



# **Student Club and Organization Handbook**

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**NOTICE:** *The reader should take notice that while every effort is made to ensure the accuracy of the information proved herein, CT State Norwalk reserves the right to make changes at any time without prior notice. CT STATE NORWALK provides the information herein solely for the convenience of the reader.*

## Introduction

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Greetings!

The Office of Student Activities, as well as, Student Government Association, are looking forward to working with you and your club or organization. In order to provide you with the proper support and resources we created this club handbook to be used as a guide and resource. We thought that this would be particularly useful in your role as a student leader for all your questions regarding club and organization business. This was designed to assist student leaders in a number of ways.

- To serve as a resource manual with helpful hints on how to improve the effectiveness of your organization.
- To describe and explain policies and procedures that govern all student organizations.
- To assist students who want to start a new club/organization.
- To clarify the relationship between the Office of Student Activities and the student clubs.

All student leaders participating in a club are responsible for familiarizing yourself with the information that is in the club handbook. It is expected that all clubs and organizations will comply with all policies set forth. Failure to comply with any policies and procedures put into place for clubs and organizations could result in suspension or disbandment of the organization, as well as loss of all funding.

This club handbook will be updated yearly so it is important to make sure to have the most up to date copy. Policies and procedures may change from year to year. We will certainly try our best to keep you well informed of any policy changes.

We hope you will use this handbook and find it helpful. If you have additional questions, do not hesitate to contact the Office of Student Activities. No handbook can contain all the information needed, but we did try to include as much as possible.

Sincerely,

The Office of Student Activities

# **Roles and Responsibilities**

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**The Office of Student Activities**

**Student Activities Lounge**

**Student Government**

**Club Advisor's Role**

**Role of Student Club Officers/Executive Board**

## **The Office of Student Activities**

The Office of Student Activities 's role is to provide co-curricular opportunities for students at CT State Norwalk. This may include, but not limited to, leadership trainings; provide a wide diversity of programs and events; assistance with event planning; ensuring all clubs and organizations are adhering to policies and procedures at the college and regarding the State of Connecticut spending guidelines and monitor the Student Activity Fee (SAF) fund. We are here to work closely with the clubs and organizations to provide guidance in their programming process.

**Location:** West Campus, Rm. 112

**Office Hours:** Monday through Thursday, 9:00 a.m.—4:30 p.m.

Friday 9:00 a.m.—4:00 p.m.

## **Student Activities Lounge**

This is a place for students to relax and hang out. This lounge is overseen by the Office of Student Activities.

What we provide in the lounge:

- Board Games
- Video Games
- Television
- Comfortable couches
- Tables and chairs

**Location:** West Campus, Rm. 111

**Hours:** Vary depending on student employee schedules.

## **Student Government Association**

The purpose of Student Government Association is to be the voice of the student body to the administration in all matters of student interest. To establish and implement events, activities, programs, and related procedures for the entire college community. To create, implement and uphold the procedures of how clubs are formed and the club requirements. To establish and implement requirements for club representatives you serve on the board. To develop, implement and enforce policies and procedures relating to the assessment, allocation, and disbursement of resources from the Student Activities Fund (SAF) and to ensure that all student activities fees are credited and utilized in a responsible manner. To evaluate and authorize fund requests for student organizations or individual causes.

Student Government meets every Monday at 2:30p.m., East Campus, Rm. 212

*\*Times, day, and location may change annually\**

## **Club Advisor Role**

A club advisor is an integral part of an organization. Your club advisor is there to advise, guide and support the organization in their goals and mission. Many times, a club advisor has been advising the club longer than any of the current officers. It is important to respect a club advisor for they give just as much of their time as you are. Always make sure to keep effective communication with your advisor they can be a great resource and asset to your organization. Clubs can have more than one advisor, sometimes this does help with the workload.

### **Things to consider when choosing an advisor:**

- Are they interested in advising your organization?
- Do they have an expertise/interest in this area?
- Do they have time to commit to the club and be a present advisor?
- How does the advisor's personal characteristics blend with the members of the club, are they compatible?

### **Advisors should:**

- Be a full-time faculty or staff member at CT State Norwalk.
- Be a resource to club members.
- Offer other suggestions and a different perspective without demanding that the organization follows everything he or she does.
- Aware/interprets and clarifies college policies and procedures to the best of their knowledge.
- Familiarize themselves with the Club Handbook so they are fully informed regarding clubs' and organizations policies and procedures.
- Attend all meetings and club events.
- Assist and guide in the programming process.
- Advise officers on meetings and agenda items.
- Be aware of the travel and spending policies.
- Be a personal role model and serve as a problem-solving agent.
- Work closely with the students to not only develop and improve the organization, but also develop the skills of the members/officers of the club.

### **Advisors should not:**

- Run the club or organization.
- Vote on decisions for the club.
- Force your ideas and beliefs on the club or organization.

- Run events for the organization or take care of last-minute program details. Part of students being involved in clubs and organizations is to learn the skills to plan and organize. Clubs are only as successful as the members that put in the demanding work to run them.

### **When the compatibility with your advisor may not be right:**

Ultimately it is up to the student organization to pick their advisor. There are times that a club and their advisor do not always agree completely. The best and first approach is to have a conversation with your advisor to find common ground. Discuss how you as a member might be feeling and any concerns you have. This will allow you to work through the conflict and hopefully you can move forward as an organization together. Be honest in those conversations and acknowledge both points of view. Advisors do this work because they care and want to see the club and students succeed.

### **Things you can do together, advisor and club:**

This can help your club stay on track and to make sure you are moving in the right direction.

- Work together to develop an orientation/retreat for the club. Typically, this may take place before the semester begins or right in the beginning.
- Review the club's constitution together.
- Discuss your club's history, mission, programs, major accomplishments, and new ideas for the upcoming year.
- Explore and discuss the relationships you have with others, this could include clubs, departments, or key partners on campus. This is a great starting point for co-sponsorship and to help generate new ideas!
- Review your budget, if applicable.
- Discuss general goals for the club.

## **Roles of Student Club Officers, the Executive Board**

The Executive Board of any club or organization typically includes a President, Vice President, Secretary and Treasurer. Your club can choose to create additional positions as they see fit for their club or organization. You will want to create specific responsibilities in your constitution for these roles. This is the core team of any organization or can be seen as the leadership of the organization.

A well-running organization will have an effective Executive Board that typically will meet separately from the regular club meetings with their advisor. This allows your Executive Board to have an opportunity to develop a sense of teamwork and to provide mutual support. These meetings are not intended to exclude members from the decision-making process. Members



should always have an opportunity to have input on major decision making with the organization. These meetings can be used as a great planning opportunity to create and set agendas for an upcoming meeting, as well as to brainstorm and support your other executive board members if they are struggling with any project or situation.

