

ROCK VALLEY COLLEGE // DEPARTMENT OF STUDENT LIFE

HOW THINGS WORK



ROCK VALLEY COLLEGE

STUDENT LIFE

A Guide to Your Student Life For Student Clubs & Advisors

3301 N. MULFORD ROAD, ROCKFORD, IL 61114 // STUDENT CENTER // 815-921-4184

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Student Life Office—

Student Life exists to engage all students and serve as a bridge to their future endeavors.

Location: Student Center, First Floor, Room 1124

Fall/Spring Hours: Monday-Thursday, 8:00 a.m.-7:00 p.m. Friday, 8:00 a.m.-5:00pm.

Summer Hours- Monday-Thursday 10:00-4:00pm. Friday, 8:00 a.m.-1:00pm

Telephone Number: (815) 921-4180

Website: <https://rockvalley.collegiatelink.net/>

The Student Life Staff

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- Student Leadership Assistants
SC 1124, Ext. 4180, StudentLife@rockvalleycollege.edu

Meet Your Student Leadership Assistants (SLA)—

SLA's are experienced, passionate and engaged students who serve as para-professional staff members in the Student Life office. They have the responsibility of working as a team to provide routine office support and resources for **YOU**. Your friendly, energetic and experienced leaders will welcome, mentor, and coach you through successful event planning and membership development. Stop by anytime to visit and meet them.

Volunteer Incentive Program (V.I.P.)—

Student Life is encouraging and rewarding students for lending a helping hand!

The Student Volunteer Incentive Program is a collective effort from those who contribute to the student life experience promoting engagement and community. Student Life strongly encourages our student clubs to get involved and make a difference. We have great incentives for your participation.

Visit <https://rockvalley.collegiatelink.net/organization/volunteerprogram> for more information.

Main Student Organizations “Essential to Campus Fabric”

Student Life houses three main student groups (Student Government Association, Campus Activities Board & Phi Theta Kappa) that are defined as “student organizations.” They are considered an essential part to the campus fabric. Organizations are granted an established budget annually and an assigned advisor who has “overseeing the (organization)” written into their job description or has participated in a selection process.

Student Government Association (SGA)

Purpose Statement: “To Support and Advocate for the students at Rock Valley College through service and leadership”

Hours: Posted at the Student Life Office

Location: Student Center, First Floor, Room 1124

Phone: (815) 921-4178

SGA Advisor: (815) 921-4188

<https://rockvalley.collegiatelink.net/organization/SGA>

Campus Activities Board (CAB)

Purpose Statement: “To create educational and fun activities, in order to produce an atmosphere of community, at Rock Valley College.

Hours: Posted at the CAB Office

Location: Student Center, First Floor, Room 1124

Phone: (815) 921-4189

CAB Advisor: (815) 921-4189

<https://rockvalley.collegiatelink.net/organization/CAB>

Phi Theta Kappa (PTK)

Purpose Statement: Phi Theta Kappa, the official honors society of two-year colleges, serves to recognize and encourage the academic achievement of two-year college

students and provide opportunities for individual growth and development through academic, leadership, and service programming.

Hours: Visit Student Life office

Location: Student Center, First Floor, Room 1124

PTK Advisor: (815) 921-4104

<https://rockvalley.collegiatelink.net/organization/PTK>

Student Club/Advisor

Clubs Defined

New Student Club

- Any group of at least ten activity-fee paying students.
- Has a Club President, Treasurer and an Advisor (must be a college employee with supervisor approval).
- Any student/group that is looking to complete the Goose Groups new club registration process and become officially recognized by the Student Life office.

Existing Student Club

- Active clubs
- In-active student clubs
- Student organizations
- Clubs on temporary restriction

Rock Valley College Student Life offers their students a variety of categories to choose from when deciding to join a student club. Currently, all recognized student clubs can be placed in one of thirteen categories. Each category embraces the basic role fulfilled by the student club listed.

Student Club Categories

Academic

Promotes a specific academic discipline

Diversity

Promotes and provides opportunities to learn about cultures of nations or ethnic groups.

Entertainment

Provides a venue for fun and socializing

Governing/Programming Board

Student governing bodies and boards serving the students on campus with different issues and activities.

Performing Arts

Provides opportunities to explore talents and creativity.

Professional

Student Clubs with a mission relating to a professional career, many of which are nationally affiliated.

Publication/Media

Provide “hands-on” opportunities for participation in media-related Clubs.

Religious/Spiritual

Promotes the interests of a particular church, sect, or denomination.

Service

Provides opportunities to volunteer in the community as well as on campus.

Special Interest

Provide communities for students who share common interests.

Sports/Recreational

Provides opportunities for participation in recreational and/or competitive sports teams.

Social Action

Promotes the interests of a particular social issue.

Political

Promotes the interests of a political group.

Recognition Policies and Procedures

Recognition Agreement

Recognition of a club extends to them the privilege of identification with the College and the use of institutional facilities. The club agrees to accept those regulations and policies necessary for the protection of the College's essential functions, for equal sharing of time and space, and to assure the reasonable health and safety of the community.

Recognition of Clubs does not mean that the College supports or adheres to the views held or to positions taken by such Clubs. Responsibility for any actions which violate federal, state or local laws must be assumed by the club itself.

Failure to comply as an individual or as a club with the following requirements or a violation of law or Rock Valley College policy by the club or its members or representatives may constitute grounds for review or withdrawal of club registration by the College.

Benefits of Student Club Recognition

- Access to Goose Groups. Your connection to all that is happening on campus.
- Eligible for SGA Budget Allocation and Standard Allocation.
- Free use of college facilities (community groups have to pay rental fees).
- Have the ability to utilize campus services to print flyers, create website.
- Receive a mailbox and storage drawer in the Club Room.
- Ability to petition Student Government Association for additional funding
- Free use of the Student Government Association copy machine (departments on campus have to pay for every copy they make).
- Access to catering list and discount prices for events from on-campus vendors.
- Access to student leadership trainings, speakers, seminars, & conferences.
- Greater freedom to post flyers on campus (outside groups are limited as to the placement and number of flyers that they can post).
- Access to 20 sheets of colored paper per event.
- May apply for club recognition awards.
- Join SGA for an all-expense paid trip to the Annual ICCSAA Student Leadership Conference.

Maintaining Recognition for Existing Student Clubs-Organizations

1. Existing Student Club-Organizations seeking renewal must do so using Goose Groups. (See renewal process section)
2. An updated copy of your Constitution / By-laws needs to be on file with our office in order to receive final approval.
3. A minimum of 5 active members' names and student ID #'s are required in order to renew active club status (Officers may be included in this number).
4. Must have a college employee club advisor and their supervisor signature. Additional club advisors should also be listed with their supervisor approval.
5. At least one club member is required to attend club roundtable held the third Thursday of every month from 2-3pm (date/time subject to change during holidays or when college is closed).
6. All clubs must secure a club treasurer. Club treasurer must attend a mandatory Budget 101 session.
7. Each club is required to send at least two club members to the Annual Student Leadership Kick-off held the second weekend in September.
8. Have President and additional Goose Group Rep complete Student Life policy and procedure online training and submit verification.

Recognition Expectations and Responsibilities:

- A. The club president and advisor agree to accept full responsibility for the group's adherence to its Constitution and By-laws, College policies and directives by authorized College officials, the Rock Valley College Student Handbook, the Student Life Office Student Club Guide, the Rock Valley College Code of Student Conduct, and local, state, and federal laws. Accordingly, the president and advisor must be familiar with such policies, laws, regulations, directives, and procedures and must educate the membership.
- C. The student club shall abide by the following Rock Valley College nondiscrimination policy, exempted under federal or other legislative protections:
Rock Valley College complies with all applicable state and federal nondiscrimination laws, orders, and regulations. The College is an Affirmative Action and Equal Opportunity institution and affirms its commitment in all programs and activities to nondiscrimination on the basis of race, creed, gender, age, physical ability, national origin, religion, political affiliation, sexual orientation, or marital status.

