

# Clubs & Organizations Manual



Updated Spring 2019

Message from the Office of Student Activities:

Thank you for serving as an Advisor for one of the Wake Tech Clubs/Organizations! Please become familiar with the current policies on club funding, budgets, and activities. These procedures must be followed to successfully plan and implement your club/organization's activities.

Clubs and Organizations are part of the Enrollment & Student Services Division of Wake Technical Community College. They are a catalyst for student engagement and provide opportunities for students with common interests to join together in activities and events. Our clubs and organizations create a sense of community and compliment learning in the classroom.

The Office of Student Activities is here to assist you with any questions or concerns you may have, so please do not hesitate to call us as you begin to plan your events. We hope you have a wonderful and rewarding year!

Again, thank you for your willingness to serve,

Student Activities Staff

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# Clubs & Organization Procedures

## A. General Responsibilities of the Advisor

An Advisor is an integral part of every organization. Without an Advisor, a student organization has no authority to meet or even exist. Advisors volunteer to work with student groups because they are interested in helping to develop student leaders. The responsibilities of this position are summarized for your information.

### I. An Advisor shall be present whenever the organization:

- Conducts any activity which is considered an official organization function or which is held under the name of the organization and to which members are extended written or verbal invitations.
- Holds an event or meeting, both on and off campus.

### II. An Advisor shall:

- Be familiar with the policies and regulations governing student organizations contained in the Clubs & Organizations Manual.
- Assist with the formulation and revision of the organization's constitution and bylaws.
- Advise the organization in planning activities and events, and developing a budget.
- Supervise activities and events of the organization.
- Not use personal vehicles for transporting students.
- See that activities and events are cleared in advance through the Office of Student Activities in accordance with established procedures.
- Oversee the finances of the organization and help ensure adherence to sound fiscal policies. **Advisors must handle all deposits and funds for the club/organization.**
- Consult with the Office of Student Activities when questions and problems regarding the organization arise.

\* Note that students are not allowed to collect or handle funds on behalf of the club.

## B. Clubs & Organization Forms

### Reactivation Form

- The number of active student clubs/organizations may vary from year to year due to student interest.
- Each spring, clubs will submit a Reactivation Form to the Office of Student Activities. This form notifies us that the club will be active for the academic year. Upon receipt of the Reactivation Form and required paperwork, the SGA will allocate funds for each active club. Funds will be used to support activities for the upcoming year.

Additional Documents Required for Reactivation:

- Updated Constitution (only if older than 5 years)
- Signed Advisor Agreement (for every advisor involved)

- Club Leadership Contact Form

### **Advisor Agreement Form**

- **As a part of reactivation, each individual Advisor must fill out the Advisor Agreement in order to review crucial policies, procedures, and updates for the upcoming year. The club/organization is not considered active until this form is completed by all Advisors.**

**\*Any new Advisor to the club/organization must also review and sign this Agreement\***

### **Club Leadership Contact Form and Responsibilities**

- Each club must select one student to be the SGA Representative and one student to serve as the club/organization President. Both students' contact information should be filled out in the **Club Leadership Contact Form** so that the Office of Student Activities may assist with the training and leadership development of these students. The form is due at the time of reactivation in the fall semester. The President and the SGA Club Representative may be the same student, if selected.

### *Inactive Club/Organization Policy*

- Any student club or organization that has been inactive for less than two academic years will be required to submit a Reactivation Form to the Office of Student Activities. We will require the club to submit a new list of activities, updated constitution (if older than five years) and updated budget proposal. These documents, combined with the application to reactivate, will be reviewed and if applicable, approved by the Office of Student Activities staff, the Dean of Student Development, and the Sr. Dean of Student Development.
- If a club is inactive for more than two academic years, their club funds may be reverted to the Student Activities budget. If the club would like to reactivate, they will be required to submit the **New Club & Organization Application** with all required supporting documentation.

