

KVCC

**KENNEBEC VALLEY
COMMUNITY COLLEGE**

Student Clubs & Organizations Manual

KENNEBEC VALLEY COMMUNITY COLLEGE

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OFFICE OF STUDENT DEVELOPMENT

The Office of Student Development provides programming and co-curricular opportunities that encourage students to further advance personal, professional and leadership skills. The Office of Student Development works to help students become civically engaged, community minded, goal oriented, academically motivated and professionally prepared during their time at Kennebec Valley Community College.

Why get involved on campus? Campus involvement is a great way to make friends, establish useful networks, and make the most of your college experience. By participating in campus activities and organizations, you can learn more about your strengths, improve your skills, and increase your career and educational opportunities.

The Office of Student Development offers opportunities in:

- Leadership Development
- Student Senate (Government)
- Student Clubs & Organizations
- National Honor Societies
- Intramural Sports/Fitness
- Service for Credit Program (formerly Volunteer Program)

STATEMENT OF PURPOSE

The purpose of this manual is to provide clubs and organizations at KVCC (on all campuses) with pertinent information, policies, guidelines and procedures. This manual is available for viewing on the Office of Student Development website. Paper copies are available upon request in the Office of Student Development. Supplements will be added as needed.

As with all print form publications, the information may need to be updated on a regular basis to keep up with updates, edits, and clarifications. Please refer to the Clubs & Orgs Manual online for the most up-to-date information. If you find errors or inconsistencies please let the Director of Student Development know.

Periodically, Club Presidents, Treasurers, and their Advisor(s) may be asked to meet with the Director of Student Development and/or Student Senate President.

Under **The Americans with Disabilities Act (ADA)**, individuals with disabilities may request accommodations to access activities and events sponsored by the College. This extends to special events or programs such as a speaker series, social activities, cultural, educational, and recreational activities, or open meetings. See the Director of Student Development for such accommodations.



Office of Student Development
Kennebec Valley Community College

Kevin Richards
Director of Student Development
126b King Hall

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CLUBS & ORGS GUIDELINES & PROCESS

How to start a Club

KVCC students may make a request to form a new club. The students must complete the new club request form found on the OSD student clubs website. All information including, club president (student contact), club advisor (Staff or Faculty liaison) and list of current members must be submitted. This form can be completed and submitted online and a response that the request has been received will be given within 2 business days.

After the submission is made it will then be presented to the Student Senate at the next meeting. The club members may attend the Senate meeting in support of their club proposal. A decision will be made by the Student Senate and the club members will be notified via KVCC email within 10 business days.

Responsibilities of Club and Organization Officers

A **Club Renewal and Update Form** (with new officer and member names) must be submitted each academic year to the Student Senate. This form can also be found on the Student Clubs website. In the event that an office is vacated during the year or other leadership changes occur, this update form should be completed at the time of leadership change and submitted.

Club Officer Responsibilities: (Examples)

- **The President shall**
 - a. preside at all meetings
 - b. maintain a respectful meeting environment
 - c. sign all requisitions/requests for expenditures of money from the account
 - d. create standing committees for special events/activities
 - e. Submit for approval all publicity flyers and posters to the appointed Advisor. Please see section on Publicity/Posting Guidelines as to what to include on your poster

- **The Vice-President/Public Relations Officer shall**
 - a. Preside at meetings in the absence of the President
 - b. Oversee standing committees
 - c. Perform other duties as requested by the President
 - d. Work with the I.T. department to make changes to Blackboard, Portal and/or College website as it pertains to your club or organization

- **The club's Secretary shall**
 - a. Maintain records of meeting attendance and minutes
 - b. Perform other duties as requested by the President
 - c. Submit meeting minutes to the Student Senate secretary for archival

- **The club's Treasurer shall**
 - a. Report out a financial account of expenditures
 - b. Balance the financial report with the monthly report created by the Business Office
 - d. Perform other duties as requested by the President
 - e. Submit a fundraiser report for each event to the Director of Student Development

- **The Student Senate Representative shall**
 - a. Attend all Student Senate meetings
- **The Advisor shall**
 - a. Be employed by the college on at least a half-time, regular basis and, whenever possible, be a faculty member in order to promote student-faculty interaction outside of the classroom.
 - b. Assist the group in fulfilling its purpose
 - c. Attend functions when possible planned by the group
 - d. Approve and sign all internal purchase requisitions
 - e. Work with officers in upholding the standards and regulations of the college
 - f. Assist the group in achieving sound financial procedures
 - g. Assist group with any internal conflict and work to resolve these issues

ACCESSING FUNDS

Each club and organization is initially funded by the Student Senate (excluding funds raised as a club or organization). To access your current balance see the Director of Student Development. It is each club's responsibility to keep up on all financial deposits and withdrawals. Here are some considerations and guidelines regulating club monies:

Financial Guidelines & Procedures

The main purpose for these procedures is to provide adequate controls and audit trails for all financial transactions of any Student Club or other Organization or person.

