

McHenry County College

Student Organization

Policy Manual & Resource Guide

2010-2011



MCC Student Life

www.mchenry.edu/studentlife

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Welcome

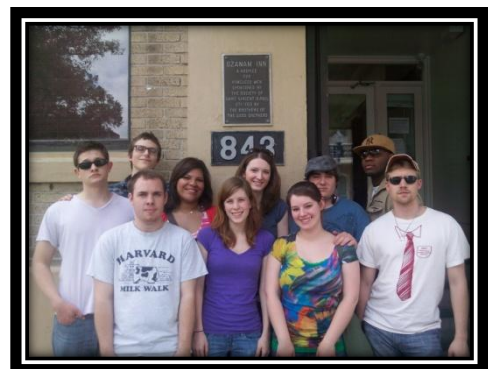
Getting involved in Student Life gives you an opportunity to make new friends, share and develop interests, learn effective leadership skills and have fun! Student organizations are an important part of the educational process in which the students can enhance their learning by applying what they are learning inside the classroom, in out-of-class experiences.

This manual is designed for use by both student leaders and advisors and is an attempt to provide student organizations with basic operating procedures. This manual is not intended to address all possible questions and situations. If there are questions or situations not covered in the manual, please ask the Coordinator of Student Life and Campus Activities.

I appreciate your contributions to McHenry County College and look forward to working with you. Please feel free to contact me with comments or suggestions.

Talia Koronkiewicz

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Student Organizations at McHenry County College

A. Rights of Student Organizations

McHenry County College recognizes the needs and rights of students to meet and congregate outside of the classroom. Any group of students that wishes to use college facilities and be recognized by the college as an official organization must go through the guidelines of forming a recognized organization. A group is eligible for recognition if it conducts its affairs in accordance with college regulations and administrative policies and maintains purposes in accordance with the stated purposes and goals of the college.

B. The Purpose of Student Organizations at McHenry County College

1. To create a sense of community in which students, faculty, administration, and staff can participate in an open educational environment.
2. To help achieve a sense of identity with the college and an awareness of the surrounding community.
3. To provide an opportunity for students to develop their leadership capabilities.
4. To assist in direction that helps guide students toward their objective.
5. To enrich the cultural and recreational dimensions of the campus.
6. Encourage all students to be in the student organizations of their choice.
7. Promote community awareness and responsibility through professional conferences, chapter activities and school and community involvement projects.

C. The Office of Student Life

The Coordinator of Student Life and Campus Activities is responsible for overseeing all student organizations on campus. The Student Life staff can answer questions, provide guidance and offer ideas for student organizations. Please stop by at anytime in A252 or call 815-455-8772.



D. Resources for Student Organizations

There are many ways that the Student Life Office Staff can offer assistance to your organization.

Meeting Rooms:

Each organization will have access to the Student Life or the Multicultural rooms. These meeting rooms are reserved on a first come, first served basis. Please have student organization officers reserve the rooms in advance in room A252.

Food Service/Facilities Request

If an organization would like to request a meeting room outside of Student Life, students can complete the Facilities Request Form & submit to the Student Life Front Desk staff. This is the same process if students would like to order campus food service. Both forms are available in Student Life, A252 or on the website.

Copy Machine:

There is a copy machine available for making small quantities of copies. Any large quantities (over 20 copies) of copying should be done through the copy center. Advisors are responsible to approve all work to be copied. Please review spelling and grammar. **Students must get a signature from Student Life personnel to make copies from the copy center.** Each student organization is able to receive a copy code. Please request this code from Student Life.

Fax Machine/ Phone/Computer:

There is a fax machine in the Student Life meeting rooms that can be used for student organization business. Students must get permission and make arrangements with a member in the Student Life office to use the fax machine. There is also a phone and computer in the Student Life Conference Room that students are able to use for student organization business.

Bulletin Board Posting:

All promotional material must be approved by the Student Life Office. Student Life student workers will be responsible for posting and removing all materials posted on the bulletin board. If student organizations would like to post on additional boards, students are responsible for posting on those boards.

The Flush:

Student organization meeting times, events and activities can be published in the weekly Flush. Submissions must be emailed to TheFlush@mchenry.edu two weeks prior to printing. Only emailed announcements are accepted.

Funding:

Funding is available through the Student Life Office and Student Senate. Each academic year, student organizations can submit a Registration Packet to Student Life. Student Life will then allocate \$100 to student organizations upon completion. Additional funds can be requested through Student Senate.

To release funds from the student organization account, students and advisors must complete the Student Organization Payment Request Form.

E. Student Organization Policies

- A. Organization members may NOT obligate or commit the college in any way without discussing the matter with advisor and/or the Coordinator of Student Life. The advisor or Coordinator of Student Life will work with the organization to obtain proper approval. It is advisable to have officers track goals, and budget.
- B. When a student organization gathers for meetings, socials, dances, service projects, community service, etc. it is representing the college. Student organizations are expected to keep this in mind during all activities and maintain a professional demeanor.
- C. All members of a student organization who have been chosen, delegated or elected into a leadership role within the organization should have a minimum of a cumulative GPA of 2.5 (unless otherwise noted) the semester before, and during the tenure of the role within the organization. Advisors should be knowledgeable of all students in their organization to provide the best possible learning experience (information such as grades, discipline, majors and other types of information are examples of student's learning experience, if academic performance ever goes below required GPA during the semester of leadership it is under the discretion of the organization, advisor and the bylaws to retain the member).
- D. Alcohol/illegal drugs are not allowed at any student organization functions.
- E. If the College deems necessary, student organizations may be responsible for contracting extra security for events through the Crystal Lake Police Department. All student organization dances must have a hired Crystal Lake police officer present. Arrangements will be made by the Student Life office.
- F. All student organizations must abide by MCC policies and the Student Code of Conduct at all times.

F. Student Senate Student Organization Representative

Each active student organization is able to have one student member serve as their Student Senate Representative, thus a Student Senator. This student must maintain active membership in both the student organization in which it represents and the Student Senate. All Student Senators must uphold a 2.5 cumulative GPA and adhere to the Student Senate constitution. Student Senators are able to receive up to six (6) credit hours of tuition reimbursed each semester. Executive board members are eligible to receive up to twelve (12) credit hours of tuition reimbursed.

Each student organization is able to appoint their Student Senator by their own process. All representatives must be chosen and ready to begin by the Friday, September 24, 2010 Student Senate meeting. Student organizations must identify the Student Senator in the annual Registration Packet.

SEE STUDENT SENATE FAQ IN THE APPENDIX

Forming a Student Organization at McHenry County College

A. Getting Started

The process of getting a new student organization started is easy. Students must work with the Coordinator of Student Life when forming a new organization. Listed below are the steps for starting a new organization. Please see the Student Life Office for the appropriate materials.

1. Gather a minimum of five students interested in being member of the new student organization.
2. Find an approved faculty or staff member who will agree to be an advisor.
3. Complete the 'Application to Charter a New Student Organization' Form.
4. Develop the mission statement, constitution and by-laws for student organization.
5. Submit all paperwork to Coordinator of Student Life.
6. Elect officers per the Constitution/ Bylaws.
7. Receive final approval of all documents from Student Life.
8. The student organization is now active and ready to go!

New student organizations will receive a \$100 start-up award to assist with recruitment and development of the organization.

B. Writing a Mission Statement, Constitution and By-Laws

To assist in planning, a sample constitution can be obtained from the Office of Student Life. This is only to serve as a sample and is not intended to be limiting in nature. If the student organization that is being formed is to be an affiliate of a national organization, the purpose and mission statement cannot conflict with the college mission statement and purpose.

The constitution is a basic framework of an organization. It should state the purpose; indicate the number of officers, the method of their selection, requirements for membership and other general policies that are not subject to frequent change. Detailed methods of doing organizational business and specific rules belong in a document, called by-laws. The by-laws would state the specifics of the constitution.

Refer to the Student Life Office for "Chartering a New Student Organization" packet.