### **Program Planning Worksheet and Preapproval Form**

All club Advisors are expected to complete a Program Planning Worksheet and Approval Form at least **2-4 weeks** prior to any event in which:

- The club/organization is spending over \$150.
- The event is outside of a regularly scheduled meeting.
- The full cost of the project must not exceed \$150 even if materials are used over multiple meetings.
- An external resource is involved.
- The event has the potential to involve a controversial matter.
- Funds will be collected or expended.

Before the Program Planning Worksheet can be submitted, we will need to ensure the details related to the areas listed below are taken into consideration. Therefore, it is imperative that club Advisors address these issues in their program proposal. Please attach as much information as possible so we may obtain a timely and favorable response. Some examples of details to include are below:

- Safety concerns
- Security concerns
- Legal concerns/contracts
- Crowd entry/exit/control method
- Sufficient club/organization budget to cover program/ event

*Note: Detailed planning is critical to the success of any activity. It is highly recommended that club Advisors follow these steps to ensure a successful activity:*

- The Advisor and student members plan an activity and outline the details.
- The Advisor contacts vendors to get price quotes only for goods and services needed. The authority to place orders or sign/approve contracts for goods or services lies solely with the Business Office.
- The Advisor will submit a completed Program Planning Worksheet for the requested event to the Office of Student Activities, along with all supporting documentation, such as quotes, invoices, vendor contracts and research or information.
- The Office of Student Activities will process the necessary paperwork and upon approval, confirm the details with the Advisor and the Business Office.
- Please note that club Advisors are not authorized to sign contracts, agreements, lease agreements, etc. on behalf of the club. If the event is promoted and advertised outside the College community, it must be approved by College officials. Please submit plans to the Office of Student Activities for approval.

*\*Please note that PPW Forms do not need to be submitted for expenses under \$150 if the event is during a regularly scheduled meeting and the Advisor pays with the intent of turning in a Special Funds Invoice for reimbursement. Students may not use their own money to pay for any club/organization items and will not be reimbursed.*

### **Intent to Travel Form**

A Student Activities Intent to Travel Form must be submitted to the Office of Student Activities for all off-campus club activities.

- The Advisor shall submit all requests for travel to the Office of Student Activities using the Student Activities Intent to Travel Form, at least **six (6) weeks** in advance of the date of travel. If advance payment is required for a conference, the Intent to Travel must be submitted **at least six weeks in advance of the payment due date**. A complete list of student names, student ID numbers, and travel information must accompany this request.
- The Office of Student Activities will help confirm all travel arrangements and will complete the Travel Authorization Form.

- For reimbursements being paid, all expenses must be included and approved on the Travel Authorization Form.
- Advance payment of club expenses is allowed for the club to travel. The Student Activities Intent to Travel Form should show all expenses that will need to be reimbursed or processed for advance payment (ex. Registration, hotel).
- The Office of Student Activities will submit the Travel Reimbursement Form and all applicable itemized receipts along with the original Travel Authorization Form to the Accounting Office for processing.
- The Advisor or designated college faculty/staff member must accompany the organization on all travel.
- The Office of Student Activities will submit a Travel Authorization Form. Once approved, the TA will be sent to the Dean of Student Development, Senior Vice President of Enrollment, and the Executive Vice President for final approval. Advisors must have the approval of their Deans before traveling with a club or organization.
- It is required that each student complete an Emergency Notification Form listing allergies, medications, and other pertinent health-related information and a Student Travel Waiver Form to the Student Activities Department with the initial intent to travel request. A travel packet of these documents will be prepared for the Advisor to take on the trip and a set will be retained at the college.
- **If using an institutional vehicle, a copy of the Travel Authorization will be sent to the Business Office. Under no circumstance will a student or non-employee of the College drive the institutional vehicle.**
- Advisors are encouraged to reserve a state vehicle for travel between campus locations. (SchoolDude must be completed) No travel between campuses will be reimbursed.
- Spouses/children/family members and all non-students are not allowed to travel on College-sponsored events or activities.
- **Advisors are not to share rooms with students under any circumstances.**
- Consumption of alcoholic beverages is strictly prohibited by both student club members and club Advisors during any club trip, event, or meeting.