**President/Chairperson:**

- Prepare an agenda for every meeting.
- Conducting meetings and coordinating activities.
- Know Robert's Rules of Order for conducting a meeting and practice this procedure.
- Know the club's constitution.
- Effective President/ Chairperson delegates tasks to other members and ensure that they are complete. Delegating allows others in the organization to feel empowered and "doing" their part to support the club.
- Remain impartial especially when conflict arises within the organization. Avoid expressing personal opinions and help set the example for others.
- Know the responsibilities of all your club officers.
- Keep the group goals on track through the semester.
- Work closely with your club advisor.
- Know your limitations and seek support and guidance whenever necessary.
- Include the committee/group in the decision-making process. The members will have a greater investment in the program's success.
- Participate in events and meetings organized by other CT STATE NORWALK clubs and organizations.

**Vice President/Vice Chairperson:**

- Rather than just being a standby for the President/Chairperson, the Vice President/Vice Chairperson should be given every opportunity to be actively involved in leading the organization and take on specific tasks.
- Be prepared to take over the Presidential/Chairperson responsibilities in their absence or assist the President/Chairperson in any way you can.
- Model appropriate behavior and be aware of your limitations.
- Call any concerns or feedback to the attention of the President/Chairperson. The position will have a different viewpoint than the President/Chairperson, so they are able to provide insight about the organization.

**Treasurer:**

- Keep track of your club expenditures and revenue and be prepared to report during club

meetings.

- Gain knowledge, information, and procedures for club spending. This includes, but is not limited to, filling out all the paperwork for clubs to use and spend their money, filling out the budget packet, etc.
- Maintain accurate records of monies received, paid, or owed on an electronic spreadsheet or physical copy.
- Keep records that can easily be obtained and understood.

### **Secretary:**

- Take accurate and detailed minutes of all club meetings. These minutes should be typed up within 2 days of the meeting. This will prevent the secretary from falling far behind with minutes.
- Minutes should include time, date, place of meeting, attendance, agenda topics, all motions and votes, new business, and adjournment time.
- A copy of the minutes must be sent to your advisor, members, Student Government, and the Office of Student Activities.
- Keep accurate attendance at all meetings.
- Be knowledgeable of office procedures, including using Microsoft Word and Excel.
- Be responsible for all correspondence. Maintain and organize all files for the future use of the club.

### **Members:**

The members of the organization are the organization. The organization should never be just the President and Executive Board. It is members that make or break an organization. To keep and maintain members you must actively engage them and include them in the decision-making process. Members should attend all meetings to stay informed and up to date with what is happening within the club. Success of any organization is as dependent on its members as its leadership.

Some of the jobs that members should be involved with are:

- Planning an event.
- Researching the costs of an event.
- Communicating with other organizations.
- Chair a committee within the organization.
- Designing flyers and other advertising materials.
- Help with recruitment of new members.
- Setting up and cleaning up at an event.
- Supervising/overseeing an event.

Always remember a club is created by students who have a common interest in mind. **A class is not considered a club.** Students volunteer to be a part of a club or organization. This is an individual choice to join or start a club.

# Getting Started

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**How to Join a Club**

**How to Start a Club**

**Sample Constitution**

**Goal Setting**

**Surviving**

**Motivating**

**The Delicate Art of Delegation**

**The Failure Cycle**

**The Success Cycle**

**Running a Meeting**

**State Procedures on Taking Proper Minutes**

## **How Do I Join a Club at CT STATE NORWALK?**

The first step is to come by the Office of Student Activities, West Campus, rm. 112, and pick up a list of clubs. Students are also encouraged to attend the Student Activities/Student Government Club Fairs that take place in the beginning of each semester. Attending these events gives students an opportunity to meet representatives from each Student Club, allowing you to obtain first-hand information right from the source. Another added benefit is that it is a great opportunity to meet people.

Another avenue is to contact the appropriate Club Advisor for the specific Student Club that interests you. In the event you are unable to attend either of the club fairs or cannot contact the Club Advisor, **please** feel free to stop by the Office of Student Activities.

## **How to Start a New Club at CT State Norwalk**

It is simple if you follow these simple steps:

1. Make an appointment to meet with the Director of Student Activities to discuss the club you would like to start.
2. Find approximately 35 students who are current CT STATE NORWALK Students get name and ID#. These students should be interested in being members of your new student club.
3. Carefully select a full-time staff or faculty member to be the club advisor. He or she must be available and willing to attend all club activities and meetings. Please turn in the Club advisor agreement with the advisor's signature. This allows the advisor to be fully aware of their role and responsibility.
4. Write a Constitution for your proposed student club following the guidelines on the attached page.
5. Drop off the constitution and list of student names and ID#s to the Office of Student Activities for review. Please allow for a 1–2-week turnaround.
6. After you have heard back from the Director of Student Activities regarding the constitution and signatures the next step is to contact the Student Government Association. This is to let Student Government know you are ready to propose your new student club at the Student Government meeting.
7. Attend the Student Government meeting and present your new club proposal for approval. Be sure to bring the club constitution and your list of interested students with you to the meeting. A majority vote from the Student Government is needed to be officially recognized as a CT STATE NORWALK club.

NOTE: The Office of Student Activities highly encourages you to take advantage and set up an interest meeting. This will allow current students to attend and see if this is something they would be interested in joining.

The Office of Student Activities will set up one meeting space for you to hold an interest meeting. Please work with the Student Activities Director to set this meeting up. Be prepared to give a few different days, times, and locations for this meeting. The advisor that is interested in advising the club will need to be present at the interest meeting. However, you are responsible for advertising the interest meeting to the college campus. The Office of Student Activities can make copies of flyers that are to be advertised at the meeting.

### **Sample Constitution:**

It is suggested that certain information should be present in the Constitution in order for the group to function efficiently and to protect the rights of all members. The necessary statements are as follows:

*All clubs must have a constitution.*

#### **Article I —Name**

The name of the student club shall be \_\_\_\_\_

#### **Article II —Purpose**

The purpose of the organization shall be to \_\_\_\_\_

#### **Article III: - Membership**

**Section 1:** Membership is open to any CT STATE NORWALK student.

**Section 2:** Define who is eligible for membership.

**Section 3:** Voting members should be currently enrolled in a credit bearing class at CT STATE NORWALK and be Student Activity Fee-paying CT STATE NORWALK students.

**Section 4:** Student Clubs may not discriminate against a member or prospective member based on race, color, religion, sex, sexual orientation, gender, gender expression, national origin, marital status, or disability, except as specifically exempted by law.

#### **Article IV—Officers, Duties, Requirements**

What is the governance structure of the organization? President, Vice President, Treasurer and Secretary.

**Section 1:** Include each officer, required duties, term of their appointment.

**Section 2:** Eligibility—to be an eligible officer of a club all executive board members must maintain a GPA of 2.0 or better and be currently enrolled in classes for credit at CT STATE NORWALK.

