

Blackhawk Technical College

# Student Organization Manual

Updated Summer 2011

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# **Student Organization Guidelines**

## **The Purpose of Student Organizations & Activities**

Involvement in extra-curricular activities outside of a formal academic setting enhances the overall educational experiences of students enrolled in higher education institutions. Blackhawk Technical College is proud to offer many opportunities for students to become engaged in such activities. The following is an overview of the purpose of student organizations at the institution:

- Student organizations shall provide a variety of educational experiences that will broaden their membership's knowledge of and increase enthusiasm for their chosen occupational areas (i.e. occupational related field trips, seminars, etc.)
- Student organizations shall provide opportunities for its members to participate in conferences and other off-campus educational experience that relate to the organization's occupational area or emphasis.
- Student organizations shall provide opportunities for social interaction among organization members.
- Student organizations shall encourage the development of occupational, social, special and service interests on campus and in the community.
- Student organizations shall encourage all students to become involved in extra-curricular activities regardless of whether or not the organization emphasizes their chosen occupational field or academic program.
- Student organizations shall assist students in increasing their knowledge of and skill in functioning in leadership roles (i.e. planning, delegating, decision making, working in a team-oriented atmosphere, etc.).
- Student organizations shall assist students in increasing their knowledge of and skill in functioning as a member in a larger group or team (i.e. cooperation, reaching consensus, conflict management, etc.).
- Student organizations shall assist students in developing a more positive and realistic attitude toward themselves, their peers, the college and the community.
- Student organizations shall promote community awareness and responsibility through professional development, organization activities, and service projects.
- Student organizations shall provide students with opportunities for making intelligent career decisions.

## **Recognition of Student Organizations**

Blackhawk Technical College supports the rights of students to organize and provides certain privileges to recognized organizations. However, Blackhawk Technical College does not necessarily endorse the organization's beliefs or opinions. There are two types of student organizations recognized by Blackhawk Technical College:

### **Occupational Organizations**

Such organizations represent an academic program at the institution, providing a service or learning experience that directly supplements or enhance the students learning experience in the program.

### **Special Interest Organizations**

Such organizations represent a social, recreational or service area, providing a learning experience which is not directly related to an academic program at the institution.

A student organization applying for recognition must select one of the two categories of representation listed above. Organizations requesting a change in their classification (e.g. from occupational to special interest) must submit the proper recognition paperwork along with a written request justifying such a change to the Student Life Coordinator. Recognition paperwork can be found in Appendix A of this manual.

## **Recognition Status**

In order for a student organization to be recognized by the college, the proper recognition paperwork must be submitted to the Student Life Coordinator prior to engaging in any activities utilizing campus resources (which is found in Appendix A of this document). In order for a student organization to be considered for recognition by the college, it must meet the following requirements:

- ◆ Have an organization advisor who is a faculty or staff member of Blackhawk Technical College and have an advisor contract on file in with Student Life Coordinator.
- ◆ Receive approval for active status from the Student Life Coordinator and Vice President of Student Services.
- ◆ Submit an annual budget for approval to the Student Activity Fee Allocation Committee.
  - The Student Activity Fee Allocation Committee will meet twice a year to discuss club budgets, once in fall semester and once in spring semester.
- ◆ Have at least ten student members who are registered credit students at the institution. Non-credit students may join organizations at the discretion of the individual organization, but shall not vote on business matters, nor receive any funding obtained from the student activity fee.
- ◆ Submit and have on file a copy of the organization's Constitution and Bylaws.
- ◆ Submit and have on file a listing of current elect officers. It's strongly recommended that all officers be enrolled in six or more credit hours and be in Good Academic Standing (maintain a minimum 2.0 GPA.)
- ◆ Comply with all local, state and national laws, and all Blackhawk Technical College District Board policies.

- ◆ No student organization shall deny membership to any Blackhawk Technical College student based on age, race, color, creed, religion, handicap, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin. Furthermore, no student organization shall deny membership based on academic program enrollment – regardless if whether or not the student is in an organization that is occupationally based in their academic program of choice.
  - Phi Theta Kappa Honor society is the only organization on campus that can deny membership based upon grade requirements of the National Organization. Phi Theta Kappa will also not be eligible for Student Activity Funding.
- ◆ Elect or appoint a Student Government Association Senator and Alternate to represent the organization within SGA.

## **Renewal Process**

Student organizations must renew their recognition status with Blackhawk Technical College on an annual basis. This process will begin during the spring semester each academic year. Within the first two weeks of the fall semester, the Student Life Coordinator will contact advisors that were identified in the previous academic year to coordinate the renewal process. In order for a student organization to remain recognized and be eligible receive funding from the Student Activity Fee for the academic year; the following paperwork must be completed by the determined deadline:

- A. Student Organization Recognition Form\* *Deadline: September*
- B. Student Organization Membership Form\* *Deadline: September*
- C. Proposed Annual Budget\* *(if applicable) Deadline: March (previous academic year)*
- D. Student Organization Advisor Contract\* *Deadline: May (previous academic year)*
- E. Updated Constitution and Bylaws *(if applicable) Deadline: September*

\*These forms will be made available by the Student Life Coordinator.

If a student organization does not submit this paperwork before the determined deadline, it may not be recognized during the given academic year and may not be eligible to receive funding secured through the Student Activity Fee.

## **Inactive Status**

If an active student organization becomes inactive during the school year due to membership decline, lack of interest, no advisor, etc. the organization will become “Inactive.” When a student organization becomes inactive, the organization’s current funding will remain in its fiduciary account for the remainder of the academic year.

## **Rights and Responsibilities of Student Organizations**

Upon review and approval of the above by the Student Life Coordinator, Vice President of Student Services and Student Activity Fee Allocation Committee, the organization will be granted active status and is entitled to the following rights which may vary according to the type of organization:

### **As a Recognized Student Organization, a student group may:**

- ◆ Use the institutions name in its title.
- ◆ Use the institutions name along with its own name to request use of campus facilities.