### **Special Funds Invoice (WTCC Form 138)**

- Advisors may use SFI to get reimbursed for food for regularly scheduled meetings provided that they posted the club & organization's meeting schedule/dates.
- Requests for expenditures not requiring purchase orders (i.e. goods and services) such as organizational scholarships, awards, and monetary door prizes must be processed on a Special Fund Invoice Form.
- This form must also be used when a change box is required
- **The Special Fund Invoice is also used when Advisors request reimbursements for out of pocket purchases. These purchases may not exceed \$150 and must be under \$150 for the completion of any ongoing project. Students may not be reimbursed for any reason. Advisors must also attach itemized receipts no later than two weeks after the date of purchase.**



#### Approval of Special Fund Forms:

1. The Advisor submits the form for approval to the Office of Student Activities with itemized receipts and proof of meeting/event to the Office of Student Activities within two weeks of purchase.
2. The Office of Student Activities will check for correct preparation of the request and verify fund availability before forwarding through the approval process.
3. Additional approvals must be secured from the Director of Student Activities, Dean of Student Development, Senior Vice-President of Enrollment, and the Chief Business Officer.

#### Additional Notes:

- Under no circumstances will a club Advisor be reimbursed for out-of-pocket purchases over \$150.00. Club fund reimbursements to students are not allowed. This form should not circumvent the use of other procurement methods, including Form 58, E-pro, and P-card.
- Clubs should expect it to take up to **four (4) weeks** for the Business Office to process a Special Funds Invoice (Form 138).

#### **SGA Funds Request Form**

- Clubs/Organizations may apply for additional funding from the SGA by completing the **SGA Funds Request Form**. Clubs must have completed some fundraising of their own (confirmed by a Program Planning Worksheet with the event on file) and one service project through the Office of Volunteerism and Leadership (confirmed through the Service Project Proposal form & Reporting Form). If approved, the SGA will match up to \$500 of the club fundraising when requesting additional funds.
- This form must be submitted at least **four (4) weeks** in advance in order to be included on the agenda for the SGA General Assembly Meeting. Student leaders or Advisors in the Club/Organization will submit the form on the Clubs & Organizations portal and must meet with an SGA Executive Board Member or Senator to discuss the funding request prior to the General Assembly meeting.

#### **Community Service Proposal Form**

- Each club is encouraged to participate in at least one community service project through the Office of Volunteerism and Leadership (OVAL) to receive an additional \$100.00. All community service projects must be approved in advance through this form. After the project has been completed, the **Club/Organization Service Project Reporting Form** must be submitted to the Office of Volunteerism and Leadership on [xtra.waketech.edu](http://xtra.waketech.edu).
- Upon completion, the funds will be deposited into the club account.
- Please Note: The community service project must be completed by the end of the academic year. Only two \$100 installments are permitted per year but clubs can participate in as many service projects as they wish.

#### **Club/Organization Deposit Slip**

- Each club/organization has an individual deposit slip which has their NARD code and Budget Code. This slip must be presented to the cashier's office each time a deposit is made by the club/organization Advisor and include both the NARD code and the Budget Code.

## **C. Club & Organization Funding**

### **Seed Money**

- Once the Office of Student Activities receives a completed Reactivation Form from the club/organization Advisor, the Office of Student Activities allocates funds from the SGA account. Currently, each club/organization receives \$300.00 per academic year. Allocated funds must be used for direct student use and must be approved through the Office of Student Activities prior to any purchase.
- The Treasurer and Advisor for each organization are responsible for maintaining an accounting record of all income and received expenditures. All records should be verified monthly against the financial report distributed from the Accounting Office.

### **Budgets**

- Each student organization must have a budget for the academic year showing anticipated activities and expenditures.

### **Monthly Financial Report**

- Each club/organization Advisor will receive monthly statements for club/organization accounts from the Office of Student Activities. Advisors should check statements monthly for accuracy.
- The Advisor and Treasurer of each organization is to use this report to balance the organization's account on a monthly basis.

