Northeast Community College  
Student Club/Organization  
Advisor Manual

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1. PROCEDURE SUMMARY STATEMENT

To establish procedures for recognizing student organizations.

2. DEFINITIONS

N/A

3. PROCEDURE

3.1 Student organizations and individual members must adhere to the Standards of Conduct described in policy BP-5220 and are subject to sanctions outlined in the Northeast Community College (Northeast) Student Code of Conduct. The Administration reserves the right to withdraw recognition of any student organization for violation of College policies. A student organization in good standing will have met all Student Organizations Policy and constitutional requirements.

3.2 Student organizations seeking college recognition shall make their request to the Student Activities Office as per the following procedures:

3.2.1 Prospective student organization members must inform the Student Activities Office of their intent to organize and identify a faculty/staff member(s) who is willing to serve as Advisor(s).

3.2.2 Student Activities Office will notify the Student Services Standing Committee of the organization's intent to form and keep the committee updated on the organization’s progress.

3.2.3 The prospective student organization must submit to the Student Activities Office a charter that defines the purpose of the organization, consistent with the mission of Northeast. A copy of the charter template can be acquired electronically from the Student Activities Office or on the Northeast website.

3.2.4 Upon receipt and conditional approval of the organizational charter by the Student Activities Office, prospective organization members, with the help of their advisor(s), will develop a constitution following the constitution template found in AP-5610.2. A copy of the constitution template can be acquired electronically from the Student Activities Office or on the Northeast website.

3.2.5 Student organization activities and fund raising events consistent with the organizational charter, the Student Organization Policy and in accordance with the Fundraising and Solicitation Policy (BP-6170), may be conducted subsequent to charter approval.
3.2.6 The prospective student organization must submit their constitution to the Student Activities Office, which then submits it to the Organization Constitution Review Workgroup. The Organization Constitution Review Workgroup recommends it to the Student Services Standing Committee for consideration.

3.2.7 After the Student Services Standing Committee approves the constitution, it is recommended to the President’s Council for approval to be recognized for active status.

3.2.8 Student organizations must have constitutions approved within the same academic year the charter is submitted. Charters may be effective for a period of one year or less. Organizations may request an extension through the Student Services Standing Committee.

3.2.9 A copy of the approved constitution and any subsequent amendments must be kept on file in the Student Activities Office.

3.2.10 Minutes of student organizations’ meetings must use the Northeast organization template and must be submitted to the Student Activities Office following each meeting. A minimum of six (6) meetings per academic year are required.

3.2.11 A current list of student organizations’ members and officers must be submitted to the Student Activities Office within one month of the start of each semester.

3.2.12 Each student organization should complete at least one (1) service project each school year. These can benefit the campus, community, or 20-county region.

3.2.13 Student organizations must submit an Activity Planning form (available in the mailroom and Student Activities Office) for all scheduled activities. The Student Activities Office must receive the planning form at least one week prior to the event in order to approve proposed activities one week in advance.

3.2.14 Distribution of posters or other signage must be consistent with policy BP-3020 and procedures AP-3020.0.

3.2.15 The Student Activities Office must be notified of any cancellations or postponements prior to public announcement.

3.2.16 Student organizations may amend the approved constitution as described in Article 9 of the constitution.

3.2.17 Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process identified in policy BP-5230.

3.2.18 A student organization will be designated inactive if no student interest is shown or if the organization has not met the requirements of its constitution or the
Student Organization Procedures. The organization’s financial account will be frozen.

3.2.19 A student organization will be dissolved if it remains inactive for three consecutive years or fails to meet the requirements of its constitution or the Student Organization Procedures for two consecutive years. The organization’s financial account will be closed and redistributed to the Student Services auxiliary budget. Once an organization has been dissolved, it cannot be consolidated or reorganized under the original charter and constitution.

4. APPLICABILITY

N/A

ISSUE DATE: 05/01/2014
EFFECTIVE DATE: 05/27/2015
REVISION DATE(S): 06/11/1998 (item #8318); 07/11/2002 (item #9142); 02/19/2009 (item #10399); 01/12/2012 (item #10990); 05/01/2014; 05/27/2015
PRIOR POLICY/PROCEDURE NUMBER: 5041.a
SCHEDULE FOR REVIEW: 2020
DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services
SPONSORING DIVISION/DEPARTMENT: Student Services
RELATED PROCEDURES/REFERENCE: AP-5610.1; AP-5610.2
PROCEDURE KEY WORDS: student organizations; constitution
4. PROCEDURE SUMMARY STATEMENT

To establish procedures for developing a charter for student organizations.

