisor from where the club, organization or team originates. Upon returning to campus immediately complete an accident report (available from the Public Safety Office – see appendix) and turn it into the Public Safety Office and the appropriate area manager or supervisor.

For insurance purposes it is important for you to NOT DISCUSS THE ACCIDENT WITH ANYONE except appropriate law enforcement personnel. The vehicle owner's insurance company will make appropriate contact with the insurance company of the other driver(s) involved and begin the process of claims resolution.

Be sure to get the name and contact information of the other parties involved in the accident, including their insurance company's name and policy number if possible. Also, give those parties information on how to contact the MHCC Business Services Office (give them the general MHCC information number of 503-491-6422 and tell them to ask for the Business Services Office) so they can begin the process of claims resolution. [BP: EEBA -AR]

6.10 Excused Student Absences for Co-curricular Activities

College board policy recognizes the benefit and importance of students participating in extracurricular and co-curricular activities. Students will be granted an excused absence from classes if they attend an official extracurricular or co-curricular activity. However, there is a need to provide instructors with adequate notice of the student's absence from class. To that end the college has developed a specific policy and procedure for students to notify their instructors of their intent to miss a class in order to attend a sanctioned event or activity.

The student is required to complete a Student Excused Absence Request (see appendix) with their advisor's signature. The student must submit a copy of this form to the instructors of the classes that he/she will miss **at least 12 hours in advance** for their class absence to be excused by the instructor.

Like everything else, planning in advance is essential. The fundamental issue is courtesy and communication between the student and instructor. Instructors are always willing to support students attending legitimate extracurricular programs or events. But they need to know in advance if a student plans to miss class. [BP: JED-AR; IGDJ; IGD-AR(3)]

SECTION 7

7 BEHAVIORAL EXPECTATIONS

7.1 College standards of behavior

Students at MHCC assume a responsibility to conduct themselves in a manner compatible with the College's function as an educational institution. Although MHCC is dedicated to an open, free society, there are actions inappropriate in an institution of higher learning. The Student Code of Conduct outlines the standards of behavior expected of every student at MHCC. The policies and procedures outlined have been designed to further the college's educational mission and to assist students in the pursuit of knowledge and personal development. As an institution of higher learning, MHCC exists for the exchange of knowledge, skills and the development of students' general well being in the community it serves. Free inquiry and free expression are indispensable to the attainment of these goals. As members of an academic community, students at MHCC should be encouraged to independently search for the truth while recognizing the delicate boundaries that separate themselves from others.



A person voluntarily becomes a student at MHCC and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. The college, through the office of the Vice President of Student Development and Services, maintains the authority to impose sanctions for behaviors that violate the Student Code of Conduct. The college has an interest in behavior, subject to the Student Code of Conduct, separate from that of the civil authorities. Therefore the college maintains the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect its interest. Whenever appropriate, the college may report a discipline matter to civil authorities.

A complete copy of the Student Code of Conduct can be found in the College Center and the Office of the Vice President of Student Development and Services.

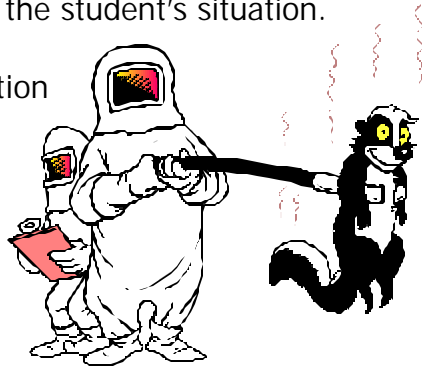
7.2 Club or organization standards of behavior or performance

The student club or organization may NOT have standards of behavior that are less restrictive than the college's Student Code of Conduct. However, the organization or club may have standards of behavior or performance that may be more restrictive than the college's Student Code of Conduct, or academic requirements – as long as these standards do not discriminate or contradict college policies or procedures. For instance, a student club or organization may have grade point average requirements, curfew requirements when traveling, or performance requirements when conducting club or organization business. For example, the student academic honorary society may have a minimum GPA for continued membership of 3.5 on a 4.0 scale. Or, the forensics team may have a curfew time for all members to be in their motel room when traveling to a speech tournament off campus. Or the Hospitality and Tourism Club may require a certain number of hours of volunteer service time from each student in the club in order to remain a member.