- ◆ Be eligible for financial support from the Student Activity Fee, which can be obtained through a process determined by the Student Activity Fee Allocation Committee.
- ◆ Raise funds for organizational use. (please see SAFAC Constitution for appropriate use of funds)
- ◆ Use the campus mail service.
- ◆ Share campus advertising privileges.
- ◆ Utilize accounting services and periodic reports coordinated through the Student Life Coordinator.
- ◆ Have formal representation in the Student Government Association and any other campus committee requiring representation from student organizations.
- ◆ Have access to services through the office of Student Life
- ◆ Have a web page on the BTC website for organization information
- ◆ Have the opportunity to coordinate pages on social networking sites (i.e. Facebook, MySpace, etc.) through coordination with the Student Life Coordinator.
- ◆ Have filing space available for the organization the Student Government Office. Please see Student Life Coordinator for more details.

**Student Organizations will be expected to:**

- ◆ Provide organizational activities appropriate to its special characteristics, in the best interest of club members, and according to the institutions policies and procedures.
- ◆ Have their regularly scheduled meetings on campus and will be open to all students.
- ◆ Participate in local, state, national and international organizations when appropriate.
- ◆ Pursue fund-raising activities when appropriate.
- ◆ Participate in at least two (2) campus-wide events per academic year.
- ◆ Conduct organizational activities in accordance with all local, state and national laws and Blackhawk Technical College District Board policies and procedures.
- ◆ Engage in at least two (2) community service projects each academic year.
- ◆ Maintain an accounting system that recognized by the Student Life Coordinator and campus Business Office.
- ◆ Submit an updated calendar of the organization's events at the beginning of each semester and keep the Student Life Office updated of any club events and activities.
- ◆ Have the president from each organization meet as a group with the Student Life Coordinator twice a year to provide organization updates and discuss Student Life activities. Maintain the organizations web page on the BTC website.
- ◆ Have the SGA Senator and/or Alternate attend all the SGA meetings and meet all the senator obligations.

# **Student Organization Advisors**

## **The Role of an Advisor**

The advisor(s) of a student organization play a positive role in the development and overall success of the group at the institutions. These individuals may serve several different purposes and fill various roles in the group, all of which may vary from organization to organization. In order for a student organization event or activity to be sanctioned as an official event or activity, the advisor must be present.

Furthermore, the organization cannot be recognized by the institution without the presence of an advisor. Therefore, the role is crucial in the educational experience that accompanies extra-curricular activities.

## **Responsibilities of Advisors**

The student organization advisor provides guidance, direction, advice, and continuity to both members and officers of the organization. Specifically, the advisor's responsibilities are to:

- Attend all meetings of the organization.
- Be familiar with school policies and regulations and the respective organizational constitution to ensure that these policies are adhered to during all organizational business and activities.
- Assist the treasurer in formulating an annual budget and maintaining accurate accounting procedures.
- Participate in the application and budget hearings.
- Attend Advisor meetings.
- Assist officers in planning meetings (i.e. prepare agenda, reserve rooms, etc.).
- Promote leadership and responsibility.
- Coordinate conferences and field trips.
- Evaluate the effectiveness of organization members and organization projects; make suggestions for improvement.
- Act as a campus liaison.

## **Rights of Advisors**

- Suspend organizational activity if he/she believes that such activity violates local, state or national or any District Board policy.
- Suspend any organizational activity that threatens or harms other members, students, or community members.
- Suspend any organizational activity that he/she is unable to attend and cannot find a suitable replacement.
- Provide advice on all matters related to organizational business.
- Approve all financial transactions of the organization.
- Grant temporary approval for fundraising or activity proposals, to be confirmed by the Student Life Coordinator.



## **Students Responsibilities to Their Advisor**

- Groups shall plan their meetings and special functions at a time that the advisor is able to attend. **The advisor must be present in order for any meeting to take place.**
- Groups shall keep the advisor fully informed of the activities of the organization and progress being made carrying out organization plans. **Continuous communication with your advisor is vital to the success of the organization.**
- Ask for the advisor's opinion and advice when problems come up in the organization.
- Be courteous, considerate, and appreciative of the advisor's services.

## **Advisor Liabilities**

Blackhawk Technical College, as an agency of the State of Wisconsin, is self-insured for liability protection. Such protection covers employees for all activities in which those individuals may participate within the scope of their employment. Advisors to student organizations are District representatives for the organization's events and activities. As this representative, each advisor is expected to give reasonable and sound advice to the organization's members in regard to events sponsored, use of District facilities, and District policies and procedures.

If an advisor disagrees with the action(s) or behavior of organizational member(s), he/she should state in writing the disagreement, recommended course of action, and date, to the organizational officers and send copies to the Vice President of Student Services and the Student Life Coordinator for placement in the official file for the particular student organization. Depending on the organization member(s) actions or behavior the report may also lead to student conduct proceedings. (see Code of Conduct )

There are countless numbers of possible situations which student organizations might encounter. Each advisor is encouraged to seek advice from the Vice President of Student Services and/or the Student Life Coordinator.

## **Appointments**

Organization members are responsible for recommending advisor(s) for their organization to the Student Life Coordinator. Upon approval from the Student Life Coordinator, the faculty advisor will be officially appointed and will receive a contract to be signed and returned to the Student Life Coordinator. All appointed advisors must have the approval from their supervisor to be considered for student organization advising.

## **Replacement of Advisors**

If for any reason, such as resignation or termination, an organization advisor does not complete a term of one year, it is the responsibility of the organization members to recommend a new advisor to the Student Life Coordinator. As a result, the advisor's gratuities will be prorated on a monthly basis and divided proportionately between the advisor who is leaving and the new advisor. The new advisor will be officially approved consistent with the procedures for advisor appointment.

## **Special Events**

When an organization is sponsoring an event, the advisor shall be in attendance on the day or night the event is held and should plan to arrive before the event starts and remain until its completion. Should he/she be unable to attend, the advisor shall arrange for a replacement to assume his/her responsibilities. Any organizational trips must also have an advisor present during the **entire trip**.

# **Financial Information for Student Organizations**

Clubs may obtain funding via student activity fee allocations, fund-raising projects, or membership dues.

## **Student Activity Fee**

All students enrolled in credit courses here at Blackhawk Technical College, are charged a Student Activity Fee of 5% of tuition. The monies collected are allocated to the Student Activity Fund to support the activity programs. Responsibility for the budgetary preparations and expenditures of the Activity Fund are delegated to the Student Activity Fee Allocation Committee acting under the supervision of the Student Life Coordinator.

## **Student Activity Fee Allocation Committee (SAFAC)**

### **Purpose**

The Student Activity Fee Allocation Committee shall be advisory to the Blackhawk Technical College District Board. It was established to assist the District in developing a Student Activities program which complements the curricular offerings of the College and provides a fair and efficient means for the distribution of funds.