1. Every student club and organization will deposit all funds at the Business Office. No clubs or organizations will have a separate account at a banking institution.
2. Anytime a fundraiser occurs where gift cards or certificates are awarded a Fundraising Report must be submitted to the Director of Student Development. Be sure the report includes where the gift card was to, who won it and for how much the card was worth. This will ensure that this practice remains ethical.
3. Every organization is responsible for having an officer act as treasurer and keep a set of books for recording financial transactions. The treasurer should coordinate his/her books with the Office of Student Development's records to find inconsistencies. The books will allow quick reference for a balance available and to help prevent duplicate payment of bills. In addition to the treasurer's financial books, the Office of Student Development keeps official historical records of activity in each account.
4. Recognized students clubs and organizations are allowed to engage in constitutionally protected political speech and activities. Nonetheless, student clubs and organizations may not conduct activities that constitute partisan political activities in violation of law or policy. Because the laws and policies regulating such activities in public facilities are complex, all student organizations must consult in advance with the Director of Student Development prior to using college names or resources to invite a candidate running for elected office, solicit funds for such candidates, use an on-campus address, telephone, computer, service, equipment or personnel in connection with, or to endorse, such candidacies. (MCCS Policy #503, D4).

5. All clubs must expend funds and/or raise funds in a manner consistent with local, state, and federal laws and not be in conflict with any College policy.
6. In the event that money is suspected of being misappropriated, accounts will be frozen and the Student Conduct Code Officer, the Dean of Students, will be contacted.
7. KVCC clubs are not allowed to sign and commit to any services (such as contracts) without the Approval of the administration.

Base Funding for Clubs & Orgs

All KVCC recognized student clubs and orgs may request a base fund from the Student Senate when the club is created. Clubs and Orgs may receive up to \$100.00 upon creation. Expenditures may include purchasing such items as: supplies for upcoming fundraisers, food for meetings, gifts for advisors, conference fees, transportation to conferences, guest speakers, books for the club/organization library, art supplies for poster making, etc. To determine whether funds should be spent on a particular item, clubs and organizations are encouraged to speak with the Director of Student Development.

Additional Funding

For additional funding, a **Funding Request Form** must be filled out and submitted to the Office of Student Development for review at the next Senate meeting. This form can be found on the Student Clubs section of the KVCC website.

Matching Funds

Student Senate at KVCC may match funds raised by the student club or organization as a means to encourage fundraising but also to reward hard work. **This request may be made once per academic year.** The matching by Student Senate shall not exceed \$100 and will not be done automatically. A club or organization's interest in fundraiser matching must be indicated on their **Event Proposal** form and may not be an afterthought.

Withdrawing Funds/Requesting Checks

To request a check (expenditures from an account), the President and Advisor of the club must complete the **KVCC Internal Purchase Requisition (IPR) also known as a Purchase Order (PO)**. Forms may be obtained from the Director of Student Development OR from your Advisor who can request some from the Business Office. The President and Advisor must sign this form. The form should be submitted, in a timely fashion, to the Office of Student Development for final approval. Generally, checks will be available within two weeks. Requests that do not meet this timeline should be discussed with the Director of Student Development. Once available, checks should be picked up in person at the Office of Student Development to avoid being lost in the mail.



Yellow copies of IPRs must be maintained as a part of the financial history of the club. Original receipts Need to be turned into the Office of Student Development; please keep a copy for your records.

Contact: Kevin Richards, 126B King Hall, 453-5040

Depositing Funds

All revenue generated from a fundraiser goes immediately into the club or organization account via the Office of Student Development. No cash will be kept in a lock box nor will any off-campus checking accounts be opened in the name of the club. ALL monies will go through the proper channels or all club monies will be frozen. **See also Financial Guidelines & Procedures.**

CAMPUS FUNDRAISING & SOLICITATION

If a club is in need of more than \$100 starting funds, they will need to fundraise. Only administratively and/or Student Senate approved activity groups, and student clubs or organizations are eligible to conduct fundraising activities on the KVCC Campus. The club or organization wishing to fundraise must fill out an **Event Request Form** found on the campus events section of the KVCC website.

General Raffle Information

Proceeds shall not be used to provide salaries, wages or other remuneration to members, officers or employees of any organization authorized to conduct games of chance.

Proceeds may go to defray all or part of the expenses that further the purpose for which the organization is formed, but **not** to purchase alcohol or to defray the cost of activities where alcohol is served or directly to organization members except as allowed

The treasurer of an organization or other officer designee shall keep a record of all financial transactions involving games of chance which must be maintained and kept for 3 years.

