

Clubs and Organizations Guide

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Introduction

The Anoka-Ramsey Community College (ARCC) Student Life Program provides opportunities for student growth through a variety of clubs, organizations, and activities. The Student Activities Office on each campus supports extra-curricular programming to supplement courses. Academic clubs (designed to further education and promote academic activities), civic, social clubs or recreational clubs (designed to promote fraternization and recreation), as well as intramural and recreational sports and other student activities are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating in an ARCC club or organization. For further information, contact the Director of Student Activities on either campus.

This guide and associated appendixes are located on the Pub-data drive, I:\Clubs and Organizations.

Appendix Forms included in this guide include:

- Appendix A – Application to Request Support from the Public
- Appendix B – Request for Funding (Coon Rapids Campus only)
- Appendix C – Internal Requisition
- Appendix D – Vendor Invoice
- Appendix E – Provisional Club Application
- Appendix F – Expectations and Responsibilities (Club Advisor and Club President)
- Appendix G – Charter/Constitution Example
- Appendix H – Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement
- Appendix I – Vehicle Use Agreement
- Appendix J – Club and Organization Report/ Program Review
- Appendix K – Club and Organization Assessment of Student Learning
- Appendix L – Student Travel Form
- Appendix M – Student Travel Responsibility Contract (Coon Rapids Campus only)
- Appendix N – Food Service Internal Requisition (Cambridge Campus only)

Student Government Role

The College President recognizes the Student Government as the official representative of the students. With the exception of Phi Theta Kappa, the Student Government has the exclusive right to charter all clubs and organizations at ARCC. The Student Government recommends the Student Life budget to the President and has jurisdiction over a variety of matters relating to student clubs and organizations.

A Student Government officer (the Clubs Coordinator on the Coon Rapids Campus) is the liaison to each of the recognized clubs and organizations, and has the responsibility to:

- Serve as informational resource.
- Attend scheduled meetings.
- Summarize club activities at weekly Student Government meetings.
- Required follow-up for Requests for Funding.

Purpose

Student clubs and organizations shall contribute to the development of students through experiences that accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics.
- Provide experience of working with groups.
- Provide activities related to classroom experiences.
- Develop professional ideals and standards through activities.
- Develop personal and professional friendships and associations.
- Develop leadership capabilities of members.
- Provide recreational experiences within the environment of the ARCC community.
- Allow members to exercise the responsibilities of citizenship.

Privileges

Student clubs and organizations are allowed:

- To communicate and disseminate information through campus media.
- To get assistance from staff in planning and conducting programs.
- To use campus facilities, services, buildings and property in conformity with college policies.

Membership and Establishment

- Only currently enrolled students may form or participate in a club or organization at ARCC.

Club and Organizations (Cambridge Campus only)

1. Any group of students wishing to form a campus club or organization must secure approval from the Student Life Committee and Student Government before this organization can be recognized as an official club of the college. To secure approval for a club, a group of students must meet the following requirements:
 - a. Be open to with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.
 - b. Ensure the club's purpose benefits students and the College.
 - c. Secure an advisor, approved by the Dean of Student Life.
 - d. Submit a proposed written constitution and Provisional Club Application form (Appendix F) to the Student Life Committee and to the Student Government. If the proposed club is affiliated with a state or national organization, the affiliated constitution and the terms of affiliation must also be submitted.
 - e. Submit a roster of active student members and student/tech ID's, ensuring the minimum membership is a least five (5).
 - f. Approval of a proposed constitution requires a three-fourths (3/4) majority vote. Revisions to currently approved club charters must follow the initial approval process outlined above.
 - g. Each official club/organization must have one specified member to be the Student Life Committee representative who will attend monthly Student Life Committee meetings to update the Committee on club events, plans and proposed actions.

Student Government Responsibilities Regarding Clubs and Organizations

- a. The Student Government shall have the right to records and activities of all groups, clubs and/or organizations in order to review club operations. The Student Government can determine if club/organizations are operating within their stated purpose.
 - b. The Student Government shall have the privilege of calling presiding officers or other duly constituted members of the clubs for consultation when considering matters of concern to these organizations.
 - c. The Student Government, by two-thirds (2/3) vote, may revoke the charter and official club status of any club or organization which fails to abide by its stated purpose, responsibilities, or overall requirements of the College. Prior to revocation, club members shall be granted an opportunity to speak on behalf of the club.
2. Revising Old Charters. New versions of old club charters need to be approved according to the same requirements as new charters.
 3. The Senate may suspend or place on probation clubs or organizations that are determined, through means of a hearing, to be in violation of Senate rules or of their charter. In extreme cases, the charter may be revoked by 2/3rds vote if a fair hearing determines that to be the best course of action.

Clubs and Organizations (Coon Rapids only)

Article IX. Clubs and Organizations

Section 1. Student groups seeking official club or organization status must meet the following requirements:

Subsection i. Be open to with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law

Subsection ii. Ensure the club's purpose benefits students and the College

Subsection iii. Secure a faculty or staff advisor, approved by the Director of Student Activities

Subsection iv. Submit a proposed written constitution to the CSG.