- D. Active membership in registered college clubs is limited to students currently enrolled at Rock Valley College. The following functions and activities must be reserved for active members:
1. Holding office in the club.
 2. Presiding, officiating, voting, making or seconding motions at any meeting of the club, or acting as a spokesperson.
 3. Working at tables and distributing materials on campus on behalf of the club.
 4. Request donations on behalf of the club.
 5. Section 1 through 4 not intended as a comprehensive definition of active membership (other functions or acts may also indicate that a person is participating as an active member of a club.)
- E. All student clubs are expected to follow College rules and regulations governing the use of funds. All debts, whether incurred on or off campus, must be paid. Debts to the College will result in the responsible parties being encumbered, among other potential individual sanctions. Any student-registered club with outstanding debts to the College will have registration denied or suspended until all debt is paid in full. Academic records may also be placed on hold.
- F. Activities or Clubs may not substantially interfere with the normal operations of the College.
- G. Each club shall be responsible for the individual and collective conduct of its members in all of its group-sponsored activities and functions.
- H. Members should consult with the advisor for his or her opinion and advice when problems arise in the club. The advisor's background and experience within the club and the College should be utilized.
- I. Proper social procedures and courtesies should be observed toward the advisor at all club functions.
- J. Renewals do include the summer term.
- K. Existing club's access to the group's funding account is made available and is ongoing. Access may be restricted if renewal forms are not submitted.
- L. Probation can consist of loss of active status and privileges to recognized student organizations, including posting privileges and access to funding. It is recommended that organizations turn in the required registration forms as early as possible to avoid the possibility of losing privileges.
- M. The President of recognized student organizations must maintain a 2.0 GPA and be in good behavioral standing during their term of office. A staff member will review academic progress each semester and notify the Advisor.
- N. The group is responsible for recruiting their own advisors and notifying Student Life (assistance is available to the club when unable to find an advisor).
- O. The Advisor should be recognized as an integral part of the group; however, he or she is not a member. Therefore, additional courtesies and considerations should be extended to him or her. The advisor should be welcomed to all meetings and social events.

Withdrawal of Recognition Process

1. The process of withdrawing a club's official recognition begins when it has ceased to function as evidenced by any of the following:
 - a. Notice of dissolution from officer and/or advisor.
 - b. Failure to complete the renewal process.
 - c. Failure to correct a negative balance in the club's account within time limit given.
 - d. Failure to abide by the minimum eligibility requirements for officers or enrollment membership standards.
 - e. Failure to comply with the Student Life office's written request that of which the Constitution/By-laws is filed.
2. The Manager of Student Life may withdraw a club's official recognition whenever the above conditions occur or the rules and policies of Student Life office and/or the College are violated.
3. Prior to withdrawal of recognition, the group will be warned, given the opportunity to take corrective steps and be allowed to speak on their behalf before the Manager of Student Life.
4. When requested to do so by the Student Life Office, the club must amend its constitution to reflect current College policies and local, state and federal laws.

Student Club Registration "Goose Group Style"

New Student Club Registration: (Open Registration)

We want to make the process for registering your student group as painless as possible. New Student Clubs seeking recognition must do so using Goose Groups. Please check out existing clubs prior to submitting. Student Life Office reserves the right to withhold registration of any club.

Please Note: You may start the registration process and return to it to make changes or add additional information before submitting. Simply click on "My Involvement" at the top, and then click on "My Submissions." Click on the "Organization Registrations" tab for a link to this form. This area will also show you the progress/status of your submission.

To be considered for recognition as a student club member at Rock Valley College:

1. Student club must have secured at least one college employee club advisor. All advisors need their supervisor approval.

2. Student Club must agree to abide by the regulations and policies of the College.
3. The membership provisions must not exclude anyone because of race, color, religion, sex, national origin, age, height, weight, marital status, handicap or sexual orientation. Membership is only for activity fee paying students.
4. All clubs are responsible for securing a president. Contact information must be provided to be published by the Student Life office.
5. At least one club member is required to attend club roundtable held the third Thursday of every month from 2-3pm. * date/time subject to change during holidays or when college is closed*
6. All clubs must secure a club treasurer. Club treasurer must attend a mandatory Budget 101 session.
7. Each club is required to send at least two club members to the annual student leadership kick-off held the second weekend in September.
8. Have President complete Student Life policy and procedure online training and submit verification.
9. It is understood that any information on the registration form will be treated as public directory information and distributed to the college community as needed.

Follow these steps on Goose Groups to register: (*required)

- Set-up organization profile*
- Club profile picture
- Club roster*
- Upload constitution-bylaws (see sample constitution under Campus Links-Student Life Form).*
- Obtain all Advisor's and Advisor Supervisor approval*
- Club Interest/ Categories

Existing Student Club-Organization Renewal: (August 20-September 7th)

Groups seeking renewal must do so using Goose Groups.

Existing clubs are defined as:

- Clubs on temporary restriction
- Active clubs
- In-active student clubs
- Student organizations

Please Note: You may start this renewal and return to it to make changes or add additional information before submitting. Simply click on "My Involvement" at the top, and then click on "My Submissions." Click on the "Organization Registrations" tab for a link to this form. This area will also show you the progress/status of your submission.

To be considered for club renewal:

10. An updated copy of your Constitution/By-laws needs to be on file with our office in order to receive final approval.
11. A minimum of 5 active members' names and student id #'s are required in order to renew active club status (officers may be included in this number).
12. Must have a college employee club advisor and their supervisor signature. Additional club advisors should also be listed with their supervisor approval.
13. At least one club member is required to attend club roundtable held the third Thursday of every month from 2-3pm. * date/time subject to change during holidays or when college is closed*
14. All clubs must secure a club treasurer. Club treasurer must attend a mandatory Budget 101 session.
15. Each club is required to send at least two club members to the annual student leadership kick-off held the second weekend in September.
16. Have President complete Student Life policy and procedure online training and submit verification.

Follow these steps on Goose Groups to renew and update club profile: (*required)

- Club-Organization profile*
- Club-Organization profile picture*
- Club roster*
- Club-Organization active club member list*
- Upload updated constitution-bylaws (see sample constitution under Campus Links-Student Life Form).
- Obtain all Advisor's and Advisor Supervisor approval*
- Statement of Responsibility*

Any existing student group that fails to meet this submission deadline will be placed on "temporary restriction" and need to visit the Student Life office to discuss options for becoming a student group again.

Spring Student Clubs Update (January 1st- February 1st)

Existing Student Club-Organizations may update their information at any time.

This is an invitation to update information to keep all information up-to-date for the purpose of Student Life business and membership recruitment.

Keep in mind the following:

1. Club-Organization updates are due by Friday, February 1st, 2013 by 5:00pm.
2. All changes to club advisor(s) must be reported and include their supervisor's approval.
3. New Presidents' or Event Planners must complete the Student Life Policy and Procedure Online Training and submit verification.
4. A minimum of five active members are required to maintain recognition.
5. Club President must maintain a 2.0 GPA. Academic eligibility will be reviewed every semester and regularly during roster updates.
6. At least one club member is required to attend club roundtable held the third Thursday of every month from 2-3pm (date/time subject to change during holidays or when college is closed).
7. New Club Treasurers must attend a mandatory Budget 101 session.

Club Sports

A club sport is a club formed by individuals who are motivated by a common interest and desire to participate in a particular competitive sport activity. Club sports at Rock Valley College are an opportunity satisfying the needs not met by the intercollegiate athletic programs of the college.

The purpose of club sports is to allow for students to participate and compete in a sport at the club level, to develop leadership skills and to improve skills in and knowledge of a sport. This opportunity emphasizes student leadership and direction as opportunities for learning through participation. Clubs are responsible for motivation, support, and regeneration of their club.

There are guidelines to assist club sports in the administration of their groups, as well as, outlines of standards, policies, and procedures that should be followed. These guidelines are written to ensure fair and equal opportunity for all Rock Valley College Club Sport participants. Please refer to RVC Club Sport guidelines found on the Student Life Webpage.

Constitutional Requirements for all Student Clubs-Sample Constitution

A sample constitution is presented below to assist you in applying for recognition as a new student club. It may also help an existing group wishing to amend its constitution. A thoughtful and concisely written constitution is an important tool in the successful operation of an organization.

1. **Article I** **Name and Purpose of the Club**
 Section 1 State the name of the Club.
 Section 2 State the purpose(s) of the Club.

2. **Article II** **Membership**
 Section 1 State who may belong (Total membership shall be open to all currently enrolled activity-fee paying students at Rock Valley College only).
 Section 2 State the dues and when they shall be collected (if applicable).
 Section 3 State the penalties imposed for neglect of payment of dues (if applicable).
 Section 4 State how the group will handle an officer or member who does not fulfill their responsibilities or conducts themselves in a manner disruptive to the organization or contrary to the purpose of the organization.

3. **Article III** **Executive Board/Officers**
 Section 1 Designate the officers - President, Vice President, etc.
 Section 2 Define the duties of the officers, which shall be such as defined by their respective titles.
 Section 3 Define the date of election, length of term of office, and method of election (by ballot).

4. **Article IV** **Meetings**
 Section 1 State how often meetings shall be held (monthly, weekly, or other).
 Section 2 State the provisions of special meetings.
 Section 3 Clubs shall briefly indicate voting procedures.