How to Maintain Active Organization Status

Active student organizations will be recognized by the following procedure:

A. Submit the Student Organization Registration Packet which includes:

1. Officer Update Form
2. Policies & Procedures Form
3. Membership Roster
4. Advisor Agreement Form
5. Plan of Action

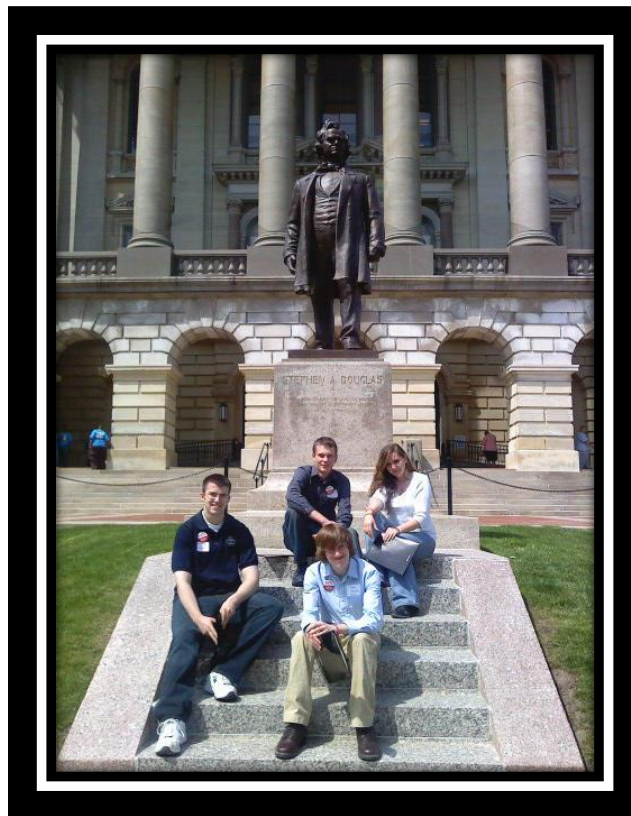
B. Maintain a current approved constitution on file in the Student Life Office

C. Maintain a student membership of at least five active, credit students

If the information stated above is not on file in the Student Life Office, the organization will not be considered active and therefore, will not be able to receive the privileges given to active student organizations.

Once completed, the student organization will receive \$100 in their organization account.

****Please go to the Student Life Office in Room A252 for the Student Organization Registration Packet.***



The Role of the Organization Advisor

A. Responsibilities

Success enjoyed by the student activities program at MCC is typically directly related to the interest and efforts of the student organization's advisor. These advisors provide the orientation and continuity for the organization.

Organizations are dependent upon the advisor to provide knowledge, guidance, direction and services to the group. Advisors play an active role in helping the students set up a meaningful program that is consistent with the mission of the college, and the purpose of the student organization. The advisors' roles are performed on a voluntary basis. Actual duties performed will not be compensated, but can be included in the faculty/staff evaluation.

McHenry County College requires that all recognized student organizations have a faculty or administrative staff advisor. Advisors help guide the group in accordance with the purposes and ideals of the College. They do not directly control the groups programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities of the advisor will vary depending on group needs.

B. Expectations for advisors at McHenry County College:

1. Guide the group in accordance with the purpose and educational objectives of the College.
2. Supervise the financial procedures followed by the organization handling its funds.
3. Help increase awareness of both students and staff of the College facilities, events, and personnel.
4. Be familiar with the policies and procedures listed in the student organization handbook.

C. Considerations for advisors at McHenry County College:

1. Help the officers of the organization consider issues that relate to ideas being approached by the organization.
2. If an idea is inappropriate, the advisor should challenge the students to consider other alternatives.
3. Informational meetings are encouraged for open and worthwhile discussions.
4. The officer should be encouraged to take an occasional chance on some less proven members in delegating authority.
5. The advisory may wish to periodically evaluate the officers in their effectiveness as an officer of the organization.

Funding - Where Does the Money Come From?

A. Start-Up Funds

Student Life has jurisdiction in the matters of student welfare and financing of college student organizations. All NEW student organizations who are recognized through the office of Student Life as an official student organization shall receive seed money of \$100 deposited in an account specific to their student organization.

Student organizations maintaining ACTIVE status are eligible to receive up to \$100 a year for following all necessary steps to register with the Student Life Office. Please see “**How to Maintain Active Student Organization Status**” for details.

B. Self-Generated Funding

1. In trying to establish a fair and consistent self-generated funding policy, it is important to realize what “self-generated” money is. Self-generated money is generated by an organization, not money that is given by Student Life and/or Student Senate. This self-generated money is carried over from year to year and used for special events or activities that the organization needs to fund over the course of the year. Since the money is self-generated, the organization has the right to spend it as they see fit, as long as it is in compliance with Student Organization policies. Some of the circumstances for spending the self-generated money may include: paying for a special gift for someone in the group, pizza party, social and/or service events. All money should be deposited in a college account as quickly as possible. These funds may not be deposited off-campus. The Student Life Office can help you set up a college account. All funds spent must be approved by the advisor.
2. FUNDRAISING
Each student organization is allowed to fundraise for self-generated funds. All fundraisers must be approved by the Coordinator of Student Life. With any cash exchange, students must request a money box and cash one week prior. Students must pick-up and drop-off the money box at the Student Life office. Students are not allowed to take the cash with them. All monies will be deposited nightly into the student organization account.

C. Roll-Over Funds

All student organization funds not spent within the fiscal year will be rolled over and able to be used during the next fiscal year. All student organization accounts maintain the same account number annually.

D. Requesting Funds from Student Organization Account

When student organizations need to have access to their funds, they must complete the **Student Organization Payment Request Form**. MCC does not distribute cash, but instead, all funds removed from the account will be by a check. The following lists the requirements for requesting a check:

1. All information must be completed on the payment request form. This will include, but is not limited to,
 - the name of the organization
 - specific activity or event details
 - the amount of the check, name and address of whom it is to be written
2. Receipts or contracts must accompany all requests. Proof must be shown that the money was/will be spent on the appropriate programs or items. If money is needed up-front, organizations will have two weeks to submit documentation following the event. Failure to do so will result in a freeze on your account. Absolutely NO more money will be available until the situation is corrected.
3. Receipts must be stapled onto the respective payment request form.
4. All payments will be distributed at the Student Life front desk. Only those who are on the executive board of the organization may pick up and sign for payments.

E. Student Senate Funding

Active student organizations have the opportunity to request funds through the MCC Student Senate. The maximum request for funding in support of proposed activities is \$750 per semester. The Student Senate will ensure that the event does not conflict with another student activity or function.

Eligibility for each event/activity presented is as follows:

1. The student organization has to be active at MCC and recognized through the Office of Student Life.
2. The activity/event must benefit the entire student body or be open to reaching out and benefiting other students at MCC.
3. The student organization must complete & proper paperwork in a timely manner, and present the proposal to the Student Senate.

F. Reasons for Ineligibility for Funding

1. Any student organization that requests funds to support illegal activity.
2. Any event/activity that would be in direct violation of the policies, procedures, rules and regulations of MCC.
3. Student Organizations have not proven responsible with funds.

McHenry County College

Student Senate Funding Guidelines

The Student Senate has received approximately \$10,250 based on student activity fees to help fund student organizations on campus that will be spent accordingly as approved by the Appropriations Committee, currently consisting of the entire Student Senate. From this budget, the Student Senate will review requests from student organizations and allocate the funds based on specific guidelines and criteria.

All student organizations requesting funding are required to submit a proposal form. The proposal form is easily accessible from the Coordinator of Student Life Office (A252) or from a representative on the Student Senate team.

Guidelines & Criteria

The Student Senate Appropriations Committee will review the proposals submitted using the guidelines and criteria stated below and will be consistent and fair amongst the student organizations. The funding is available on a limited basis for each semester, so we encourage student organizations to get their proposals turned in **a month before the scheduled activity/event**. The basic criteria to follow are:

1. **Active Membership at MCC** – the student organization must be meeting on a regular basis at MCC, clearly have a mission statement for the group, and have completed all necessary registration paperwork through the Office of Student Life and Campus Activities and the Student Senate.
2. **Indicate type of activity/event** – the activity/event must be described in detail including how the members will play a part, promotional plans, etc...
3. **How this activity/event will benefit the entire student body** – a description must be included of how this activity/event will reach out to students at MCC, benefit them, and what is the scope of the benefit.
4. **Proof of fundraising**- share fundraising activities and amount earned.
5. **Presentation** – a representative of the student organization must be present at the scheduled Student Senate meeting to present the funding proposal.