### **Fundraising**

- All fundraising must be approved in advance by using the program planning worksheet and providing supporting documentation. Advisors should always check with the Wake Tech Foundation Office before approaching businesses and other potential donors. Any funds received from fundraising or gifts must be taken to the cashier's office by the Advisor with the Club Deposit Slip. Students may not handle any club/organization funds

### **Depositing Club Funds**

- All checks should be made payable to Wake Tech Community College.
- Advisors must provide donors a Gift-in-Kind form from the Wake Tech Foundation for tax purposes. Please contact the Foundation office for information.
- Raffles may only be conducted by organizations that are designated non-profit. Clubs/Organizations cannot utilize another organization's non-profit status as a means of becoming eligible to conduct raffles. In the event an organization is deemed non-profit and opts to conduct a raffle, they are limited to doing so twice per

academic year. Any person who conducts a raffle will be in violation of Wake Tech's Student Code of Conduct #15. Therefore, based on interpretation and guidance from the NC Community College System Office, clubs/organizations are not permitted to conduct raffles.

- All activities must have prior approval from the Office of Student Activities.
- According to the NC Division of Environmental Health of the NC Department of Environment and Natural Resources, a license or sanitation grade must be obtained through the local health department any time food is sold on campus. The number of times food can be sold must comply with state and county regulations regarding licensure or sanitation grade (ex. Donut sale).
- **In compliance with sanitation codes, clubs/organizations may not conduct bake sales.**

## **D. Event Planning**

Any activity that a club/organization wishes to sponsor which occurs outside of scheduled meeting hours is considered an official club/organization event and must have a Program Planning Worksheet completed and approved prior to advertising the event or purchasing items for the event. This may include fundraisers, professional speakers, and campus-wide initiatives.

### **Off-Campus Speaker Procedures**

The following off-campus speaker procedures are applicable to all clubs/organizations for all campuses of Wake Tech Community College.

- The College recognizes the right of officially registered student organizations to hear off-campus or outside speakers on the various campuses. However, there is no absolute right to assemble or make a speech at any time or place, regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations or events on campus shall be limited in the following particulars:
  - A Program Planning Worksheet must be completed and submitted for approval by an officially registered student organization.
    - Speaker must provide bio and if needed, a certificate of insurance.
  - No invitation by such an organized group shall be issued to an outside speaker without the prior approval of the Director of Student Activities and Dean of Student Development.
- A request for an outside speaker by a recognized organization may be denied if the Dean of Student Development determines the proposed speech will constitute a clear and present danger to the institution's orderly operation because of the speaker's advocacy of such actions as:
  - The violent overthrow of the government of the United States, the State of North Carolina, or any political subdivision thereof;
  - The willful damage or destruction, seizure or subdivision of the institutions buildings or other property;

- The forcible disruption or impairment of or interference with the institutions regularly scheduled classes or other educational functions;
- The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students; other campus disorder of a violent nature, provided that such advocacy would prepare the group addressed for imminent action and steer it to such action and further provided that there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger the Dean of Student Development may consider all relevant factors including whether such speaker has, within past years, incited violence resulting in the destruction of property at any assembly or has caused the forcible destruction of property at any assembly or of regularly-scheduled classes or other functions at the College.
- In the event of a proposed meeting when there is a reasonable possibility that a speaker, members of an organization, or others may violate federal, state, or local laws or campus regulations in the course of that meeting, the Dean of Student Development in conjunction with the Chief of Campus Police will make recommendations to the Sr. Vice President of Student Services to prescribe reasonable conditions for the orderly and scholarly conducting of the meeting. Such conditions may include, but are not limited to, limiting the audience to the inviting organization's membership, appointing one or more officials of the institution to preside over the meeting, authorizing a search of all persons entering the area of the meeting, and other such conditions as the institution deems appropriate.
  - The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or his or her agent a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulation committed by him or her while on campus.
  - Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the board and/or institution concerning the use of campus property and facilities.