5. **Article V** **Removal of Officers/Membership**
 Section 1 Explain a process for adequate notice of charges, opportunity for fair hearing and the right to appeal. The form of vote shall also be indicated.

6. **Article VI** **Affiliation**
 Section 1 State any affiliation with a community, state, regional or national club (if applicable).

7. **Article VII** **Parliamentary Authority**

Section 1

State publication or club document that will be used as a parliamentary reference guide by the organization.

- **Please Note** - The following statement must be included at the end of all Rock Valley College Student Clubs Constitutions: "Rock Valley College does not necessarily endorse the views of this student group."

Student Events & Activities

Student events are sponsored by recognized student clubs and organizations. Reservations receive space and most resources free of charge. Student groups may be responsible for cost associated with the following services: security, A/V, technical support, equipment rental, damages and cancellations.

Please note that these guidelines are in place to insure that events take place in programming spaces and they are utilized efficiently. There are limited amounts of suitable programming spaces on campus, including other key support, and it is the goal of the campus scheduler & events coordinator to make certain every student group has an equal chance to utilize these resources available on campus.

Room reservations are coordinated by the Campus Scheduler and Special Events Coordinator and in the order that they are received. Student groups may reserve space any time. We strongly encourage reservation request be made far in advance.

We ask that club-organization's schedule events **at least 10 business** days prior to the requested event date. The Campus Scheduler can also assist in checking availability of space prior to submitting the request and you can view student events on Goose Groups. Please be aware that the calendar does not show Tentative Event.

Events that require the following must be submitted **at least 20 business** days prior to the requested event date:

- Insurance
- Contractual agreement/letter of agreement (paid or unpaid)
- Off-Campus facilities rental
- College Police
- Large 'Capstone' events and weeks.

- Special facilities or grounds support (i.e. tent, theater)

Submission deadline exceptions:

- National or Regional Competitions
- Sanction events within a college department (i.e. Hispanic Student Leadership Conference, SGA Elections, Welcome Week, PTK Induction)

Note: Last minute request from outside agencies or opportunities recently developed/found are not acceptable reasons for waving submissions deadlines.

Events are permitted Monday-Saturday 8am-11:00pm. Student Events/meetings are not permitted during winter and spring breaks. Summer break is subject to limited availability. Request outside these hours requires submitter to indicate justification for a time extension on the event request and special approval.

***Note:** Club meetings are not defined as events and do not have an official request deadline. However, we ask that you follow the same steps to schedule an event. Please make every effort to schedule your Club meetings for the entire semester. The club room (hours 8am-7:00pm) is intended for club meeting.*

Schedule an Event “Goose Group Style”

Student Club-Organization Events and Activities-

Submit your request through Goose Groups and within three business day's campus reviewers will be notified (i.e. selected campus services will be notified requesting their 'thumbs up or down' for the event. **Reviewers may include** Student Life, Campus Services, College Leadership-, Club Advisors, and Club Presidents.

A Reviewer “Thumbs up or down” indicates to the submitter that the event feasibility and confirmation of services. All reviewers must respond to the request before an event's scheduled space is confirmed and a Club receives final approval.

Sample Event:

- A. If the event is charging an admission, inviting a DJ, ending at 11:00pm, the following reviewers will be added:
 - a. Campus Police
 - b. Events Coordinator
 - c. Campus Scheduler
 - d. Manager Student Life
 - e. Administrative Services
 - f. Audio Visual Support Specialist
 - g. Student Club Advisor/President

Any event promoted or advertised prior to final approval will be considered a planning infraction. Groups that incur an infraction more than two times per semester will lose event privileges for 20 business days during the current year, summer included.

Event Submission

- ❖ ***To Schedule Event [10 business days before your requested event date]***
 - Log-on and go to Club-organization page.
 - Go to Events on the left side.
 - Click on "Create Event." [top of page]
- ❖ ***To Edit Event [from the Events option on your organization's page]***
 - Click on the name of the event you'd like to edit.
 - Click "Change" below the name of the event.
 - Click "Next" to continue through the form update process.
 - Click "submit" for approval on recent changes.
- ❖ ***To Cancel Event***
 - Click on the name of the event you'd like to edit.
 - Click "Cancel" below the name of the event.
 - Include comments for any individual who RSVP'd to the event.
 - Confirm cancellation.
- ❖ ***To Submit Event Evaluation (at least 48 hours after event)***
 - Go to "Campus Links" in the upper right hand corner below the Goose Group Home page banner.
 - Click on "Event Evaluation Form-for club use only."
 - Fill out form and click "submit."

Student Event Expectations and Tips

Event Planning

Plan your events so the student body might benefit. Any event planner having difficulty in this task is welcome to contact the Student Life Office for advice and/or support.

Any RVC student attending any event or excursion at which they are a representative for Rock Valley College will be bound by the following rules and regulations: "Student" is defined as anyone registered for credit classes at RVC, regardless of age.

Sometimes, an Activity Application may not be approved due to staff load, scheduling conflict, over-saturation of particular types of events or the complicated nature of the event.

Risk Management;

Certain Risk Management and Liability concerns must be kept in mind when planning an activity.

Our actions impact the College and Student Body. We should use wise judgment/maturity and good taste. This will be entirely entrusted to the student group to encourage approved behavior. Additional restrictions may apply as they become necessary.

Key rules to observe:

1. Alcohol beverages may not be sold or served at a student activity.
2. Student groups must keep their advisor fully informed concerning their activities.
3. There must be at least **ONE** Club Advisor at each college sponsored affair off campus and after regular college hour.
4. Dances or nightly functions must end by 11:00 pm on or off-campus.

Event cancellations

Events must be cancelled by the student group or, by Student Life or Campus Scheduler/Events Coordinator. We ask that events are cancelled as soon as possible and must be at least 24 hours in advance. Not showing up for a room is an infraction.

Failure to adhere to this policy will result in the following penalties:

- ❖ First Offense: Student group will receive a verbal warning.
- ❖ Second Offense: The student group will lose scheduled and new event/meeting space privileges for 10 business days.
- ❖ Third Offense: The student group may no longer utilize programming space on campus for the semester. The student may not request space for the duration of the semester.

Important Goose Group Scheduling Tips:

- ❖ Club President's and one additional club member should be assigned to submit events on Goose Groups. Only these individuals can request space, update event information, or cancel events. They will also serve as the main point of contact for the event. Club advisor will serve as the default when applicable. Club events Goose Group representative should be listed during the club renewal/registration process. This should be completed each semester as well as whenever individuals are added or removed.
- ❖ Club President and Advisor must review submission within five business days of your submission date or your request will be returned denied.

- ❖ Please note that your Club president must assign you “Create an event” permissions before you can submit an event.
- ❖ Your brief description of the event is to announce to your target audience what your event is all about and why they should plan to attend. Consider it your flyer description. This section is not meant for sharing logistics with Campus services.
- ❖ Room Reservations should include appropriate setup and breakdown times.
- ❖ Events are not confirmed until you receive approval email in your “My Involvement”
- ❖ The event cannot be edited by you (submitter) unless Student Life approves or denies it. **
- ❖ Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the Goose Groups Home page upon approval.
- ❖ Additional instructions on scheduling an event can be found in the Student Leader User Guide available at the Home page under Campus Links located in the top right corner.

Reasons an Event can be refused:

- ❖ Club Advisor or President fails to review submission within five business days.
- ❖ Use of offensive or derogatory language
- ❖ The event type already exists, or is part of a frequently occurring series.
- ❖ Event is not affiliated with or acceptable to the college’s expectation.
- ❖ Violates College Policy
- ❖ Conflicts with an already scheduled event.

Type of Scheduled Club Activity

Stapled Event Pre-Scheduling Process

- ❖ The Student Life office would like to invite student groups to pre-schedule traditionally held Club-organizations student events. The main goal is to allow student groups to schedule all of

their major and reoccurring annual activities in advance. A request for these events will be sent out annually with the club renewal.

- ❖ This is also an opportunity to request your wishes to program an activity during our major capstone weeks & months (e.g. Black History, Women's History, Welcome Week, and Mayfest). The department will include such programs on the Calendar of Events if they are consistent with the intent and are compatible with other scheduled activities.
- ❖ We ask that your group carefully identify your group's major events and submit. You will receive confirmation to your Goose Groups main contact email within three business days. After confirmation, we ask that your Goose Group representatives load event using the event submission process.
- ❖ You will receive an annual copy of your staple events to confirm during every renewal cycle. At this time, you may add or remove any events. Student Life will pay close attention to these events to assure that the event is scheduled in advance, locking in your date and location to assure a successful event.