**Section 3:** How can an officer be removed, majority vote?

**Section 4:** What are the rights of each member if they are removed?

**Section 4:** When an officer is removed what is the process to fill that position? Nomination process or electoral process?

#### **Article V: Elections**

**Section 1:** The election process.

**Section 2:** Who is eligible to run?

**Section 3:** When are the elections held and who is eligible to vote?

#### **Article VI: Meetings**

**Section 1:** Regular meetings should be held monthly, weekly, or bi-weekly.

**Section 2:** The authority of who can call a meeting?

**Section 3:** A quorum shall consist of a majority of voting members present at any meeting.

**Section 4:** Roberts Rules of Order shall govern the club in the order of its business.

#### **Article VII: Advisors**

**Section 1:** This is a full-time faculty or staff member of CT STATE NORWALK.

**Section 2:** Include the selection and election and the advisor's function. He or she is a non-voting member.

#### **Article VIII: Amendments**

**Section 1:** State the way in the manner the constitution can be amended.

## **Article IX:**

This can be anything else you feel should be included in the constitution. Remember, this will be a guideline for the organization.

## **Article X: Ratification**

**Section 1:** State the manner in which the charter shall be ratified, and when it takes effect.

## **Goal Setting**

Goal setting is an active process with your organization. It is **important to set goals** and include the organization in that decision making process. Goal setting defines the purpose or mission as a club. It sets direction for all members to work towards. It helps clarify and communicate what you are striving towards. Lastly, it encourages commitments...nothing will get done if you act alone!

### **Some helpful tips to goal setting:**

1. Put your goals in writing and make sure to review them often.
2. Make sure everyone is on board with what the organization would like to accomplish.

### **Set S.M.A.R.T. Goals**

**S= Specific & Simple:** Do not make goals that are too complex.

**M = Measurable:** Be sure that your goal is something that has a measurable outcome. Example - When the year began, our club had 5 members. Our goal is to increase our membership by 100 % within the year. How many members did our club have when the year ended?

**A= Attainable & Accountable:** Make sure your goals are attainable. Team members are more likely to do an excellent job if they know they will be held accountable for their part.

**R = Realistic:** Make sure your goals are realistic. Keep in mind the number of volunteers you have available and your budget.

**T = Timely & Tangible:** Make sure that you give reasonable deadlines for each step you will need to take to accomplish your goal.

**Without goals, your club may lack communication, motivation, and commitment from your members, which can end in a lack of productive results.**



## **Surviving**

Once your club is established it is particularly important to keep it going. It is important to keep the members interested and excited to be a part of the club. It is important to keep communication among the members and with the advisor. Involving the members in decision making and being part of the planning process will help keep the momentum. Make sure to be holding regular meetings. Minutes should be taken and distributed so all the members are informed and stay informed with the club.

## **Motiving**

Keeping members motivated can be a challenge in any organization. It is important for you to get to know your members, their level of interest and responsibility. To help keep members motivated it is important to pair tasks and responsibilities that match their degree of competency and interest. Here is where delegation is especially important. It is always a good idea to delegate tasks to members to help keep them involved and interested in the organization. A member that does not feel involved or part of the organization can become disinterested and leave the group. Too often presidents of an organization feel as if they must take on everything, but this is where involvement of members and executive board members is helpful.

Remember that all people are motivated by varied factors. Take the time to get to know your members and what motivates them.

### **Tips that will help you in motivating your club members:**

- Follow the tips of effective leadership.
- Avoid intimidation - it will weaken your team over time.
- Run orderly meetings.
- Let your members know you value their opinions.
- Effective goal setting will give structure and give members a purpose.
- Empower members by making them feel important through delegation.
- Give your members a sense that they are valued and an important asset to the team.
- Be consistent in your decisions.
- Recognize both small and large achievements.
- Acknowledge progress.
- Thank publicly, written and acknowledge the achievement to those in authority.
- Celebrate successes.
- **BE THE EXAMPLE!**

## **The Delicate Art of Delegation**

As the leader of a club, it is easy to feel that you will need to do everything all by yourself. This is not true; you have a team, and it is your job to get them to work together. If you do all the work by yourself, you will be overwhelmed, and your members will not feel needed and may become disinterested in the club.

It is often hard to let go and allow others the opportunity to take the lead because you have invested a lot of time and energy into your club or a specific project. You have an idea of how it should be done, and you expect it to be done that way. However, there are often many paths to the goal that may be just as effective. Be open to new ideas and try to let go enough to allow others the chance to lead. Learning to let go is important if you want your club to be successful. Give others a chance to grow into leaders by delegating smartly.

If you are smart in delegating, it will enable your group to do more with the same resources, motivate your members, build your team's sense of unity, and increase your time to do other things.

### **Tips to delegate smart:**

- Know your members' strengths and assign tasks that fit the individual.
- Assign tasks that are meaningful.
- Make sure directions are clear and understood.
- Create accountability by setting reasonable deadlines.
- Follow up on the progress but allow the member to make decisions and use resources to complete the task. Be careful not to micro-manage.
- Be encouraging and show faith in your members.
- Look at mistakes as opportunities to gain experience.
- If the member complains that they cannot complete a task, support them in completing it, but do not do it for them.
- Provide feedback in a timely manner.
- Make sure not to delegate tasks that are your role of responsibility.

*(The following information was adapted from Worcester State University's Synergy Club Handbook)*

## **The Failure Cycle**

1. **Immobilization**—the person is not involved in meetings and does not feel as though he or she “fits in.” It is important to not create cliques within an organization. It is natural for certain people to develop friendships and become close outside of the organization. Keep that in mind.

2. **Non-Achievement**— this person is not given responsibility for an event. Their opinions are not valued by others.
3. **Boredom and Depression**—restless at meetings if in attendance. Not really paying attention and showing disinterest. May even be disruptive in the meeting.
4. **Feelings of Worthlessness**—they may question “What am I doing here? They do not really need my help on this committee. This can result in the loss of a potentially good member.

It is important that the chairperson/president delegate responsibility to all members to avoid this cycle. Get the members involved in the planning and decision making. It is also important to recognize accomplishments within the organization; this is just as important to help members feel welcomed and involved. Try to personalize the recognition as much as possible. It will help connect the members and feel good about being involved.

### **The Success Cycle**

1. **Measurability**—your club/organization can measure its success based on its active members and programs. Sometimes quality over quantity is important in programming.
2. **Importance**—each member has realized their ability and importance in the club/organization.
3. **Recognition**—as a whole club/organization or singly as members you have been recognized and complimented on your abilities. Recognition can go a long way!
4. **Increased self-confidence**—each member has an opportunity to improve their self-awareness and self-confidence through their own members.

Although it will ultimately be up to each individual member to decide their level of commitment to the organization. Student Leaders of the organization can have a significant impact on motivating others to be involved.