Off-Campus Raffles:

All raffle tickets sold off-campus by a recognized KVCC club must adhere to the following Maine Community College System (MCCS) policy:

All tickets sold must be purchased from a licensed distributor or licensed printer. Tickets must be sequentially numbered and have printed on their faces the following information: The name of the special exempt raffle licensee; a description of the prize or prizes; the price of the ticket; and the date, time and place of the drawing.



***It is not enough to simply use a roll of mass marketed raffle tickets.
Off-campus raffle tickets must adhere to this policy***

Limited Designated Forum Policy

A designated forum is an area that does not qualify as a public forum but has been affirmatively identified by a college to allow certain speech activities. An example might be an auditorium or lobby of a college building. In designating such locations, a college may also designate certain limits on the forum (these are called “limited designated forums”). For example, a college may designate a certain forum as being available only for internal but not external (or vice versa) persons or groups. Once an area is designated as regular or limited forum, a college is not required to continue that forum indefinitely. But for so long as the designation applies, the college is bound by the rights and limits it has so designated. If the forum is designated without any such limits, then the same standards applicable to a public forum apply: Reasonable time, place and manner regulations are permissible, but content-based prohibitions must be narrowly drawn to further a compelling college interest.

In Conjunction with the Maine Community College System (MCCS) policy 210, D2, Kennebec Valley Community College has established a limited designated forum. The College’s space for designated forum is a table in the lobby of King Hall adjacent to the stairwell along the window side of Room 112. The college has designated certain limits on the forum making it a “limited designated forum”.

These limits are:

- a. Prior approval from the Director of Student Development
- b. Reservation of space needs to be approved by the College
- c. Event must occur during the College’s operation hours M-F 8:00am-9:00pm and from 8:00am-2:00pm on Saturdays. The College is closed for business on Sundays
- d. One group at a time (first come-first served)
- e. This space may be used by internal and external groups or individuals
- f. May be used for fundraising purposes by internal groups only.
- g. Event may only last for 3 consecutive days or by permission of the Director of Student Development.
- h. The College reserves the right to allocate space based on specificity related to the event.
- i. Please see the Office of Student Development, King 126B, for the most updated policy regarding the Limited Designated Forum Policy and those policies regarding Public and Non-Public Forum spaces.

Campus Fundraising Policy

KVCC clubs and organizations that are officially recognized by the Student Senate may fundraise at KVCC. All food that directly competes with the on campus food vendor is prohibited from being sold. **The on campus food vendor must be given first refusal for all Hot or Cold food services for events or fundraising purposes.** Prior to fundraising, clubs or organizations must notify the Office of Student Development of their intentions to fundraise at least 2 weeks (10 business days) in advance by completing the **Event Request Form** under the campus events section of the KVCC website. The time and location of the desired fundraiser is dependent upon the space that is available at that time.

Recognized Clubs and Organizations are permitted to work with non-college vendors in raising funds. All sales and promotions must comply with KVCC, MCCS, the town of Fairfield, state, and federal regulations.

Hosting a Fundraiser on-campus

1. Notify the Director of Student Development of intent to fundraise by completing the **Event Request Form at least 2 weeks (10 business days) prior to the fundraiser**. No advertising, sales, or promotion can take place until receiving the Director of Student Development's approval.
2. If the club or organization plans to solicit donations from businesses, the Director of Student Development needs to give prior approval where the club intends to seek these items from. A list of businesses emailed to the Director of Student Development will suffice in this matter. Additionally, the OSD will work with clubs and organizations on how to write a formal request letter.
3. **Fundraisers selling food** of any kind (cold, hot or baked items) must give first refusal for the creation of the food to the on campus food vendor. The selling of food items cannot directly compete with the on campus food vendor in any way.
4. Fundraisers will not run more than 3 consecutive days without prior permission.
5. Adhere to all lobby guidelines (of where table can be) and bulletin board/taping guidelines (for posters & marketing materials).
6. Event must occur during the College's operation hours M-F 8:00am-9:00pm and from 8:00am-2:00pm on Saturdays. The College is closed for business on Sundays

WHERE TO GO / WHO TO ASK

Club/Organization Questions

- **Student Development, King Hall**
Kevin Richards, Room 126b King, 453-5040.

Fitness Center

- **Fitness Center, King Hall**
For concerns about equipment or any other questions, contact the Office of Student Development, Room 126b King Hall, 453-5040.

Technology

- **Colored and/or Black & White Photocopies**
For colored photocopies, your faculty or staff advisor has access to a color photocopier in King Hall. There is also a black & white photocopier for use by you or your advisor in the same location.

Advertising

- **TV Monitors and Larger Sized Posters (there is a charge for these sized posters)**
Office of Student Development 126B King Hall
- **Bulletin Boards**
Frye: Whitney Wing
King: Lower & Upper Campus Center, Lobby
Lunder: Hallway Outside Library
Carter: Side Door by Gym
Averill: Lobby, Learning Commons
Sustainable Agriculture Building: Student Lounge

Maintenance

- By calling 660-2600 you will always reach a member of the maintenance staff.