## **E. Marketing Procedures for Clubs and Organizations**

### **Recruitment Opportunities**

Each fall semester the Office of Student Activities will host an event to assist students in connecting with the SGA, student clubs/organizations, and the service areas of the College. Clubs/Organizations may also host their own events to recruit new members with prior approval of a Program Planning Worksheet.

### **Club & Organization Blogs**

All clubs/organizations are granted a club blog. To create and obtain access to a club blog, the club/organization must be active. Advisors or designated students are solely responsible for their club's blog and must make sure they are updated frequently.

Blogs must include the following information:

- Club/Organization Description & Purpose
- Meeting dates/times/locations
- Contact Information for Advisors only (Please do not advertise student emails)

### **Flyers and Posters**

- Please note that no flyers/posters should be placed inside classrooms without the approval of the club/organization Advisor. Classroom bulletin boards are reserved for official communications and instructional purposes.
- Flyers/posters should only be placed on Student Activities or common-use campus bulletin boards. Clubs/Organizations must obtain approval from the appropriate departments to place flyers/posters on departmental bulletin boards, i.e., ILC, Math Department, Library, etc. No poster should be placed on painted, wooden, or vinyl surfaces or where otherwise prohibited.

Posters may be placed in the entrance ways on bulletin boards. Keys can be obtained from the Office of Student Activities as needed.

- All outdoor advertisement on school grounds must be approved by Facilities Services (Contact the Office of Student Activities for more information).
- All posters must be removed by the person or group sponsoring the activity immediately after the event.
- Only those organizations recognized and approved by the College shall have the privilege of using College facilities or publicizing their activities.
- All displays, posters, and other printed materials, including petitions, used outside the College must be presented to the Director of Student Activities to be approved by Wake Tech's Communications Division before being distributed, posted, or circulated. Copies of petitions and handouts will be placed on file with the Director of Student Activities.

### **Online Marketing**

- Any logos or designs for clubs/organizations to be used outside the College should be approved by Wake Tech's Communications Division. Please submit the documents to the Office of Student Activities for review.
- Facebook/Twitter or other social media must be approved by the Wake Tech Webmaster and Communications Division.
- The Student Newsletter is used for student announcements. Club/Organization Advisors will submit information to the Director of Student Activities to be posted in the newsletter three weeks prior to event.
- Clubs and Organizations that would like to distribute literature of any kind may do so in the free speech areas on each campus. Please contact Campus Police for additional information **(919-866-5911)**.

## **G. How to Start a New Club & Organization**

### **New Club & Organization Application**

All interested WTCC Students and Advisors must submit the proposed new Club/Organization application on [xtra.waketech.edu](http://xtra.waketech.edu). Applications, once reviewed by the Office of Student Activities, may take up to 4 weeks for Administrative review.

Required supporting documentation:

- Completed Application
- Advisor Agreement Form (One completed form for each individual Advisor must be submitted)
- Proposed Constitution
- Proposed Budget
- Proposed List of Activities
- Student Roster (at least ten interested students must sign)

Example templates of a constitution and budget are available on the Clubs & Organizations portal on XTRA.