Additional requirements must be clearly stated in the club or organization's constitution or by-laws. Also, written materials (either copies of the constitution or a list of requirements) must be made available to student members upon their joining a club or organization.

It is the responsibility of the club officers and advisor, who are given authority by the organization's constitution and by-laws, to enforce these requirements in accordance with the constitution and in a fair, equitable and consistent manner. Any decision made to curtail a student's privileges or membership in a club or organization due to that student's inability to meet the club or organization's standards, must follow the procedure outlined later in this section to insure due process and a fair and thorough review of the student's situation.

If a student member of a club or organization has his/her privileges removed as a result of not complying with these standards, which are the behavioral or academic standards set by the club or organization, that student may submit an appeal to the Associate Vice President for Student Life to have his/her situation reviewed. The procedures to file this appeal are explained later in this section.



7.3 Behavioral standards at events, activities or programs

7.3.1 On campus activities

All campus activities are scheduled through the appropriate office prior to the

event. All events have guidelines for audience or participant participation. These guidelines are governed by college policies and are enforced as appropriate. Event regulations regarding proper behavior correspond with the Student Code of Conduct. All participants at on campus activities, whether or not they are students, are subject to the behavioral standards set forth in the MHCC board policies and procedures, as well as the guidelines set forth by the Student Code of Conduct. [BP: JG-AR]

7.3.2 Off campus activities

All off campus activities are scheduled through the appropriate office prior to the event or activity. Off campus activities are still regulated by MHCC. Behavior that is, and is not, accepted off campus is generally the same as on campus. Participants (whether a student, employee or someone unaffiliated with the college) involved in an off campus activity sponsored by any entity of MHCC, such as a student club or organization, are subject to MHCC board policies and procedures, as well as the guidelines set forth by the Student Code of Conduct. MHCC is dedicated to provide support for off campus activities and in order to do so effectively needs the cooperation of everyone. Even more so than an on campus activity, those participating in an off campus activity are representing the college and thus, it is essential for their behavior to meet the highest standards of integrity and propriety. [BP: JG-AR]

7.3.3 Use of alcohol, tobacco and other drugs

The use and abuse of alcohol, tobacco and/or other drugs (ATOD) is a serious concern for the college and warrants special recognition in this section. The use of ATOD when involved in any way in a club activity, program, meeting or project, whether on or off campus, is strictly prohibited. Violation of this policy is considered a serious offense and will result in the immediate implementation of student conduct procedures to resolve a situation where this type of policy violation occurs. It is important to remember that the sanctions which can be imposed as a result of a student conduct proceeding range from written warning through expulsion from the college. [BP: JG-AR]

If an advisor or another college employee involved in a club or organization event or activity is in violation of the college's ATOD use policy, appropriate disciplinary action may be pursued in accordance with college policies and regulations, and (if applicable) pertinent collective bargaining agreements. [BP: JG-AR]

7.4 Responsibilities regarding behavioral management

7.4.1 Responsibilities of the advisor

The club advisor sets an example for students, the rest of the college and the

community. Advisors at MHCC should consider their jobs unique. Their role is as a person who guides the student club or organization forward in accordance with the rules, regulations, purposes and ideals of the college. Advisors must set the highest example.

Advisors are the official representative of the college and the person “in charge” at a student organization’s program or activity, whether on or off campus. Thus, they are responsible for protecting the interests of the college and of the students with which they work. The advisor is responsible for immediately addressing behavioral problems as they occur and then following up with appropriate action regarding such behavioral problems. When an advisor believes that a student’s behavior has violated the MHCC Student Code of Conduct, he/she must consult with the Associate Vice President for Student Life as soon as possible and take appropriate action as determined from the consultation with the Associate Vice President.

Violation of the Student Code of Conduct MUST be addressed using the set of student conduct procedures already in place at the college in order to ensure that problems are addressed in an appropriate, timely, consistent and fair manner. These procedures are developed and implemented in order to ensure due process, as well as to appropriately resolve behavioral problems if they do exist. The advisor is NOT to act as disciplinarian in these manners. If a student violates the Student Code of Conduct it is the advisor’s responsibility to report such violation to the Associate Vice President for Student Life. If the advisor has any questions or doubts about what to do, he/she should consult with the Associate Vice President as soon as possible.