5. DEFINITIONS

N/A

6. PROCEDURE

6.1 The Charter is the official written document that creates a new student organization. This document defines the purpose of the student organization and how it will conduct business until the constitution is prepared and approved. Several items are suggested as possible options and are so indicated with an asterisk.

6.2 Charter Template

Article 1. Name

The name of this organization shall be the Northeast Community College (ORGANIZATION NAME), hereinafter referred to as the (ORGANIZATION NAME).

Article 2. Purpose

The purposes of the (Organization Name) shall be:

(ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED)

A. To develop leadership and service.
B. To cultivate fellowship among students of Northeast Community College.
C. To promote active citizenship and volunteerism by conducting special projects that allow (ORGANIZATION NAME) members to learn by providing service activities that meet community needs.
D. To promote the development of professional attitudes among students preparing to enter the (PROGRAM) profession. *
E. To interest capable men and women in (PROGRAM) as a career. *

5. APPLICABILITY

N/A

ISSUE DATE: 03/25/2015
EFFECTIVE DATE: 03/25/2015
REVISION DATE(S): 06/11/1998 (item #8318); 07/11/2002 (item #9142); 02/19/2009 (item #10399); 01/12/2012 (item #10990); 05/01/2014; 03/25/2015
PRIOR POLICY/PROCEDURE NUMBER: 5041.b
SCHEDULE FOR REVIEW: 2020
DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services
SPONSORING DIVISION/DEPARTMENT: Student Services
RELATED PROCEDURES/REFERENCE: AP-5610.0; AP-5610.2
PROCEDURE KEY WORDS: student organizations; charter template
ARTICLE 1. NAME AND PURPOSE
Section 1. The name of this organization shall be the Northeast Community College [OFFICIAL ORGANIZATION NAME], hereinafter referred to as the [RECOGNIZED ORGANIZATION NAME].

Section 2. The purposes of the [ORGANIZATION NAME] shall be: [ADDITIONAL PURPOSE STATEMENTS MAY BE ADDED]
A. To develop leadership.
B. To cultivate fellowship among the students of Northeast Community College.
C. To promote volunteerism by conducting special projects that allow [ORGANIZATION NAME] members to learn through providing service activities that meet community needs.
*D. To promote the development of professional attitudes among students preparing to enter the [MAJOR/PROGRAM] profession.
*E. To interest capable men and women in [MAJOR/PROGRAM] as a career.
*F. [OTHER]

ARTICLE 2. GOVERNANCE
The [ORGANIZATION NAME] shall be governed by its constitution and any other actions as mandated by the membership that are consistent with this constitution.

ARTICLE 3. MEMBERSHIP
Section 1. Eligibility
A. Membership in the [ORGANIZATION NAME] shall be comprised of Northeast students and students of partner colleges who support the purpose of this organization.
B. Members of the [ORGANIZATION NAME] must adhere to, and are subject to sanctions outlined in, the Northeast Community College Student Code of Conduct.
C. A Grade Point Average of [2.0 or higher] must be maintained. When a member’s cumulative G.P.A. falls below [2.0 or higher], he or she has one semester in which to bring the average to [2.0 G.P.A. or higher]. If he or she fails to raise the cumulative G.P.A. to [2.0 or higher] after one semester, the member shall have his or her name stricken from the membership roll. Once a student’s name is stricken from the roll, all privileges of membership are revoked.
D. Students will again become eligible for membership after achieving and maintaining for at least one academic semester a cumulative [2.0 G.P.A. or higher].

E. The [ORGANIZATION NAME] shall not deny membership to any person because of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in educational programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: compliance@northeast.edu; or mail: U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.

*Section 2. Dues
The dues of the [ORGANIZATION NAME] shall be recommended by the [ORGANIZATION NAME] membership.

ARTICLE 4. ADVISOR(S)
Section 1. The advisor(s) shall be a faculty/staff/community member(s) approved by the Director of Student Activities.

Section 2. The advisor(s) shall not be a voting member of the organization but shall serve in an advisory capacity.

Section 3. The advisor(s) shall be responsible for overseeing the completion and submission of all required College forms in the process of conducting organization activities and business.

Section 4. The advisor(s) shall be responsible for overseeing organization activities and shall act on behalf of the College administration.