Subsection v. If the proposed club seeks to be affiliated with a state or national organization, the affiliated constitution and the terms of affiliation must also be submitted and approved by the CSG

Subsection vi. Submit a roster of active student-members and student/tech IDs, ensuring the minimum membership is at least five (5)

Subsection vii. Approval of the charter requires a three-fourths (3/4) majority vote of the CSG

Section 2. Responsibilities of clubs and organizations include:

Subsection i. All clubs and organizations must submit a completed Appendix F of the ARCC Clubs and Organization Guide to the CSG after their first official meeting of each semester, excluding summer semester

Subsection ii. Maintain at least five (5) active student members at all times

- a.) Member list must be kept current with the Clubs Coordinator
- b.) Members must be registered for a minimum of one (1) credit.

Subsection iii. Submit a written report once per year to report meeting schedule, activities, upcoming events, and anticipated funding needs.

Subsection iv. Submit all Constitution and Bylaw amendments and or revisions to the CSG.

Subsection v. Any club or organization wishing to receive funds must have a representative present at the programming board meetings at least once a month.

Subsection vi. All club and organization expenditure requests require one (1) Student Club representative to appear before the CSG if totaling over \$500 yearly.

Subsection vii. Any club and organization expenditure requests not totaling \$500 yearly can be given to the CSG advisor.

Subsection viii. Before a club or organization's expenditure request may be approved, the club must have completed the required follow-up for all past approved expenditures.

Subsection ix. All club and organization expenditure requests requiring CSG approval must be turned in to the CSG or Director of Student Activities one (1) day in advance of the CSG meetings.

Subsection x. All clubs and organization members that receive approval for travel must agree and sign the Student Travel Responsibility Contract; Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement; and Student Travel Form are returned to the Director of Student Activities or the Student Activities Assistant.

Subsection xi. All clubs and organizations must adhere to the expectations and responsibilities listed in the ARCC Clubs and Organization Guide, Appendix F

Section 3. CSG responsibilities in regard to clubs and organizations include:

Subsection i. The CSG considers requests for provisional and official club status and recommends action to the Dean of Student Life. The Dean of Student Life shall have final authority to approve or deny all charters.

Subsection ii. The CSG shall have the right to inspect all books, records, and activities of clubs to review operations and to determine that clubs are operating within their stated purpose.

Subsection iii. The CSG considers for action all requests for funding brought forth by clubs.

Subsection iv. The CSG shall have the privilege of calling presiding officers or other duly constituted members of the clubs for consultation when considering matters of concern to these organizations

Subsection v. The CSG, by two-thirds (2/3) vote, may place on probation, suspend, or revoke the charter and official club status of any club or organization

- a.) Which fails to abide by its stated purpose,
- b.) That is determined to be in violation of the CSG rules and responsibilities as previously stated.
- c.) Or fail to meet the overall requirements of the College.

Subsection vi. Prior to a charter being placed on probation, suspension , or revocation, members shall be granted an opportunity to speak on behalf of the club or organization

Funding and Expenditures

Recent changes regarding funding and expenditures for the Coon Rapids Campus ONLY:

- Student Government meeting attendance is no longer required to maintain club status.
- Clubs are required to send a club member and/or advisor to one Campus Program Board meeting per month to maintain club status. Campus Programming Board meets the second and fourth Tuesday.
- Each club now has an annual \$500.00 cost center that can be accessed by giving a funding request directly to the Director of Student Activities, and this does not require Student Government Approval.
- If funding request would go over the annual \$500.00 cost center the funding request is brought before Student Government as in previous years.

- Clubs and organizations are Student Life activities, and student activity fees are the primary source of funding.
- Student Life budgets are established in early spring for the following fiscal (July 1- June 30) year in accordance with the Student Life policy.
- Fund raising activities are limited and shall be conducted in accordance with expectations set forth by the Foundation Department and with prior approval from the Club Advisor and Dean of Student Life (Appendix A).
- Funds collected and spent by clubs and organizations shall be accounted for through an agency account in accordance with college policy.
- Club and organization expenditures require prior approval.
 - On the Coon Rapids Campus - from the Student Government, Director of Student Activities and Dean of Student Life.
 - On the Cambridge Campus - from the Student Activities Coordinator and the Dean of Student Life.
 - The following steps must be completed in advance of club or organization purchase or expenditure:
 1. (On the Coon Rapids Campus – only), Submit *Request for Funding* form (Appendix B) to Director of Student Activities at least two weeks in advance of purchase/expenditure.
 2. Complete an *Internal Requisition* form (Appendix C), and include:

- ✓ Vendor Name, Address, Telephone Number (if the vendor is an individual, also include the vendor's social security number)
 - ✓ Item, Quantity, Description (be specific, including name and date of the activity)
 - ✓ Vendor bid (two are required for most purchases)
 - ✓ Person making request (club advisor signature)
 - ✓ Approval signatures
3. The Accounts Payable will create a *Purchase Order or PO* upon receipt of an *Internal Requisition*. Vendors require a PO number for purchases. The PO is typically sent directly to the vendor or, on occasion, may be hand-delivered in order to complete the purchase. In the event a vendor will not accept a PO to guarantee payment, consult with the Director of Student Activities.
 4. When a purchase is completed, the vendor will supply an invoice. This invoice needs to be submitted to the Director of Student Activities so Accounts Payable can make final payment. If the vendor does not provide an invoice, please have them complete an ARCC invoice (Appendix D).
- Money received from student activity fees are considered state funds. Therefore, certain expenditures are not allowed and include:
 - Gifts or parties for club or organization members
 - Tuition reimbursements
 - Donations
 - Alcohol
 - Miscellaneous expenditures for personal benefit
 - More than 50% of the cost of clothing or personal items of value
 - ARCC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See the Director of Student Activities if written proof of tax-exempt status is needed by a vendor.