POSTING GUIDELINES

Bulletin board space on campus is limited. Clubs who are recognized and registered with the Office of Student Development and Student Senate may advertise on the Student Bulletin Boards that are pertinent to your event. Please remove all dated or past event posters on the bulletin boards.

Clubs and organizations that do not follow the KVCC Bulletin Board Policy & Sign Policy, both outlined below, may lose bulletin board & sign privileges.

Bulletin Board Policy

Student Senate adheres to the KVCC bulletin board guidelines for student clubs and organizations. Clubs are responsible for keeping the boards looking neat, up-to-date, and informative. These spaces are a place for clubs to display general information, and activities and events being offered to the KVCC community. The maintenance and appearance of these boards is the responsibility of the club. Bulletin boards are expected to be changed regularly in an effort to keep students updated and current. The Office of Student Development will routinely monitor the bulletin boards.

Sign Policy

Notices are not to be posted on exterior doors, glass doors, or interior fire doors. Any notice posted on a painted wall must be affixed with special mounting squares. Scotch tape is prohibited because it damages the surfaces. Notices are not to be affixed to whiteboards as adhesive damages their surfaces. People placing the signs are responsible for their prompt removal after their usefulness has passed. (KVCC Policy 5.20)

CORRIDOR/LOBBY USE GUIDELINES

See **Limited Designated Forum Policy** mentioned earlier in this manual.

CAMPUS CENTER GUIDELINES

The purpose of the Campus Center in King Hall is to provide a multi-purpose space for activities open to the KVCC on-campus community. An atmosphere of entertainment and other activities will be created. All events during operational hours will be open to students, faculty, and staff and not limited to members of one group. The Campus Center is not rented out for events that inhibit general use. Ideas for programs, activities, and events are welcome and may be directed to the Director of Student Development, 453-5040.

Campus Center Hours of Operation

College operational hours are M-F 8:00am-9:00pm and from 8:00am-2:00pm on Saturdays. The College is closed for business on Sundays

Use of Campus Center for Private Parties or Meetings

This is a space for the students to relax and is not to be rented out for any event that blocks student use. The Campus Center is limited to events where students can walk through without disruption. Private meetings or luncheons are not encouraged.

FIRE CODE SAFETY INFORMATION

In accordance with the State of Maine fire code there are occupancy limits for all rooms on campus. Contact the Maintenance Office, Room 135, King Hall, 453-5036, if there is a question regarding fire code.

DRESS CODE

KVCC does not have an official policy/dress code for students, faculty, or staff. However, individuals using the Campus Center and any other KVCC facility must wear shoes and shirts.

All policies and guidelines put forth in the KVCC Student Code of Conduct are to be adhered to by all students at all times. Individuals found in violation of the code will be sanctioned appropriately.

PUBLICITY GUIDELINES

All approved and recognized KVCC Clubs may advertise for their event around campus. Advertising is expected to be in good taste and have it include the following:

<p>Event Contact Person with contact info: Day, Time and Location Brief Description of Event and Sponsors</p>

The Student Development Office reserves the right to remove all publicity that does not meet the above requirement. Priority is given to KVCC sponsored events.



**Posting of flyers or signage on glass entrance doors is strictly prohibited.
These will be removed.**

E-MAIL COMMUNICATION

Upon request through the Office of Student Development, a club or organization e-mail account can be generated. This will allow clubs/orgs the opportunity to send e-mails with their name noted in the "from" line. Student Clubs/Orgs are responsible for the content of such messages. The KVCC e-mail is the official communication system of the College. It is the responsibility of clubs to check e-mail on a regular basis.

Working with your Advisor

While you are a student organization and should be running things from that point of view, it is wise to have an advisor to provide you with just that...advice. An advisor can prove to be a valuable asset to your organization by sharing his/her life experiences and wisdom, and by providing continuity, organization, memories related, and connections to resources.

- The key role of the advisor is to serve as a resource for the organization.
- Take some time to discuss reciprocal expectations with your advisor(s). Establish open lines of communication that will enable you to work together effectively.
- Invite your advisor to participate in social events and teambuilding activities so that they and members can get to know one another more informally.
- Include your advisor in developing your mission, goals, and budget.
- Ask your advisor to attend officer meetings so they can offer guidance as your work on goals.
- Include your advisor on any e-mail or regular mailing list.
- Communicate about meetings and events early so your advisor can attend.
- Meet one on one regularly to check in, discuss issues and develop a deeper relationship.
- If at some point you have difficulty locating an advisor, or are having some complications with your current advisor, please contact the Office of Student Development for assistance.