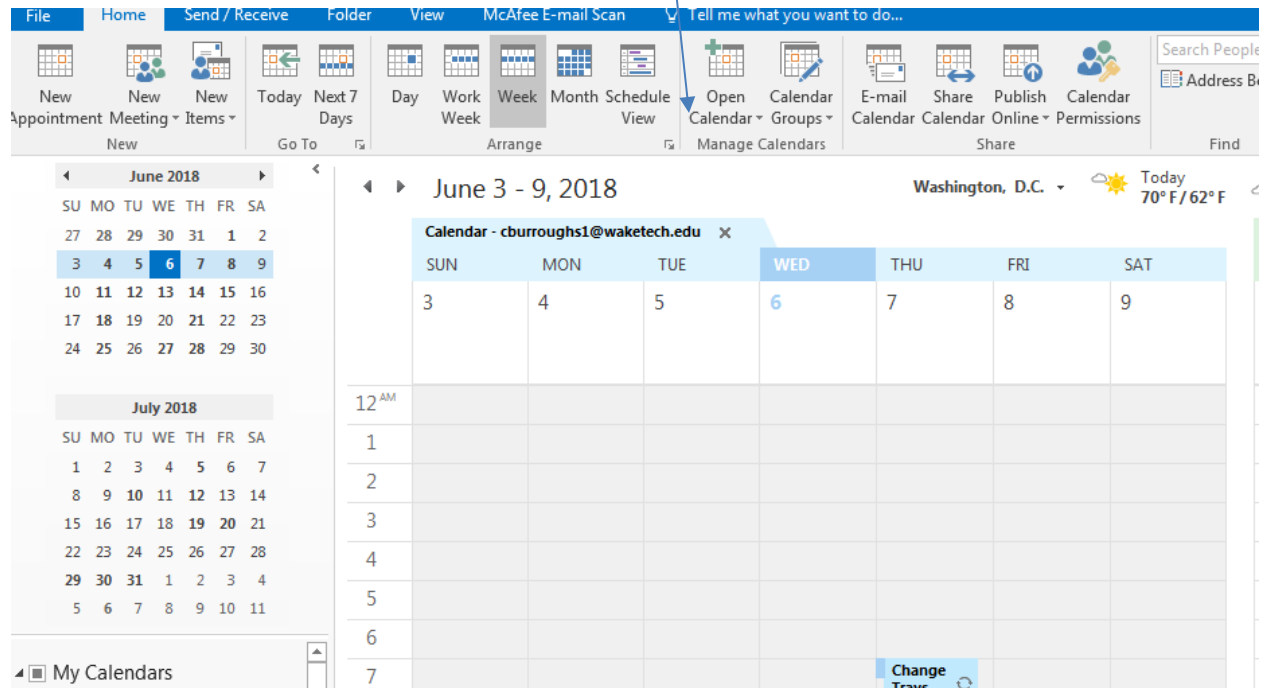
**\*Please note that the fall deadline to submit New Club Applications is **October 1<sup>st</sup>**. The spring deadline to submit New Club Applications is **February 1<sup>st</sup>**.**

#### *Duplicate Club/Organization Policy*

- Any proposed club/organization that resembles an existing group either in purpose or activities may be denied from establishing as an official group to avoid the duplication of clubs/organizations.