Pub-data

Clubs and organizations guide and all associated appendixes will be located on the Pub-data drive, available at I:\Clubs and Organizations.

Programming

- Activities of a club or organization shall contribute to the positive development and welfare of the membership in general. Activities that create situations not consistent with policies and procedures of ARCC shall not be permitted.
- With the exception of Phi Theta Kappa, clubs and organizations shall sponsor activities or events only with prior approval from the Director of Student Activities.
- Clubs and organizations shall meet regularly during the academic year. On the Coon Rapids Campus, each club shall designate a representative to act as the liaison to the Student Government Clubs Coordinator.

Movie/Film Copyright Policy

Students must ensure they have obtained the appropriate permission prior to showing a film or movie on campus. You cannot rent a movie from the video store and show publicly on-campus without obtaining a copyright license for the showing. If a film or a movie is educational in nature it is exempted from this copyright policy, and therefore it may be shown. Please see the Director of Student Activities if you have any question about this.

What the law says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights and their agents are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

Student Leadership Stipend

Student Leadership Stipend recognizes the contributions of student leaders at Anoka-Ramsey Community College. Awards ranging from \$50-\$700 are determined each term and granted to student leaders based upon a committee's evaluation of the student's leadership, level of involvement, breadth of involvement and effect of contribution on campus life and community during the most recent term. Applications are available and due toward the end of each term.

Provisional Club Status

Students wishing to form a club may pursue provisional club status by completing the *Provisional Club Application* form, according to the instructions (Appendix E). Provisional clubs are extended regular club privileges with the exception of access to funding under the Student Life budget process. Provisional club status is temporary.

Permanent Club Status

Permanent club status enables clubs or organizations access to funding under the Student Life budgeting process and to sponsor events and activities that are appropriate to the special interests of their organization under the auspices of ARCC. Shortly after being granted provisional club status, students who wish to pursue permanent club status, must submit the following items to the Student Government and the Director of Student Activities:

- List of club officers, complete with home addresses and phone numbers.
- *Expectations and Responsibilities* form – signed by the club advisor and the club president (Appendix F).
- A copy of the club charter/constitution (Appendix G) and appropriate bylaws. If the club is affiliated with a national organization, the national charter/constitution and bylaws must also be submitted.

Revocation of Club & Organization Recognition

With the exception of Phi Theta Kappa, the Student Government may revoke the recognition of any club or organization when any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- A constitutional provision deactivates a club or organization as of a certain date.
- No record of activity exists for the previous academic year.
- A list of current officers or members is unavailable.
- If have not attended monthly Campus Programming Board meetings
- If you have not turned in Appendix F.

Club & Organization Office Space and Facility Use

The College provides clubs and organizations with office space to work on activity and event projects. Offices are generally equipped with local access telephones and computers, which are to be used for club related activities only. Contact your advisor for the combination (combination changed each term). On the Cambridge Campus, keys are distributed to one or two club officers, except for the shared club office. Offices should be kept locked when not in use.

	Cambridge Campus		Coon Rapids Campus	
Student Activities Director/ Coordinator	E 203C		SC 173	
Club and Organization Office	Art Drama Club Environmental GSA Nurses Association Choir Phi Theta Kappa	E 203D E 203D E 203D E 203D E 203D E 203D E 203E	Main Office	SC 175
Student Newspaper	E 203B		SC 177	
Student Government	E 203A		SC 174	

Telephones

The telephone number to the clubs office is 763-433-1530. There is a voice mailbox, so students will be able to leave a message. If you take a call for a club, please leave a written message in the clubs mailbox. Voice-mail is checked daily by the Student Activities Assistant located in SC170.

Computers

To use the computers, please log on with your own username and password.

Other than the designated office space, to reserve a room for meetings or events, contact the Facility Use Coordinator on each campus.

- Cambridge Campus – 763.433.1855
- Coon Rapids Campus – 763.433.1398

College Vehicles

Clubs and organization members may use college vehicles for school related functions and in accordance with college policies. Vehicle availability is limited, so arrangements should be made at least two weeks in advance through the Information Desk on each campus. You will also need to fill out an Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement (Appendix H).

As a student and a representative of ARCC, you are expected to:

- Obey traffic laws and use driver courtesy.
- Return the vehicle clean and the interior emptied of trash.
- Return the vehicle with the gas tank at least half-full.
- Return keys and clipboard (complete usage information) to the Information Center. If the campus is closed, put the clipboard with keys under the driver's seat.
- Inform the Director of Student Activities of unusual occurrences related to vehicle use.

If a state vehicle is unavailable, you may be reimbursed for driving your own vehicle at the current rate for direct route miles. Follow the internal requisition pre-approval procedures for mileage reimbursement.

