SAACC

**Anne Arundel Community College
Student Association**

Handbook for
Student Clubs
And Organizations

IMPORTANT PHONE NUMBERS

Student Life Office, SUN 202 Robin Oldfather	410-777-2218
Christine Storck, SUN 205 Director, Student Life	410-777-2219
Kimberly Herrera Coordinator, Student Activities	410-777-2043
Student Association, SUN 206	410-777-2309
Publicity Office (SA), SUN 210	410-777-2736
Purchasing Office, RESM	410-777-2244
Accounts Payable, RESM	410-777-2605
Cashier's Office, SUN 120	410-777-2236
Copy Center, CSB 165	410-777-2404
Event Services, SUN 140	410-777-2614
Dining Services	410-777-2333
Public Relations, ADMIN 116	410-777-2341
Helpdesk, CRRS 160	410-777-4357
Facilities	410-777-2345
Campus Crier, HUM 206	410-777-2803

GUIDELINES AND REGULATIONS

The following guidelines and regulations are designed to provide direction and assistance for individuals and groups participating in student clubs and organizations.

Eligibility

All students enrolled for credit classes at Anne Arundel Community College are eligible to become a member of a student organization. Some clubs, such as honor societies, may have academic restrictions for membership.

How to Start a Student Club

Complete a "Petition for Recognition of a Student Organization" form available in the Student Life office, or on *myaacc*. Include on the form the name and purpose of the club, at least 10 signatures of current credit students and a faculty or staff member willing to serve as club adviser. You must submit a club constitution to the Student Association for approval along with the petition. Sample constitutions are available in the Student Life office.

Once the Student Association approves a club, the club is eligible to request student funding, reserve space on campus and publicize their meetings and activities using the Student Association logo. They will also be listed in college publications and on the college website.

Maintaining Active Club Status

All clubs must submit a Club Registration Form at the beginning of the academic year that includes a list of club officers and their contact information, and the dates, times and location of the club meetings for the year. Failure to submit this information will affect access to club's funding.

Activities Report Form

Clubs must submit this form monthly to report all activities, events and meetings held during the month, including attendance. This information is important to document the number of students involved in co-curricular activities on campus, and the number of events we offer.

Fund Raisers

All fund-raisers must be approved in advance by submitting the Fund Raising Proposal Form. This includes goods ordered on consignment.

Service Projects

Service Projects must also be approved in advance. Students should complete the Service Project Proposal form and meet with a representative from the Sarbanes Center for Learning through Service office in SUN 130.

Budget Requests and Financial Procedures

Budget Requests
Student clubs submit budget requests in March for the next academic year. Students should discuss with their club members what activities the club plans to do for the upcoming year, and then determine what expenses and income they will incur. The budget request must be reviewed and signed by the faculty advisor before being submitted to the Student Association. Budget hearings are held in the spring where clubs have the opportunity to explain their budget request to the Student Association Finance Board. Clubs will typically receive their approved budgets in May.

Clubs that do not submit an annual budget request in the spring can still submit a request during the academic year. In addition, clubs may request additional funding, or a reallocation of approved funds at any time during the year. Those requests must be submitted to the Student Association where they will be reviewed at one of the weekly SA meetings. A representative from the club must be present at the meeting to explain the supplemental request.

How to access money from your account

Account Numbers
Each club is assigned an account number. Each account has **two** object codes (82000 or 82500)

42-5-444xxx-82000-0 The money that has been allocated by the student association
 42-5-444xxx-82500-0 Money that has been raised by the club

Any funds remaining in your 82000 account at the end of the year go back to the Student Association. Any funds remaining in your 82500 account will carry over into the next fiscal year.

Check Request Form. To access funds from either of your club accounts, you need to complete a Check Request Form. Include the name and address of the vendor being paid and attach any backup information. If you are paying a vendor, you need an invoice. If you are registering for a conference, you need the registration form and/or hotel information. The more information you can include with your request, the better. If you are requesting a reimbursement, you must provide **original** receipts, not a Xerox copy. Requests for reimbursement must be submitted within 30 days of purchase. Allow 10 days for checks to be processed.

Cash advance – This is a check made out to an individual to purchase a number of items for an event from different vendors, for travel purposes, etc. To obtain a cash advance, complete the Check Request Form. The individual is responsible for all monies and must get receipts when purchasing items. Any leftover money should be deposited at the cashier's office in SSVC 126. All receipts, along with a copy of the original Purchase Order, should then be turned in to Diana Herring in the business office (RESM). **The college is tax exempt. You will not be reimbursed for tax. Please use the college tax-exempt number when buying goods. #31053441.** Copies of tax-exempt certificate are available in the Student Activities Office.