MHCC recognizes the difficult and sensitive nature of advising and will provide support and guidance through the Associate Vice President for Student Life. [BP: JG-AR; IGD-AR(3); IJ-AR]

7.4.2 Responsibilities of club officers and members

Club Officers must demonstrate proper behavior at all times. Officers will assist the advisor in educating other club members as to what is and is not acceptable behavior. All members are held to the same behavioral standards. The nature of a leadership position in a student club or organization requires that a club officer exhibit a standard of behavior that far exceeds those of other club members. Club officers should always remember that other student members are looking to them for leadership, guidance and as a role model.

7.4.3 Responsibilities of the Student Life Office

The Student Life Office can provide answers for questions regarding the Student Code of Conduct and behavioral procedures at the college. Written material is available regarding proper conduct, school regulations, and other related issues.

Complaints regarding behavior of any kind can be filed formally or informally with the Associate Vice President for Student Life. No student shall be expelled, suspended, disciplined or in any other way retaliated against for having filed a complaint in good faith, about possible violations of law and/or MHCC policy whether or not the charges were sustained.

7.5 Due process for student clubs and organizations

Due process regarding issues NOT covered by the Student Code of Conduct or college policy are outlined below.

If a student's behavior or performance is such that they do not comply with the requirements set forth in writing by the club or organization, and such behavior or performance deficiency is **NOT** a violation of the Student Code of Conduct or any other college policy or procedure, the following due process procedure shall be followed. This procedure should represent the minimum attempt at providing due process for a club member. A student club or organization's due process procedure may have steps in addition to the ones outlined below.

7.5.1 Statement of behavioral or performance deficiency.

The student shall receive in writing a statement of deficiency (see appendix) from the advisor and the president or chairperson of the club / organization outlining specifically how the student is deficient regarding the club's behavioral or performance expectations. This written document may be delivered to the student personally or mailed to his/her address of record.

- ◆ The statement of deficiency shall indicate that the student may submit a written response, as well as request a meeting with the appropriate student officers and the advisor to explain his/her situation. The meeting is NOT mandatory, but a written response IS mandatory IF the student wants to provide a statement regarding his/her behavior or performance.
- ◆ The statement of deficiency shall indicate that the student's written response must be submitted to the advisor and if requested, the meeting with organization officers and the advisor must be completed within 10 calendar days of the date of the statement of deficiency. The statement of deficiency will include information on how to contact the student officer(s) and the advisor.
- ◆ The student may present evidence or witnesses at this time, either in person at the scheduled meeting or in the written response.
- ◆ The appropriate club officer(s) and the advisor will review the material presented and make a decision regarding the student's status as a member of the club or organization.

7.5.2 Decision statement.

After reviewing all material presented in writing and in person, the club officer(s) and the advisor shall follow the club or organization's constitution and bi-laws in rendering a decision, should such procedures exist. If no procedures exist in the constitution or bi-laws, the club officer(s) and advisor shall exercise professional judgment and render a decision regarding the student's status and privileges as a member.

- ◆ The decision shall be made and communicated to the student in writing (see appendix) within 10 calendar days of the receipt of written material from the student / or the personal meeting with the student, whichever is later.
- ◆ This written decision may be delivered to the student personally or mailed to his/her address of record.
- ◆ This letter shall contain a specific description of the decision, including the rationale regarding why the decision was made.
- ◆ This letter shall contain a specific description of the sanctions imposed upon the student or the privileges removed from the student.
- ◆ This letter shall contain a statement that clearly indicates that the student can appeal the decision to the Associate Vice President for Student Life, as well as the deadline for such appeal to be submitted.

7.5.3 Decision implementation

- ◆ Upon completion of the decision, appropriate sanctions and removal of privileges may be imposed. Imposition of sanctions and/or removal of privileges at this time are acceptable because club or organization membership is a privilege, not a right because participation in the club or organization is not required in order to pursue an educational certificate or degree at the college.
- ◆ A copy of the decision letter and intended action should be communicated to the Associate Vice President for Student Life immediately upon completion.

7.5.4 Appeal of decision.

- ◆ A student may appeal in writing the decision of the club or organization to the Associate Vice President for Student Life.
- ◆ The written appeal must be received the Associate Vice President no later than 10 days from the date of the decision letter submitted by the club officer(s) and the advisor.
- ◆ An appeal can ONLY be made on one or more of the following four grounds:
 1. The decision and resulting sanctions are too harsh for the nature of the behavior or performance deficiency.
 2. The decision and resulting sanctions were applied in an arbitrary and capricious manner without consideration of previous decisions and implementation of sanctions.