Property Use (Coon Rapids Only)

ARCC Student Government (CSG) has property that may be loaned to clubs and organizations. A Club or organization wishing to use this property should consult with the ARCC Student Government Executive Board as to which properties are available for use. (examples: ARCC tablecloth, popcorn machine, easels, etc.) A formal request must be made two business weeks prior to requested usage period. Student Government has no obligation to loan any property out, due to liability and responsibility concerns, these requests will be reviewed on a case by case basis.

Procedure:

- 1) See Student Government to obtain the form.
- 2) Complete the Property Use Contract with advisors signature.
- 3) Bring to Student Government Office (SC174) or to the Director of Student Activities (SC173) for approval and completion.
- 4) Pick up property on day of use.

Vehicle Use Agreement

Risk Management Division of the Dept. of Administration promulgated a vehicle Fleet Safety Program and MnSCU implemented the program. The program requires that our students that have been identified as potential drivers of college, state, leased, or rented vehicles have verification made of their eligibility to operate those vehicles for college business, events, or activities. MnSCU requires us to have students fill out a Vehicle Use Agreement form (Appendix I), sign it, and have the instructor or supervisor also sign. RMD makes the driving record checks for us and advises of the results. The Director of Safety and Security coordinates these efforts and advises the student's supervisor or instructor of the results of the driving record checks.

Club and Organization Report

To maintain official recognition, the president of each club or organization is required to complete a report at the end of the term. In addition, each member of the club or organization is asked to complete member survey. Submit the Club and Organization Report (Appendix J) and Member Surveys (Appendix K) to the Director of Student Activities.

Club and Organization Member Survey

The assessment of student learning is a central part of the mission of ARCC. We value the learning that takes place both in class and in activities. Your assessment of this club/organization is important to us. As a member of a club or organization, you are asked to respond to the questions. Your individual responses will remain completely confidential. This information is intended to continually enhance programming at ARCC and will be used for research purposes. Survey forms should be collected and attached to the Club and Organization Report at the end of each term.

Student Travel & Accommodations

Students traveling for college-related functions do so as representatives of ARCC and are required to adhere to college policies. A copy of the Student Travel form (Appendix L) should be left with the Director of Student Activities, or Student Activities Assistant in case of an emergency.

Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Men and women may not share rooms.
- Whenever possible, an advisor should accompany students on school-related functions.
- All out-of-state travel must be accompanied by a club advisor.

Upon approval for travel for the student and/or club the Student Travel Responsibility Contract (Appendix M) must be filled out and returned to the Director of Student Activities or the Student Activities Assistant simultaneously with the Student Travel form and the Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement (Appendix H). The Student Travel Responsibility Contract indicates the student's responsibility for attendance, documentation, procedures, and liability of reimbursement to the college for any nonrefundable

charges and fees. Out of State Travel Requests must be submitted minimally one month prior to the to the requested travel date.

Mailing, Printing, Copying and Advertising Services

Services for mailing, printing and copying are provided by ARCC. Please work with your Club Advisor or the Director of Student Activities for assistance.

Clubs and organizations may advertise using campus media, including:

- Bulletin Boards, Posters or Table Tents—contact Student Activities Office
- Anoka-Ramsey Community College tablecloths and easels are available for checkout from Student Government
- Student Newspapers—contact Newspaper staff
- Student eBulletin—To submit information for inclusion in myARCC *eBulletin* :
 - 1. Email *eBulletin* information to Jennifer at Jennifer.Christensen@anokaramsey.edu
 - 2. Submit requests by **Thursday** of each week for inclusion in the next weeks eBulletin postings
 - 3. Include all pertinent facts including:
 - Title
 - Message (space is limited to approx. 500 characters - messages may be edited)
 - Date, time and place of event (if appropriate)
 - * Be sure to indicate if item is campus specific
 - Weblink for more information (if appropriate)
 - Begin date of posting
 - End date of posting
- College Bulletin—submit to President’s Office by Tuesday noon for the following week’s publication
- E-mail—submit to the Dean of Student Life
- Facebook – Submit to Karla Sand at Karla.Sand@anokaramsey.edu
- Community newspapers—submit requests to Director of Public Relation

Campus Food Service (Cambridge Campus Only)

All on-campus food purchases need to be purchased through Rendezvous, our on-campus food service. Contact Warren Thunstrom at 763.444.3999 for pricing for your event. Fill out an Food Services Internal Requisition (Appendix N) and submit to Club Advisor and Student Activities Coordinator for signatures.

Campus Food Service (Coon Rapids Campus only)

All on-campus food purchases need to be purchased through Taher, our on-campus food service. Taher food purchasing requests are done by Advisors, and can be accessed from the main webpage via selecting the employee homepage. Under *Campus Resources* there is a link for *Food Service*, and you will be directed to log in and be prompted to place your food order.

Application to Request Support from the Public

The use of Anoka-Ramsey Community College's name (Cambridge Campus OR Coon Rapids Campus) and solicitation from the public for support cannot interfere with the resource development plans of our campus foundations. Coordination and approval of fundraising activities is imperative. The internal coordination of requests to solicit the public prevents repeated solicitation of the same businesses, organizations, and individuals. It allows for appropriate thank you and recognition programs and also assists the foundations in meeting the prioritized needs of the entire college and not just those of individual areas.