### **Membership**

The Student Activity Fee Allocation Committee shall consist of the following members:

- Advisor of SAFAC Committee (Student Life Coordinator) 1 Faculty Advisor
- 5 Students who are selected by nomination by faculty and staff

### **Meetings**

The Student Activity Fee Allocation Committee shall meet by the ninth week of spring semester to review applications for student organizations and approve budget allocations for the following academic year. The Vice President of Student Services and/or Student Life Coordinator may call special meetings as deemed necessary.

### **Policies and Guidelines**

1. All expenditures must conform to existing Blackhawk Technical College District Board policies and procedures. All expenditures must be reviewed and approved by the Student Activity Fee Allocation Committee and must be audited by the District's auditors.
2. To request funds, an organization must be a formally recognized organization according to the procedure for formal recognition as outlined under Student Organization Recognition.
3. All activities which are in any way publicized on the campus, discussed in organizational meetings, financed from organizational funds, arranged in the name of a student organization of the College, or in any way associated with the College are considered organizational activities and are subject to all District Board and Student Activity Fee Allocation Committee policies.

*\*See Student Activity Fee Allocation Committee Constitution for more details\**

## **Fiscal Year**

The academic fiscal year will begin July 1 of a given year and end on June 30 of the following year. Budgeted allocations will be reviewed once a year during the spring semester.

## **Budget Allocations Process**

Each student organization applying for recognition must submit a Proposed Budget Detail for each academic year by the posted deadline. The Student Activity Fee Allocations Committee reviews the proposed budgets and allocates funds to the student organizations based on their requests and the availability of funds.

All anticipated revenues should be itemized on the income portion of the budget form. Revenues may include dues, fundraising money or any other money the club takes in.

The expense portion is for itemized expenditures of the organization. Expenses may include membership dues paid to State or national affiliate organizations, costs for conferences, supplies, etc.

Each organization has the opportunity to appear before the committee during the Open Budget Hearing to present their budget and rationale (justification) for their request. In order to appear, you must schedule your presentation prior to the day of the hearing. You can do this by contacting the Student Life Coordinator.

The Student Activities Board uses the following criteria when reviewing applications and allocating funds:

1. Planned annual Program of Activities; varied in scope, appropriate to organization's purpose.
2. Planned participation in school and/or community events.
3. Planned participation in fundraising.
4. Affiliation with State and National organizations (not applicable for special interest clubs).
5. Number of members.
6. Accuracy and completeness of required paperwork.

Once the budget has been approved, the Student Life Coordinator will indicate to the organizations in writing the amount that has been allocated to them.

## **Budget Appeals Procedure**

Student organizations wishing to appeal the decision of the Student Activity Fee Allocation Committee may do so in writing within one (1) week of the date of the allocations memo. Appeals must have the signature of the President and Advisor of the organization and should be directed to the Vice President of Student Services.

The Appeals Committee shall consist of the Student Government Association President, the Student Life Coordinator, the Club Advisor Serving on the Student Activity Fee Allocation Committee on a rotational basis and the Vice President of Student Services. The Vice President of Student Services will be chair of the Appeals Committee. The appeal will be reviewed and a decision made in writing within ten (10) school days of receipt of the appeal.

# Accounting Procedures

All student organizations are expected to maintain proper accounting procedures. Each treasurer will keep a ledger to record all club financial transactions - print legibly or use a computer program. This will aid in auditing should one be necessary; members of your organization may also want to see the treasury ledger. It is the responsibility of the treasurer, with assistance from the advisor, to keep all financial records for the organization in a permanent file. This file must be available to the Student Life Coordinator at any time for review.

*The Business Office will maintain accounts for all officially recognized organizations and activities within the Student Activity Fund and provide Student Club/Organizations accounting reports for 2010-2011 via the campus Banner Computer System. Information for student clubs and organizations will be provided when available or necessary.*

Each individual account will have two sets of numbers - a revenue (deposit) ACCOUNT NUMBER and an expense ACCOUNT NUMBER. Be sure that the correct account number is on the appropriate form. These forms may be obtained from the Student Life Office. (See forms in Appendix A).

**Remittance Advice** - Used when making a deposit.

- Fill out remittance advice form completely
- Use the club REVENUE ACCOUNT#
- The club treasurer and advisor need to sign
- Deposits are to be submitted to the Student Life Coordinator in Student Services.
- Deposits are to be turned in at the end of each business day to the Student Life Office.
- Checks to be deposited to any club funds should be made out to Blackhawk Technical College and the club name (example: Blackhawk Technical College AITP). The college name must be part of the paid to part of the check.

Revenue

**Check Request/Funds Transfer** - Used for making payments.

- When requesting a check, each club must provide:
  - ☞ Full name
  - ☞ Complete address – including street or PO Box, city, state, and zip +4.
  - ☞ An original invoice or receipt
  - ☞ W-9 form, if a new vendor
  - ☞ **The check will NOT be processed without this information**
- The proper signatures must be applied.
- **SEND ALL COPIES** of the form to the Student Life Coordinator. He/she will check that the form is completely filled out, signed and sent to the Business Office. **THE PINK COPY WILL BE RETURNED TO THE ADVISOR** with a copy of the check and the white and yellow copies sent to the Business Office for processing.
- **Save all check requests, copy of check & receipt/invoice for 2 years.**
- The check will be mailed to the payee by the Student Life Coordinator unless a formal request is made.
- Check requests must be received by the Business Office **five (5) business days** in advance of receiving the check. No Exceptions.

Expense

## Budget Report Important Notes

- If you have any questions regarding your budget sheets, call the Student Life Coordinator at Ext.7702.

- ☑ Review your budgets monthly. Any problems, concerns or discrepancies must be addressed immediately (by the 15<sup>th</sup> of each month).
- ☑ If a club is overdrawn, it is their responsibility to cover these funds by having fundraisers or individual club/organization members must reimburse the club/organization.

## **Purchase Orders**

Check with stores to see if they will accept a Purchase Order from Blackhawk Technical College as not all stores accept them. If they will, check if they will accept an open Purchase Order or an itemized Purchase Order.

- Complete & submit to Student Life Coordinator for approval
- Clubs will need to submit a check request once the items ordered are received.