Section 5. For the purpose of conducting organization activities and business, the advisor(s) shall report to the Student Activities Office.

ARTICLE 5. OFFICERS
[ADDITIONAL OFFICERS AND DUTIES MAY BE ADDED]
Section 1. Composition
The officers shall be a President and Secretary. [VICE PRESIDENT AND TREASURER OPTIONAL; ALL DUTIES MUST BE ASSIGNED TO A DESIGNATED OFFICE]

Section 2. Eligibility - To be eligible for office, a person must:
A. Be enrolled at Northeast Community College or a partner college.
B. Be a member of the [ORGANIZATION NAME].
C. Be in good standing at the institution and the organization.
*D. Maintain a minimum GPA of [2.5 or higher]
   *1. A Grade Point Average of [2.5 or higher] must be maintained. When an officer’s cumulative G.P.A. falls below [2.5 or higher], he or she has one semester in which to bring the average to [2.5 G.P.A. or higher]. If he or she fails to raise the cumulative G.P.A. to [2.5 or higher] after one semester, the officer shall be removed from office.

Section 3. Elections
Nominations for office will be accepted by application or by verbal nomination from the floor. Plurality of votes cast will determine the new officer.

Section 4. Term of Office
Officers will serve a one-year term. Elections will be held [SPECIFY]; terms of office will begin [SPECIFY].

Section 5. Duties
[ALL DUTIES MUST BE ASSIGNED TO A DESIGNATED OFFICE IF OPTIONAL OFFICES ARE NOT FILLED]
A. The duties of the President shall be as follows:
   1. Preside over all business meetings.
   2. Vote only in case of a tie.
   3. Present business to the organization.
   4. Work closely with the advisor(s) to guide organization activities and to conduct business.
   5. In the absence of the Secretary, will assign a member to record minutes.
*B. The duties of the Vice President shall be as follows:
   1. Perform all duties of the President in the event of his or her absence.
   2. Perform other duties as directed by the President.
*C. The duties of the Treasurer shall be as follows:
   1. Perform all duties of the President and Vice President in the event of their absence.
   2. Maintain the [ORGANIZATION NAME] account(s) through the Northeast Administrative Services Office, receiving all money and authorizing expenditures with the approval of the advisor(s).
3. Keep a set of books, which shall be audited by the advisor(s) before the office is relinquished.
4. Make a report of finances at each business meeting.
5. Co-sign all documents for expenditures of organization funds.
6. Perform other duties as directed by the President.

D. The duties of the Secretary shall be as follows:
   1. Take attendance at the meetings.
   2. Record minutes of meetings and distribute copies to the advisor(s) and the Student Activities Office.
   3. Perform all duties of the President in the absence of other officers.
   4. Maintain records of the meetings.
   6. Perform other duties as directed by the President.

Section 6. Vacancies
A. When an officer must resign before serving a complete term, a special election shall be held at the first meeting following the resignation. The President, with the approval of the advisor(s), shall have the power to make a temporary appointment at his/her discretion until a meeting can be held.
B. When an officer is seen to be unfit to perform his or her duties, impeachment procedures may begin:
   1. An officer may be removed from office for neglecting duties, as determined by the remaining officers and the [ORGANIZATION NAME] advisor(s).
   2. The defending officer has the right to request a hearing with the remaining officers and advisor(s), after which the determination of removal or retention will be made.
   3. The [ORGANIZATION NAME] advisor(s) shall have three instructional days, post hearing, to give notification to the defending officer regarding retention, conditional retention, or termination from office.

ARTICLE 6. MEETINGS
Section 1. A minimum of six general membership meetings and/or activities will be held during an academic year.

Section 2. All general membership meetings will include the following:
   A. Opening
   B. Approval of the minutes
   C. Financial report
   *D. Committee reports
   E. Unfinished business
   F. New business
ARTICLE 7. RULES OF PROCEDURE
[CHOOSE ONE -- CONSENSUS MODEL OR PARLIAMENTARY PROCEDURE]
Consensus Model: This process should result in the development of trust, the gaining of ownership, enhancement of communications, and support for decisions.
A. Decisions are made when a consensus is formed among the members present.
B. Professional courtesy shall be demonstrated. Each person’s opinion is considered. The goal is to build a consensus on a particular issue so that the majority can support the decision as a whole, although they may not agree with all of its components.
C. Meetings are structured with a free exchange of information and ideas with roll call voting only when a consensus is not reached. The President shall vote only in the case of a tie.