According to ARCC Policy 8A.2 *Sale of Goods and Fund-Raising Activities*:

Sales

The selling of any item for profit on the campus or sales off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the President. (The form may be obtained from the President's Office or from N:\ARCC Public\Forms.) Exemptions to pre-approval include the following:

- *Auxiliary Enterprises*
- *Sale of tickets for college plays, music events, and other college productions related to academic programs*
- *Admission to athletic events*
- *Foundation raffles or other foundation fund-raising tickets*

Fund-raising Activities

The selling of any item for fund-raising purposes on the campus or off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the college President. The sales cannot interfere with the resource development plan of the college foundations.

Further, according to ARCC Policy 8A.1 *ARCC Foundations and Donations to the Foundations*:

Acceptance of Donations

The President may receive and accept donations on behalf of the college and/or the foundation(s) and will clearly elicit from the donor which entity is the intended recipient of the gift. The foundation may receive and accept donations on behalf of the foundation. Unless otherwise so expressed in terms of the donation, the foundation shall determine the use of such donations. Donations of real property to the college require Board approval prior to acceptance (see MnSCU Board Policy 7.7).

Solicitation

The solicitation of donations, the sale of goods, or any other fund-raising activity on behalf of the college by any individual or group other than the foundation requires prior approval, in writing, from the President."

According to MnSCU Board Policy 5.15 *Fund-raising Part 3. Gambling*:

Except as provided in this policy, no gambling or betting (as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76) is allowed on college, university or system property. Raffles are not prohibited by this policy if:

- a. The raffle is conducted by a college, university, or system office, or related groups; and*
- b. Prizes are donated by an individual, firm or other organization such as foundations and auxiliary boosters; and*
- c. The raffle meets the requirements of Minnesota Statutes section 349.166.*

Therefore, no solicitation or fund-raising activity can begin on either ARCC campus without prior approval from the college President. Requests to solicit must follow the guidelines listed below:

1. Complete Section A of this application no later than three weeks prior to the proposed event.
2. Await full and complete notification of approval prior to beginning any solicitation.
3. Deposit any funds raised daily in the Business Office. (See Business Office for account information).
4. Complete Section C of this application no later than two weeks after the event.

SECTION A: (Must be completed and submitted no later than three weeks prior to proposed event)

Group/Division Making Request: _____

Name of Person Submitting Request: _____

Contact Phone Number: (_____)_____ Date: _____

Type of Solicitation (describe fully: event, sales, request, gift-in-kind, etc.): _____

Purpose of Event: _____

Proposed Date of Event: _____

Target Public: _____

Recipient(s) of Funds Raised _____

Anticipated Amount to be Raised: _____ Anticipated Expense: _____

Other Avenues of Support Explored: _____

Additional Comments: _____

SECTION B:

Dept. Budget Amt: \$_____ Dean's Signature: _____ Date: _____

Appropriate Vice President Signature: _____ Date: _____

Foundation Executive Director Signature: _____ Date: _____

The above request is: _____ Approved _____ Denied

Comments: _____

President's Signature: _____ Date: _____

- c: Vice President for Administration
- Vice President of Educational Services
- Executive Director of Foundation
- Dean of Student Life
- Director of Fiscal Services

SECTION C: (Complete and submit to the Foundation Office no later than two weeks after event)Event Summary: _____

Amount Raised (attach deposit receipt): _____ Actual Expenses: _____

How did this benefit the College? _____

Would you recommend a similar event in the future? _____ Yes _____ No

Why or why not? _____

_____Additional Comments: _____

Submitted by: _____ Date: _____

- c: President
 Vice President for Administration
 Vice President of Educational Services
 Executive Director of Foundation
 Dean of Student Life
 Director of Fiscal Services
 Applicant

REQUEST FOR FUNDING Student Clubs and Organizations

A club with official status may request funds from the Student Life Club Budget.

Guidelines

1. The activity/expense should have an educational related purpose and benefit the college as a whole.
2. Gifts, club parties, tuition, alcohol or donations for will not be funded.
3. Requests for Funding must be submitted in **advance**. For discussion at the Student Government meeting, submit the Request for Funding to the Student Government Office (SC174).
4. Requests recommended for funding by the Student Government should be forwarded to the Director of Student Activities (SC 173) to ensure proper Business Office procedures are followed.

Required Follow Up

Any student receiving college funding toward a trip, conference, seminar, etc. is expected to conduct a follow-up activity within two weeks of the funded event. Please indicate your preferred follow-up activity and your expected time frame of completion below:

- ___ Submit a typed essay/report to the Director of Student Activities.
- ___ Present a summary to a class (identify class/instructor/date of presentation). _____
- ___ Write an article to be included in the Student Newspaper – The Rampage.
- ___ Prepare a visual (video, poster, collage, etc. for public display). Be prepared to also set up an information area in order to inform others about your experience.
- ___ Other (must be pre-approved by Director of Student Activities). _____