## **P-Cards**

Student Organizations do have the opportunity to use a designated school credit card (P-card) for purchased that need to be made. The only P-cards that may be used for student clubs or organizations are the Student Life Coordinator's or any advisor who has a P-card may use it for their club only. All P-card statements with any club purchases must be sent to the Student Life Coordinator so purchases can be accounted for. To request to use the P-card, please make an appointment with the Student Life Coordinator and have all forms filled out prior to the meeting. Please note that the Student Life P-card must stay with the Student Life Coordinator at all times and cannot be taken on club trips or activities where the Student Life Coordinator is not present.

## **Exemption from Sales Tax Payment**

Because organizations are recognized as officially authorized entities of BTC, they are exempt from paying sales tax on the purchase of items or services. The Wisconsin Sales and Use Tax Exemption Certificate from the State of Wisconsin Department of Revenue should be presented to vendors as verification of the tax-exempt nature of the BTC organization program. See the Student Life Coordinator for a copy of this certificate.

## **Students Who Owe Money to Clubs**

Occasionally, a student fails to turn in fundraising money or to repay a debt to a club. Whenever possible, this should be resolved informally by the Club Advisor. The following policies and procedures apply:

The club advisor must notify the student in writing how much money is owed and for what purpose. The student shall be given two weeks from the date of this written notice to pay. If the student fails to pay the money, the Student Life Coordinator shall be notified. The Student Life Coordinator must then notify the student in writing how much money is owed and for what purpose. In this letter the student will be notified that they have one week from the date of the letter to pay the debt.

## **Fund-Raising/Solicitation Procedures**

The following regulations, established by the Student Activity Fee Allocation Committee will apply to all student clubs and organizations engaging in fundraising activities, whether on or off campus.

1. All fund raising projects shall be compatible with the mission of the College and promote a positive image of BTC.
2. Fundraising projects shall be coordinated by the Student Life Coordinator among approved groups to prevent scheduling conflicts and shall be considered on a first-come, first-served basis.
3. The final approval of and responsibility for all fund raising projects rests with the Vice President of Student Services.
4. No projects can be considered a permanent activity but shall be renewable.
5. Approved groups with on-going projects shall receive priority renewal consideration of that project.
6. Projects that incorporate the use of BTC facilities shall not conflict with regularly scheduled classes, student activities or other activities utilizing BTC facilities, nor will they significantly compete with established commercial enterprises.
7. Fundraising projects involving merchandise sold cash and carry or through orders shall be limited to a **four (4) week period** for any one project.
8. Following approval by the Vice President of Student Services for fundraising activities involving both the preparation and sale of food items, an initial contact shall be made by a club representative with the Food Service Director to request food items and equipment. In the event Food Service is able to accommodate the request, costs to clubs will be as low as possible. Maximum cost will be no more than 5% over food service costs. **Requests should be submitted by a club representative to the Food Service Director, in writing, a minimum of two (2) weeks in advance of the date needed.**
9. Regulations number 8 do not apply to manufactured, prepackaged food items such as candy bars, frozen pizzas, etc.
10. No BTC recognized organization or club is permitted to hold any fundraising project with the intent to raise money for personal use by members unless the money is used to pay for: expenses for attendance at Regional, State or National conferences and competitions or other recognized club activities.
11. Fundraising to be conducted off campus will be given consideration providing the project does not conflict with a current or already approved BTC fundraising activity.
12. Fundraising projects which involve the solicitation of District business and industry for prizes and/or donations a list of the businesses contacted and the result of contact should be submitted to the Student Life Coordinator and kept on file. **Businesses should not be contacted more than three (3) times in any given school year.**
13. Projects which involve the alteration of the appearance of the campus or any BTC facilities; e.g. hanging decorations, moving furniture, window painting, etc., must also have the approval of the Vice-President of Finance and College Operations.
14. All proceeds from fundraising activities must be deposited directly into district club accounts using standard procedures applicable to all club financial transactions.
15. The organization or club conducting a fund raising project shall maintain complete records of all revenues and expenditures.

16. All money raised from fundraisers where student activity fee funding was used to support the activity cannot be used for donations or scholarships to students or the community.

Student organizations and clubs that knowingly and /or repeatedly fail to comply with the guidelines established by the Student Activity Fee Allocation Committee, maintain the necessary financial records or turn over all fund raising proceeds for deposit, may be disciplined and could lose its College sanction. Loss sanction means the organization or club will not be allowed to operate or receive student activity funding. Student organizations and clubs have the right to appeal any de-sanctioning decision using the established Student Complaint/Grievance procedures.

## **Procedure for Approval of Fundraising Projects**

1. A Student Organization Fundraising Proposal shall be submitted to the Student Activities Coordinator at least **two (2) weeks before the activity** is to take place.
2. The proposal will be reviewed and an approval or denial will be made, whenever possible, within five (5) school days of receipt of the proposal.
3. Projects which are denied may be appealed to the Vice President of Student Services. A decision on the appeal will be delivered to the club advisor, in writing, no longer than two (2) weeks following the date of the appeal.

## Raffles

Raffles must adhere to the rules and regulations of the State of Wisconsin Department of Regulation and Licensing. Clubs will be allowed only one (1) raffle per year and will be expected to apply for, and pay, the \$25.00 licensing fee. The District reserves the right to disallow any proposed prizes for reasons such as propriety or safety.

The following procedures detail the steps to be taken in order to conduct a raffle. Student Services reserves the right to cancel a proposed raffle at any time, if rules and procedures are not followed.

I. Obtaining Preliminary Approval - Begin at least two and one-half (2-1/2) months prior to the proposed start of ticket sales.

Obtain a Raffle Proposal Form and Raffle License Application from the Student Life Coordinator. (See Appendix A for Raffle Proposal form.)