Routine Meetings:

Student members gathering to conduct business activities such as event and budget planning, and/or discussions on issues related to the student clubs mission. Clubs are permitted to house routine meetings. These club functions shall be limited to club members and other guests. The general public cannot be invited unless the specific function is pre-approved as a public event.

Small Events:

Events include tabling for recruitment, information distribution, and fundraising activities, workshops, social, and training activities involving (expecting) less than seventy five participants. This also will include community service projects or volunteer opportunities on or off campus.

Large/Late Night Events:

Events include all other regular programming within the ordinary operation of the student club, lectures and other programs, any program that requires a Public Safety Officer/Insurance, any program that is planned to continue past 9:00pm (M-Thu), 5:00pm (Friday) and on Saturday, and any program or activity involving more than 75 participants. ***Saturday and Sunday summer events are prohibited.*** Any open late night event on or off campus that is sponsored by a student club must end no later than 11:00 pm. Most late night events are considered officer events. Special guidelines for late night events will be provided to the club.

Expectations and Standards for Off-Campus Functions:

(All college endorsed events)

- ❖ Student Clubs are expected to regard themselves as representatives of the Campus Community and accept responsibility for behavior that will reflect upon the Campus Community.
- ❖ The Club's Advisor must approve and be aware of all the planning stages for sanctioned off-campus events, and must be present at the event.
- ❖ Any agreement entered without prior approval of the college shall in no way place the college in signatory agreement. The use of the college in any advertising, promotions, publications, etc., whether advertising off-campus is prohibited until the Student Life is appropriately notified using Goose Groups.
- ❖ Failure to do any of the aforementioned may result in removal of recognition by Rock Valley College as an approved campus club and/or expulsion of groups and members.
- ❖ All damages incurred during events may result in a range of penalties including official reprimands, financial repayment of charges, and suspended use of specific college facilities and privileges.

RVC is indebted to the Florida Atlantic University & Gainesville State College as portions of their documents were adopted for this portion of policy.

Additional Charges

- For events outside of Rock Valley College, delivery charges may apply.
- Additional cleaning charges will be assessed for those events requiring extra labor. Charges are billed on a per hour per staff member basis.
- Damages incurred from a meeting or event will result in additional charges.

Parking

RVC has free parking. During events you may require special parking set-ups and privileges. Lot 10 is the parking lot that should be used for most charter bus events. All conference and travel that requires a student to leave vehicles in the parking overnight should be brought to the attention of Public Safety.

Alcohol Policy

Student Clubs may not spend funds in their club accounts on alcohol or any related service (i.e. the renting of a facility serving alcohol during a student club sponsored event is prohibited). In

general, alcohol may not be served on campus and cannot be transported in Illinois vehicles or vehicles rented with student club funds.

Advertisements posted on campus regarding student club functions may not include references to alcohol or bar establishments. Revenue generating activities where alcohol will be present or may be present will not be approved.

Event Support

1. **Marketing/Public Relations- Promoting your club events at RVC-** Always try to provide the Communications office with as many details as possible. Contact either **Publicist/Web Coordinator (815-921-4516)** or **Director of Communications (815-921-4517)** with the details for your event.
2. **Campus Scheduler-** Priority scheduling is given to recognized student clubs and college departments, and faculty instruction. Preference is also given to groups, which further the college's community service mission. Enhance educational opportunities in Illinois, or are for a governmental nature.
3. **Maintenance Request (Work Orders) -** after a student has had their activity approved via Goose Groups, a work order for the event should be entered by the student group's advisor for that event. **A work order should be entered two business days prior to the event date. Go to the quarry at <https://quarry.rvc.cc.il.us> >administrative services> facilities and Plant Ops> Maintenance Work Order: Check Status.** If planning an elaborate or large event, please contact the RVC events coordinator at 921-4251.
4. **Custodial Coverage -**Standard services on campus may be supported at no additional cost for student groups for events hosted within the normal college operational hours. Custodial coverage during non-college hours will incur charges.
5. **Ordering Food/Catered -**Business Services offers a variety of catering options for our student clubs which are available to help you plan for your event. Menus can be adapted to the type of event you have and caterers will work to find a menu that will best fit your goals. Student clubs are required to use one of the catering options from the approved vendor list.
6. **Audio & Visual -** support is available to student clubs during events. Events that require standard audio visual support must contact this department and set-up an appointment to be properly trained. The club can also request an AV representative to be available at the event. Student group may have to pay an additional cost per hour (approx. \$35/hr.) that will be automatically deducted from the club's account. AV needs may include electronic equipment (TV/VCR/DVD), portable equipment (projector/laptop) and microphones. Videotape

services/large band set-up on and off-campus may require appropriate charges and will depend on the complexity of the request and transportation requirements.

Student Club Resources

The Student Leadership office and Club Room house many resources for student groups to use including a copier, butcher block paper for bulletin boards and creative signs, to name a few. Read on for more information about resources available to your student group.

Goose Groups



All student groups are given space on your online, interactive space for student engagement. You are responsible for the upkeep and changes made. This allows you to build customizable club pages that can be linked to Facebook and viewed by the RVC Community. You can view student/campus events, send invitations to new members, social network with student clubs/organizations, track community service hours, obtain a curricular transcript and more.

Meeting Space

/Storage



Any Student Club can request a club drawer and access storage space for their group. Spaces are granted on a first-come, first-serve basis for the entire academic year. Student groups are required to remove all storage items by Graduation day. They can request space again during the fall semester. All storage space is secured until a request for access is granted.

Student groups can reserve the Club Room located adjacent to the Student Leadership office on the Student Center first floor. This space is open only to registered student clubs on a first-come, first-serve basis. Clubs use this space for meetings, projects & events.

The *Student Life HUB* is also schedulable space.

Student groups can also reserve meeting/conference rooms in other locations. Please note special arrangements must be made via the Director of the following areas prior to requesting a reservation: Starlight Theater, PEC, and PAR due to the schedule of events at these locations.

Club storage and meeting space is accessible during regular work hours.

Mailbox →

Recognized student group has a mailbox in the Club Room. This mailbox is used to communicate important deadlines and notices.

Student groups are responsible for checking the group mailbox at least once a week. Your mailbox is accessible during regular work hours. Student groups can use this mailing address for group purposes, any group subscriptions or receiving packages.

The address for the group mailbox is:

{Group Name}
Student Life Office
Rock Valley College
3301 N. Mulford Rd
Rockford, IL 61114

Publicity Resources →

the

Copy machine, color and white paper, butcher block paper are available in the Student Leadership office and Club Room. The college's Marketing and Public Relations department offers a variety of options for advertisement and publicity. Please see the campus services section for contact information.

Club Day →

Club Day is held twice a year, during Fall and Spring Welcome week in order to gauge new member interest in your groups. The day is usually filled with music, candy, fun and competition from time to time. RVC students have the opportunity to meet different student group leaders and understand what each group does. Club day is also a way for you to advertise your upcoming events to the entire student body.

Master Calendar/ Stall Scrawl →

Student Groups can list their events in this calendar by sending their events for the upcoming school year. This is a month to month calendar requiring

that all approved submissions be turned in to Student Life at least 10 business days prior to the month starting.

Display Cases



Student Life has display cases located on the Student Center first floor. Groups who wish to reserve a display case must do so through the Student Life office. Events advertised must be open to the entire campus community. All reservations are made for a period of no more than five (5) business days. There must be at least one week between reservations made by the same group for the same event.

- Each group may reserve up to 1 display case.
- Space assignments start and end at 9:00 am of the respective dates. Usage for your student club may be limited if items are not removed. It is the group's responsibility to have materials removed by 9:00 am on the last assigned date. Otherwise, Student Life will dispose of all materials.
- Keys may be checked out the day before the reserved date and must be returned within 24 hours.
- Materials in the cases may NOT make any references to alcoholic beverages or drugs. Discriminatory material is not allowed. Misuse of the case will result in disciplinary actions for the student and/or group.
- Assignments will be made on first-come, first-serve basis. However, Department & Student Organizations (e.g. CAB) events will receive first priority during capstone weeks.
- All display case advertisement must contain the name of the sponsoring group /s and the date of the event.
- If a group posts in a place without reservation and/or defaces the advertisement of another group, the group at fault will be assessed a \$50 penalty, to be paid to the affected group.

Copy Machine



The copy machine is for the use of any registered club. Each club should request the copy code from the Student Leadership office staff located on the Student Center first floor and receive free copies per semester. The copy machine is perfect for creating flyers, table tents, etc. the machine has many advanced capabilities including sorting, stapling, double sided print, copying on card stock, reducing, enlarging and duplicating. See a Student Life member if you need assistance with the copy machine.