3. The student has new information or evidence that was unavailable at the time of the review and decision made by the club officer(s) and the advisor, which substantially changes the nature of the case.
 4. Due process procedure was not followed correctly, resulting in a decision that would have otherwise been different if the process had been followed correctly.
- ◆ The student **MUST** submit an appeal in writing to the Associate Vice President. This written appeal **MUST** include:
 1. The ground(s) listed above upon which the appeal is based.
 2. Specific and substantial written information which demonstrates that the grounds the student is listing as the rationale for appeal do exist. In other words, it is NOT enough in the written appeal to just list the ground(s) the appeal is based upon but not provide a specific explanation and supportive information.
 3. The specific solutions the student desires in order to resolve the matter completely.
 - ◆ The Associate Vice President will determine if the supporting written information substantiates any or all of the grounds that the student is listing as a rationale for the appeal.
 - ◆ If the Associate Vice President wishes to investigate further, she/he may interview the student and other individuals pertinent to the student's situation and collect relevant information.
 - ◆ The Associate Vice President will make a decision and send the student a written summary of that decision in a letter dated no later than 15 calendar days from the date of the Associate Vice President's receipt of the student's written appeal.
 - ◆ Because this process is NOT part of the Student Code of Conduct, the Associate Vice President's decision is FINAL. There is no further appeal.

7.5.5 Exceptions to this process due to extenuating circumstances.

From time to time it is recognized that time lines or procedures should be altered to best meet the needs of the individuals involved and the college. Examples include, someone is sick and cannot meet, people are off campus at professional meetings, vacation breaks between academic terms fall within the time periods outlined in the due process procedures, etc. If, in the judgment of the Associate Vice President of Student Life, there exists extenuating circumstances that would justify the revision of deadlines or deviation from procedures, the Associate Vice President shall have the authority to make such changes while ensuring that the intent of due process is exercised successfully. These deviations should be the exception, not the rule.

7.6 College Student Conduct Procedures

The MHCC Student Code of Conduct outlines students' rights and responsibilities,

and behavioral expectations. The Student Code of Conduct provides specific due process procedures of how violations of the Student Code of Conduct are addressed by the college. Behavior which violates any provision of the Student Code of Conduct shall be subject to student conduct procedures. The Student Code of Conduct takes precedence over any due process procedures described in this manual, or provided for in any club or organization constitution or bi-laws.

A copy of the MHCC Student Code of Conduct, which includes all due process procedures, is available from the College Center or the Office of the Vice President for Student Development and Services. [BP: JF/JFA; JG]

7.7 Student complaint procedures

Sometimes students run into a problem with a college employee, an office operation procedure, or a college policy that they feel is unfair, incorrect or in some way inappropriate. Should that happen students have the right to file a complaint with the college and ask for a review and resolution of their concern. There are two separate, but similar complaint procedures at MHCC. One is a process to file a complaint against a faculty member and the other is to file a complaint against any other employee, or college policy or procedure. Both complaint procedures have an informal and a formal component. Each procedure is briefly outlined below. It is important to obtain the complete document that explains each procedure in detail. You can obtain the Student Complaint Procedure document in the College Center or the Office of the Vice President for Student Development and Services.

7.8 Student complaint procedure against a faculty member.

7.8.1 The informal complaint process.

- ◆ The student is encouraged to meet directly with the faculty member, make the faculty member aware of their complaint and to try to come to a resolution with the faculty member.
- ◆ If the student is not comfortable meeting with the faculty member in person, he/she may bring their informal complaint to the attention of a counselor in the Advising and Counseling Office, or to the attention of the faculty member's supervising dean. Either of these people will listen to the student and then attempt to arrange a meeting with the student and faculty member where they will act as a facilitator of communication in an effort to find a resolution to the situation.
- ◆ If it is not possible to come to a resolution that the student agrees with, the student may either drop the complaint or proceed to the next step in the process, which is to file a formal written complaint against the faculty member.