Parliamentary Procedure
A. All parliamentary procedure will be in accordance with the current revised edition of Robert’s Rules of Order.
B. Voting
1. At all meetings each member of the organization present shall have one vote. The President shall vote only in the case of a tie.
2. Minimum support for approval for all measures shall be simple majority unless otherwise specified in the constitution.

ARTICLE 8. FINANCES
*Section 1. An [ANNUAL, ONE-TIME, ETC.] membership fee must be paid prior to induction into the [ORGANIZATION NAME].

Section 2. Revenues for the [ORGANIZATION NAME] will be raised by various fundraising activities conducted by [ORGANIZATION NAME] members during the year in accordance with the Fundraising and Solicitations Policy (No. BP 6170 Fundraising AP 6170.0 Fundraising Procedures). The advisor(s) and the Student Activities Office must approve all fundraising events.

Section 3. Disbursement vouchers must be submitted with original invoices and supporting documentation along with the signatures of an [ORGANIZATION NAME] Officer, the Advisor, and the Student Activities Office.
Section 4. Financial records of the [ORGANIZATION NAME] shall be audited annually by the advisor(s).

Section 5. All funds of the [ORGANIZATION NAME] are considered public funds that must be processed by the Northeast Administrative Services Office and identified within the agency fund.

ARTICLE 9. AMENDMENTS
Any member shall propose amendments to this constitution. During a regularly scheduled meeting, the constitution may be amended by a vote of two-thirds of the membership provided that the proposed amendment has been presented at a previous meeting. All amendments must then be approved by the advisor(s), the Student Activities Office, and the Vice President of Student Services.

The constitution of each Student Organization is maintained by its group membership with the oversight of an approved College advisor(s) and kept on file in the Student Activities Office.

Approved Date:                  _____________________________
Approved Amendments:    _____________________________
Club Advisor Agreement

I accept the position as Advisor for the ____________________________ Club for the ____________ academic year. I will serve as an active participant and supervisor of the club meetings, events, and activities. I understand Northeast Community College club advisors will be paid a stipend of $500 per year per club, upon **successful completion of the responsibilities outlined below**. One-half of the stipend will be paid through payroll to club advisors following the verification of fulfilled responsibilities by the Student Activities Office. Payment for the fall semester will be made in January; payment for the spring semester will be made in June. Clubs may have more than one advisor, and they will split the club stipend. (For example, if a club has a solo advisor, the advisor will receive one-half of the payment in January ($250) and again in June ($250). If a club has two advisors, each advisor will receive a payment of one-fourth of the total, ($125) per semester.)

**Club Advisor Responsibilities**

1. A faculty/staff member or community leader approved by the Director of Student Activities.
2. Attend any advisor training and procedure review sessions.
3. Serve as a positive role model to the students and take an active role in helping students plan and administer meaningful programming that is consistent with the club’s purpose.
4. Attend all club activities, meetings, events, and trips in their entirety (unless excused by the Director of Student Activities).
5. Be well informed about all club activities and keep Student Activities Office informed. (Documentation of a minimum of three (3) meetings per semester and one community service project per year is required).
6. Ensure that all necessary club documentation is current and on file in the Student Activities Office.
7. Provide a list of student officers and club members to the Student Activities Office within one month from the start of each semester.
8. Submit an Activity & Fundraising Planning Form for approval **prior** to proceeding with any event planning or fundraising activity.
9. Provide training to club officers on the process of balancing and monitoring the club account, fundraising and spending, and how to create meeting agendas and minutes and ensure minutes are submitted to the Student Activities Office within one week of each meeting.
10. Ensure College & Club policies and procedures are followed in conducting all club activities as outlined in the Club Advisor Manual.
11. Inform the Director of Student Activities as soon as possible, if a club disbands or becomes inactive.
12. Before May 1 of each year, submit a written summary report of the activities accomplished by student club members.