### **Listed below are some helpful tips on motivating others:**

1. **Give members specific tasks** that reflect their abilities. The task should be moderately challenging, not overwhelming. You may give a new member a simpler task while they are still learning the organization.
2. **Follow up** on any expressed interest in the club/organization. Do not let a lot of time go by if someone does show interest because they may forget or move on if they do not hear back from the group in a timely manner. Something as simple as a thank you for attending the meeting can go a long way.
3. **Be enthusiastic about your organization.** This will “rub” off on new members.
4. **Express your need for help.** Often time’s would-be members never join because no one ever asks them.
5. **Get to know your members.** Find out why they joined and what they are interested in

getting involved with.

6. **Involve all members in the operation** of the club/organization. Have the whole organization set goals together and choose projects.
7. **Let the members know that they are valued and appreciated.** Make sure to compliment when on a job well done. If you missed them in a meeting let them know they were missed. It shows you care for and value them.
8. **Build a sense of teamwork.** Encourage informal interactions, cooperation, and mutual respect. Holding a club social where the members can get to know one another outside of the organization.

*(The following information was adapted from Worcester State University's Synergy Club Handbook)*

## **Running a Meeting**

Every organization must have regular meetings to make sure they are accomplishing the goals they have set for the year. As the President/Chair, you should have a clear idea of your role in the club. Your actions as a leader will have a profound impact on the success or failure of meetings. Be aware that you should exercise responsible authority, leadership presence, and work to serve as a role model.

Remember, although you are the leader you should respect the opinions and consider the ideas of your club members.

### **Before the meeting:**

- Plan the meeting carefully: Who, What, When, Where, and How many?
- Prepare and send out an agenda in advance. A good idea is to allow time for feedback on agenda items prior to the meeting date. This can be accomplished by e-mailing your members prior to the meeting to see if they have additions that need to be added to the agenda.
- Make sure to have enough copies of the agenda at the meeting.
- Come early to greet members as they arrive.

### **At The Beginning of the Meeting:**

- Start on time!
- Get participants to introduce themselves. If this is one of your first meetings, be available to introduce members and run an icebreaker to help members get connected and acquainted so they are more comfortable when they are working together.
- Present the minutes from the previous meeting for approval.
- Follow Roberts Rules of Order when running the meeting.

### **During the Meeting:**

- Follow the agenda. Pay attention to time.
- Be sure to stay on the topics being discussed, as well as table items that cannot be agreed upon at a future meeting.
- Make sure a club member is taking minutes (a summary of what the meeting is about) to be distributed to all members.

### **At The End of the Meeting:**

- Summarize the items that require action and confirm who is to do what, etc.
- Review the items and places of any committee meetings that will be held before the next meeting of the group.
- Set the date and place of the next meeting and develop a preliminary agenda.
- Close the meeting on a positive note.
- End the meeting on time!
- Clean up and leave the room the way you found it.

### **After the Meeting:**

- The secretary should prepare the minutes and distribute them to club members, advisor, Student Government, and the Office of Student Activities .
- Follow up action items and begin to plan the next meeting.

## **State Procedures on Taking Proper Minutes for Student Clubs**

### ***Information was taken from the Connecticut Comptrollers Spending Guidelines.***

- Copies of the minutes of all meetings held by the student organization must be on file in the institution office (Student Activities) and be available for audit.
- These **minutes must clearly indicate all action taken by the group, particularly that concerning financial matters.** Please indicate allocated or revenue account when voting to spend money from the club.
- The minutes **should be in typed format.**
- Each sheet should be initialed by the secretary of the student organization to indicate that the typed material is an accurate copy of the original minutes, and the **signatures of the secretary and advisor should be affixed to the final page.**
- The meetings should be numbered in sequence and the minutes should indicate the number of the meeting and should run in consecutive order.
- **Who needs to receive a copy of the minutes:** Office of Student Activities , Student Government, Advisor, and members of the club.

### Example of How Minutes Should be Formatted

CT State Norwalk

Name of Club/Organization

Date and time of meeting

#### MINUTES

1. The meeting was called to order at (time) by (name of person presiding over meeting).
2. Present: List by name or attached signed roll call sheet. (Is there quorum? A quorum is the number of members that must be present for business to be conducted legally. The number for a quorum is stated in your club constitution)
3. Approval of today's agenda. (Last name of who made motion and who second the motion).
4. The minutes of (date of last meeting) were approved. Last name of who made motion and who second the motion.
5. Officer's Report: President, Vice President, Treasurer, Secretary
6. Unfinished Business
7. New Business
8. Announcements
9. Meeting was adjourned at (time and last name of who made motion).

Respectfully submitted by,

[ ], Secretary

# **Programming and Event Planning**

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## **Club Activity**

**How to Plan Programs and Events**

**Program Planning Timeline**

**Reserving Space on CT STATE NORWALK Campus**

**Food for Events/Handling of Food**

**Showing Movies/Films on Campus**

**Publicity and Posting at CT STATE NORWALK**

**Bulletin Boards**

## **Club Activity**

*All club activities for the academic year begin when classes start in the fall semester and end on the last day of finals in May.* We realize there may be rare circumstances, for example conferences, which take place during the summer. Please be aware you will need prior approval from the Director of Student Activities to hold any events outside of this timeframe.

## **How to Plan Programs and Events**

Once you have set your goals, it is time to begin planning. Planning a program may seem difficult, but if you are tapping into your resources, it will become exciting and enjoyable. There are challenges when programming, but you can succeed. It starts with ideas and builds upon those ideas to make the idea become a reality.

**No idea is a Bad Idea!**

## **How Do We Decide What Type of Program to Do?**

**Questions to ask when planning an event:**

- Does this fit into our mission and purpose of the organization?
- Does this fulfill or move us closer to our goal as a club?
- What kind of budget will, or do you have for the program?
- Where? When? Time?
- Target audience you are looking to plan an event for.
- Will you need to do a contract, a State Personal Service Agreement (PSA)?
- Will your advisor be available on the date and time you are looking to hold your event?
- Will you need to book space?
- Will there be food?
- Which members are willing to help plan the event and be at the event?
- Will the event need technology, laptops, microphones, etc.?
- How will you advertise your event?

## **Program Planning Timeline**

For a successful event you should start the planning process 8-6 weeks in advance. It is not always about the number of programs you complete as a club, but the quality of an event/program is more important.

**Step 1: 8-6 Weeks before event: Develop the ideas, brainstorming**

- Work with the club members and advisor to start this process of brainstorming.



- Possible: dates, times, locations, and theme.
- Designate a club member to be the coordinator of the event or form a committee.