All proposals must be returned to the **Student Senate mailbox located in A252 at least seven (7) days prior to the next Student Senate meeting**. Student Senate meetings are held on Friday mornings. The Student Senate will decide upon the funding proposal directly after the presentation. If Student Senate approves any funds, the Student Senate Treasurer and the Coordinator of Student Life will initiate all necessary paperwork for the transfer of funds. **In order to release funds from a student organization account, the student organization must complete the Payment Request Form available in Student Life.**

Activities that benefit MCC students at large, community service projects, and events that are hosted by more than one student organization will be given the highest priority.

Here is a list of guidelines and examples to prepare a proposal for request for funding:

Community Service Projects

Funding for community service projects shall be in an amount deemed appropriate in relation to benefits derived by the student body. The scope of the project may need to be defined and why the costs are relevant.

Speakers/Events

Student organizations may wish to bring in a speaker for the entire student body as it pertains to their specific student organization.

Conventions/Conferences

Student organizations may want to participate in a convention or conference that is pertinent to their efforts. This could include registration fees, lodging, transportation, food costs, etc.

Subscriptions/Books

Student organizations may find publications that would benefit their group. Subscriptions may be requested for certain magazines, newspapers, or books.

Recruitment Functions

Increasing membership for a student organization is important. A recruitment function may be a way to increase the membership for your group and provide an extra benefit for your current members.

Fundraising

Student organizations may want to earn more capital by fundraising. While there are no rules as to how an organization is to fundraise, the organization is limited to a \$50 request for startup funding.

Supplies

Particular supplies may be needed for a student organization to host a fundraiser. Markers, poster board, scissors, etc. may be needed for a student organization to be able to take part in creating materials and presentations.

These guidelines can be helpful in creating your proposal for your student organization. Keep in mind, these are just guidelines. Be creative. Just keep in mind to meet all the criteria as this is how the Student Senate will be rewarding the funds. Keep in mind that the following restrictions apply:

1. A limit of \$750 will be placed on an organization per semester.

If you have any questions or comments, please see the Coordinator of Student Life, Talia Koronkiewicz in A252 or call (815) 455-8772 or email tkoronkiewicz@mchenry.edu

*McHenry County College Student Senate
Appropriations Committee
2010-2011*

STUDENT SENATE APPROPRIATIONS COMMITTEE (SAC) GUIDELINES

Statement of Purpose

The Appropriations Committee of the McHenry County College Student Senate sets forth in the following guidelines concerning the disbursement of the Student Senate Appropriations to recognized student organizations. The Senate is committed to promoting programming that is educational, culturally enriching, entertaining, and beneficial to the College.

What Organizations are Eligible for Funding?

All organizations registered with Office of Student Life and Campus Activities and officially recognized by Student Senate and the Coordinator of Student Life are eligible for funding. Organizations must be fully registered and recognized at the time of submitting applications for funding.

Student Activities Registration Requirements

1. A current membership roster must be submitted to Coordinator of Student Life and Campus Activities each year.
2. A current constitution and by-laws must be submitted to Coordinator every two years.

- All officially recognized organizations must attend a Student Senate budget workshop each year in order to be eligible to submit a budget to the Appropriations Committee. It is required that each organization is represented by at least their President or Treasurer at this workshop.

What Activities or Programs are Eligible for Funding?

The term "program" is used in a generic sense to include any activity, event, service, or expenditure undertaken by an organization that is potentially funded by the Appropriations Committee. Funding is limited to programs that correspond to the mission of the College. Priority funding will be given to those programs which are open to all members of the college community, and which correspond to the mission of the organization. Non-programs, such as conferences, leadership programs, office supplies and equipment or start-up money for fundraisers may also be requested.

Funding Proposals

A funding proposal is that which is submitted by one student organization that itemizes their requests for funding for a given event. Restrictions include:

1. A limit of \$750 will be placed on each semester
2. A limit of \$50 will be placed on startup funding for fundraisers per semester

*Note: *Any request for liability insurance will not be considered

*Funds will be awarded based on availability of funds

Requirements for requesting travel, if applicable (including arrival of guests on campus)

- Estimated number of group members traveling.
- Exact mileage (if driving), or copies of flight itinerary with exact prices noted. If driving, then submit a map and/or directions showing the driving route and mileage traveled. (Mileage reimbursements will be in accordance with rates set by the IRS).
- Exact cost of lodging and a receipt must be submitted.

Exclusions

Funds will not be allocated for the following except as specifically described. Organizational funds generated through internal dues and fundraisers may be spent for these items, but they are not funded by Senate.

1. Salaries, wages and honoraria shall not be funded except as part of a contractual obligation for performance or professional service required for the presentation of a program.
2. Programs or activities for which academic credit is awarded.
3. Awards or trophies may not be funded except for the printing of certificates by McHenry County College, excluding honorary organizations.
4. Equipment purchases may be funded only if it can be shown that: the needed equipment is critical to the mission and programs of the organization and the equipment is otherwise unavailable on campus.
5. Donations cannot be made to individuals, charities, or other organizations.
6. Any form of non-campus public relations will not be funded except paper flyers.
7. No luxury items or gifts will be funded.
8. The purchase of t-shirts will not be funded unless is applied for under the fundraising category and subjected to fundraising restrictions.
9. Any event where alcohol is present will not be funded.
10. No funding will be given for phone expenditures.

Equipment

The Appropriations Committee will give consideration to any organization that requests funding for equipment. When making a request, organizations MUST be able to provide documentation of:

1. Where the equipment will be stored: Equipment must be stored on campus
2. Who will be using the equipment regularly: All members must have access to the equipment. It is preferable, though not required, that other students of McHenry County College also have access to the equipment.
3. The equipment should serve a vital function which the group cannot attain through use of McHenry County College owned equipment.
4. Equipment funding falls under the same guidelines as other Student Senate funded categories and therefore organizations are eligible for a maximum of \$750.00 per semester for equipment funding.
5. Organizations are strongly encouraged to use other means, such as fundraisers and dues collection to achieve the desired amount of money for equipment purchases.

Fundraisers

All student groups are eligible for fundraising consideration, but as with other funded events, each fundraiser is treated as a funding proposal and is restricted to the limit of \$50.00 per semester. Any group receiving fundraising money may keep any profit earned from the capital as well as the allocated startup money.

Co-Sponsored Events

Programs over \$750 for one organization will not be funded directly by Student Senate. If organizations wish to plan a program over \$750 they may combine with other student organizations to submit a Co-Sponsorship Request. If approved, each organization included may receive up to \$750 for the semester, (i.e. three groups would be eligible for up to \$2,250). To file a proposal for Co-Sponsorship Funding, the following must be adhered:

1. Only one standardized form must be filled out, which are available upon request.
2. One organization must sponsor the proposal. They will be responsible for the oversight of the event and will file all check requests for that program.
3. All requests must list the name of the program, and adhere to all the guidelines stipulated for general budgets.

Special Exception Groups

Special Exception Groups shall be considered those organizations that rely on one major program for their existence. These organizations shall be eligible for a lump sum of up to \$1,000 per semester as determined by the committee, inclusive of all events, except Fundraisers. To obtain Special Exception status groups must submit a proposal to the Appropriations Committee outlining how the status will help them obtain their mission statement and focus on one major program. The committee also reserves the right to revoke Special Exception status for a group that does not adhere to their initial purpose presented to the committee when they received said status.

Applying for Funds

Funds are allocated throughout each semester to organizations for activities, programs, or expenditures to occur during that semester. Recognized organizations may request these funds, up to a total of \$750 a semester, by completing MCC Student Senate Funding Proposals and filing them with the Treasurer of Student Senate. Funds are not allocated for the summer semester.

Funding Workshops

In order to explain the details and workings of a successful funding application, funding workshops will be held each semester. Either the President or the Treasurer of each organization requesting funds from Senate must attend one of these workshops. **Failure to attend will result in no funding for the current semester, unless prior arrangements have been made with the Chair of the Appropriations Committee.**

Submitting your Funding Proposal

One copy of your funding proposal must be turned into the Student Senate by the established deadline. Funding proposals received after the deadline will be addressed at the nearest meeting following a 7 day waiting period. Proposals must be completed on official Student Senate funding forms.