Advisor Signature ___________________ Date __________

Director of Student Activities ___________________ Date __________

Print Advisor name ________________________ List Co-Advisor(s)
## Activity Planning Checklist

<table>
<thead>
<tr>
<th>TASK:</th>
<th>Complete By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Create Event</td>
<td></td>
</tr>
</tbody>
</table>
| ☐ Set Name/Date/Time/Location  
  ☐ Choose alternate dates/rain location | |
| ☐ Complete Activity Planning Form | At least one full week in advance *(at least 30 days in advance if completing task #4)* |
| ☐ If planning on fundraising or soliciting-  
  ☐ complete Fundraising and Solicitation portion of Activity Planning Form | At least 30 days prior to activity |
| ☐ Complete Facility Request | |
| ☐ Complete Food Request (if needed) | |
| ☐ If there is a Contract for artist/event | Vice President of Administrative Services must sign all contracts (submit electronic copy and 2 hard copies) |
| ☐ Line up workers | |
| ☐ Request for Check/Requisition form  
  ☐ Attach invoice  
  ☐ Attach contractual agreement (if needed)  
  ☐ Advisor signature  
  ☐ Student officer signature  
  ☐ Director of Student Activities signature | Due to Student Activities Office by noon on Monday of the week prior to event |
| ☐ Advertisement  
  ☐ Posters must be approved for posting by the College Welcome Center receptionist  
  ☐ Submit information to What’s Happening and KHWK | By noon on Wednesday the week prior to event |
| ☐ Deposit money  
  ☐ Attach deposit sheet | Same day of event or next business day |
| ☐ Submit Request for Check/Expense Reimbursement/Requisition Forms  
  ☐ Attach invoice/receipt/etc  
  ☐ Attach contractual agreement (if needed)  
  ☐ Advisor Signature  
  ☐ Student Officer signature  
  ☐ Director of Student Activities Signature  
  ☐ Attach canary copy of Activity Planning Form  
  ☐ Attach white copy of Travel Request And Validation Form (if used) | Due to Student Activities Office by Monday before noon of the week before payment is due |
Northeast Community College
Student Organization Activity Planning Form

Instructions:
1. This form must be completed for every activity proposed by a student organization.

2. Submit completed form to the Student Activities Office for signature and approval at least one (1) week before scheduling the proposed event.

3. Approval must be obtained before the event date is finalized.

4. A copy of the Facilities Confirmation Form must be attached if college facilities will be used, or if special equipment is needed for the activity.

5. If Food Service is requested, a copy of the completed Food Service Request Form must be attached.

6. Travel requires this form as well as a copy of the list of students attending and their emergency contacts. Staff/Faculty must also complete a Travel Request and submit a copy to HR.

Definitions for Activities:

Business- Travel, guest speaker, etc, that would be either educational or beneficial to organization members toward the purpose of the organization.

Campus Service- Time, work, or money donated toward the Northeast Community College campus only (i.e. - Arbor Day tree planting).

Charitable- Time, work, or money donated toward an individual or family (i.e. – gift for a birth, loss or illness in the family of an organization member, advisor, etc.).

Community Service- Time, work, or money donated toward a local community (i.e. – clothing or food drives for the Norfolk Rescue Mission).

Fundraising- Attempting to raise money for the organization (i.e. – bake sales, raffles, etc.)

Social- Event with the main purpose of gaining new members, dinner for organization, etc.

Other- Describe.
# NORTHEAST COMMUNITY COLLEGE
## STUDENT ORGANIZATION ACTIVITY PLANNING FORM

**Instructions:**
1. This form must be completed for every activity proposed by a student organization.
2. Submit completed form to the Student Activities Office for signature at least one (1) week before the proposed event.
3. If fundraising or solicitation is taking place, form must be submitted 30 days prior to start of the activity.
4. Approval must be obtained before the event date is finalized.
5. A copy of the Facilities Confirmation Form must be attached if College facilities will be used, or if special equipment is needed, for the activity.
6. If Food Service is requested, the completed Food Service Request Form must be attached. Copies will be distributed from the Student Activities Office.

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Activity:</th>
<th>Location:</th>
</tr>
</thead>
</table>

### Proposed Date(s): Alternative Date(s): Time:

<table>
<thead>
<tr>
<th>Purpose of Activity: (check all that apply)</th>
<th>Estimated Hours</th>
<th>This event is for:</th>
<th>Alternative Date(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td></td>
<td>Members Only</td>
<td></td>
</tr>
<tr>
<td>Campus Service</td>
<td></td>
<td>Campus</td>
<td></td>
</tr>
<tr>
<td>Charitable</td>
<td></td>
<td>Community</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Social</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Raising/Soliciting**</td>
<td></td>
<td>Food/Refreshments:</td>
<td></td>
</tr>
<tr>
<td>** (complete box below)</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td></td>
<td>Yes</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**COMPLETE THIS BOX IF FUNDRAISING**

### Types of Donation Sought (check all that apply)
- Cash
- In-Kind Donation (describe)

### Equipment (describe)

### How will the donations you receive benefit Northeast?

### List businesses, organizations, individuals you plan to solicit and $$ goal or items being solicited for each. (You may attach a list) (i.e. Burger King- $100)

### How do you plan to provide recognition for any donations (i.e., thank you letters, etc.)?

### Donations received over $250 must be documented with the foundation. A list of donations received needs to be submitted to the Student Activities Office after event.