- A. Decide on ticket sale and drawing dates. According to the terms of the monthly license, tickets may be sold for up to thirty-one (31) days before the drawing. The drawing must be held on the thirty-first (31st) day.
- B. Decide on prizes to be awarded and formulate plans for their purchase or donation. Soliciting businesses for donations is discouraged. However, if such solicitation is approved as part of the raffle plan, a listing of those businesses contacted and the result of the contact must be submitted to the Student Life Coordinator. **Businesses should not be contacted more than three (3) times in any given school year.**
- C. An amount equal to at least one-half (1/2) the retail cost or amount of the total cash prizes must be in the club account at the time the request for raffle approval is made. Clubs are responsible for all prizes advertised, regardless of ticket sale revenues.
- D. Decide on a time and place for the drawing.
- E. Decide on a price for tickets. According to the Department of Regulation and Licensing, no ticket may exceed ten (\$10.00) dollars in cost.
- F. Develop and attach to the Approval Form a sample copy of the ticket. Ticket design is regulated by State statute and must follow exactly the example shown. Do not have any tickets printed until receiving final approval from the Vice President of Student Services
- G. Include all of the above requested information on the Raffle Approval Form and submit to Student Life Office for preliminary approval by the Student Life Coordinator and Vice President of Student Services at least **two (2) months before the start of the raffle**. (See Appendix A for *Fundraising Proposal form*). This will be done within five (5) days of receipt of the request.

### II. Obtaining Final Approval

- A. Club members should complete the State Department of Regulation and Licensing application for a monthly raffle license. This application, accompanied by a twenty-five (\$25.00) dollar fee, must be returned to the Student Life Coordinator for submission to the state.
- B. The Student Life Coordinator will notify the club advisor when the license has been received from the State. Final approval for the raffle will be given by the Vice President of Student Services following receipt of the license.
- C. Club members must arrange for ticket printing following the final approval. Tickets cannot be printed in the Blackhawk Technical College Print Shop. Club members must keep a careful accounting of the printing expenses and include that amount as part of the raffle report.
- D. A designated club officer should issue tickets to members keeping a careful account of numbers used. Each club member selling raffle tickets is responsible for returning all unsold tickets, or money equivalent to that amount, to the club treasurer prior to the raffle drawing.

### III. Following the Raffle

- A. A designated club representative must file a report of the raffle proceeds with the Student Life



Coordinator. Copies of the form may be obtained from the Student Activities office, but are included with the license. The report includes:

1. dates of the raffle
  2. receipts
  3. amount of prizes paid
  4. net profit or loss
  5. ticket expenses
  6. list of winners names and addresses
- B. The club advisor is responsible for assuring that the above mentioned raffle proceeds report is filed. Failure to file the report will result in the assessment of a fine in the amount of ten (\$10.00) dollars per day for each calendar day until the report is filed. Future fundraising may also be jeopardized if the report is not filed.
- C. All proceeds must be deposited directly into District club accounts using standard procedures applicable to all club financial transactions.

#### IV. Additional Considerations

- A. All raffle drawings must be held in a public place.
- B. All prizes must be awarded. The purchaser of a ticket need not be present at the drawing to win.
- C. If a drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

## **Student Organization Marketing Guidelines**

The following guidelines apply to all marketing materials created and/or used by student organizations to promote extra-curricular activities sponsored or affiliated with the organization.

### **On-Campus Printed Marketing Materials**

Posters, signs, hand-outs, table tents, advertisements and other printed materials created and/or used by student organizations to promote any activities sponsored or affiliated with the organization that will be displayed on any Blackhawk Technical College (BTC) campus, center or facility must adhere to the following guidelines:

- ☞ Material must clearly display the name of the organization sponsoring activity. Only organizations recognized by BTC that are in active standing are allowed to use the display boards to promote activities.
- ☞ Material must be legible and constructed in a manner that will best reflect a positive image of BTC and the student organization.
- ☞ Material may not have any derogatory or offensive language and may not promote violence, alcohol or illegal drugs.
- ☞ Material must display the BTC logo and have contact information for and advisor or student leader(s) in the organization.
- ☞ Material must be approved by the Student Life Coordinator or the prior to being displayed. Once reviewed and deemed acceptable to these standards signs will be stamped "Student Services Approved".
- ☞ Material must be stamped "Student Services Approved" in order to be displayed.
- ☞ Material may only be displayed on bulletin boards designated for use by all student organizations.

Printed materials that do not adhere to these guidelines are not allowed to be displayed on any BTC campus, center or facility. Any material found to be displayed that fail to meet these guidelines will be taken down and destroyed.

## **Off-Campus Printed Marketing Materials**

Posters, signs, hand-outs, advertisements and other printed materials created and/or used by student organizations to promote any activities sponsored or affiliated with the organization that will be displayed off campus must adhere to the guidelines outlined for On-Campus Posters and Signs, with the addition of the following stipulations:

- ↪ Material must display an official BTC logo approved by the Institutional Advancement office.
- ↪ Material must be approved by the Institutional Advancement office prior to being displayed.

Materials that do not adhere to these guidelines are not allowed to be displayed off-campus. Any materials displayed that fail to meet these guidelines will be taken down and destroyed. Furthermore, the organization will be subject to possible revocation of recognition status.

## **Chalking**

Student Organizations have the ability to chalk sidewalks and other public outdoor walkways found on any BTC campus, center and facility. Chalking is subject to the following guidelines:

- ↪ Chalk must be washable and non-permanent.
- ↪ Chalking may only be done on cemented or blacktopped public walkway on BTC property.
- ↪ Chalking may not be done on any vertical surfaces (Walls).
- ↪ Chalking may not be done under any overhangs or areas where rain may not make contact with chalking surface.
- ↪ Chalking must be legible and constructed in a manner that will best reflect a positive image of BTC and the student organization.
- ↪ Chalking may not have any derogatory or offensive language and may not promote violence, alcohol or illegal drugs.

## **Indoor LCD TV Display**

BTC facilities are equipped with an LCD TV capable of broadcasting information to the public. To request use of the LCD TV, submit a request by email or in writing to the Student Life Coordinator. The information will be added on a first-come, first-served basis.

## **Outdoor Electronic Display Board**

The outdoor LED display board at Central Campus facility may be used to promote student organizations and extra-curricular activities. To request use of the display board, submit a request by email or in writing to the Student Life Coordinator. The information will be added on a first-come, first-served basis. All information is subject to final approval by the Institutional Advancement office.

## **News Releases**

Student organizations may wish to submit news releases to area public media outlets and have displayed on the college's website. News releases are created and distributed by the Institutional Advancement office. To request a news release, submit a request by email or in writing to the Student Life Coordinator. News Releases are created and distributed on a first-come, first-serve basis.

## **Student E-Mail Advertising**

Student organizations may advertise or alert students of organizational-sponsored activities via BTC student E-mail accounts. These alerts are created and distributed by the Student Life Coordinator. To request the use of a student email advertisement or alert, submit a request by email or in writing to the Student Life Coordinator. Since the number of student emails alerts sent on a weekly basis is limited, requests will be handled on a first-come, first-served basis.