How Decisions are made on the SAC Allocation

The Appropriations Committee is dedicated to the allocation of SAC funds to student organizations without regard to favoritism or neglect. The committee reserves the right to contact an organization to clarify uncertain points. The committee will review the proposals in light of the funding criteria and the amount of funding available for the given semester. All decisions regarding SAC allocation will be at the discretion of the Appropriations Committee. The committee will form a recommendation for the allocation of the Student Senate appropriations for each semester. This recommendation is presented to the General Senate in the form of a motion and then voted upon. Senate meetings are open to the public but the vote is limited to elected Senate members. The Appropriations Committee consists of the entire Senate as of present.

Notification of Senate Decisions

Organizations will receive verbal notification directly after the funding proposal presentation. Student organizations will also receive a copy of the budget transfer form in their Student Life Office File.

Transferring of Senate Funds to Student Organization Account

The Senate Treasurer and Coordinator of Student Life will initiate all budget transfer paperwork. A copy of this form will be saved in the Student Life Office and sent to the student organization treasurer upon request.

Requesting Allocated Money

Once approved, funding transactions will be made via an account transfer. If needed, checks are written to organizations upon submission of a **Student Organization Payment Request Form** and are distributed in a fashion determined by the College. The following lists the requirements for requesting a check:

5. All information must be completed on the payment request form. This will include, but is not limited to,
 - the name of the organization
 - specific activity or event details
 - the amount of the check, and to whom it is to be written.
6. Receipts or contracts must accompany all requests. Proof must be shown that the money was/will be spent on the appropriate programs or items. If money is needed up-front, organizations will have two weeks to submit documentation following the event. Failure to do so will result in a freeze on your account. Absolutely NO more money will be available until the situation is corrected.
7. Receipts must be stapled onto the respective payment request form.
8. All payments will be distributed at the Student Life front desk. Only those who are on the executive board of the organization may pick up and sign for payments.
9. It is advised that a written post summary of any events is drafted and then presented by the organization's Senate representative to the full Senate body.

Spending and Accounting for Student Allocated SAC Funds

Once an organization receives funds from Senate, it is responsible for abiding by the rules regarding spending and accounting that are described below and the rules set forth by McHenry County College. Once organizations are allocated funds by the Appropriations Committee they must:

1. Spend the funds only on the item within the program funded. As the demands of the program dictate, organizations may vary the amount spent on each item slightly, so long as the entire amount spent is on the program and on the items funded.
2. If the event or item for which funding is allocated no longer occurs, the appropriate amount of money will be deducted from the allocation.

If it is found that the organization has inappropriately spent allocated funds, a recommendation for sanctions will be presented to the full Appropriations Committee and then to full Senate (if necessary) for debate and vote. No further funding will be released until all money is accounted for to the satisfaction of the Appropriations Committee.

Appealing an Appropriations Decision

Any organization on campus that submits a budget has the right to appeal decisions made concerning their allocated money. The president/treasurer of the organization should contact the current Appropriations Chair expressing via e-mail their wish to submit a formal appeal. The Chair will e-mail the president/treasurer back with specific reasons why the item/program in question was originally denied funding. A meeting with the Appropriations Committee and the President of the Senate will be set up so the president/treasurer may appeal the original reasoning, after which a decision will be rendered by the committee in consultation with the Coordinator of Student Life.

Applying for Variances to the Guidelines

Organizations may apply for a variance to these guidelines by submitting, in writing, a request to the Chair of the Appropriations Committee.

Review of SAC Guidelines

The Appropriations Committee will conduct a review of the SAC guidelines every two years or more frequently if deemed necessary by the Coordinator of Student Life. The committee will make recommendations for any changes which will then be brought to the General Senate to be voted upon.

Gift Acceptance/Solicitation Procedures

A college policy has been developed for MCC employees and student organizations who engage in fundraising activities, solicit businesses for financial or donation support and/or accept gifts for College activities.

If your department, student organization, group or committee ever:

- a. Accepts a gift that you did or didn't ask for;
- b. Requests donations for events, student organizations, committees (including United Way), etc.; or
- c. Engages in raffle and/or drawing activities.

YOU MUST contact the Development Coordinator Kathrine Pfister (she coordinates the College's efforts to streamline donation request/acceptance activities) at **kpfister@mchenry.edu, by telephone 815-479-7529, or in person - room A209.**

This will help the College to:

- a. Provide every donor with a tax letter that will allow them to report their giving on their tax returns;
- b. Assure that all College activities and events follow IRS regulations and policies;
- c. Alleviate business owners' concerns that the College makes multiple and unrelated requests for donations (i.e., ensure that our left arm knows what our right arm is doing); and
- d. Ensure that we are following raffle regulations of The City of Crystal Lake.



A. MCC Gift Acceptance and Solicitation Procedure

In keeping with Board of Trustees policies #1.8.8 and #1.11, College organizations conducting fund raising on behalf of the College or its students are encouraged to consult in advance with the Coordinator of Development. The Friends of McHenry County College Foundation is the principal means through which the College will solicit and accept gifts in support of the College's mission. Donors will be encouraged to make gifts to the College through the Friends of McHenry County College Foundation. Coordinating these fund raising efforts will give the Foundation and College administration a better understanding of the specific department and program needs.

This procedure ensures that there is an organized effort of approaching community donors and College vendors to avoid duplication in our request efforts. It also guarantees that donors are thanked, receive an appropriate receipt for tax purposes, and are recognized through the formal donor recognition program. Following this procedure allows the foundation to build a comprehensive, centralized database concerning donations and donors. This database can be used to target future fund raising efforts for specific departments and programs.

This procedure is not meant to circumvent the current procedures for applying for grants. With regards to grants, the Request to Pursue Grant Funding form must still be completed, prior to submitting an application. The Director of Resource Development is responsible for administering this program.

Definitions

- Non-cash gifts are defined as equipment, materials, etc.
- Sponsorships are defined as goods or services as well as cash gifts

Gift Acceptance

Anyone approached by a prospective donor regarding a possible gift to the College is advised to involve the Coordinator of Development, in the Development Office. If the Development Office is contacted first, and the gift is a non-monetary gift associated with a specific program, the appropriate department administrator will be contacted. The first consideration will be whether the College can put the gift to good use in accordance with the College mission. If the answer is yes, the Intent to Accept Gift Form should be completed, signed by the department administrator and submitted to the Development Office. This form calls for the **donor** to assign a value to the gift. If a professional appraisal is required, it is done at the donor's expense.

The administrator in the receiving office that will make use of the item donated will contact the donor to accept it and arrange with the donor for pickup or delivery. Once a gift is accepted, the Development Office is notified so an appropriate acknowledgement can be sent and the donor and gift information can be entered in the database. A copy of the gift acknowledgement letter will be sent to the department administrator for their records. If appropriate, a copy of the completed gift form will be sent to the business office so the item can be added to the College inventory for insurance purposes. The MCC Board of Trustees and the Friends of McHenry County College Foundation Board of Directors will be notified of all donations on a regular basis.

Gift Solicitation

Anyone soliciting a prospective donor regarding a possible cash or non-cash gift to the College is advised to involve the Coordinator of Development in the Development Office. The soliciting department and/or program administrator will be required to provide a list of potential donors that they are planning on contacting for a gift request. The Coordinator of Development will determine if the donor has already been or is in the process of being asked to give to the College. Once this determination has been made, the Coordinator of Development will return the list to the department and/or program administrator identifying which donors that haven't been recently approached for other areas of the College. The Coordinator of Development may also provide additional names to add to the list of potential donors based on the types of gifts that may be requested. Upon receiving gifts, the department and/or program administrator are required to complete the Intent to Accept Gift Form, signed by the department administrator, and submit it to the Development Office for processing and acknowledgement.

How Do You Begin?

Some of you may be preparing to ask our friends in the community to support your efforts by making a contribution of funding or of non-cash or in-kind materials to the college. In 2005, the President's office put in place a procedure which outlines the proper channels to go through to get this done. This procedure is intended to provide more assistance and resources to you and your efforts by involving the Foundation. Listed below is the specific process you will need to follow.