### Signatures Required:
- President of Organization:
- Advisor of Organization:
- Alternate Advisor:

(Note: Signature indicates that the advisor is responsible for supervision and completion of this activity.)

**For Student Activities Office Use Only.**
- Approved
- Not Approved - Reason:

### Student Activities Office
- Associate Vice President of Development and External Affairs, Development & External Affairs
Facility Reservation Request - contact 402-844-7242

### Event Name

- [ ] New
- [ ] Revised
- [ ] Cancellation
- [ ] Internal
- [ ] Rental
- [ ] Hosted

### Date(s)

*Recurring dates enter information in Notes*

<table>
<thead>
<tr>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
</tr>
</tbody>
</table>

*Multiple rooms/buildings enter information in Notes*

| Event Time | to |
| Reserved Time | to |

*Include time for set-up & tear-down*

| Northeast Contact |
| Ext. |
| Date |

| Estimated # of participants | |
| Registration Start Time | |

### Equipment Requirements

- [ ] Projector/Screen
- [ ] Lapel Microphone
- [ ] ITV
- [ ] Wired/Handheld Microphone

Conference Phone Required: [ ] Yes [ ] No

If yes, please follow link.

### Building / Maintenance Requirements

- [ ] Instructor Unlock Room
- [ ] Unlock Bldg/Room Doors
- [ ] Lock Bldg/Room Doors
- [ ] Heat or A/C
  - [ ] ON
  - [ ] OFF

Food Service Requirements

Food Service Required: [ ] Yes [ ] No

If yes, please follow link and place your order at least 2 weeks prior to event or call #402-844-7167.

Catertrax Chartwells Food Service

### Notes

### FACILITIES COORDINATOR USE ONLY

| Received | Banner # |
| Entered | |
| Distributed | |
| 1st Revision | 3rd Revision |
| 2nd Revision | 4th Revision |

<table>
<thead>
<tr>
<th>Distribution CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

- [ ] Chartwells
- [ ] Switchboard
- [ ] Custodial Staff / Maintenance
- [ ] Technology Support
- [ ] Other
- [ ] Other
- [ ] Other
- [ ] Other

### Additional Event Information / Requirements
Food Service Request

Please view menu and place your order at

https://necc.catertrax.com

or contact food service at least two weeks prior to the event

Chartwells at
Northeast Community College
801 E Benjamin Ave
Norfolk, NE 68701
Phone: (402)-844-7167
catering@northeast.edu
1. PROCEDURE SUMMARY STATEMENT

To provide procedures for fundraising and the solicitation of funds.

2. DEFINITIONS

2.1 For the purposes of this procedure, fundraising activities are defined as those that solicit gifts from off-campus businesses, individuals, and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, gifts-in-kind, and deferred or planned gifts.

3. PROCEDURE

3.1 To maximize the College’s fundraising efforts, the following procedures shall be followed by any entity associated with Northeast Community College for all fundraising activities designed to benefit the College.

3.2 Any individual, employee, or organization affiliated with the College wishing to solicit contributions in the name of the College shall complete a Fundraising and Solicitation Request Form and obtain a vice president’s signature. If the request is on the behalf of a student organization, the form shall be submitted to the Student Activities Coordinator; all other requests should be submitted to the Associate Vice President of Development and External Affairs.

3.3 Resource Development staff, under the direction of the Executive Vice President, shall discuss, on an as-needed basis, Fundraising and Solicitation Request Forms and recommend approval, denial, or revision of the activity.

3.4 Resource Development staff will determine if the proposed activity helps fulfill the College’s role and mission, as well as consider the timeliness of the request in regards to other fundraising efforts. Thirty days after the completion of any approved activity, a Fundraising and Solicitation Report Form must be completed and submitted to the Development Office. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.

3.5 The formal acceptance and valuation of any donations and gifts are in accordance with the Acceptance and Valuation of Gifts Policy (BP-6175).
1. POLICY REASON/PURPOSE/INTENT

To establish control of the solicitation of students, employees, and guests on College premises.