**Step 2: 6 Weeks before event: Start Planning**

- Reserve space with a Reservation Form which **must** be submitted 10 days before an event. The form has to be signed and emailed as an attachment to the Director of Student Activities. Have an alternate date, time, and location. Space is extremely limited! The earlier you reserve a space the better.
- Make sure your reservation has been confirmed before moving forward.
- Create a check list of things that need to be done for the event.
- Create a budget for the event.
- Delegate and assign tasks amongst the members of the club or committee and set deadlines for tasks.
- Make sure your advisor is available during the dates you have selected for your program.
- What items will you need to purchase or contract for the event? If you need to draft a contract meet with the Director of Student Activities and give a minimum of 6 weeks.
- Decide the set up for the event.
- Decide if you will have food. Please read the policy on food at events.

**Step 3: 4 Weeks before event: Develop a publicity action plan.**

- Check to make sure your reservation has been confirmed with the Office of Student Activities .
- Be creative!!
- Order any promotional items for advertising if necessary.
- Make sure to submit the advertisement to the Office of Student Activities so it can be placed in the monthly calendar.
- Make flyers, posters, and a PowerPoint that can be added to the TV screens. Public Relations can upload these for your club.

**Step 4: 2 Weeks before event: Implement Publicity Action Plan and other details to follow up on.**

- Make sure to post your flyers.
- Create table tents or small flyers to place on tables in the café.
- The event has been posted to social media.
- The PowerPoint Slide is on the campus TV's.
- Anything that needed to be purchased for the event has been done.
- Double check set up and confirmation for space.

- Call to check and confirm any orders you may have placed for the event, food, etc.
- Follow up to make sure you have enough members to help with the event.

**Step 5: 1 Week of Event: Last minute details and publicity.**

- Confirm all aspects of the event with your members or committee.
- The advisor is all set and up to date with any information about the event.
- All paperwork for the event was submitted and approved.
- You went through the set up with the Events Office and the Office of Student Activities, if necessary.
- All items were purchased for the event.
- Send a reminder to your members of when and where they need to meet for the day of the event for set up.

**Step 6: Event Day!**

- Set up your event. Always plan for an hour or more for set up of an event. Expect it may take more time to set up than you think.
- Remember you are responsible for the space.
- At the end of the event make sure to clean up and leave the space the way you found it.
- Enjoy your event and have fun!

**Step 7: Evaluate the event—this is an important piece to program planning!**

- Have a follow up meeting to reflect on and discuss your event. Make sure to record what you have discussed, so if you decide to do this event again, you will know what went well and what you may need to improve.

**Reserving Space on CT STATE NORWALK Campus**

**CT STATE NORWALK Internal Event Reservation Policies**

- Requests for the use of CT STATE NORWALK’s facilities are received continuously throughout the year. These requests are reviewed for compliance with state law, Board policy, and the College guidelines, and are subject to approval prior to assignment of space and/or event planning.
- A completed CT State Norwalk Room and Special Events Reservation Form is to be submitted to the Director of Student Activities by email, in an attachment, at least **ten (10)** business days prior to the planned event.
- The person sponsoring the event must be present for the duration of the event. If this is a Club sponsored event, the advisor **MUST** be present during the entire event.
- Please detail any special service requirements or setups either on the front of this form

or by attaching a detailed diagrammatic sketch of your setup to this request. These setups must be submitted at least **five (5)** business days prior to the planned event.

- Use of the Atrium for loud amplified events is restricted during normal class/office operations.
- All food served on campus becomes the responsibility of the College. Therefore, if any kind of food is to be served, a Certificate of Health from the vendor must be submitted **five (5)** business days before the event. Food will **not** be allowed to be served without the Certificate. The Events Office maintains a list of vendors with current Certificates of Health and should be contacted for this list.
- Food served on campus must meet with the State and Local Health department regulations. The Events Office has a separate informational notice concerning these guidelines.
- CT STATE NORWALK supports all recycling efforts and expects students/faculty/staff to do the same. Place paper, plastic, and glass in the appropriately marked bins.
- All Audio/Visual, Maintenance or other technical requests must be submitted within the Reservation Form **five (5)** business days before the event.
- Films shown on campus require special authorization from the production company. The Events Office has a separate informational notice concerning these guidelines.
- CT STATE NORWALK is a smoke-free College. There is no smoking allowed.
- Alcohol may not be served.
- There may be **no** solicitation, raffles, sale of items etc. on campus.
- Only the CT STATE NORWALK Foundation may use the College for fundraising purposes. Recognized student clubs are allowed to fundraise for the purpose of their club only.
- The **Events Office (EAST 214)** reserves the right to relocate an event based on administrative priorities.

## **Food for Events**

Any club that is funded by Student Government is allowed to spend **\$150** per semester on food for meetings.

If you plan on food for your event or meeting here are a few things that you need to do.

### **Options for food:**

1. You can use a catering company; this will need to be contracted. Please refer to the contract section.
2. Use a local business or restaurant.

**If you use a local business, restaurant, or caterer. Please read the following information.**

1. First, see if we have the restaurant on the frequently used restaurant list. If they are not

on the list, no problem, just ask the business for a copy of their most current health certificate. This will need to go to the Events Office located on East Campus, rm. 114. We will need the certificate before your event.

2. If you are serving large trays of hot food, you will need to take the food temperature of the food for every hour of your event. You can get a food thermometer and log sheet from the Office of Student Activities . This food log sheet will need to be turned back into the Office of Student Activities .

## **Handling of Food**

PLEASE NOTE: THE EVENTS, CAMPUS & COMMUNITY RELATIONS OFFICE RESERVES THE RIGHT TO REVISE THIS POLICY.

FOR ALL FOOD/BAKED GOODS SERVED ON CAMPUS:

- In accordance with the State Health Department, Bake Sales are not allowed. However, the Norwalk Health Department has stated that they will not “close down” a Bake Sale on campus. However, the Administration has agreed to permit Bake Sales only for an established CT STATE NORWALK Club’s fundraising.
- All food handlers MUST wear plastic gloves at all times. The person taking the money may NOT handle the food.
- For home cooked goods, there must be a sign prominently displayed which indicates that the food has been made in homes and not in commercial kitchens which have received a Certificate of Health from the State Health Department.
- Club’s MUST indicate ingredients of all food for allergy and dietary restriction purposes.
- Any food vendor holding a Certificate of Health from the local Health Department is responsible for all safe handling of their food products.
- When a Club chooses to sell food, it is the responsibility of an Agent of the College (the Director of Student Activities or club advisor) to regularly check the temperature of the food every ½ hour using a professional culinary long stem dial type thermometer. A record must be maintained, signed, and submitted to the Office of Student Activities after the event.
- Hot food must be cooked to 165 degrees and cannot drop below 140 degrees. Cold food cannot be held at a temperature above 45 degrees.
- Food may NOT be left out for longer than 3 hours.
- Public Health Code documents are available at the Events, Campus & Community Relations Office. East Campus, rm. 114, 214, 203-857-7268/7216.
- Packaged foods such as baked goods, candy, chips, etc. qualify for needing a certificate of health from the store they were purchased from.