FUND RAISING PROCESS

Before you begin contacting prospective donors regarding a donation, *please contact the development coordinator in the Friends of MCC Foundation first*. You will need to e-mail a list of businesses you are thinking of asking for a donation to the development coordinator before you ask. Please contact Student Life or the Foundation for a copy of this electronic form. When you email the form, please give some background on the project for which you are fundraising.

After you fill out the form, the development coordinator will go over your list and tell you which donors other organizations are already soliciting. S/he will also be able to help you think of other donors who might respond to your cause. We can work together to come up with a list of prospective donors for your project. This will help to coordinate all of our fundraising efforts, so that donors are not flooded with too many requests for gifts.

After your list is OK'd, and you have successfully secured a donation, please let the development coordinator know right away. Also, let the development coordinator know if you are giving the donor anything, like tickets to your event, in exchange for the donation.

After your donors send you their gifts, the Foundation Office will then send them a tax receipt for their contribution. This is very important for the donor's tax records. We encourage you to send a thank-you letter and send us a copy of it as well. Donors can never be thanked too many times.

B. Friends of MCC Foundation Event Planning Assistance

What We CAN Do For You...

- Help Find Sponsors (with 3 month's notice)
- Provide Sample Solicitation Letters
- Provide Approval to Solicit Businesses
- Provide Training on How to Solicit
- Provide Letter Authorizing You to Solicit Donations
- Provide Tax Letters and Gift Acknowledgements to Your Donors
- Provide Forms to Keep Track of Donations
- Assist You in Securing a Raffle License
- Assist You in Reporting the Outcomes of Your Raffle
- Create a Database of Previous Donors
- Print Out a Report of Previous Donors to Your Event
- Help You Brainstorm Ideas
- Help You Identify Businesses to Solicit and Give Clearance for Solicitation
- Help You Prepare a Budget
- Help You To Create A Timeline/Plan for Your Event

What We CAN NOT Do For You...

- Send Out Solicitation Letters on Your Behalf
- Provide the Initial List of Businesses To Solicit
- Solicit Donations on Your Behalf
- Complete Internal Paperwork on Your Behalf
- Run Your Event
- Provide Volunteers for Your Event
- Give Money to Your Event
- Give You a Budget
- Give You a Timeline/Plan for Your Event

Travel Policies for Academic and Student Affairs

A. Travel Policies/Procedures

Any activity requiring off-campus travel (even for local travel) requires following the processes and procedures as stated below. This includes submission of hold harmless/liability release forms within 15 days of the trip.

All MCC field trips are considered official college events, and are therefore subject to the Student Code of Conduct.

If a College van is used, the designated driver(s) must review and sign the “Rules and Procedures for Using College Vehicles”. The completed form should be submitted to Rita Dubas, Business Services Office, A-248. The college requires trip facilitators and students to adhere to those rules and procedures in order to minimize the risk to students and to minimize liability exposure.

Any MCC student attending any event or excursion at which they are a representative of MCC will be bound to the following terms of travel and procedures. “Student” is defined by the MCC Student Code of Conduct and Disciplinary Process, “as any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College.” Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

Funds for the trip may be provided for through an Activity or Course Fee incurred at registration or arrangements may be made on the part of the student. Trip facilitators will notify students of necessary financial arrangements in advance.

B. Prior to Travel

1. 15 business days prior to leaving on the trip, the trip facilitator shall provide the Executive Dean with the following forms completed:
 - Off-Campus Student Field Trip/Event Form
 - Off-Campus Event Attendee List
 - Field Trip Agreement Form
 - Waiver
 - Expense Expenditure Form
 -
2. The trip facilitator and student participants must be familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.

C. Travel Arrangements

1. For any **overnight** trips, all trip facilitators and students traveling as part of a college-related activity are required to carry a medical insurance card valid for any medical emergencies incurred while on the trip, including hospitalization. The trip facilitator(s) and student participants are to obey all local, state and federal laws. If they do not, appropriate action should be taken.
2. Preferred priority for transporting students is as follows:
 - a. Public transportation (bus, train, airplane) if financially feasible.
Arrangements for air travel may be made by the trip facilitator through an agent or online only after the event and travel have been approved through the appropriate approval process.
 - b. College owned vehicle. MCC owns several vehicles, holding 7–15 passengers. To check availability and/or reserve a vehicle, contact Rita Dubas in the Business Services Office, A-248. Students cannot drive college vehicles.
 - c. Rented vehicle. If this occurs, the trip facilitator can recommend local vendors. Driver(s) must be employed by the college and at least 21 years of age; MCC covers the insurance in this case. Students cannot drive rented vehicles.

D. Responsibilities of Trip Facilitator During Travel

1. The trip facilitator must attend all off-campus activities, excursions, conferences, etc. and is expected to travel with the student group.
2. The trip facilitator shall carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only.
3. In case of medical emergency, the trip facilitator shall notify 9-1-1 (or the equivalent via cell phone carrier in that area) immediately. The trip facilitator should accompany the student to the hospital emergency room, if at all possible.
4. Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.

*NOTE: Due to liability, risk and insurance reasons, use of personal cars for college sponsored travel will generally not be approved. Please see immediate supervisor for parameters.

E. Travel Responsibilities of Students

1. It is advised that students should not participate in a special activity or an excursion if they are experiencing academic difficulty.
2. Students must remember at all times that they are representing McHenry County College. They are expected to behave with decorum, upholding and maintaining MCC's reputation through appropriate professional behavior and respecting each other and others.
3. Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
4. For all officially sanctioned conferences, workshops, etc. students are expected to participate in all seminars, lectures, presentations, or any other happening for which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the student organization advisor and/or Coordinator of Student Life.
5. Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor) approved by the advisor. Any absences (excused or unexcused) will likely result in the student reimbursing the student organization and/or MCC for any pre-paid costs of the travel.
6. Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
7. When traveling as part of a MCC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
8. For all officially sanctioned college conferences, workshops, etc., no student may consume alcohol, regardless of age.

Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended the advisor contact/notify local authorities. Consequences and/or punishment could include anything from possible expulsion from the activity to criminal charges.

Additionally, this is a Student Code of Conduct violation which will be discussed with the Dean of Students as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the student organization and/or by the Dean of Students.

Code of Conduct for Extracurricular Travel

All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog. The following rules and regulations also apply to all MCC students participating in extracurricular travel that is either sponsored or co-sponsored by a recognized MCC student organization, or in which the name of the college is used in conjunction with the event.

- ◇ Participants' behavior traveling to or from, or during the event, should be such that it begets credit to the group/organization, the school and the individual at all times. This also applies to participants' conduct during social activities or at times when no formal activities or meetings are scheduled, such as late evening and early morning hours.
- ◇ Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group or detrimental to the group's purposes.
- ◇ Identification badges will be worn by each participant at all times as required if available.
- ◇ Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).
- ◇ Participants are expected to attend ALL business meetings, workshops, and other scheduled event programs, including scheduled social events. Please be prompt and prepared for all sessions.
- ◇ Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.
- ◇ Alcoholic beverage consumption will not be tolerated at any official event/program.
- ◇ The use and/or possession of illegal drugs will not be tolerated.
- ◇ Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.
- ◇ Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant.
- ◇ Participants should stay on conference/hotel property unless specifically given permission by the group advisor or head delegate to leave the site.

The advisor(s) to the student organization accompanying the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor's decisions and judgments and afford him/her the common courtesy and respect due by virtue of his/her position as the official representative of McHenry County College. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

Procedures for Vehicle Use

1. All vehicle requests must be submitted to the Office of Business Services.
2. College vehicles will be parked in the “D” Building Parking lot by the greenhouse. The 12 passenger van will be parked outside “A” Building Gymnasium. The parking slots will be identified with College vehicle parking signs. Vehicles are to be parked in the same area when returned.
3. Any accidents or vandalism must be reported immediately upon occurrence, or upon return of the vehicle, to the Director of Business Services at 815-455-8770, as well as to the driver’s supervisor.
4. The insurance card and driver’s manual is located in the center console of each mini-bus and van. In the event of an accident, or vehicle problem, the Road Assistance 24 hour number is also located in the center console. The primary consideration is always the safety of the students.
5. Driver(s) should make visual safety check of vehicles(s) before leaving campus (e.g., lights, turn signals, brakes).
6. The Business Services’ personnel are responsible for assigning specific vehicles to MCC employees requesting vehicles.
7. If any driver is involved in an accident with on the College’s vehicles, their driving privileges will be suspended until an accident investigation is concluded.