The SGA copier code may not be used to make copies that are intended for use by another group, for personal purposes or any other non-group event/publicity. Violation of this may result in freezing of the copy code privileges, group funds, or deregistration of the group.

Butcher
Block paper →

The Butcher Block paper comes in a variety of colors. This paper can be used to make large signs, bulletin board backgrounds etc. The poster maker and butcher block paper are accessible during regular work hours.

Computer/
Scanner/
Printer →
Laminator

This equipment is for active club usage and club activity only.

Postage/
Mail Service →

Envelopes may be obtained from Student Life Office. Envelopes to be mailed (stuffed and addressed) should be returned to Student Life office to be placed in outgoing mail. Your account number should be placed on the envelope to ensure the proper account has been charged. Please place the clubs name in the return address section.

Fax
Machine →

Recognized student clubs have access to a fax machine. Please have available the following info: Senders name, club, recipients name, phone #, fax #, destination (city/state) of fax, and number of pages to be sent. Appropriate notification will be placed in your mailbox (when applicable).

Student Club Money Questions

Why Budget?

Almost every student club will need to spend money during the year to meet its goals. Therefore, *recognized student Clubs should develop budgets each year.* A budget is a very important tool to *measure the club's financial progress.* Goals and objectives should be considered when developing the budget. *Past records are an excellent source of information for future planning or projections.* A Club should start the budget process by projecting how much money it can raise (revenues) and estimating what it will spend (expenses). It is a good idea to estimate revenues low and expenses high. This allows for some variance and hopefully Clubs are not put into a position to cut items from the budget or plan unexpected fundraisers.

Always compare what you spend to the budget. *Clubs should remember the budget is a tool.* The budget is not set in stone and may be modified during the year to conform to changing group goals and objectives or shortfalls and windfalls in funding.

Budgeting

One task group's face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of group funds.

A budget is:

1. A tool for planning and controlling club funds.
2. A formal written guideline describing your club's future goals expressed in financial terms within a set period of time.
3. A detailed statement of estimated income and expenses.
4. A historical record of the clubs activities during a given period.

A budget can:

1. Help refine goals that reflect the realistic resource environment.
2. Compel Club members to use funds efficiently and appropriately.
3. Provide accurate information to adjust, analyze, and evaluate programs and activities.
4. Aid in decision making.
5. Provide a historical reference to be used for future planning.

Where is the Money Coming From?

Student Activity fee is a general service fee benefiting the college as a whole and all students in many ways. This fee is mandatory for all degree-credit students. Rock Valley College balances the needs and interests of our student body by the use of this fee. These monies are regulated by the Student Government Association and allocated through them during the Budget Allocation process. It is assessed on the basis of \$3 per credit hour for which a student is enrolled.

The direct service to any given student activity fee is, indeed, difficult to assess for the fee is not buying a specific service. Without the activity fund most of the non-academic services of the college simply could not exist, losing Rock Valley College's appeal and strong identity as an institution. A high degree of integrity and accountability must always be maintained when administering and safeguarding the use of these funds.

Items Not Funded By Student Activity Fees

Student Life Office shall not provide funding for:

- Illegal or unethical activities.
- Tobacco and alcohol.
- Fire arms and weapons.
- Political contributions/activities.
- Unauthorized Scholarships.
- Equipment to be used outside of the club.
- Salaries of permanent positions in the club.
- Off campus telephone charges (long-distance, international).
- Educational expenses related to classroom or instructional expenses or books.
- Cash awards or cash gifts to any individual or institution outside the Rock Valley College Club.
- Club members not currently enrolled in Rock Valley College.
- An activity or event that has the primary purpose of satisfying the class requirements, projects, or assignments of any individual of the club.
- Legal fees for students.
- Religious contributions.
- Violations fees (i.e. parking violations).
- Maintenance of college buildings.
- Charitable/Personal –individual or group contributions.
- Student groups w/restricted membership, exception when an event held is open to all students.
- Items that should be paid for by college budgets (i.e. building construction, department supplies & office furniture).
- Selected departmental initiatives not reporting to Student Life.
- Other items may be added.

Accounts in Deficit

Any club with a negative account balance (i.e., the club spent more money than it had) will be notified of the deficit in their campus mailbox, and will be given 60 calendar days from the date of notification to remedy the situation.

If after 60 calendar days the account continues to show a negative balance, all the club's privileges, including but not limited to Student Life Office copies and supplies, posting privileges, room reservations, and other campus charges, shall be revoked. If a club experiences extenuating circumstances, an exception request may be filed with the Student Life Office.

Derecognized Student Club Accounts

When a club is derecognized, it loses all the funds in their account. Even if a club with the same name is recognized in the future, that club does not get those funds back. So follow all the recognition procedures and stay recognized!

Inactive Club Accounts

Funds of a club account that is inactive for two academic semesters (summer not included) will be placed back in the pool. This includes any fundraising dollars.

Types of Spending Accounts

A club may have two sources of allocations to maintain and spend from:

- **Club Allocations:** Standard Allocation and all funds raised by the club
- **BAC Sponsoring Allocations:** Funding requested during the Budget Allocation Process.

Please Note: (These funds are held in an account maintained by the SGA and Student Life department)

Frequently Asked Questions

How Do I Open a Club Financial Account?

The Student Life Office will automatically open an account for a student club as soon as it is recognized. An invitation for your club treasurer to attend Budget 101 will be sent where all information related to successful budget practices and resources are shared.

When will I have access to funding?

Student clubs have continual access to their funding unless they become inactive or have been placed on temporary restrictions.

Where Do I Deposit My Club Money?

All club deposits are made at Accounts Receivable (located on the 2nd floor of the Student Center). Complete a deposit form. After deposit, request a receipt from Accounts Receivable and turn in a copy to the Student Life Administrative Office.

How Do I Access Money from My Club Financial Account?

You may access your funds at any time. Visit Goose Groups to check out the downloadable funding forms, fill out appropriate form and turn in to the Student Leadership Office.

How Long Do Reimbursements Take?

A reimbursement takes up to at least 7 business days to process.

Can a Club Have an Off-Campus Bank Account?

No.

Can a Club Request a Cash Advance?

Yes.

When Can a New Club Request Funds?

All new student clubs have a 20 business day waiting period (at least one month) before having access to any student activity fee dollars. They are welcomed to fundraise, collect dues, and/or gather donations (see guidelines).

When Can a Club Submit to the Budget Allocation Committee-(BAC)?

Student organizations are eligible to submit to the Budget Allocation Committee in their first year. They are required to be registered by April 1st of that same year in order to receive any funding from the BAC. (Subject to BAC timeline.)

What is a Fiscal Year?

Rock Valley College and the Student Life office's fiscal or business year runs from July 1 to June 30 of the following year. All new budgets start on July 1 and end on June 30.

Will I lose money if I do not use it before the fiscal year ends?

No. Student groups are assigned accounts where their money is carried over from one year to the next. However, we encourage students to appropriately allocate their money towards projects and not maintain a substantial balance year to year unless a set purpose has been established. .

Student Club Financial Accounts

Club Operating Fund Accounts

These accounts are used to hold money that is allocated by the Budget Allocation Committee, given by the Student Government Association, and fundraised. Each club is assigned an account number. All account numbers are the same except for the last 3 digits (*for example, 10-36XXX*).

Club Account Numbers			
10-36011	Chamber Singers	10-36570	Psy/Soc Club
10-36025	Nontraditionals	10-36572	Muslim Student Association
10-36080	Multicultural	10-36573	History Club
10-36085	Black Student Alliance	10-36599	Association of Latin American Students
10-36120	Men's Bowling Club	10-36640	Gay Straight Alliance
10-36121	Women's Bowling Club	10-36641	Students For Better Breathing
10-36123	RVC Veteran's Association	10-36766	That Club Than Which None Greater Can Be....
10-36150	Future Educators' Society	10-36784	Men's Fast Pitch Softball Club
10-36198	Circle K	1036785	Dental Hygienists' Association
10-36330	Tabletop Gaming Club	10-36787	Running Start Club
10-36426	RVC Conservatives	10-36880	RVC Sustainable Energy Club
10-36435	Phi Theta Kappa	10-36855	Japanese Multimedia Club
10-36440	Human Services Club	10-36881	HOPE Club
10-36442	Ultimate Frisbee Club	10-36887	Alpha Delta Nu
10-36443	Disability Awareness Club	10-36983	Students In Free Enterprise
10-36455	Intervarsity Varsity Christian Fellowship	10-36984	Latter Day Saints Student Association
10-36565	Music Educators' Club		

How Things Work: Student Life

2012-2013

These accounts also are divided by object codes that are specifically descriptive to the type of activity requested (i.e. 53900: Contractual Services: Anything that requires a written contract or letter of agreement to be signed).