## **Showing Movies or Films on CT STATE NORWALK Campus:**

Any film or movie that a club would like to show you must have copyrights from the production company. In order to obtain these rights, the club will have to pay for the copyright to show the film in a public domain. Please work with the Director of Student Activities to reserve a movie with the proper copy rights for viewing.

## **Publicity and Posting at CT STATE NORWALK**

- All flyers MUST be approved and stamped by the Office of Student Activities . Flyers typically will not be able to be hung longer than 20 days. This will help with overcrowding of the Student Activity Boards.
- Student Activities will make 15 copies for clubs to hang on the Student Activities boards.
- All active clubs can post flyers on the Student Activities boards. All clubs are responsible for hanging the flyers and taking them down after the date of the event.
- The Office of Student Activities has a poster maker that clubs can use. Please make sure the flyer for the poster maker is in black and white and any pictures need to be simple and clear.
- Clubs can borrow easels from the Office of Student Activities . Please make sure to return these back to the office once you are done with your event.
- Please make sure all flyers have the following information: Name of event, time, date, location, cost (if applicable) and the sponsoring club or organization.

## **Posting an Event on CT STATE NORWALK TV's**

The Public Relations Office can post your events on the TV's that are located around campus. You must provide the PR Office with a Power Point slide that is widescreen 16:9. You can change this setting in the Design Tab in Power Point. We suggest keeping the ads simple because they are only displayed for 15-18 seconds per slide.

## **CT STATE NORWALK Bulletin Board Policy**

The college maintains bulletin boards to be used to inform students and faculty of upcoming events, college policies, and academic opportunities. They are available for use by academic departments, college offices, and student clubs and organizations. Outside individuals or organizations may not post notices at the college without authorization from the Director of Student Activities. No posting is permitted except on bulletin boards,

- Use *only* thumb tacks – No stapling
- Do not post over other postings
- Remove your outdated postings
- Post only one (1) advertisement/flyer on board

**Information should only be listed on 1 of these 3 types of Bulletin Boards:**

***Student Activities' News and Events***

All Student Activities events and Club information

***Academic Information***

All course announcements, academic program information, tutoring information, academic materials

***Community Information***

All renting, book sales, job postings, and community events

**Bulletin Boards for Clubs:**

If your club is interested in having their own bulletin board, please meet with the Director of Student Activities so a board can be identified for your club. Do not take things down on a board or take over a board. The Office of Student Activities and Events Office will do their best to accommodate the clubs.

If you do have a bulletin board, please make sure to keep the board up to date. The Office of Student Activities has the right to take down a club board if they deem it inappropriate, never received permission for the board, or if you have not updated the board within the year.

# **Spending Guidelines for All Clubs**

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**Club Active vs. In-Active Status**

**Student Activity Fee**

**Club Accounts**

**State Requirements for Student Activity Funds of Institutes of Higher Education**

**Student Activity Payment Request Form**

**Contracts/Honorariums**

**Student Activities Credit Card**

**Fundraising and Bake Sales**

**Donations/Gifts**

**Gift Cards**

## **Active Club Status**

- Have 5 members or more and/or meet on a regular basis, minimum twice a month.
- Must attend Student Government meetings twice a month and attend the All-Club meetings twice a year.
- Submit your Club Registration/Contact form each year and/or each semester to the Office of Student Activities .

## **In-Active Club status**

- When your membership drops to less than 5 members and/or if the club does not meet regularly (minimum twice a month) and/or does not submit regular minutes.
- The club is not spending their allocated or revenue funds appropriately.
- Once a club is defined in-active, Student Government, the chair of the Finance Committee will issue a letter of probation or inactivity. If the club chooses to become active again, within less than a year, they will need to meet with the Director of Student Activities and Student Government.
- If a club has been in-active for more than 2 years, they must start as if they are a brand-new club. Please refer to the Starting a New Club section.

## **Active—Funded Club Status**

Any club that has been funded by Student Government has been recognized as active. To maintain your active funded status, you must provide and follow these guidelines.

- Submit your Club Registration/Contact form each year and/or each semester.
- Submit minutes regularly to Student Government, Office of Student Activities /Director of Student Activities.
- Attend Student Government meetings twice a month. Attend the All-Club meetings, twice a year.
- Spend your allocated and/or revenue accounts appropriately.

## **Loss of club funding if the following takes place**

- When your membership drops to less than 10 members and/or if the club does not meet regularly (minimum twice a month) and/or does not submit regular minutes with financial records.
- The club is not spending their allocated or revenue funds appropriately.
- If a club has not spent any of their funds at the end of the fall semester, Student Government will take all the allocated funds and roll them over to re-allocate to other clubs.
- If the club has not spent 50% of their allocated funds by **March 1st** Student Government



will take the remainder of the allocated funds and roll them over to be re-allocated to other clubs.

## **Student Activity Fee**

Pursuant to the terms of section 4-52 through 4-58 of the Connecticut General Statutes, the College's annual Student Activity Fee rates support most co-curricular activities held during the fall and spring semesters only. Students who pay the Student Activity Fee can participate in these activities. No club events will be held after the last day of finals in the spring semester.

## **Club Accounts**

**Each club has 2 different accounts.**

**Allocated Account**—the money from this account is Student Activity Fee funds. This money is allocated from Student Government. The amount the club is allocated is based on the budget process in the spring semester. Clubs must request funds by filling out the budget packet which is assigned a due date by the Director of Student Activities each year. The money in this account does NOT carry over from year to year. The money in this account is from July 1st through June 30th, academic fiscal year.

**Revenue Account**—the money from this account is fundraised dollars. Any time a club collects money it will be placed in their revenue account. This money DOES carry over from year to year.

Clubs can request additional allocated funds for specific events. Student Government has the Additional Allocated Club Fund Request form if a club wishes to request extra funds for a particular event. The form should be filled out in a timely manner. It takes approximately 1-2 weeks after the fund request has been received and reviewed by the Student Government Finance Committee. The Student Government Finance Committee will vote on the amount of money for the Additional Allocation. The Director of Student Activities will assign the due date to request more funds during the All-Club meeting.

## **State Requirements for the Student Activities Funds of Institutes of Higher Education**

**Expenditures/Disbursements for Club Allocated Accounts:**

1. Each club should appoint a treasurer to manage its financial transactions.
2. Expenditures should be made within the Club's budget. The Treasurer is responsible for

keeping record to prevent overspending of the Club's budget.

3. In order to initiate the payment of any purchase, the Treasurer of the Club will acknowledge the receipt of the goods and services to prepare a Student Activities Payment Request Form. This form requires the Club Advisor's signature. *(Please see section on Purchase Request Form.)*
4. All payments for goods or services should be substantiated by vendor's invoices or by receipts from the individuals.
5. When staff accompanies students on a trip that is extracurricular, expenses of the state employee may be paid out of the Activity Funds only if the expenses of the students are paid out of the fund. The Club must vote to pay the expenses of the state employee.
6. Minutes of the meeting must require a record of the Budgetary Vote approving each expenditure.