7.8.2 The formal complaint process.

- ◆ The formal process requires the student to file a specific written complaint against the faculty member, using a specific complaint form. This written complaint is given to the faculty member's supervising dean.
- ◆ The supervising dean will implement the formal complaint procedure upon receipt of the formal complaint.
- ◆ The procedure to file a student complaint against a faculty member is very detailed and this review is NOT designed to provide a thorough explanation of how the process works. It is important to obtain a copy of the Student Complaint Procedure from the College Center or the Office of the Vice President of Student Development and Services.

7.9 Student complaint procedure against a college employee other than a faculty member, or about a college policy or procedure.

7.9.1 The informal complaint process.

- ◆ The student is expected to meet directly with the supervisor of the employee or area with which the student has a problem, to make that person aware of their complaint and to try to come to a resolution.
- ◆ If it is not possible to come to a resolution that the student agrees with, the student may either drop the complaint or proceed to the next step in the process, which is to file a formal written complaint against the employee or department with the supervising dean or manager.

7.9.2 The formal complaint process.

- ◆ The formal process requires the student to file a specific written complaint against the employee or department with which he/she has a problem, using a specific complaint form. This written complaint is given to the supervising manager. If the complaint is about the supervising manager, then the written complaint should be directed to that manager's supervisor.
- ◆ The supervising manager will implement the formal complaint procedure upon receipt of the formal complaint.
- ◆ This review is NOT designed to provide a thorough explanation of how the process works. It is important to obtain a copy of the Student Complaint Procedure from the College Center or the office of the Vice President of Student Development and Services.

SECTION 8

8 SPECIAL CIRCUMSTANCES AND ISSUES

8.1 Alcohol and Controlled Substances

MHCC is an alcohol and drug free campus. Any use of alcohol or controlled substances on campus is prohibited. Illegal use and possession or distribution of drugs on college property or appearance on campus or any college-sponsored event while under the influence of illegal drugs or alcohol will result in disciplinary action. Actions taken may even result in expulsion and/or notification of local authorities. [BP: JG-AR; GBEB/GBEC]

8.2 Harassment and Sexual Harassment Policy

MHCC's right to freedom from harassment policy has the goal of providing an environment that supports students so that they may realize their full potential. MHCC values all diverse backgrounds, experiences, special abilities and characteristics that students bring to the organization. Harassment is a form of unlawful discrimination, whether it is based on race, religion, age, color, sex, national origin, disability or any other status or characteristic protected by applicable state or federal laws. MHCC does not tolerate unlawful harassment in any place of work, instruction, study, or recreation.

Harassment is defined as conduct: (1) that unreasonably discriminates among individuals on the basis of race, religion, age, color, sex, national origin, disability or any other status or characteristic protected by applicable state or federal law; and (2) that is sufficiently severe or pervasive that it interferes with work or academic performance because it has created an intimidating, hostile or degrading environment. [BP: GBN]

8.3 Definitions of Harassment

Harassment: Any conduct that has the purpose or the effect of unreasonably interfering with an individual's performance as an employee, student, college visitor, or member of the college community; or which creates an intimidating, hostile or offensive work environment. These principles apply to race, religion, age color, sex, national origin, physical or mental disability, veteran status or any other status or characteristic protected by applicable state or federal law or regulation. [BP: GBN-AR]

Sexual Harassment: Sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of the provision of services or of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment or assignment decisions or as the basis for a grade or other decision affecting students;

The conduct has the purpose or effect of unreasonably interfering with an individual's performance of duties or creates an intimidating, hostile or offensive environment. [BP: GBN-AR]

8.4 Equal Opportunity

MHCC is committed to provide equal opportunity to all persons. The college is committed to maintaining a community in which all employees and students can work and study together in an atmosphere free of all forms of discriminatory harassment. Discrimination and discriminatory harassment are illegal and prohibited by federal and state law as well as MHCC Board Policy. Therefore it is prohibited for any employee or student to discriminate against a person based on his/her race, color, religion, sex, national origin, disability, marital status or age, or any other status or characteristic protected by applicable state and federal law. [BP: AC]

8.5 Equal Access / Disability Policy

All students shall be assured equal educational opportunity and treatment. No student legally enrolled in the district shall, on the basis of age, disability, national origin, race, marital status, religion or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, an educational program or activity administered or authorized by the district Board of Education.

The college staff is directed to make a continuous effort to provide equal education opportunities for students, to provide a grievance or complaint procedure that is available to all students and to eliminate those conditions which may cause discrimination. [BP: JB]