Object Codes

Not sure which object code to use-check with Student Life?

Goose Group Budget Forms/Instructions & Usage

*Indicates it is a downloadable form on Goose Groups under the Campus Link drop down menu.

30000	Fund Balance	Unused funds carried over from the previous fiscal year.
45900	Other Sales & Services	Revenue received from sales or services
49900	Other Revenue	Revenue received from sources other than sales/services
53900	Contractual Services	Payments based on a contract or invoice.
53905	Food Services	Food purchased from an RVC approved vendor.
53920	Speakers Fees, Honorariums	Payments made to a speaker/lecturer.
54200	Print Services	Payment for printing done by our Print Service Department.
54430	Postage	Charges for items mailed through our Mail Department
54610	Membership & Dues	Expenses related to membership or dues
54930	Promotional Materials	Payment for purchase of give-aways, t-shirts, etc., promoting a club
55110	Food (not catered)	Food not catered or purchased from a RVC approved vendors.
55910	Participant Travel	All expenses related to club travel
59995	Miscellaneous Expenditures	Items not covered by stated object codes.

BUDGET FORM NAME	USAGE
Gift-in-kind form* <u>Steps</u> 1. Fill out and submit via Goose Groups	All non-cash gifts (Gifts-in-Kind) to Rock Valley College Clubs & Organizations must be properly recorded through the Foundation Office to ensure accurate financial reporting and proper donor acknowledgment (including forms required by the IRS.)
RVC Foundations/Accounts <u>Steps</u> 1. Download on Goose Groups 2. Contact Foundations office with questions : 815-921-4501	Any donations over \$250.00 must be deposited through the Rock Valley College Foundation in an account created for your club. To access these funds you would work with the Foundation, filling out a check request, requisition or cash advance. Submit the form to the Foundation; they will fill in the account number for you.
Check Request Form* <u>Steps</u> 1. Fill out and download on Goose Groups 2. Drop off form & supporting documentation at the Student Life Administrative Office.	All payment request must include memberships, contracts/letters of agreement, food caters reimbursements except for travel are done with a check request. Back-up information (i.e. invoice, memo) is needed. Please allow 10 business days before the payment is due for processing your request. Original receipts are

	needed for all reimbursements.
Cash Box Form* <u>Steps</u> 1. Submit email request via Goose Groups Student Life office primary contact.	Cash Box – A cash box may be requested from the Student Life office for use at an event. It should be returned within 48 hours after the completion of the event. Any starter funds needed must be secured through a cash advance with a maximum request of \$50.00. Your cash advance should be returned using the normal protocol.
Cash Advance Form* <u>Steps</u> 1. Fill out and download on Goose Groups 2. Drop off form & supporting documentation at the Student Life Administrative Office. 3. Return unused cash and receipts to Accounts Payable within 10 business days.	Cash Advances – Need cash beforehand. Supporting documentation of the purpose of the request must be attached to the form. Please submit at least 10 business days prior to the date needed; all receipts and unused funds must be returned within 10 business days (days when college is closed are excluded) of receiving the advance and or the completion of your event. You may not use this form for travel related expenses.
Letter of Agreement/W-9/Insurance Form* <u>Steps</u> 1. Fill out and download on Goose Groups 2. Drop off form & supporting documentation at the Student Life Administrative Office. 3. Insurance must be obtained and verified.	This form must be complete by any individual or group/company that will be providing a service for your Club event or activity whether they are asking for compensation or not. If no funds are involved enter zero in the space indicating payment amount. Insurance may be required for some events. See Special Events Insurance and/or General Liability Insurance section for more information.
Deposit of Revenue Form* <u>Steps</u> 1. Fill out and download on Goose Groups 2. Take form to Accounts Receivable. 3. Request that a receipt be emailed to studentlife@rockvalleycollege.edu from Accounts Receivable or drop off a copy to Student Life.	Deposits – All deposits, except for donations over \$250.00, are done through the Accounts Receivable department on the second floor of the Student Center. Please paperclip multiple checks together, bundle bills according to denomination and wrap coins whenever possible (coin wrappers are available in the Accounts Receivable department). All funds collected during the event must be deposited at the Accounts Receivable department on the second floor of the Student Center within forty-eight (48) hours after the event.
Budget Audit Report* <u>Steps</u> 1. Fill out and submit on Goose Groups at the end of the fall and spring semester.	Budget Audits – We are accountable for the budgets. It is necessary for you to do periodic audits, including working together (Club Advisor & Budget Officer) to determine how budget expenses, revenues, and encumbrances are being tracked.

General Policy Student Life & College

Club Room (SC Room 1122) & HUB Usage

Recognized RVC Student Clubs may use the Club Room in the Student Center to conduct meetings and/or events which enhance the mission of their club. You must request usage of this space through Student Life by calling (815) 921-4180. The room will be scheduled on a first-come, first-served basis. Activity in and out of the room may occur. It is strongly encouraged to practice general courtesy when entering a room when activity is in progress.

Once you submit your request, you will be contacted by Student Life Office within one business day. Please note that your request for the Club Room will not be confirmed until a staff member contacts you with a confirmation.

The Hub can also be reserved for Student Engagement activity. Arrangements to use this location shall be made with the Student Life office.

Special Events Insurance and/or General Liability Insurance: The Administrative Service Office will work with student group and the Office of Student Life to determine when this insurance is necessary and then will assist in obtaining the appropriate insurance coverage. If you have questions, or you are uncertain if your event would require special events insurance coverage, please do not hesitate to contact the Office of Student Life.

Office Supply Purchases

All supply purchases should be submitted via invoice or reimbursement request.

Sales Tax

Student Life has tax exempt forms available for you to sign out when purchases are made. The college will not reimburse tax on any items that are eligible for tax exempt.

Amending Constitutions

Occasionally, existing student clubs are interested in updating their constitutions. As changes are being discussed, an officer is advised to pick up a sample constitution from the Student Life office. If further clarification is desired, a club representative can meet with the Manager of Student Life for assistance.

Student Club/Org. Officer GPA Check

Student Life Office requires that the Presidents in student Clubs have a minimum GPA of 2.00. Student Clubs may set higher standards for themselves, as defined in their constitution, but the Student Life Office minimum requirement is 2.00. All Club Presidents must carry at least 6 credit hours and other officers at least 3 credit hours.

To assist each club in the enforcement of this policy, the Student Life Office will run a GPA check of all officers of Student Clubs at the close of each semester. The report will be sent to the student club's primary advisor. Officers, when they sign the registration form, grant permission to Student Life Office to release this information to their club's primary advisor.

Each advisor is encouraged to develop an internal procedure for removing an officer whose grades fall below minimum standards. If an officer's grades do fall below the minimum, he or she is ineligible for office and therefore does not need to be impeached through the formal impeachment process. The approach to removing an officer does not need to be formally written. Whatever the approach, the officer's privacy must be maintained at all times. An advisor may choose to say that the Student Life Office removed the officer because he or she did not meet minimum standards.

Book Sales

The College Bookstore is contracted by the College to supply all book needs and have the exclusive right to any sales or promotions.

Raffles

Student clubs are prohibited from hosting raffles. This includes all practices where a collection of money is taken from individuals with no given product or service in return.

Sponsorship from Academic Departments

When student clubs think about getting sponsorships for events and programs, often they will ask academic departments for donations or co-sponsorships.

General Student Life forms, info sheets and Usage

FORM NAME	USAGE
RVC Club Summer Contact Sheet Steps 1. Fill out and submit via Goose Groups at the end of the academic year.	Club contact for summer information/mailings
Student Club Incident Documentation Form Steps 1. Fill out and download on Goose Groups. 2. Drop off form in the Student Life Administrative office.	<i>Who can fill out:</i> Any officially recognized Student Club/Organization or Advisor may file this with the Student Life office. This form must be submitted within 30 days of the alleged incident, or the date of discovery. If the complaint concerns ongoing behavior, the last date on which the behavior occurred is considered the date of occurrence
Student Club Annual Report Steps 1. Fill out and submit on Goose Groups.	A self-reported review of a club's activities and accomplishments during the academic year.
2012 Permission, Release of Liability and Medical	This form is used for all students participating in Student Life Clubs/organizations and when special events are held that could cause injury

Release Form Steps 1. See your assigned SLA.	to the participant. A parent or guardian must sign for any minor (under age 18 at time of event).
Food Giveaway Guidelines/ Approved Catering list Steps 1. View or download on Goose Groups	Guidelines are to be followed by any and all RVC student groups providing free food giveaways to students (including staff and faculty). The purpose of these guidelines is to document expectations that RVC has for our students in addition to ensuring that our on-campus food vendors continue to make a profit. Meg's Daily Grind, Subway and Papa John's donate a percentage of their sales back to the college monthly. Only approved food vendors.
Inventory Summary Spring 2011 Steps 2. Fill out and submit on Goose Groups.	We use this inventory sheet to verify the location of any equipment, supplies, or items that your club has purchased over time. This form must be turned in in order to receive the Budget Allocation Committee (BAC) standard allocation which is given to all student groups for FY12.