#### **Unauthorized Expenditures from Club Allocated Accounts:**

1. Routine expenditures, such as equipment, supplies, forms, and postage for State use.
2. Repair of maintenance of State Equipment.
3. Professional books, magazines and memberships in professional organizations not related to specific Activity Fund functions or for which the greater benefit does not accrue to students.
4. Salaries for services are the responsibility of the institution.
5. Gifts, services, or donations to State Employees, private citizens, or organizations (accept other entities organization to benefit students. Example: Donations from a class restricted account to a Student Alumni Association).
6. Specific fundraising events for charitable organizations are not excluded and must be accounted for in a restricted account. Only net profits of the proceeds may be donated to the charitable organization. Money cannot be sent overseas to international charities. Must be domestic charities. If the fundraiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization.

#### **CT STATE NORWALK Tips for Budgetary Success:**

1. Original receipts must be submitted with the Student Activities Payment Request Form.
2. Itemized receipts showing all purchases should be obtained.
3. **All items on the receipt should ONLY be Club related.** Keep private purchases separate.
4. **Club Advisors and students should NEVER sign contracts.** If working on an event where a speaker or entertainer is participating, the Club should obtain a quote. Student Activities will work with the club to produce a contract. Once a price is agreed upon, we will need some written invoice or estimate with all the details to produce the contract. Information is needed for a contract.
  - **Company/Vendor/Speaker/Entertainer:**

- FEIN number or if private person a Social Security number,
  - Who the check is made payable to
  - Address, phone, number, email address
  - Details of the services being provided, which would include timeframe, location, cost and contact at CT STATE NORWALK.
  - W-9 form if this is a new vendor.
5. **NEVER collect monies and then use the money directly to pay for services.** All payment for services will be in the form of a CT STATE NORWALK check. Please plan for 30-45 days for a check. Complete the Student Activities Payment Request Form to have a check created.
  6. A W-9 must be on file for reimbursement. Please attach this with the Payment Request Form.
  7. When club monies are used, the Club must vote to approve and reflect this vote in the minutes that are submitted to the Director of Student Activities and Student Government. If club minutes do not reflect a budgetary vote, the Director of Student Activities will notify the Club and Advisor.

### **Student Activities Payment Request Forms**

What are these forms used for? These forms are used to make payments for clubs. This would include, but not limited to, reimbursements, payment for a contract, and payment with a check. **It can take 30-45 days for a check to be mailed. Note: CT STATE NORWALK does not reimburse tax.**

#### **Reimbursements:**

- Must have an original itemized receipt with club expenditures only.
- If you purchased the items on a debit or credit card a statement from your debit or credit card is required to show the items were not returned.
- Minutes to reflect the club voted to spend the money. Please make sure the vote reflects allocated or revenue fund.
- A W-9 if this person has never been reimbursed before. Note: If the student or advisor that is being reimbursed has or is working for CT STATE NORWALK a W-9 is on file already, and this form will not need to be filled out again.
- Make sure to have the club advisor's signature.

#### **Purchase with a Payment Request:**

- Must have an invoice.
- Minutes to reflect the club voted to spend the money. Please make sure the vote reflects allocated or revenue fund.

- A W-9 from the business or person you are purchasing with.
- Make sure to have the club advisor's signature.
- Let the vendor know it can take up to 30-45 days to receive the check.

## **Contracting**

### **When do you need to contract for services?**

If you are having a service provided by a company or person. This would include, but not limited to catering services, DJ services, vendors, speakers, lecturers, etc. If you are unsure if a contract will need to be completed set up a meeting with the Director of student Activities.

Contracts are referred to as a **Personal Service Agreement (PSA)**. These are provided for non-college employees. A PSA is a legal binding document that the college and all parties involved have agreed to the contracted services and monetary amount.

All organizational contractual agreements and/or financial transactions must be approved by the Director of Student Activities prior to arrangements being made. **No student, student organization or advisor is authorized to enter into any contractual agreement or sign contracts for any service or entertainment booking at any time, for any reason. Anyone found in violation of this policy will be held personally responsible for any financial obligations and will be subject to further sanctions by the Student Government, the Director of Student Activities, and the Dean of Students and/or College Management.**

### **Clubs, Advisors, and students NEVER sign contracts.**

- If a service that is provided is **over \$3,000** it must go to the Attorney General's Office to be signed and approved which is located in Hartford. **This type of contract will need 3-4 months' time to be completed.**
- If a service that is being provided is **under \$3,000** it is signed by the President of the college. **This type of contract will need 1-2 months' time to be completed.**
- **Honorium**—\$200-250 per honorarium. Honoriums are used when a small amount of money needs to be paid for non-college employees for a speaking or lecture engagement.

## **Student Activities Credit Card**

The Director of Student Activities has a Student Activities credit card. The credit card can be used for various purchases some including, but not limited to, travel related items, online purchases, museum, or trip tickets, etc.

You MUST give a **minimum of 2 weeks** for the purchases to be made with a Student Activities Credit Card. This allows ample time to have the items purchased. Please reach out to the Director of Student Activities via email to request an item to be purchased on the credit card.

## **Solicitation, Fundraising, and Raffles**

Any club or organization that plans to hold a raffle or solicit donations from off-campus sources must register for this activity with the Director of Student Activities. The Director will advise the club if certain procedures must be followed, such as notifying the Better Business Bureau or obtaining a state police permit to hold a raffle. Solicitation is not permitted on college property except by recognized student clubs or with written permission of the Dean of Students.

## **Fundraising**

### **Philanthropy**

If this is a fundraising activity for charity, remember that only net profits of the proceeds may be donated to charitable organizations. If the fundraiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. You must first cover all the costs of the event. Allocated funds cannot be used for charitable events or fundraising.

### **Club Fundraising**

Once you have set your goals and examined your budget, your club may find you need to raise additional funds to accomplish all that the club would like to achieve. Before deciding upon a specific fundraiser, the club will need to determine how much money to raise, the date of the fundraising event, the number of club members participation, and time dedicated to the event. These questions will help narrow down ideas to the ones that best suit the club's needs. In the past, student groups have done projects that have included, but not limited to, bake sales, car washes, Valentine's Day candy or rose sale, holiday ornaments, and bagel breakfasts.

***Note: If your club fundraiser is occurring on campus, it is necessary that the club follow CT STATE NORWALK Events policies by reserving space and adhering to the CT STATE NORWALK policies.***

**All clubs must fill out a Fund-Raising Form with the Office of Student Activities . The Office of Student Activities must give prior approval for the fundraiser to take place. Please submit the form minimum 2 weeks before your event.**

### **Funding Your Event:**

For all fundraisers, you must spend out of your revenue account for materials needed. This way all funds collected can be deposited into the revenue account (both reimbursement costs and net profits come from this account).