## **Social Media**

Social media outlets (i.e. Facebook, Twitter, etc) can be set up for BTC student organizations through coordination with the Student Life Coordinator. To set up a page, event or group, please contact the

Student Life Coordinator. All materials and pages must allow administrative access to the club advisor and Student Life Coordinator.

*These guidelines were created and are maintained by the BTC Student Services and Institutional Advancement offices. For further information or explanation of these guidelines, please contact the Student Life Coordinator.*

## **Student Travel**

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When students are traveling as part of a school or organization-sponsored activity, the following procedures shall be observed:

1. Each student participating in the event shall read and sign the Extra-Curricular Travel Conduct Code prior to departure. The signed conduct codes shall be kept for record by the advisor and the Student Life Coordinator until the end of the academic year. (*See Appendix A for Student Extra-Curricular Travel Conduct Code*).
2. Participants who have special needs or require special accommodations should notify the advisor before room and travel arrangements are made.
3. Student Organizations are only eligible up to \$8000/year for travel expenses. This amount is determined by the Student Activity Fee Allocation Committee during the budget process. Please see SAFAC Constitution for more polices about travel funding.
4. When students are driving to an off campus event or competition student must submit a driver authorization form and must be approved to drive through our college insurance company. Please see the student life coordinator for this form.
5. Students may not use personal vehicles to drive to off campus events and activities. Please see the Student Life Coordinator about setting up transportation for student to off campus events activities.

Funding of the expenses for these activities is the responsibility of the sponsoring organization. It is up to the organization to decide whether participants will be reimbursed for any or all expenses.

## **Overnight Travel**

For any travel off campus, an organization must complete the following forms:

1. BTC Travel Authorization form (4 weeks prior to event)
2. Advisors: Travel Authorization form for Travel out of the District (must be approved by your supervisor) (at least 4 weeks prior to the event)
3. All participants must read and sign the Code of Conduct for Travel
4. BTC Expense Report (**2 weeks post event – only if requesting reimbursement**)



## **Supervision of Students at a Conference**

1. The advisor or his/her designee shall accompany the student group for the duration of the event as the official representative of Blackhawk Technical College.
2. The advisor may be an organization advisor, co-advisor, faculty member (must be approved by their supervisor, VP of Student Services and Student Life Coordinator), or responsible person named by District Administration.
3. There must be a minimum of one advisor for every 20-student delegates.
4. When BTC plans a small delegation, arrangements to share an advisor with another WTCS District may be made, but this must be approved by the Student Life Coordinator and the Vice President of Student Services. The identified advisor will assume full responsibility and liability for both WTCS District delegations.

*Whenever possible, student groups are encouraged to contract with a licensed company to provide transportation. Private vehicles are acceptable but not recommended.*

# **Campus Facilities**

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## **Food Service**

Student organizations wishing to utilize food service should make arrangements directly with the food service manager. Charges for food service will be based on current prices and will be paid directly to CL Swanson.

If student clubs/organizations are holding an event during hours of campus food service operation they are required to contact the BTC Food Service for providing food for the event or make arrangements for other possibilities by working with the BTC Food Service. Clubs/Organizations are not allowed to provide their own snacks/food during operating hours of the BTC Food Service without the approval of the Food Service Director. This is district policy.



## **Printing Procedures**

The Print Center is located in room 1204 on Central campus. This center is full service printing facility. Keep your requests reasonable and simple. To order copies from the print shop please see the Student Club Faculty Advisor or Student Life Coordinator to have a request placed. Please allow a turnaround time of at least two weeks. For questions or more information contact the Student Life Coordinator at x7702.

## **Room Reservations**

The use of BTC facilities by groups is encouraged. If you would like to reserve a room for any event or meeting please contact the Student Life Coordinator at x7702 to obtain the proper forms.

## **Student Government Association**

The purpose of the Student Government Association (SGA) is to promote citizenship and leadership among the student body, foster a spirit of democracy and unity in student activities, and encourage mutual understanding among students, administration and staff. SGA is composed of representatives from each program and student organization. Meetings are held during the activity period to discuss and act on issues of importance to the student body.

- Please note that all clubs must have an assigned Senator for SGA. If clubs do not have an assigned Senator or the Senator is removed from the SGA at any point, then clubs will be considered inactive and will not have access to allocated activity fees.

## **Student Network of Activities and Programming (SNAP)**

The Student Network of Activities and Programming (SNAP), as a sub-group of SGA, helps plan campus-wide social, recreational, and educational activities. They are also responsible for coordination the activities calendar for all student groups. Some of the activities sponsored by SNAP include live entertainment in the Commons, annual all school socials, and off campus trips.

## **Student Government Office**

Student Government officers will serve office hours in The Student Government office (Room 2229) on the Central Campus, near the Bookstore. This will make members of the student government available to the student body at specific times. Please see Student Life Coordinator for Executive Board Officer hours.

## **Student Government Storage Area**

Student organizations have access to the SGA Storage Area located near Receiving. Please be aware that space is limited. **Organizations have limited access to filing cabinets and storage cabinets, only in the storage area.**

The following are simple guidelines for Storage Area use:

- ✎ The storage area shall be available from 9:00 a.m. to 3:00 p.m. only when classes are in session. **All students must be accompanied by the Student Life Coordinator when in the storage area.**
- ✎ Storage area equipment shall be used for official school business only.
- ✎ Cleanliness and maintenance shall be the responsibility of each individual.

## **Office of Student Life**

This office is located on second floor, in room 2221. The Student Life Coordinator can be reached by calling 757-7702. It is recommended that you make an appointment.

## **Consumption of Alcoholic Beverages**

Alcoholic beverages are not allowed on Blackhawk WTCS District premises, except as an ingredient in food preparations. Blackhawk WTCS District and State WTCS Board Policy forbids the expenditure of student activity fees for alcoholic beverages. These expenditures include the activity fee allocations that are made to student organizations each semester. All District sponsored activities (using tax dollars/activity fees) must be open to all students regardless of age. This means, if alcoholic beverages are present, that provisions must be made to accommodate any students under age 21. Please see the Student Code of Conduct for detailed alcohol policies.