RULES FOR THE USE OF MCHENRY COUNTY COLLEGE VEHICLES

1. All drivers must hold current and valid drivers' license and must be at least 21 years of age. Readable copies of all drivers' license must be submitted to the appropriate personnel in the Office of Business Services at least two weeks prior to the scheduled trip. If a copy of the driver's license is not received by the two week deadline, the van reservation(s) may be cancelled.
2. Passengers traveling in vans or mini-buses, for athletic events or field trips must meet the criteria listed below:
 - If an athletic team reserved the van/bus, all passengers must be team members, coaches or statisticians. Friends and relatives of coaches and/or students are **not** allowed to travel on MCC vans or mini-buses.
 - If the van/bus is reserved for a field trip, passengers must be instructors or students registered for the class. Friends and relatives of instructors and/or students are **not** allowed to travel on van or mini-buses.
3. All drivers must be employed by the College as either regular payroll employees or as contractual employees and paid out of departmental funds.
4. Effective August 1, 2005, **all** employees who reserve a 15-passenger mini-bus will be required to participate in a Hands-on orientation training. They need to make an appointment with the Director of Business Services at 815-455-8708.
5. Effective August 1, 2005, **all** employees who drive College vans and/or mini-buses will be required to sign a form indicating that they have read and will adhere to the "Rules and Procedures" for College vehicles.
6. Keys and completed checkout forms should be returned at the same time the vehicle is returned. If the Office of Business Services is closed, keys can be deposited in the drop box outside the Office of Room A248 or left with Security. If the keys are not returned within 3 days, a \$20.00 fee for the mini-buses and the 12 passenger van **will** be charged to the appropriate Departmental account.
7. All vehicles must be cleaned inside upon return: personal belongings and garbage (e.g., fast food bags, pop cans and cups, sandwich bags, etc.) removed. Failure to return the vans in a clean condition could result in the user's appropriate Department account being charged for the man-hours necessary to clean the vehicle.
8. The person in charge of the trip (e.g., coach or instructor) is responsible for internal vandalism to the vehicle. If the vehicle is vandalized by a person, or persons using the vehicle (e.g., kicked in vents, ripped off arm rests), the appropriate Department account for the group(s) using the vehicle could be charged for necessary repairs.
9. Personal use of College vehicles is prohibited.

10. For safety and liability reasons, *all passengers and drivers must* fasten their seat belts. It is the driver's responsibility to ensure that all passengers are buckled in before and during the trip.
11. Smoking and/or chewing tobacco in College vehicles is prohibited.
12. To reserve the twelve passenger van, a minimum of four people, including the driver is required. To reserve the mini-bus, there must be a minimum of 5 people, including the driver. The van and mini-bus will not be reserved for less than the minimum number of people listed above unless used for cargo pickup or delivery.
13. Absolutely no alcoholic beverages or intoxicants of any kind are allowed in any of the College vehicles.
14. Reservations for College vehicles should be submitted at least one week prior to the scheduled event. Reservations are on a first come, first serve basis.
15. Van/mini-buses do not fit into most parking garages.

TIME AND CHARGES NECESSARY FOR CLEAN –UP AND REPAIRS WILL BE DETERMINED BY THE APPROPRIATE MAINTENANCE PERSONNEL.



Food Safety Requirements for all Food Related Events at MCC

A. POT LUCK

** Means that you are not charging for the food/beverage*

** No Health Department inspection or permit is required*

REQUIREMENTS:

1. NOT open to the public/students- employees only
2. Post a sign indicating that foods were not prepared in a regulated or inspected kitchen facility.
3. NO foods can be brought into, stored or prepared in any way in the Food Services Department of MCC.
4. All cold foods should be kept at 40 degrees F or colder and all hot foods should be kept at 140 degrees F or higher.
5. Keep foods covered and protected from contamination.
6. Brochures from the McHenry County Department of Health are available in the appendix.
7. If you have questions or concerns, contact the Director of Food Services (Sandra Johnson) well in advance of your event

B. OUTDOOR GRILLING

1. If grilling for your department employees only at no charge- can fall under requirements for POT LUCK.
2. If serving staff, public, students, etc- there are 2 options:
 - a. Food Services Department of MCC can provide all needs and are licensed/permitted to perform supplemental outdoor grilling according to all requirements of preparation and service outlined by the McHenry County Department of Public Health.
 - b. If not provided by the Food Services Department of MCC, then you must follow all requirements for a TEMPORARY FOOD EVENT, which includes obtaining a temporary permit from McHenry County Department of Public Health well in advance of your event and meeting all requirements as outlined by McHenry County Department of Public Health.

C. TEMPORARY FOOD EVENT

** Any event serving or selling food that is outside of the normal business of the Food Services Department of MCC (a Licensed Foodservice Operation)*

EXAMPLES:

- Food Fundraisers
- “Free” food items given away
- Festivals with food
- Any Event where outside caterers, restaurants, or food contracted vendors are used (except if served to employees only and is free and is in the realm of the caterers normal business/Food Service Operators License/Category of Risk-example would be using a caterer to provide food for Faculty/Staff Workshops and the caterer is licensed as a Category 1 catering operation.
- International Night
- Ice Cream Socials
- Dessert Sales

REQUIREMENTS:

1. All foods must be from approved sources *i.e.* A licensed food distributor or establishment (CANNOT BE HOMEMADE)
2. If food provider is located in McHenry County you need a copy of the establishment’s Food Service Operator’s License indicating the approved risk category for which they are licensed.
3. If food provider is located outside of McHenry County- then a temporary permit must be obtained from McHenry County Department of Public Health by the food provider of the food.
4. If more than one establishment is providing food, such as booths, then you must have a temporary permit or festival permit if many. Each booth must be inspected prior to service on the day of the event by the Health department before they will grant the permit. * Note- this is a very time consuming process and the advance planning requirements are very involved.
5. All foods must be transported to the facility covered/protected from contamination and must be transported using proper temperature maintenance during transport at all times.
6. All service and display must meet regulations for food temperature maintenance, food grade serving equipment and utensils, individual single use service items and condiments, ice protection/safety, no bare hand contact with any ready to eat foods, foods always protected from contamination, and all physical facility requirements outlined in the Health Department regulations.
7. Outside caterers bringing in foods CANNOT use the Food Services Department kitchen or any equipment for any reason.
8. All events require supervision from a Certified Food Manager to be present at all times that the event is operating.
9. Permits are required and issued based upon risk categories. This means it depends on what you plan to serve. Risk Levels One and Two require permits. Level Three does not. ***It is the responsibility of the department planning the event to obtain required permits or proof of permits from vendors. In addition, you must obtain proof of \$1,000,000.000 liability insurance from the food provider/caterer/vendors well in advance of the event.

D. FOOD SALES/FUNDRAISERS

** This is for food items being sold*

REQUIREMENTS:

1. All food items must be from an approved/licensed food distributor or vendor.
CANNOT BE HOMEMADE!!!!
2. If all items are prepackaged in individual portions for service/sale- and are non-potentially hazardous, then no permit is needed.

EXAMPLES:

- a. Individual portion bags of chips
 - b. Individually wrapped candy/candy bars
 - c. Individual cans pop
 - d. Sealed individual boxes or jars- never opened
 - e. Nothing that requires refrigeration
3. If items are potentially hazardous- requires a permit.

EXAMPLES:

- a. Wrapped Sub Sandwiches
 - b. Boxed Lunches
 - c. Walking Tacos
 - d. Ice Cream
4. Must meet all requirements of McHenry County Department of Health ordinances.
 5. Bake Sales- Brochures of guidelines and requirements are available in Food Services Department or through the McHenry County Department of Health

Contact Food Services to assist with questions & concerns well in advance of your event.

E. CONCESSIONS/MOBILE FOOD ESTABLISHMENTS:

*Note- must have additional permit and meet additional specific requirements of McHenry County Department of Health.