Reimbursements – Reimbursements will only be given for expenses that were approved in your budget. Complete a signed Check Request Form and attach *original receipts* or other proof of payment, such as an online confirmation, cancelled check, copy of bank statement. *Receipts must be submitted within 30 days of purchase.* If you lost your receipt, you can complete a Non-Receipt form that can be found on the intranet under Business and Financial Resources.

Deposits – Complete a Student Association Deposit form and take any cash or checks to the Cashier's Office in SSVC 126. (Where you pay your bill). They will give you a receipt. Please print your account number on the back of all checks being deposited.

Account Balance
Contact Chris Storck or Robin Oldfather for a copy of your account balance or your club's transactions.

Student Life Forms
Electronic copies of forms can be found on myaacc under the Student Life tab, or go to http://www.aacc.edu/studentlife\forms.cfm

Student Association Advisory Council meetings

The Student Association Advisory Council meetings are held monthly. They are usually held on the first Monday of the month at 3:00pm in CADE 219. The Advisory Council consists of representatives from each student club or organization, plus the Student Association Executive Board. The purpose of the meetings is to share information about student issues, upcoming events, budgets and to approve new club constitutions. Each club is responsible for sending a representative to these meetings to gather important information and give a report on the club's activities.

How to reserve a facility
Student clubs and organizations may reserve space on campus at no charge. To reserve space, contact the Event Services Office in SUN 140, or call 410-777-2614. You can also contact Robin Oldfather in the Student Activities Office. Facilities on campus fill up very quickly, so get your paperwork in early to reserve your space. Remember, the space is not officially "yours" until you get your confirmation back from the Event Services office. Look for the confirmation in your mailbox. Make sure you review your confirmation, because you may not have gotten the room you requested **You should be aware that charges may be applied if you are using a custodian or technical assistance from the Pascal Center.**

Use of college vans
College vans may be used for local trips for student clubs if they are available. Make sure you reserve the van well in advance by filling out a Van Request Form available in the Student Activities Office or on the college Intranet. Student clubs will be responsible for paying for any gas they purchase on the road. The college will pay all other expenses.

A faculty or staff member of the college must drive college vans. If more than one van is needed, a student with a valid driver's license (and not more than two points) may drive the other van if they drive within sight distance of each other.

Mailboxes
Every student club and organization is assigned a mailbox located outside the Student Activities office. This is one of the vehicles used for communication between the Student Association, the Student Activities office and your club. Notices and minutes of meetings and any other messages and correspondence will be put in your mailbox. It is your responsibility to check it often so you don't miss important information. We will also attempt to communicate via email if you provide us with a valid email address. Faculty advisors will receive correspondence through college email.

Print Shop and Copy Machine
The Student Association has an account # 42-5-444111-82000-0 that you may use to charge all routine copy work for fliers, minutes, etc. *All flyers need to be approved by the Director of Student Life before being submitted to the Print Shop.* Fliers approved for posting must include the Student Association logo and the following statement "The xxxx club is an officially recognized organization of the AACC Student Association" To make copies through the Copy Center, complete a Copy Request Form and have it signed by Chris Storck.

The copy machine outside the Student Life office in SUN 202 is available for clubs to use if they are making 10 copies or less.

Publicizing your events
The Publicity Office in the Student Life area is staffed with a graphic artist who will produce flyers, posters, brochures, etc. to help advertise your meetings or events. Bring in the information and any ideas for graphics, and allow one week to produce the flyer. You are responsible for getting it copied and posted.

Events can also be posted on myaacc, the college web site and the TV's around campus. Submit all information about your event to the Director of Student Life.

Don't forget the Campus Current! They will list your event in the calendar listing and perhaps do an article to promote your club or event. Call 410-777-2803 or visit HUM 206.

If the event is open to the public, the Public Relations Office, located in ADMIN 116 will help you publicize your events off campus. They will prepare a press release and distribute it to the local media. Information for press releases should be given to public relations at least one month in advance of the event. **All materials and statements pertaining to the college for release to print or broadcast media by college personnel must be coordinated with the public relations office.**

Posting Policy
Flyers and posters may be posted on brick glazed block, ceramic tile, unvarnished or unpainted wooden surfaces, and on bulletin boards (undesignated). No glass and no painted surfaces is the general rule. All Student Association event flyers must carry the Student Association logo.