Club _____

Contact Person _____ **Phone** _____

Description of Event/Activity _____

Date/Time of Event/Activity _____

Purpose of Event/Activity _____

Total Expense of Event/Activity \$ _____

Amount Requested from Student Life/Club Budget \$ _____

Advisor's signature _____ **Date** _____

Attach supporting documents with request

~~~~~  
**Student Government recommends**

**Full Approval**    
  **Partial Approval \$** \_\_\_\_\_    
  **No Approval**

**Comments** \_\_\_\_\_

\_\_\_\_\_  
**Student Government President**

\_\_\_\_\_  
**Director of Student Activities**

**Anoka-Ramsey Community College - Internal Requisition**

|                           |                         |
|---------------------------|-------------------------|
| Recommended Vendor: _____ | Cost Center: _____      |
| Address: _____            | Cost Center: _____      |
| City, State and Zip _____ | Contract Number: _____  |
| Phone #: _____            | Purchase Order #: _____ |
| Federal Tax ID #: _____   | Vendor #: _____         |
| State Tax ID #: _____     |                         |
| Fax #: _____              |                         |

**E-mail address:** \_\_\_\_\_

| Quantity | Catalog # | Description                              | Unit cost    | Total cost |
|----------|-----------|------------------------------------------|--------------|------------|
|          |           |                                          |              |            |
|          |           |                                          |              |            |
|          |           |                                          |              |            |
|          |           |                                          |              |            |
|          |           |                                          |              |            |
|          |           |                                          |              |            |
|          |           | Shipping, Freight or handling<br>Charges |              |            |
|          |           |                                          | <b>Total</b> |            |

Purchasing Guidelines: Purchases totaling \$500-\$24,999 require two bids. Bids must be in writing for purchases from \$2,000 to \$24,999. For additional information regarding purchasing guidelines go to N:/ARCC Public/Forms/Purchasing Guidelines.

 **yes**     **no**

Was a targeted vendor contacted?

 **yes**     **no**

If yes will you be purchasing from the targeted vendor?

If no, why? \_\_\_\_\_

|                    |       |               |       |
|--------------------|-------|---------------|-------|
| Vendors contacted: | _____ | Dollar Amount | _____ |
|                    | _____ | Dollar Amount | _____ |
|                    | _____ | Dollar Amount | _____ |

Reason for Request: \_\_\_\_\_

Person making request: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

For detailed information regarding completing a **16A**, go to N:/forms/16A  
 For detailed information regarding **Special Expense Forms**, go to N:/forms/Special Expense

**VENDOR INVOICE**

I hereby certify that the services listed below have been rendered; that this is my only invoice for these services; and it is correct and just, and that no part of it has been paid.

SERVICE \_\_\_\_\_

ON \_\_\_\_\_

TOTAL FEE \$ \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPE OR PRINT NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Date)\_\_\_\_\_  
(College Authorized Signature)

Purchase Order # \_\_\_\_\_

**PROVISIONAL CLUB APPLICATION**Step I – Student Section

Name of Proposed Club: \_\_\_\_\_ Date of Application: \_\_\_/\_\_\_/\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Will this club require funding from the college?  Yes  No  UndecidedIf funding is required, please estimate amount: \$ \_\_\_\_\_ and purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Club Advisor (ARCC Faculty or Staff Member): \_\_\_\_\_

Submitted by (ARCC Student): \_\_\_\_\_

Student/Tech ID or SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*Complete and submit to the Director of Student Activities, Student Center*Step II – Director of Student ActivitiesProvisional Club Status is recommended:  Yes  No Comment: \_\_\_\_\_

Director of Student Activities Signature: \_\_\_\_\_

Step III – Student GovernmentProvisional Club Status is granted:  Yes  No Comment: \_\_\_\_\_

If Provisional Club Status is granted, date of expiration (@ six weeks): \_\_\_/\_\_\_/\_\_\_

Student Government Signature: \_\_\_\_\_

Step IV – Dean of Student Life

Dean of Student Life Signature: \_\_\_\_\_

Copies to: Student Named Above  
Student Government  
Dean of Student LifeAdvisor Named Above  
Director of Student Activities

**EXPECTATIONS AND RESPONSIBILITIES**
**ADVISOR EXPECTATIONS AND RESPONSIBILITIES**

|                                                                       |
|-----------------------------------------------------------------------|
| Club Name: _____<br>Club Meetings: _____<br>Day: _____<br>Time: _____ |
|-----------------------------------------------------------------------|

As a member of the ARCC faculty or staff, and as a club or organization advisor, I agree to:

- Clubs are now required to send a club member or advisor to one Campus Programming board meeting per month to maintain club status.
- Represent ARCC and the State of Minnesota in dealings with the club or organization.
- Act as a source of general information regarding ARCC policies and procedures.
- Assist with new officer orientation, ensuring that new officers receive a copy of the *Clubs and Organizations Guide*.
- Attend meetings as necessary and be available for consultation with student officers.
- Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.
- Facilitate necessary reporting of club activities, such as Club Program Review and Assessment of Student Learning surveys.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club plans and activities.
- Facilitate necessary paperwork for club travel.
- Whenever possible, accompany students on school-related functions.
- Accompany students on all out-of-state travel.
- Facilitate necessary paperwork for club expenditures.

Club Advisor Signature \_\_\_\_\_

**PRESIDENT EXPECTATIONS AND RESPONSIBILITIES**

As club president, I agree to:

- Clubs are now required to send a club member or advisor to one Campus Programming board meeting per month to maintain club status.
- Adhere to all policies of ARCC and the State of Minnesota in club events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise him/her of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule.
- Invite the advisor to activities and events.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.
- Submit the appropriate charter/constitution to the Student Government and the Director of Student Activities.