Bulletin Board Regulations & Posting Policy

(Updates March 8, 2012 and effective July 1, 2012)

The following are general regulations for Student Life bulletin boards located in various Rock Valley College buildings at main campus, the Learning and Opportunity Center (LOC), and Stenstrom Center for Career Education (SCCE).

1. All signs must be stamped and marked with a take-down date by the Student Life Office, prior to being posted.
2. All event signage must include date, time, location, and point-of-contact.
3. Signs advertising businesses, other profit making enterprises or services, alcohol, drugs, or hate speech are prohibited.
4. No posters/signs promoting activities/opportunities that would go against Rock Valley College's policies are allowed, including, but not limited to, activities/opportunities upon which Rock Valley College's insurance would not cover.
5. Signs may not be posted on doors, windows, walls, vending machines, or anything else on campus other than bulletin boards.
6. No more than one sign per event is permitted on any one board.
7. No sign may cover up another sign that is already posted.
8. Signs may be posted for up to 2 weeks.
9. Bulletin boards will be cleared of outdated flyers on a weekly basis by Student Life office staff.
10. Student Life reserves the right to remove any signage without notice if it is outdated, does not adhere to the regulations above, or is contrary to college standards.
11. **Size restrictions:** Posters/signs are recommended to be 8.5" x 11", but no sign shall be larger than 11" x 17", unless granted special permission from Manager of Student Life or campus designee.

Campus departments/faculty may post signs advertising events or services for students on Student Life bulletin boards, in accordance with the general regulations above.

Additional posting policies pertaining specifically to recognized student clubs & organizations:

1. Signs advertising club/organization events and special meetings are to be posted on Student Life bulletin boards.
2. It is the responsibility of the clubs/organizations to post their signage on approved bulletin boards.
3. Special guidelines for Student Center postings:
 - In addition to bulletin boards, there are other acceptable posting areas within the Student Center. Please see the Student Life office for a separate listing of these approved areas.
 - Signs advertising an upcoming event in the Atrium may be posted on the interior Atrium doors no more than 1 day prior to the event and the club/organization is responsible for removing the signage immediately after the event concludes.
4. It is never permissible to post on or within faculty, staff, or department offices, unless special approval is granted by the individual whose office it is or designee.
5. It is permissible to post on the Window panes on either side of the doors leading to the Bridge and to the PEC. (No posting allowed on the doors at any time).
6. It is permissible to post on the Student Lounge glass windows (not the glass windows of the computer lab).
7. Copying and Posting Limits: Recognized clubs/organizations are limited to copying and posting 20 signs at main campus, 3 signs at LOC, and 5 signs at SCCE. If more signs are needed, then special permission from the Manager of Student Life or campus designee will be required.
8. Electronic Postings: Recognized clubs/organizations may post electronically via the Student Weekly News, Goose Groups, or campus TV monitors. Please see the Student Life office for additional information about how to post electronically.
9. Banners, Table Tents, and Handbills: Recognized clubs/organizations may request to post event information on banners, table tents, and handbills. Please visit the Student Life office for more details.
10. Chalking: Recognized clubs/organizations may request to use washable sidewalk chalk provided to them by the Student Life office. Chalk is only permitted outside on sidewalks and the bridge at main campus and on sidewalks at SCCE.

Additional policies pertaining specifically to individual students and to student groups not formally recognized as a student club or organization, as well as, to individual faculty and staff:

1. Signs advertising community events, non-profit community services, job listings, and personal items offered for sale by RVC students or employees, as well as, signs exercising freedom of expression, are only allowed on designated "Free Speech" boards.
2. It is the responsibility of the group or individual to hang signs on the available "Free Speech" boards.

3. Outdated signs will be removed by the Student Life office or campus designee.

Additional policies pertaining specifically to off-campus/non-RVC groups and individuals:

1. Signs advertising community events, non-profit community services, or job listings are only allowed on "Free Speech" boards.
2. It is the responsibility of the group or individual to deliver their signs to the Student Life office at main campus and the Student Development offices at LOC and SCCE.
3. Signs will be hung on available "Free Speech" boards by the Student Life office or campus designee.
4. Outdated signs will be removed by the Student Life office or campus designee.

Questions regarding the Student Life Posting Policy may be directed to:

- Student Life office (main campus), 815-921-4180
- LOC Student Services office, 815-921-4290
- SCCE Student Development office, 815-921-4146

Travel Application and Forms

Rock Valley College recognizes the importance of travel for the development of its students. To support this development and enrichment of the Student Body, the College shall allow student groups the use of the college name and access to college funding through the Student Government and Student Life office. The college has a vested interest in protecting the college name and ensuring the fiscal responsibility in the use of college funds. Therefore, the college shall maintain a set of policies and procedures governing the use of the college name and/or

college funds and the travel of its students off campus. **The college-sanctioned opportunity for students to travel is a privilege.**

Policy

This policy applies to all students (individuals or groups) who are traveling as a representative of Rock Valley College on college sanctioned trips or excursions (regardless of college or personal funding) that does not otherwise qualify as Athletics or course-related activity. Policies for Athletics and course-related travel fall out of the jurisdiction of Student Life and will be decided by the Director of Fitness, Wellness, and Sport designee and the Vice President of Academic Services.

Definitions

Student

Any individual currently enrolled in an activity-fee paying course, who chooses to participate in college-sanctioned travel as an individual or in a group. Students of Rock Valley College serve as representatives of the college at all times and are considered students at all times while traveling regardless of age.

Advisor

A college employee of Rock Valley College who is approved to travel (with individuals or student groups) by Student Life.

Travel

Any off campus activity sanctioned by the Rock Valley College. **Advisors need to be at all events.** Advisors must travel with students who are going any distance out of the area and those who plan to stay overnight in the area.

Approval for Travel

Only students, by definition provided here, are allowed to travel with a Rock Valley College group or as an individual representing the college. Non-Students will neither be supported nor allowed to travel as a member of an RVC group.

All student travel must be approved by each of the following:

- Student Club/Organization
- Club Advisor
- Student Life Manager
- VP of Student Development

At any time, the Manager of Student Life and/or VP of Student Development may revoke or suspend approval or permission to travel and properly inform student group.

Conditions of Travel

- Any individual student or student group must travel with an advisor.
- All students must sign the Travel agreement form. A parent/guardian must sign if the student is a minor (under age 18)

- The College, as an institution, will not accept responsibility for, nor chaperone, minor students while off-campus

Student Travel Requests

Travel arrangements require considerable advance planning and you want to start communicating with the offices early enough to make it a smooth process. Student clubs wishing to travel must submit a complete **Application for Travel** for club advisor and students traveling with appropriate signatures. Submit your Application for Travel form to Student Life **20 business days prior** to your travel date. We encourage you to list all necessary arrangements when you submit your travel application. We ask that you limit any changes to your travel within 1 week of your trip unless approved by Manager of Student Life.

As with other expenditures, the use of personal funds for travel is strongly discouraged. Reimbursements can take a long time and documentation must be unquestionable. All travel must have prior approval, even if the members are paying for the entire cost. **(Any travel expenses without prior approval cannot be reimbursed).** Travel by members of a student club does not become official until an Application for Travel is submitted **four weeks PRIOR** to departure. **No form, no official traveling, hence no reimbursements.**

Travel Forms that must be complete and submitted to the Student Life office: **Download forms on Goose Groups.**

- **Application for Travel & Reimbursement for students**
 - Must be turned in 20 business days before departure date.
 - **Main student contact will be issued check for cash advance & reimbursement to distribute.**
- **Application for Travel & Reimbursement for Faculty/Staff Advisor**
 - Must be turned in 20 business days before departure date.
- **Student Travel Agreement**
 - Must be complete and provided to the Student Life representative at the pre-departure meeting.
 - A copy must be kept at all times by the club advisor during the trip.
- **Student Emergency Contact Information**
 - Must be turned in to the RVC Police station before departure.

“Application for Travel & Reimbursement Form” Checklist:

This form authorizes you to travel only and is not the same as a requisition that results in tickets being ordered or reservations being made for a hotel. All payment requests will still need to be created by the Student Life staff. Checks are run at the end of the week. To get a check on Friday, Student Life must have completed check request or requisitions must be turned into a purchase order by noon on Monday.