### **Bake Sales:**

If clubs are having bake sales, all tables must be covered with a tablecloth. All food items must not be temperature sensitive food. For example, dairy products or any other perishable food product should NOT be sold at your bake sale. All bake sales require a posting that can be

obtained from the Events Office in East Campus, rm. 214. You must display this posting during your base sale and **RETURN** the sign at the end of the bake sale.

*All other questions related to food in fundraising efforts, or in general related to clubs should be addressed with the Director of Student Activities. You can also find additional information in the food section of the handbook.*

### **Tracking Philanthropy and Fundraising Efforts**

The Club Advisor and Treasurer should be a part of the money collection process during a fundraiser or philanthropy event. All monies collected must be **deposited within 48 hours** to the Business Office to be placed into the club revenue account. The Business Office will provide a receipt and contact Student Activities for the deposit. Clubs should track all funds collected into revenue accounts, as this is required information on Club Budget proposals at the end of the year.

**NO MONIES COLLECTED CAN BE GIVEN DIRECTLY TO ANYONE FOR THEIR SERVICES OR REIMBURSEMENT. THIS PROCESS NEEDS TO GO THROUGH A PAYMENT REQUEST FORM AND A CT STATE NORWALK CHECK WILL BE SENT.**

### **Donations/Gifts**

Contributions with a value under \$250 may be accepted and credited to the club's account with the approval of the Dean of Administration and the Director of Student Activities. These refer to small sums of money such as donations and minor items of commodities or equipment donated for student activity purposes. Contributions over \$250 are to be considered as gifts.

All gifts, trusts and/or bequests of cash, securities or property in the amount of \$250 or more to a club's account must be submitted in writing for approval to the Dean of Administration and Director of Student Activities indicating the purpose and any conditions under which the gift or bequest is made and proposing the purpose for which it is to be expended or used.

### **Gift Cards**

Gift cards are typically used as a prize for different types of events. If a club wishes to purchase a gift card it can only be from a business or the bookstore. VISA gift cards cannot be purchased. Only CT STATE NORWALK students can "win" a gift card. When giving out a gift card for a prize a Gift Card Form will need to be filled out by the student who is receiving the card and then brought to the Office of Student Activities .

# **General Policies and Procedures for All Clubs**

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**How to Plan Off-Campus Events/Trips**

**Liability of Risk Forms**

**Alcohol and Drugs Policy**

**Gambling**

## How Do I Plan Off-Campus Events/Trips

1. An Off-Campus event is designated as any event planned that takes place off campus and you are representing CT State Norwalk. This can be local or within another state.
2. Meet with your Club Advisor and discuss trip ideas to make sure they are consistent with your club's goals and mission.
3. Check to see if you have enough money in your budget.
4. Research and get quotes for the cost of your trip. This should include all travel costs, transportation, tickets, etc. The Office of Student Activities can provide you with information on bus companies.
5. Travel CANNOT be EXCLUSIVE ONLY to club members. Since all club funds come from the Student Activities Fund, all events are open to the CT STATE NORWALK student body. Trips should be publicly posted, along with other club events.
6. Students are the first to fill a seat on a trip. We highly suggest charging a small fee to ensure the students commit to the trip. You can allow guests, but the cost for a guest is the full amount of the trip. Trips can be opened to faculty and staff at the guest price IF the trip has not been filled in a timely manner by students first.
7. Make sure you have at least one advisor that is a full-time CT STATE NORWALK faculty or staff that will be attending this off-campus event. If you are taking more than 10 students, we highly recommend a second advisor for the trip/event.
8. **Travel Authorizations (TA) are required for CT STATE NORWALK Faculty and staff when advising a trip or off campus event.** This form can be found on Human Resources website under forms called CT STATE NORWALK Conference/Travel Form. A TA number is required for travel of faculty or staff with students, which is assigned by the Business Office.
9. **Fill out the Student Activities Travel Request paperwork. must be approved by the Director of Student Activities before anything is reserved or booked.** The Director of Student Activities may contact you for further information.
10. **All students attending the trip will need to fill out the Travel Waiver Release Form** prior to departure for the event.
11. **All 3 forms (*Student Activities Travel Request Form (filled out by the club), CT STATE NORWALK Conference/Travel Form (advisor), Travel Waiver Release form (students)*) are submitted to the Office of Student Activities two weeks prior to your trip. A copy of this paperwork will be kept with the Office of Student Activities and the originals will be submitted to Judy DeArmas in the **Office of the Dean of Administration (E215) for approval by the Dean of Students, Dean of****



## **Administration, and the President.**

### **Paperwork that should be included with the forms when an off-campus event takes place:**

- Minutes must be provided reflecting that the club approved the money to spend on this event.
  - A list of participants.
  - Promotional materials.
  - Quote/Invoice, if applicable
  - Payment Request Form, if applicable.
12. When Collecting money from Students to cover partial costs of club travel, there needs to be a system in place. Students cannot collect money and then take collected money to directly pay for services. monies into the Club Revenue Account. Monies collected should be deposited within 48 hours to the Business Office.
  13. All monies raised from ticket sales above the amount spent on the trip or event must be deposited directly into your student club revenue account. Expenditures from the clubs allocated funds must first be reimbursed before any funds are deposited into the revenue account. Only net profits from events can be deposited into the club's revenue account.
  14. If the program is an outdoor event, plan, and publicize a rain date.
  15. All students traveling with the program should return with the same transportation provided by the clubs.
  16. All college policies apply when on a college sponsored trip or an off-campus event.
  17. Go to the Office of Student Activities for clarification of any of these issues.

***\*Please note this is subject to change. \****

### **Liability of Risk Forms**

We have 2 kinds of liability of risk forms:

1. **Travel Waiver Release form**—this form is used for any off-campus events/trips.
2. **Liability of Risk Form**—this form is for activities on or off campus that have a higher risk of injury. Example: Soccer Tournaments.

### **Alcohol and Drugs**

#### **Policy on Drugs and Alcohol in the Community Colleges**

The Board of Trustees of Community Colleges endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise: American society is harmed in many ways by the abuse of

alcohol and other drugs — decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and board of trustee’s policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are responsible for their actions and conduct. These provisions shall apply to all colleges under the authority of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be in violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to the following conditions, as appropriate:
  - a. When a temporary permit for the sale of alcoholic beverages has been obtained and Dram Shop Act Insurance has been purchased.
  - b. When a college permit has been obtained.
  - c. When students bring their own beverages.
  - d. When alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.
3. This policy shall be published in all college catalogs, faculty and staff manuals, and other appropriate literature.
4. Failure to comply with this policy will result in invocation of the appropriate disciplinary

procedure and may result in separation from the college and referral to the appropriate authorities for prosecution.

### **Gambling**

Gambling of any type on the college campus or at a college-sponsored activity, function, or event subject you to disciplinary action.