- Submit funding requests in accordance with funding guidelines.
- Consult with the Director of Student Activities in the event of a group conflict or unusual circumstances.
- Submit a written report of club events and to the Director of Student Activities at the end of each semester.

Club President Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

*Submit to the Director of Student Activities for consideration of permanent club status*

**CHARTER/CONSTITUTION EXAMPLE**

The constitution of an organization provides for efficiency, clarification, and continuity. Every organization has basic principles and procedural rules, which are stated in writing within the constitution.

**Preamble:** Purpose

**Article I:** Name

**Article II:** Membership

Membership is open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law. (Fraternal, residential, or honorary groups may define membership accordingly).

Membership requirements, types and size limitation, if any.

**Article III:** Officers

- Officer positions and responsibilities.
- Qualifications for office.
- Method and time of election.

**Article IV:** Executive Committee

- Makeup of any executive committee, board or council.
- Method of selection.
- Term of office.
- Provision for vacancies of offices or other executive positions may be included in a section under this article.

**Article V:** Meetings

Regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

**Article VI:** Finances

Provision for membership dues, if any. \*\*Two statements must be included in this article:

1. What should happen to remaining funds that have been raised by the organization if the organization is dissolved (Student Life dollars will be returned to Student Life Budget).
2. States that all funds will be kept in an account maintained in the Business Office at Anoka-Ramsey Community College.

**Article VII:** Amendment

Can require previous notification, usually a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption.

**Article VIII:** Ratification

May or may not be necessary. If more than a majority of those present is desired, a special article should be included.

**Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement**NAME: \_\_\_\_\_ STUDENT SSN or ID: \_\_\_\_\_  
Last, First MI

**Assumption of Risk:** Participation in Student Life Activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death. **I know, understand and appreciate these and other risks inherent in Student Life Activities. I hereby assert that my participation in voluntary and that I knowingly assume all such risks.**

**Waiver of Liability:** In consideration of being permitted to participate in Anoka-Ramsey Community College's Student Life Activities, **I**, for myself, and my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** ARCC, its officers, employees and agents from liability from any and all claims due to negligence or accident resulting in personal injury or illness (including death), and property loss arising from my participation in Student Life Activities.

**Indemnity Agreement: I agree to indemnify and hold harmless** Anoka-Ramsey Community College and its officers, employees and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in Student Life Activities.

**Severability:** The foregoing assumed risk agreement and waiver statements are intended to be as broad and inclusive as is permitted by the law of the State of Minnesota and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this assumption of risk, waiver of liability and indemnity agreements, fully understand its terms, and understand that I am giving up rights, including the right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

Responsibilities as a Representative of Anoka-Ramsey Community College: **As a student participating in an Anoka-Ramsey Community College activity, I am responsible for:**

- Abiding by the laws of the State of Minnesota
- Abiding by the policies of Anoka-Ramsey Community College
- Conducting myself in a manner that is respectable and respectful at all times
- Adherence to college policy that forbids the possession, use or distribution of alcohol or any other illicit substance at any college event

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (required if student is under 18) \_\_\_\_\_



## Minnesota State Colleges and Universities

### Vehicle Use Agreement

Original Agreement      or       Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

**State Vehicle Number** \_\_\_\_\_

**College/University:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_ **Dept Contact:** \_\_\_\_\_

**Drivers Name: Last:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Driver's Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Circle: home / work / mobile)

**Driver's E-mail:** \_\_\_\_\_ (Circle: home or work)

**Status:**     Staff/Faculty       Student       Other (specify) \_\_\_\_\_

**Age:**     Younger than 18       18 to 20       21 or over

**Drivers License Number:** \_\_\_\_\_ **Issued by the State of** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Driver's License Expiration Date:** \_\_\_\_\_ **Drivers License Class:** \_\_\_\_\_

**Years of US or Canada Driving Experience:**

Less than 2 yrs       2 to 5 yrs       More than 5 yrs

**Drivers' Responsibilities:**

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid driver's license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

\_\_\_\_\_  
*Applicant's Signature*      \_\_\_\_\_  
*Date*      **\_\_\_\_\_**  
*Dept Contact Signature (as applicable)*      \_\_\_\_\_  
*Date*

**Club and Organization Report/Program Review**

To maintain official college recognition, the **president** of each club or organization is required to complete a report at the end of **each term**.

In addition, **each member** of the club or organization is asked to complete member survey. Submit the **Club and Organization Report** and **Member Surveys** to the Director of Student Activities.

Club/Organization Name \_\_\_\_\_ Term/Year \_\_\_\_\_

President/Designee \_\_\_\_\_ Advisor \_\_\_\_\_

1. Number of current members? \_\_\_\_\_
2. How frequently does your club/organization meet? Approximately:

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Once/week  | <input type="checkbox"/> Once/year   |
| <input type="checkbox"/> Once/month | <input type="checkbox"/> Never       |
| <input type="checkbox"/> Once/term  | <input type="checkbox"/> Other _____ |
3. How frequently does a club/organization member attend the Clubs Coordinator meetings? Approximately:

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Every week | <input type="checkbox"/> Once/year   |
| <input type="checkbox"/> Once/month | <input type="checkbox"/> Never       |
| <input type="checkbox"/> Once/term  | <input type="checkbox"/> Other _____ |
4. Has your club/organization changed its constitution in any way?