All of the following items must be complete before an Application for Travel can be processed:

- Is the advisor or College employee listed as the traveler with employee number and extension listed?
- Are the “purpose of travel,” “inclusive dates” and “destination” sections complete?
- Has the advisor signed the **Advisor** Application for Travel and received supervisor approval?
- Has the appropriate budget account been listed for club advisor’s expenses?

- Has the club listed the main student contact on the Student Application for Travel?
- Has the club treasurer and advisor signed the Student Application for Travel?
- Has a cash advance been requested, and if so, has the main student contact been informed that the check will be issued to them for distribution and return of receipts and unused cash?
- Are all necessary cash advances related to shuttle, taxi, ground transportation, per diem etc. been requested?
- Do the estimated costs include all costs associated with the trip and are there sufficient funds in the account to cover these expenses?
- Have you totaled all estimated expenses and completed the information at the top of the form under Budget Account #/Amount?
- Is a list of the students who will be traveling attached and their emergency contact information?
- Has the Student & Advisor Application for Travel received all appropriate signatures for cost exceeding \$1,000.00?

Cash Advances:

A cash advance may be requested by listing the words “Cash Advance” at the top of the Student Application for Travel and listing the estimated cost under the appropriate category (i.e. shuttle, meals). The student indicated on the Student Application for Travel will be responsible for receiving the check and picking it up from Accounts Payable. Accounts Payable will issue the check in the student name. Cash Advances must be reconciled or repaid within 10 business days of the trip to the Accounts payable office. Early reimbursement options are available for airfare and registration fees. **Hotel reimbursements must be accompanied by the final hotel invoice before reimbursement.**

Post Travel Reimbursements:

- Must submit application for travel for advisor and students requesting reimbursement 10 business days after return from trip. Actual cost and out-pocket expense should be listed and totaled for reimbursement.
- No reimbursements will be granted after 30 calendar month days.
- Multiple student travel reimbursements are prohibited. Only one student may submit for the reimbursement. This student will be responsible for distributing money to individual members.
- **Retain all receipts from travel:**
 - Passenger receipt (last page of your airline ticket)
 - Lodging receipts
 - Itemized car rental receipt (remember, do NOT purchase the insurance)
 - Receipts for taxi & other misc. items
 - Registration receipt

Note: You must retain detailed and original cash advance receipts if you are being paid on a per diem basis.

Travel Regulations, Policies, and Guidelines

1. **Persons traveling without prior approval are risking personal liability for the travel and associated activities.** Even if group members are paying for expenses, an Application for Travel must be filed.
2. No travel expense is to be charged to Rock Valley College or Student Life Office without prior approval.
3. **Meal Expenses.** Itemized receipts are required for meals. Reimbursement will be based on the receipts.
4. **Lodging Expenses.** The actual cost of lodging, plus applicable taxes will be reimbursed to the traveler. Original itemized receipts for all lodging must be retained and attached to the Application for Travel.
5. If you will be using a private vehicle, include the vehicle's license plate number and a copy of your insurance card. You will also need to provide a valid driver's license. **Personal car usage must be approved by the Manger of Student Life. This is discouraged and only will be approved when no College vehicles or alternative options (i.e. Enterprise) have been exhausted. All personal vehicles will be reimbursed for gas only. A receipt must be turned in with the reimbursement request.**
6. **Modes and Route of Travel.** The most economical and practical mode of travel from the standpoint of time and expense should be utilized. Under unusual circumstances, exceptions may be allowed.
7. **Travel by Public Transportation.** Reimbursement for travel by commercial transportation shall be limited to normally lowest cost passage (coach fare). All original receipts (the carbon copy or customer's copy of the actual airline ticket booklet) for travel by common carrier must be retained to be attached to the Application for Travel. **Receipts that have been photocopied or reproduced by other means will not be accepted for reimbursement** without explanation of its correctness from the traveler. In the event an original airline ticket is lost, a photocopy is legitimate. This may be obtained from the travel agency. If you have an e-ticket, retain your boarding pass or a receipt of sale and return those when you complete the Application for Travel.
8. **Maintenance and Repairs.** Charges for repairs, tires, gasoline, or other operating expenses for private vehicles will not be allowed. Vehicle storage or parking fees will be allowed when necessary to protect college or private property or for other reasons when advantageous for the College. Violation fees are not included. Claims for storage

or parking fees for private vehicles must be substantiated by receipts attached to the Application for Travel.

9. **Use of College Vehicles.** Recognized student clubs may request the use of the College vans or sedans through the Plant Operations and Maintenance office. After the Travel Application has been approved, vehicles may be reserved through the Quarry by the Club Advisor. Club accounts will be directly charged for Rock Valley College vehicle use. These may be requested when the vehicle is returned.
10. **Miscellaneous Expenses.** The following miscellaneous items are allowable if incurred during the conduct of official student club business.
 - a. Taxi or bus fares to and from depots, airports, and hotels (receipts required if available).
 - b. Reimbursement for charges for transportation, handling, and storage of baggage or College equipment (receipts required, unless gratuity).
 - c. Airport parking (receipt required).
 - d. Registration fees, conference fees, or a workshop fee that is required as admittance or attendance fees for official participation in conference, conventions or other meetings (receipt required).
 - e. Other items not specifically described in the regulations as an allowable expense, but that are nevertheless necessary in the performance of official duties.
11. **Expenses Not Allowable.** The following expenses will not be paid:
 - a. Expenses of a personal nature incurred for the convenience of the traveler, including travel by indirect routes, stopovers for personal reasons, or leaving earlier or later than necessary on a trip.
 - b. An expense for meals or lodging in Rockford after trip is complete or before it begins.
 - c. Tips for porter, violation fees, baggage carrier, bellhop, hotel maid, beyond a reasonable amount.
 - d. Personal membership dues to any club.
 - e. Personal accidents occurring during college trips in private vehicles are the liability of the private vehicle driver and owner.
12. A student club may choose to only partially fund a student's travel.
13. Regardless if car rental expenses have been approved, the student driver will be held personally responsible for any parking fines, traffic violations, and/or other related expenses due to his/her negligence.
14. All students are expected to adhere to the RVC Student Code of Conduct while traveling on College time.

Emergency Situation Travel Reimbursements

For student Clubs traveling via College or personal vehicle during approved trips, when weather conditions prevent a safe return, please DO NOT drive. Stop at the nearest hotel and stay until weather and road conditions allow for a safe return. If you are able, contact the Student Life Office at (815) 921-4186 and let them know of your situation. The Student Life Office asks you to be safe and economical in situations like this. Keep an itemized receipt for the hotel costs. When you return, the Student Life Office will help you complete proper paperwork to document the situation and get reimbursed.

Reserving a College Vehicle

Your Advisor will need to contact Plant Operations and Maintenance to secure a Rock Valley College vehicle if that is your preferred transportation. You will need to provide the number of vehicles needed and passengers. The Club's account will be automatically debited for the use of the RVC vehicle. The Advisor should be the primary driver and student drivers must be at least 18 years of age or older. All drivers must have their driver's license information entered into the RVC Quarry Vehicle Reservation system. If no RVC vehicle is available, you will need to contact Business Services to have a rental car reserved. No student may drive their own vehicle without prior approval. Please request a zero slip when it is confirmed that no vehicle is available prior to seeking approval.

Safety Considerations

Maintenance of the safety and well being of students, faculty and staff of Rock Valley College, as well as other individuals contacted in any capacity during the travel is of paramount concern. The State of Illinois policies for state vehicle use require that the **DRIVER AND ALL PASSENGERS** wear a seat belt. Drivers are required to ensure that everyone is wearing his or her seatbelt properly at all times.

Transportation of alcoholic beverages in State of Illinois vehicles, including vehicles rented or chartered is strictly prohibited by State Board of Education regulation.

Please note the weather conditions before leaving for your destination and while driving. If inclement weather is imminent, please take necessary precautions. Although additional costs may be incurred, consider SAFETY first. Check into a hotel if needed and let the appropriate people know of your changes in plans.

International Travel

All student groups wishing to travel outside the United States must submit a written proposal of their intent at least 3 months in advance and must have prior written approval of the Associated VP of Student Development, club/organization advisor and other individuals as needed. International travel will only be considered if it relates to an academic program or course. This travel must be in compliance with Rock Valley College's International Travel Policy and sanctioned by the appropriate leadership. All potential travel requests not proposed by a student group or its members must submit their request to their direct supervisor. This includes staff or faculty who serves as advisors and wishes to offer a study abroad opportunity via their academic syllabi or departmental mission.

AGAIN, YOU MUST have your Application Travel Forms complete and turned in to the Student Life Office at least 20 business days prior to your travel date!