### **All-Campus Activities**

- ↳ A Student Organization Activity Proposal form shall be submitted to the Student Life Coordinator at least two (2) weeks before the activity. (*See Appendix A for Activity Proposal form*).
- ✓ If the event is to take place off campus, a completed Off-Campus Rental Agreement for off-campus activities must be attached. (*See Appendix A for Off-Campus Rental Agreement*).
- ✓ If assistance is requested from the Student Activity Fee Allocation Committee, please indicate such on the Activity Proposal form keeping in mind that the Student Activity Fee Allocation Committee will not be able to review the proposal until their next scheduled meeting.
- ↳ The proposal will be reviewed and an approval or denial will be made within five (5) school days of receipt of the proposal.
- ↳ Proposals which are denied may be appealed, in writing, to the Student Services Manager. A decision on the appeal will be delivered to the organization advisor in writing, within ten (10) school days of receipt of the appeal.

# **Appendix A**

## **Forms**

### **Active Status Forms**

Student Organization Recognition  
Student Organization Membership  
Student Organization Budget Detail

### **Activity & Fundraising Forms**

Student Club Activity Proposal  
Student Club Fundraising Proposal  
Off-Campus Rental Agreement  
Raffle Approval

### **Accounting Forms**

Student Clubs & Organization Remittance  
Student Clubs & Organization Check Request/Funds Transfer

### **Student Travel Forms**

Student Extracurricular Travel Conduct Code

*\*All forms can be picked up at the Student Services*

### **To Access Forms**

All Forms are located in Blackboard on the Student Organization Advisors page and on the BTC Student Life web site.





## STUDENT ORGANIZATION RECOGNITION APPLICATION

Name of Student Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Organization:     Occupational             Special Interest

Typical Meeting Schedule:

Day(s) \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Full Statement of purpose of the organization:

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**Officers** – List all elected/appointed officers

Name	Title	Student ID Number	E-mail Address

**Faculty/Staff Advisor(s)**

Name	Title	Phone Number	E-mail Address

**Outside Affiliations:**

List any national, state, or local organizations with which you plan to be affiliated.

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What is the name of the official contact person for the affiliate organization?

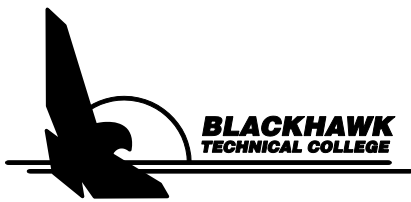
\_\_\_\_\_

Name
Address
Phone

**STUDENT ORGANIZATION  
MEMBERSHIP ROSTER  
ACADEMIC YEAR \_\_\_\_\_**

Name	Phone #	Email Address

\*Attach a separate sheet if necessary.  
This form **MUST** be completed, including the names and phone number of at least 10 students, and submitted to the Student Activities Office before the organization is considered officially active for the current school year.



**BLACKHAWK TECHNICAL COLLEGE**  
Office of Student Life

**ALLOCATED FUNDING REQUEST FORM**

**Organization:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**ESTIMATED NET INCOME:** *(Fundraisers, Membership Dues, etc.)*

<b>Source of Income</b>	<b>Estimated Income</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Total Estimated Income \$** \_\_\_\_\_

**ESTIMATED EXPENSES:** *(Activities, Purchases, Field Trips, etc.)*

<b>Expense Activity</b>	<b>Estimated Expense</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Total Estimated Expenses \$** \_\_\_\_\_

Estimated Income \$ \_\_\_\_\_

Estimated Expenses \$ \_\_\_\_\_

**FUNDING REQUEST:** \$ \_\_\_\_\_

**Student Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Club Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_



**BLACKHAWK TECHNICAL COLLEGE**  
Office of Student Life  
**STUDENT ORGANIZATION ACTIVITY PROPOSAL**  
*(Please type or print)*

Today's Date: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Proposed Activity Date(s):

From \_\_\_\_\_ To \_\_\_\_\_

Description of activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective of Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Estimated Cost of Event: \$ \_\_\_\_\_

Charge for Participation: \_\_\_\_\_

Room or Location to be used: \_\_\_\_\_

Reservation Made, if Necessary       YES       NO       N/A

Faculty Advisor: \_\_\_\_\_  
(signature)

Student Club Officer: \_\_\_\_\_  
(signature)

Approval has been:       Granted       Denied

Student Life Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Vice President-Student Services: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

**Submit to Student Life Coordinator 2 weeks prior to activity.**



**BLACKHAWK TECHNICAL COLLEGE**

Office of Student Life

**STUDENT ORGANIZATION FUNDRAISING PROPOSAL**

*(Please type or print)*

Student Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor(s) Supervising Event: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Location of Delivery: \_\_\_\_\_

Description of Fundraising Activity:

\_\_\_\_\_  
\_\_\_\_\_

Purpose of fund-raising activity (how will funds be used?): \_\_\_\_\_

\_\_\_\_\_

Specific campus location of activity: \_\_\_\_\_

Outdoor Area: \_\_\_\_\_ Off Campus: \_\_\_\_\_

Day(s):        M T W TH F SA SU

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Anticipated Revenue: \_\_\_\_\_ Anticipated Profit: \_\_\_\_\_

Club/Organization Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Club/Organization Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Approval has been     Granted     Denied

Student Life Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Vice President-Student Services: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

\*Please remember that certain types of foods (hot or cold) can only be sold by licensed caterers.

**Submit to Student Life Coordinator 2 weeks prior to fundraiser.**



**BLACKHAWK TECHNICAL COLLEGE**

Office of Student Life

**OFF-CAMPUS ACTIVITIES  
RENTAL AGREEMENT**

1. Club: \_\_\_\_\_
2. Date(s) reserved: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Time: \_\_\_\_\_
5. Admission: \_\_\_\_\_
6. Method of Collection: \_\_\_\_\_
7. Are alcoholic beverages available?                       Yes                       No
8. If so, is a liquor license provided by owner?             Yes                       No
9. Who provides the following personnel?
  - a. I.D. checker: \_\_\_\_\_
  - b. Admission collector: \_\_\_\_\_
  - c. Concession personnel: \_\_\_\_\_
  - d. Licensed bartender: \_\_\_\_\_
10. What accommodations will be made for minors?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Signatures:

_____	Date: _____
Club President	
_____	Date: _____
Club Advisor	
_____	Date: _____
Student Life Coordinator	
_____	Date: _____
Vice President of Student Services	
_____	Date: _____
Manager, Place of Business	