F. ADDITIONAL INFORMATION:

Copies of permit applications are available in the Food Services Department.

Director of Food Services (Sandra Johnston) at ext. 8793

OR

On the McHenry County Department of Health web site

<http://www.co.mchenry.il.us/Common/CountyDpt/health/default.asp> .

*** REMEMBER TO ALLOW PLENTY OF LEAD TIME IN PLANNING AND APPLYING FOR PERMITS - THESE TAKE TIME ON BOTH ENDS AND IF REQUIRED TO HAVE A PERMIT, YOU CANNOT SERVE WITHOUT ONE!**



APPENDIXES

McHenry County College Facilities Request Contract

Date(s) of event:	Days of week:	
Set-up time:	Actual Start Time:	End time:
Estimated Attendance:	Title of event:	
Additional details:		

Facilities Requested: Circle your selection(s)			
Conference Center	Cafeteria (B177)	Commons Area	A240 Lecture Hall
B166-167	B168-169	Employee Dining Room(B177C)	Gymnasium
Other:			

Contact Person:	Bill to:
Name of Organization/Business:	
Mailing Address:	
Phone #:	Fax #:
	Email:

Circle your selection for room arrangement: (Otherwise the last room arrangement will be left as is)				
<u>Tables & Chairs:</u>				
Scatter	Square	Classroom	U-Shape	Auditorium Style (Chairs only)
<u>Needs:</u>				
Whiteboard	Garbage Cans	Paper Recycling	Aluminum & Plastic Recycling	
Other:				
<u>Additional Details:</u>				

Audio/Visual Equipment: Circle your selection(s)					
Screen	Microphone	Podium	Flip Chart	Overhead	VCR/TV
Slide Projector	Computer Projector	Computer Projector & Laptop		Internet Access	
Phone	Other:				
<u>Additional Details:</u>					

Food Services:		
Internal Groups – MUST check in with Food Services, at EXT. 8787		
External Groups – Indicate whether or not you need food/beverages	Yes	No

**McHENRY COUNTY COLLEGE FOOD SERVICE DEPARTMENT
REQUEST FOR SERVICE**

***BEFORE SCHEDULING YOUR EVENT, PLEASE CONTACT SANDY AT 8793 OR THE
FOOD SERVICES SECRETARY AT 8787 TO MAKE SURE THE DATE IS AVAILABLE***

DIRECTIONS: Please fill out and e-mail or print a copy and send to the Food Services Secretary.

DATE NEEDED

TODAY'S DATE

ATTENDANCE #

ROOM #

BILL TO:

PHONE #



ACCOUNT #

SET-UP TIME

TIME NEEDED

END TIME

PICK-UP

DELIVERY ***(DELIVERY IS NOT ALWAYS POSSIBLE DURING PEAK
TIMES)***

EXTRA THROUGH CAFETERIA LINE #

(NOT TO EXCEED 40)

TIME THROUGH CAFETERIA:



MENU:

CONTINENTAL #

BREAKFAST #

ENTRÉE #

SALAD #

SANDWICH #

BEVERAGE #

SNACK #

DESSERT #



ADDITIONAL INFORMATION:

ORIGINAL TO FOOD SERVICE DEPARTMENT COPY FOR YOUR RECORDS

STUDENT SENATE REPRESENTATIVE FAQ

Information on membership as a Student Senate Student Organization Representative

What is the Senate?

The Student Senate of McHenry County College is a recognized platform for student governance and leadership development. The Student Senate is charged with working with the Student Trustee in promoting student welfare, protecting student rights, and representing the opinions of the students of McHenry County College wherever possible. Additionally, Student Senate funds programs sponsored by MCC student organizations.

What is a Senate representative?

A Senate Representative is a member of any active, registered student organization on campus that is chosen by the club to represent themselves within the Senate. From the constitution, "Senators must be students of McHenry County College who are in good standing, i.e., must have earned and maintain a cumulative grade point average of 2.5 or above (on a four point scale) and not be on academic or disciplinary probation."

A club's Senate representative most important role is to be a channel of communication between the club and the entire senate; to bring information back and forth between the student organization and Student Senate.

What are the responsibilities of a Senate representative?

From the constitution, "The minimum duties of each Senator will include: attendance at all mandatory Senate functions, participation in at least one standing committee, strict compliance with the Constitution and Bylaws, other additional duties as assigned." The Senate representative must attend all Student Senate meetings, which are held on Fridays from 8am-9am. Senate representatives must be an active member of the club in which they are representing and share information between organizations.

What are the benefits of becoming a Senate representative?

As a member of the Student Senate, you are immediately connected to faculty, staff, administration and 25+ student organizations. Involvement in this organization is a fantastic leadership experience and resume-builder. Not only do members receive excellent transferrable skills that apply to many areas of your life, but it is also a lot of fun! Student Senate attends conferences, plans events, and collaborates actively with all MCC student organizations.

Tuition Reimbursement: If the Senate representative maintains eligibility & completes all aspects of the position, they are eligible for a tuition reimbursement up to 6 credit hours.

How do I become a Senate representative?

Join a student organization that interests you. During the first three weeks of class, the student organization will announce they are looking for a Senate representative. It is important you share your interest in the Senate position with the leaders of the organization and the advisor, as each student organization selects their representative differently.

**SENATE REPRESENTATIVES MUST BE CHOSEN BY FRIDAY, SEPTEMBER 24, 2010.
SENATORS MUST ATTEND ORIENTATION ON FRIDAY, SEPTEMBER 24, 2010 AT 8AM.
CONTACT TALIA KORONKIEWICZ, COORDINATOR OF STUDENT LIFE, WITH QUESTIONS AT
815-455-8772, TKORONKIEWICZ@MCHENRY.EDU, OR VISIT A252.**

MCC Student Senate

Funding Proposal

Name of Student Organization: _____

Name of Advisor: _____

Contact person for this proposal: _____ Phone _____

Event: _____

Date(s): _____

Time(s): _____

Location: _____

Target group: _____

What is the amount of funding you are requesting? Please detail the break down costs.

Item(s)	Amount(s)

Total Requesting: _____

List organization fundraising efforts and amount gained.

Fundraiser(s)	Amount(s)

Student Senate Funding Proposal Continued...

Please describe the reason for this event and how it benefits the whole student body:

Number of people anticipated to attend this event: _____

How will you publicize this event to get student participation?

Have you had a similar event before? If so, list the number of students involved, processes and results of the event.

Please include copies of the information that shows the amounts you are requesting; eg. copy of hotel reservation, copy of subscription form/book form, copy of speaker price, copy of supply costs for fundraisers, etc.

Advisor: _____ **Date:** _____

MCC is tax-exempt. The funding will not cover tax costs to students or members of the student organization.

Student Organization Payment Request Form

Requesting Funds from a Student Organization Account

In order to receive funds from a student organization account, the Payment Request Form must be completed. This form is most commonly used for:

- Cash Advances
- Reimbursements
- Checks
- Orders

Follow these steps:

All information must be completed on the payment request form.

Receipts, order forms, or contracts must accompany all requests.

Proof must be shown that the money was/will be spent on the appropriate programs or items.

If a cash advance is approved, organizations will have one week to submit receipts following the event. Failure to do so will result in a freeze on your account. Absolutely NO more money will be available until the situation is corrected.

If you are paying for a service, the organization/individual you are paying must complete a W-9 tax form. A W-9 is available in Student Life.

Submit Payment Request Form a minimum of three weeks prior to when the organization will need the funds. Orders need four weeks.

Completed Payment Request Forms must be turned into the Coordinator of Student Life, Talia Koronkiewicz in Student Life, A252.

PAYMENT REQUEST FORM

WHAT IS THE REASON FOR THIS REQUEST? (Please check one)

- Reimbursement to an individual who paid at time of purchase (Original itemized receipt must be attached)
- Payment to a company for goods or services (Company invoice must be attached)
- Contract (Both this form and the contract must be attached)
- Membership fee, subscription, donation or honorarium (Documentation must be attached)
- Placing an order - on back side of this form
- Other _____

PAYMENT IS BEING PAID TO THE FOLLOWING:

THIS ORDER IS TO BE PLACED AND/OR PAYMENT IS TO BE MADE TO:

- Name of individual/organization _____
- Sam's club purchase

IS THIS A PREVIOUSLY PAID INDIVIDUAL OR ORGANIZATION?