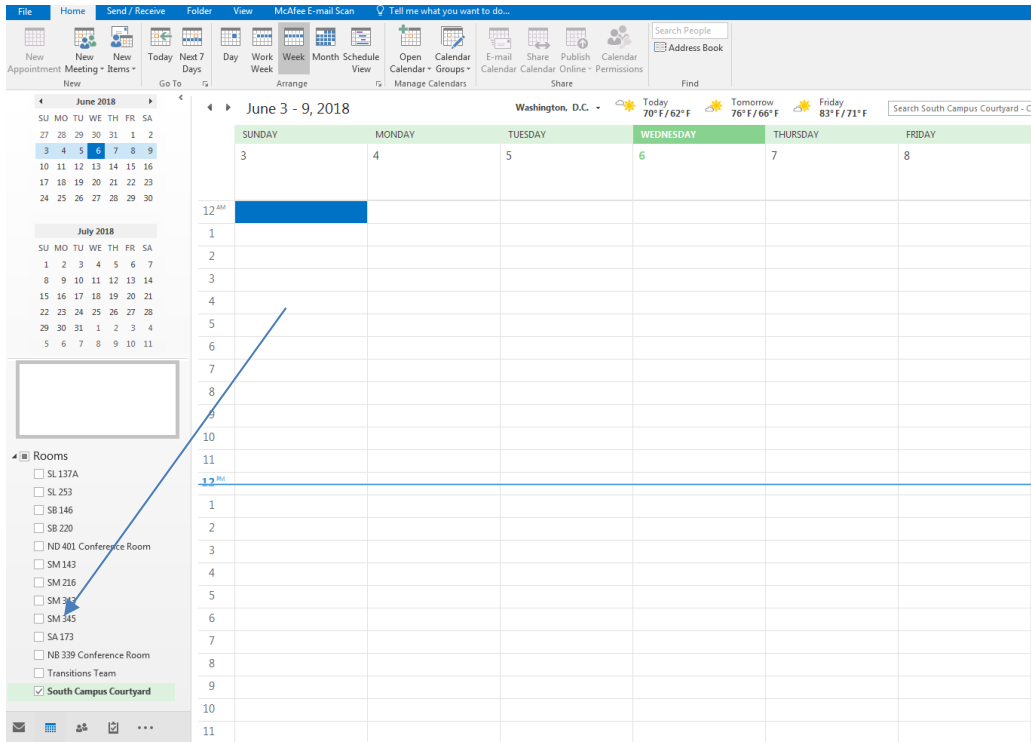
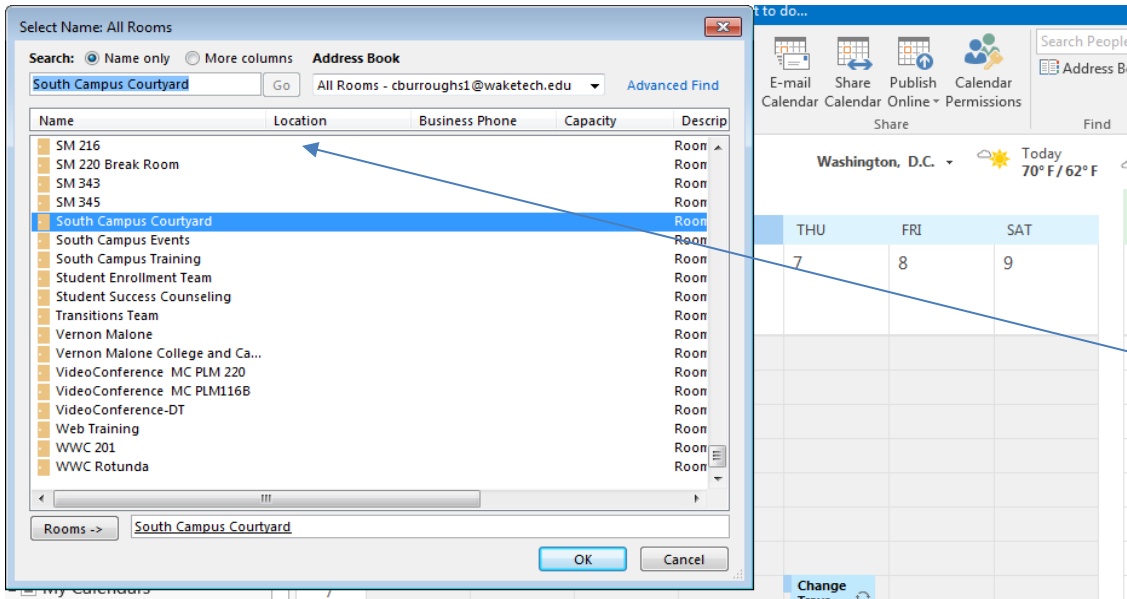
## F. Instructions to Reserve the Southern Wake Courtyard

- Clubs and organizations may reserve the courtyard located on the Southern Wake Campus to host an outdoor activity or distribute literature about their Club/Organization.
  - Open Microsoft Outlook. Click On "Open Calendar"



- Click on "Add Calendar". Select, "From Room List".

- Search "South Campus Courtyard." Double Click on "South Campus Courtyard" and click OK.



- You will now be able to see the Calendar for the South Campus courtyard. You can search the calendar for available dates for your activity. If you have questions about availability, please contact the Director of Campus Services, Tamar M. Lawson at [tmlawson@waketech.edu](mailto:tmlawson@waketech.edu) or 919-866-5225.

After receipt of the calendar request, verification of date availability will occur and the request will be either approved or denied and then followed



**Accreditation**

Wake Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wake Technical Community College.