**BLACKHAWK TECHNICAL COLLEGE**  
Office of Student Life

**RAFFLE PROPOSAL**

Submit 2 months prior to Raffle

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Proposed Ticket Sales Dates: From \_\_\_\_\_ To \_\_\_\_\_

Date of Drawing: \_\_\_\_\_  
*(By law, this must occur no later than thirty-one (31) days after the sale of tickets has begun.)*

Time of Drawing: \_\_\_\_\_

Place of Drawing: \_\_\_\_\_

\* Price of Ticket: \_\_\_\_\_

List of Prizes (and approximate costs) to be awarded: (Attach if necessary)

Cash Prizes Only:  
Amount of Prizes: \_\_\_\_\_

Total Dollars in Club Treasury to date: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Club/Organization Advisor: \_\_\_\_\_  
(signature)

Student Club Officer: \_\_\_\_\_  
(signature)

**Preliminary Approval** Granted  Denied

**Final Approval** Granted  Denied

\_\_\_\_\_  
Student Life Coordinator

\_\_\_\_\_  
Student Life Coordinator

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

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

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

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

\* Attach Sample Copy of Ticket  
*(Approval returned w/in 5 days request is submitted)*

\* Attach Copy of License  
*(Approval returned w/in 5 days request is submitted)*



6004 Prairie Road • P.O. Box 5009 • Janesville, WI 53547

## STUDENT CLUBS and ORGANIZATION SAMPLE REMITTANCE FORM

Prepare in duplicate. Retain second copy for your records.

Date: 9-15-01

Name of Club or Organization: Student Government Association

Amount of Deposit: \$100.00

Explanation of Activity or Event  
Deposit money for balloon sales

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Banner Number: 7002-2400-4720-0

Student Officer: Treasurer Sign Here

Faculty Advisor: Advisor Sign Here

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### BUSINESS OFFICE USE ONLY

Date Advice Received \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date of Deposit \_\_\_\_\_ Receipt Number \_\_\_\_\_

Journal Page \_\_\_\_\_ Process By \_\_\_\_\_





6004 Prairie Road • P.O. Box 5009 • Janesville, WI 53547

**STUDENT CLUBS and ORGANIZATION  
SAMPLE CHECK REQUEST/FUNDS TRANSFER**

Prepare in Triplicate. Third copy will be returned for your records.

Request No. 002 Date 9-15-04

Name of Club or Organization: Student Government Association

Please make check payable to: Wisconsin Student Government  
1600 President Ave. Madison, WI 12345

*\*Include full address, City, State, Zip*

In the Amount of: \$ 250.00

Purpose: Annual Dues

Explanation of Payment (attached invoices)

Dues to be a member of the State Organization. Annual Charge.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number 7002-2400-5652-934

Student Officer Treasurer Sign Here

Faculty Advisor Advisor Sign Here Date 9-15-04

Student Activities

Coordinator Coordinator Sign Here Date 9-15-04

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**BUSINESS OFFICE USE ONLY**

Date Request Received \_\_\_\_\_

Date of Check \_\_\_\_\_ Amount \$ \_\_\_\_\_

Check Number \_\_\_\_\_ Process by \_\_\_\_\_



## STUDENT EXTRA-CURRICULAR TRAVEL CONDUCT CODE

The following rules and regulations apply to all BTC students participating in extracurricular travel which is either sponsored or co-sponsored by a recognized BTC student organization, academic program or committee or group in which the name of the college is used in conjunction with the event:

1. Participants' behavior traveling to, from and during the event should be such that it reflects credit to the organization, program, group, institution and individual at all times.
2. At all times, participants should show respect and courtesy toward others.
3. Advisors must be present at all off-campus functions. Students are not allowed to attend conferences or other off-campus events without the presence of an advisor or other designated BTC staff member pre-approved by the Student Services office.
4. All individuals (students and staff) attending off-campus functions must sign and have on file in the Student Services office the BTC Extracurricular Travel Conduct and Liability Waiver form.
5. Conference identification badges or BTC Student/Staff ID's will be worn by each participant at all times.
6. Participants will dress appropriately for each situation (e.g., no jeans, T-shirts, sweats, etc. at formal get-togethers and/or banquets).
7. Participants are expected to attend **ALL** business meetings, workshops, and other scheduled event programs.
8. Participants are to report any accidents, injuries, or illness to the advisor immediately.
9. Alcoholic beverage consumption is not allowed at any conference-related functions. The consumption of alcohol outside of conference sessions is allowed only at the discretion of the Advisor, but must adhere to all local, state and national laws.
10. The use and/or possession of illegal drugs, handguns or weapons are not allowed.
11. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and will be subject to disciplinary action.
12. Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant and cannot be reimbursed using college funds.
13. The advisor(s) to the student organization or group participating in the extracurricular travel who accompanies the group shall have total authority over the supervision of the event and its participants.
14. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Code of Conduct, in addition to any disciplinary actions acted upon by local, state or national law enforcement officials.

**I have read the BTC Extracurricular Travel Conduct Code and agree to abide by these rules:**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

Created: 3/89  
Revised: 8/07



## STUDENT EXTRA-CURRICULAR LIABILITY WAIVER

8/99

I, \_\_\_\_\_, will be a participant in \_\_\_\_\_, which  
(Name) (Activity Name)  
is an activity that is associated with my involvement in the \_\_\_\_\_, a recognized  
(Organization Name)  
student organization in active standing at Blackhawk Technical College in Janesville, Wisconsin. As a  
participant in this activity, I understand and acknowledge the following:

Participant understands that their involvement in this activity is strictly voluntary. Furthermore, the participant understands that BTC does not assume any liability for injuries incurred traveling to, from and during the activity. The participant must be aware of and follow rules outlined in the Student Extra-Curricular Travel Conduct Code. By execution of this agreement, the participant assumes full risk and responsibility for any injuries or damages which may occur to the participant. The participant further agrees that Blackhawk Technical College, its board, officers, employees, agents and student organization advisors shall not be liable and are hereby forever released and discharged from any and all claims, demands, actions or causes, and damages present or future, whether the same be known and unknown, anticipated or unanticipated, to the participant or participant's property arising out of, or connected with the activity.

**I have read and understand the BTC Extra-curricular Liability Waiver:**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

Created: 8/07