- YES NO

PLEASE COMPLETE THE FOLLOWING INFORMATION.

Street Address _____
City/State/Zip _____
Phone Number _____

COMPLETE THE FOLLOWING FOR ALL REQUESTS

Today's Date _____ Date Needed _____

Student Org. _____

Specific event or activity for payment request (give details please) _____

Pay the amount of \$ _____ from Student Organization account

Pay the amount of \$ _____ from _____

Advisor's signature _____

Student officer's signature _____

****EVERY INDIVIDUAL/ORGANIZATION BEING PAID MUST HAVE A RECENT W-9 ON FILE**
BLANK W-9's are available through the Office of Student Life.**

Off-Campus Field Trip Form
McHenry County College

Today's Date: _____

Name of Student Organization: _____

Name of Trip Facilitator: _____

Name of Trip: _____

Purpose of Trip: _____

Date(s) of Trip:

Leaving MCC (date, time) _____

Return to MCC (date, time) _____

Trip Location (Be as specific as possible and give contact information): _____

Method of Transportation: _____

Number of Students _____

Number of Advisors _____

Advisor Signature

Date

**This completed form, along with the Off-Campus Event Attendee List
must be turned in to Student Life prior to trip.**

Off-Campus Trip Attendee List

McHenry County College

Trip: _____

Trip Facilitator: _____

Date(s) of Trip: _____

	Student Name	Emergency Contact	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

**This completed form, along with the Off-Campus Event Form must be turned in to Student Life prior to trip.
The facilitator will keep a copy of this form with him/her during travel.**

STUDENT OFF-CAMPUS FIELD TRIP AGREEMENT FORM

Student Name (please print) _____ Age _____

Address _____ City _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

In Case of Emergency, contact:

Name _____

Address _____

Home Phone (____) _____ Cell/Business phone _____

PLEASE READ CAREFULLY BEFORE SIGNING FORM

In order to safeguard my physical health and safety and that of my fellow students, and to protect the good name and reputation of McHenry County College while on any field trip, I agree to:

1. Observe all public laws and ordinances, including traffic laws as well as the usages and customs of good citizenship, decorum, and courtesy.
2. Observe all rules of the host institution or agency that apply to visitors or the general public.
3. Observe all McHenry County College rules and regulations including the Student Code of Conduct and Judicial Process at all time and represent the college in a professional manner.
4. Refrain from the purchase, distribution, or consumption of alcoholic beverages and/or illicit drugs.

I HAVE READ AND UNDERSTAND THE RULES OF THIS FORM, AND I AGREE TO ABIDE BY THEM. (If student is under 18 years of age, parental approval is necessary.)

Student's signature

Date

Parent's signature (if student is under 18 years of age)

Date

This organization requires more than one field trip throughout the semester and this Agreement Form covers all trips pertaining to this course.

Code of Conduct for Extracurricular Travel

All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog. The following rules and regulations also apply to all MCC students participating in extracurricular travel that is either sponsored or co-sponsored by a recognized MCC student organization, or in which the name of the college is used in conjunction with the event.

Participants' behavior traveling to or from, or during the event, should be such that it begets credit to the group/organization, the school and the individual at all times. This also applies to participants' conduct during social activities or at times when no formal activities or meetings are scheduled, such as late evening and early morning hours.

Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group, or detrimental to the group's event aims and purposes.

Identification badges will be worn by each participant at all times as required if available.

Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).

Participants are expected to attend ALL business meetings, workshops, and other scheduled event programs, including scheduled social events. Please be prompt and prepared for all sessions.

Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.

Alcoholic beverage consumption will not be tolerated at any official event/program.

The use and/or possession of illegal drugs will not be tolerated.

Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.

Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant.

Participants should stay on conference/hotel property unless specifically given permission by the group advisor or head delegate to leave the site.

The advisor(s) to the student organization or group participating in the extracurricular travel that accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor's decisions and judgments and afford him/her the common courtesy and respect due by virtue of his/her position as the official representative of McHenry County College. In the absence of an advisor, the head student delegate will act as the official representative and spokesperson.

Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

I have read the Code of Conduct for extracurricular travel and agree to abide by these established rules.

Name: _____

Signature: _____

ADVISOR AGREEMENT FORM
McHenry County College
2010-2011

McHenry County College requires that all recognized student organizations have a faculty or administrative staff advisor. Advisors help guide the group in accordance with the purposes and ideals of the College. They do not directly control the groups programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities of the advisor will vary depending on group needs.

Expectations for advisors at McHenry County College:

- Guide the group in accordance with the purpose and educational objectives of the College.
- Supervise the financial procedures followed by the organization handling its funds.
- Help increase awareness of both students and staff of the College facilities, events, and personnel.
- Be familiar with the policies and procedures listed in the MCC student handbook.

Considerations for advisors at McHenry County College:

- Help the officers of the organization consider issues that relate to ideas being approached by the organization.
- If an idea is inappropriate, the advisor should challenge the students to consider other alternatives.
- Informational meetings are encouraged for open and worthwhile discussions.
- The officer should be encouraged to take an occasional chance on some less proven members in delegating authority.
- The advisory may wish to periodically evaluate the officers in their effectiveness as an officer of the organization.

By signing your name and completing this form, you are agreeing to the terms listed above. The Student Life Office will keep this form on file for the term of the officers in the organization. If your position changes with the organization let the Student Life Office as soon as possible. This form needs to be filled out every time officers are elected.

Name of

Organization: _____

Faculty/Staff Advisor: _____

Campus Office #: _____ Department: _____

Phone: (Office) _____ Phone: (Home) _____

Email Address: _____

Signature: _____

Student Organization Officer Form

McHenry County College
2010-2011

Because student organizations are such an important part of student life and the educational experience, the College strives to support these groups and aid them in their success. In order to do so, we must ensure that the organizations purposes are consistent with the College regulations and policies, and that structures are in place that will allow the organizations to function successfully. The registration process is a way for Student Life to verify this information and to inform all students of the many opportunities available to them.

Name of Organization: _____

Organization Meetings:

Day(s): _____

Time: _____

Locations: _____

Frequency: _____

Officer Information:

Please fill in officer titles.	Name	Phone	Email
Student Senate Representative			

Student Organization Membership Roster
McHenry County College
2010-2011

In order to start or renew a recognized student organization, you must have at least five currently enrolled students on your membership roster. This roster will be used to confirm student participation, including for the purpose of assigning points towards housing assignments.

Please complete and return with registration or renewal packet. Don't forget to keep a copy for your organization files.

Please Print.

Name of Student Organization: _____

Member List:

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

The above listed students are recognized members of said student organization and actively participate in meetings and activities.

Signed _____
(President/Advisor of Organization)

Date _____

Student Organization Plan of Action
McHenry County College
2010-2011

Student Organization:

Anticipated membership (#) _____

Organizational Goals - List the goals which your student org. has set for the year. Be specific.

1. _____
2. _____
3. _____
4. _____

Please share any ideas or comments on how the Student Life Office can be a resource to better help you reach your organizational goals.

1. _____
2. _____
3. _____
4. _____

Do you plan to request funding from Student Senate for the 2010-2011 academic year?

_____ Yes _____ No

Student Senate Student Organization Representative Agreement

As a Student Senate Student Organization Representative, I understand that I must maintain a 2.5 cumulative GPA and be an active member in both the student organization in which I represent and Student Senate. Representatives serve a one year term.

Responsibilities:

- Attend all Student Senate and student organization meetings & events
(Senate meetings are held on Fridays at 8am)
- Act as a liaison between both organizations. Share information from Senate to the student organization & from the student organization to Senate
- Present funding proposals of student organization to Student Senate

Please complete the section below with student information. By signing this form, the student agrees to complete the duties and responsibilities listed above.

Student Organization: _____

Student Senate Representative: _____

Phone Number: _____

Email: _____

Student Signature: _____

Advisors Signature: _____

To be eligible to serve on Student Senate for Fall 2010, this completed form must be returned to Student Life, A252, before September 24, 2010. The new Senator **must** attend Student Senate Orientation on Friday, September 24 at 8am.