Contracts
The Director of Student Life and the Director of Business Support Services must review all contracts involving Student Association funds.

Anne Arundel Community College
Office of Student Life
101 College Parkway Arnold, Maryland 21012-1895
www.aacc.edu/studentlife
Telephone: 410-777-2218 • Fax: 410-777-7044
Students First

Club Registration Form

Club Name _____

President_____

Address_____

Phone_____   Email

_____

Vice - President_____

Address_____

Phone_____   Email _____

Secretary_____

Address_____

Phone_____   Email _____

Treasurer_____

Address_____

Phone_____   Email _____

Advisor:_____

Meetings

Days _____   Time _____

Place _____

| **FY2010** | FORM 1020B |

Anne Arundel Community College
Student Association Financial Affairs Committee
Budget Request Form

Organization: _____

Activity Proposed: _____ Activity Date: _____

Expenses	**Item@ per unit cost**	**Amount Requested**	**Amount Approved**
1. Conference/Meeting Registrations	_____	_____	_____
2. Contracted Services			
Speakers	_____	_____	_____
Entertainment	_____	_____	_____
Other	_____	_____	_____
3. Membership Fees	_____	_____	_____
4. Travel Expenses			
Lodging	_____	_____	_____
Airfare/Mileage	_____	_____	_____
5. Club Equipment	_____	_____	_____
6. Advertising/Publicity	_____	_____	_____
7. Other	_____	_____	_____
Total Expenses	_____	_____	_____
Less Income	_____	_____	_____
Total Income	_____	_____	_____
Allocation Request		_____	_____

_____   _____
Organizational President   Faculty Advisor

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ANNE ARUNDEL COMMUNITY COLLEGE
FUND RAISING PROPOSAL

Name of club/organization_____

College sponsor/advisor_____

Student in charge_____

Date(s) and/or time of event_____

Describe activity_____

Name of outside vendors involved_____

How will the money be used?_____

Account number to be used for disbursements and deposits_____

Projected budget:
SOURCE	INCOME	EXPENSES	BALANCE

Please describe the method of accounting that will be used_____

_____

Student Responsible

_____
Club Advisor

_____   _____Approved   _____Disapproved
Director of Student Life

_____
Director of Auxiliary Services
(When event involves the sale of food)   **8/05**

Anne Arundel Community College
Office of Student Life
Student Union Room 202   410-777-2218

SERVICE PROJECT PROPOSAL
All service projects must align with the college mission.

Name of Club/Organization_____

Student in Charge_____

Phone Number _____E-mail Address_____

Date(s) and/or time of event_____

Describe activity_____

Action Plan_____

_____

Projected budget:
SOURCE   INCOME   EXPENSES   BALANCE

Name of community organization_____

Contact Name _____Phone Number_____

 Is there a fundraising activity associated with this project?_____

If yes, please complete the questions below:_____

How will the money be used?_____

Account number to be used for disbursements and deposits_____

Person responsible for collection and deposit of funds_____

_____   _____
Student Responsible   Club Advisor

_____   _____
Community Agency   Service-Learning Office

_____   _____Approve   _____Disapproved
Director of Student Life

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STUDENT ASSOCIATION ACTIVITIES REPORT FORM

(NOTE: Report for each month's activities is due to the Asst. Director of Student Life during the first week of the following month)

*Name of Club:*_____

Date of Event	Name of Event	# of Student Participants	# of Non-Student Participants

_____

_____

_____

_____

_____

Upcoming Events Planned:

_____

_____

_____

_____   _____

Signature   Date

STUDENT ASSOCIATION
101 College Parkway, Arnold, MD   21012-1895
410-777-2309

PETITION FOR RECOGNITION AS A STUDENT ORGANIZATION

We, the undersigned students at Anne Arundel Community College petition the Student Association for the recognition as campus student organization of Anne Arundel Community College. We understand that all members must be currently enrolled in credit courses, and all officers of the organization must be in good standing.

Proposed Name of the Organization_____

Proposed Objective of the Organization:

_____

_____

Contact Person

_____Email_____

(Student Signatures – MINIMUM of 10)

Print Full Name	Student I.D. #	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	____ _____
_____	_____	_____
_____	_____	_____

Advisor: _____
       (Faculty/Staff Member at AACC)   Date