|                                                                            |
|----------------------------------------------------------------------------|
| <input type="checkbox"/> No                                                |
| <input type="checkbox"/> Yes (if yes, attach an updated copy to this form) |
5. Please list the primary activities of your club/organization for the past term.

|   |       |
|---|-------|
| a | _____ |
| b | _____ |
| c | _____ |
| d | _____ |
6. Please identify the primary activities your club/organization is planning for the next term.

|   |       |
|---|-------|
| a | _____ |
| b | _____ |
| c | _____ |
| d | _____ |
7. What can the Student Government do to help your club/organization with these activities?

|       |
|-------|
| _____ |
| _____ |
| _____ |
8. If your plans require funding from the college, please provide an estimate of needs.  
\$ \_\_\_\_\_

**Club and Organization Assessment of Student Learning**

*The assessment of student learning is a central part of the mission of ARCC. We value the learning that takes place both in class and in activities. Your assessment of learning as it pertains to this club/organization is important to us.*

*As a member of a club or organization, you are asked to respond to the following questions.*

*Your individual responses will remain completely confidential.*

*This information is intended to continually enhance programming at ARCC and will be used for research purposes.*

*Survey forms should be collected and attached the Club and Organization Report at the end of each term.*

Club/Organization Name \_\_\_\_\_ Term/Year \_\_\_\_\_ Student/Tech ID \_\_\_\_\_

| Please make a check (✓) in the most appropriate column.                                                                                                                                                                                                                                                                                                      | Very much | Somewhat | Not at all | No opinion |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------|------------|
| <b>To what extent does this club/organization contribute to your ability to:</b>                                                                                                                                                                                                                                                                             |           |          |            |            |
| Think clearly? (i.e. employ critical thinking in problem solving; use complex information from a variety of sources to form a decision, etc.)                                                                                                                                                                                                                |           |          |            |            |
| Communicate effectively? (i.e. write, speak and listen effectively; write and speak after reflection; influence others through writing, speaking or artistic expression; effectively articulate abstract ideas, make presentations or give performances, etc.)                                                                                               |           |          |            |            |
| Accept and appreciate diversity? (i.e. understand one's own identity and culture; seek involvement with people different from oneself; seek involvement in diverse interests; acknowledge and articulate advantages and challenges of a diverse society; understand the impact of diversity on one's own society, etc.)                                      |           |          |            |            |
| Engage in ethical decision making? (i.e. understand and participate in relevant governance systems; understand, abide by and/or participate in the development, maintenance, and/or orderly change of community, social and legal standards or norms; appropriately challenges the unfair, unjust, or uncivil behavior of other individuals or groups, etc.) |           |          |            |            |

5. What do you like most about this club or organization?

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6. How would you improve this club or organization?

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7. Other comments?

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# Student Travel Responsibility Contract

I, \_\_\_\_\_, a member of \_\_\_\_\_,  
(Name and Tech ID#) (Group/Club/Organization)

on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, with approval from the Anoka-Ramsey Community College Coon Rapids Campus Student Government (CSG), hereby referred to as CSG, am responsible for abiding by the laws of the State of Minnesota, the ARCC Student Code of Conduct, and the following conditions (please read and initial each condition below):

\_\_\_\_\_ I will attend all activities or events as outlined in the itinerary approved by CSG.

\_\_\_\_\_ I am responsible for the prompt return of any funds not used on approved event, by my group, to CSG under the direction of CSG's advisor.

\_\_\_\_\_ I will provide receipts for expenses I incur and I will be responsible for any expenses that are greater than the amount approved by CSG.

\_\_\_\_\_ If requested by CSG, I will provide reasonable proof of my attendance through notes, handouts, photos, etc.

\_\_\_\_\_ In the event that I am unable to attend approved event, I am solely responsible for paying CSG back any and all funds approved to be spent on my behalf and all cancellation fees regardless of illness, accident, conflict of schedule or any other reason at the discretion of CSG's advisor.

\_\_\_\_\_ Although I have the ability to find an ARCC Coon Rapids Campus Administration and CSG approved replacement to attend planned event in my stead, it is to the CSG's Advisor's discretion the conditions of such a replacement, the time frame I have to find a replacement and my release from this contract.

\_\_\_\_\_ I hereby waive my right to appeal said CSG's advisor's decision as to amount owed in the event of not meeting the requirements named above.

\_\_\_\_\_ I authorize CSG's Advisor the ability to enforce returning said funds by any means within the CSG's Advisor's power that includes but is not limited to putting a hold on my transcripts and registration.

\_\_\_\_\_ I hereby acknowledge I will abide by the overnight travel guidelines, including:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Men and women may not share rooms.
- Whenever possible, an advisor should accompany students on school-related functions.
- All out-of-state travel must be accompanied by a club advisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Submit completed form to the Director of Student Activities, SC173*