2. DEFINITIONS

2.1 Solicitation (or “Soliciting”) shall include, but is not limited to, canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing notices, posters, signs, banners, placards, advertising, handbills, pamphlets, petitions, and the like of any kind (“Materials”) on College premises or using College resources, including without limitation bulletin boards, computers, mail, e-mail and telecommunications systems, photocopiers, telephone lists and databases.

Commercial solicitation shall include peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on College premises or using College resources.

Solicitation and Commercial Solicitation shall include the above activities, whether these activities are performed through verbal, written, or electronic means.

2.2. College premises shall include any property in use by the College; includes property leased or owned, property used for functions sponsored by the College, and property used by the College to conduct business.

2.3. Vice President, as used in this policy, includes the executive vice president, the vice presidents, and the associate vice presidents.

3. POLICY

3.1 Northeast and its facilities are dedicated to a mission of education. The College shall control solicitation on College premises as necessary to accomplish that mission.
3.2 It shall be the purview of the Director of Purchasing, in coordination with the appropriate Vice President, or designee, as applicable to authorize solicitation by non-college related individuals or groups.

3.3 The Director of Student Activities, in coordination with the Vice President of Student Services and/or the Dean of Student Life, shall be responsible for approval of student involved solicitation, including solicitation by College-recognized student clubs and organizations.

3.4 If solicitations are authorized, they may be restricted as to time and place and may not interfere with academic or institutional activities of the College or impede the flow of traffic on campus sidewalks, streets or other facilities.

3.5 All authorized solicitation must be conducted in a manner that is not disruptive to College operations.

3.6 All authorized solicitation is additionally subject to regulation in accordance with college procedures.

4. APPLICABILITY

N/A
EFFECTIVE DATE: 02/08/2018
ORIGINAL ADOPTION DATE: 08/08/1996 (item #7695) Policy 2210
REVISION DATE (AND BOARD OF GOVERNORS’ MINUTES ITEM NUMBER): 03/13/1997 (item #7957); 06/10/1999 (item #8527); 02/18/2014 (item #11392); 02/08/2018 (item #12220)
PRIOR POLICY/PROCEDURE NUMBER: 2210
SCHEDULE FOR REVIEW: 2023
DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Administrative Services
SPONSORING DIVISION/DEPARTMENT: Administrative Services
RESCINDED DATE: none
LEGAL REFERENCE: none
CROSS REFERENCE: none
PROCEDURE(S) FOR POLICY: AP-3020.0
RELATED POLICIES/REFERENCES: none
POLICY KEY WORDS: campus signs, solicitation
Northeast Student Organization Advisor Information from the Business Office

Club account information in Banner is for the current fiscal year only (July 1 to June 30). Excess revenues from prior years will not be reflected on this report. However, the Director of Student Activities (ext. 7159), the Business Office cashier (ext. 7001) or the Director of Accounting Services (ext. 7011) may be contacted at any time to verify actual balances in the organization account. In addition, if an advisor or treasurer discover a discrepancy with their account, they may contact the Director of Accounting Services (ext. 7011) or Staff Accountant (ext. 7008). College policies must be followed for all organization activities. The policies are located on the Northeast Community College web site or SharePoint. The Purchasing Department can be of assistance in obtaining desired items and must be notified before purchases are made. A requisition form is used for expenditures for goods and services. The form is located in the mailroom. It is green in color. Please make a copy of the requisition for your records. When filling out the form you will need to have your organization number and signatures from the club sponsor, club officer, and director of student activities. The purchasing department will do their best to process the requisitions in a timely manner but please be considerate in planning. It is not always possible to process the requisition at the time it is presented. If you have any questions about purchasing forms or procedures, please call Purchasing Buyer (ext. 7052) or Director of Purchasing (ext. 7051).

If an advisor incurs expenses for the organization which requires reimbursement, an Expense Reimbursement Voucher should be completed with the appropriate documentation including itemized receipts, and signatures of the organization’s treasurer, advisor and the Student Activities Office. If an organization member incurs an expense for the club, the student must complete a Request for Check form to be reimbursed. The appropriate documentation (including itemized receipts) must be attached to the Request for Check form and the proper signatures must be obtained.

All “Request for Checks” and “Expense Reimbursement Vouchers” with the appropriate documentation and signatures (including the club treasurer’s signature) must be submitted to the Student Activities Office by noon on Monday. The Student Activities Office staff will review the submitted documents, sign and forward them to the Business Office by noon on Tuesday to be processed for payment on Friday. Advisors need to keep these deadlines in mind when requesting funds for speakers, club activities, etc.

Sales tax is payable on any fundraiser/activity where students are selling products and/or services to individuals. The College is not taxed, but the resale of product and/or services to other individuals is. Here is a list of some of the most common club activities:

- Candle sales, plant sales, butter braid sales, lanyard sales, etc. are all taxable revenues.
- Coats/t-shirts ordered by the clubs and bought by the students are taxable.
- Car washes that have a set price is taxable revenue. However, if the carwash is advertised as “freewill donation”, the revenue is not taxable.
- All admission monies are taxable—i.e. spooktacular ticket sales, home show admission, etc
- Bake sale revenues are not taxable.
- Club dues are not taxable.
Any revenues that are received by the organization from dues, fund raising activities, donations, etc. must be submitted to the Business Office the first business day following receipt of the monies. The organization representative bringing the funds to the Business Office must inform the cashiers where the funds originated from (i.e. dues, donation, type of fundraiser, etc). The Business Office will deposit the funds into the organization account and a receipt will be returned to the club via the advisor’s mailbox. If there is a large event, such as the home show, spooktacular, etc. the club sponsor should contact the business office (ext. 7010) prior to the event to make arrangements for handling these funds correctly. In no case, should the sponsor or students take funds home to count or to hold until business hours. Expenses for activities cannot be paid for from the cash received for the activity. All payments to vendors must be made by a College issued check through the Business Office to ensure proper record keeping procedures.
# REQUEST FOR CHECK

Please make sure ALL fields are completed before sending to the Business Office for payment.

<table>
<thead>
<tr>
<th>Pay To:</th>
<th>Today's Date</th>
<th>Date of Event</th>
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<table>
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<tr>
<th>Address:</th>
<th>Date Check Needed</th>
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City    State    Zip

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<tr>
<th>Mail</th>
<th>Pickup by</th>
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Business Office Use Only

Banner I.D.

Invoice #

Check if 1099 Reportable

2016-2-29

## Description of Expense

Use this form for:
- paying students who are not employed at Northeast
- paying a speaker/presenter

<table>
<thead>
<tr>
<th>Description of Expense</th>
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Grand Total $ 0.00

## FOAPAL

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<tr>
<th>Index</th>
<th>Account</th>
<th>Activity (Optional)</th>
<th>Amount</th>
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$ 0.00

Proof

$ 0.00

## Signatures:

**Club Officer signature & Club Advisor signature**

Person Requesting:

Date:

**Director of Student Activities signature**

Supervisor/Division Dean/Dept Head:

Date:

**Accounting Services**

Date Paid:

23
## NORTH EAST COMMUNITY COLLEGE

### REQUISITION

**Today's Date:**

**Suggested Source of Supply:**

**If new vendor:**

**Address:**

**Contact Person:**

**Delivery Location:**

**Phone:**

**Fax:**

**Campus:**

**Date Needed:**

### REQUIRED FIELDS

<table>
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<th>Fund</th>
<th>Org</th>
<th>Account Number</th>
<th>Activity Code</th>
<th>Amount or %</th>
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<tr>
<td>Club #</td>
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**Is the material ordered Hazardous Material?**

- [ ] Yes
- [x] No

**Quotation No.:**

<table>
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<th>Qty</th>
<th>Complete Description</th>
<th>Unit Price</th>
<th>Total</th>
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<td>1</td>
<td>This form should be used for:</td>
<td>$0.00</td>
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<td>-requesting petty cash reimbursement</td>
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<td>3</td>
<td>-requesting to purchase or order club items</td>
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<td>-recording a donation made to the club</td>
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### Approval

**Person requesting**

- [ ] Club Advisor & Club Officer Signatures

**Dean or Vice President**

- [ ] Director of Student Activities

**Special notations to purchasing:**

Division deans are not required to sign for club accounts

**P.A.**

**Total:** $0.00
**Employee Expense Reimbursement**

**Employee ID:**

**Name:**

**Address:**

**City**

**State**

**Zip**

**Business Office Use Only:**

**Invoice #:** 2016-3-18

**Current IRS reimbursement rate of personal vehicle mileage: After 12/31/2014 $0.575/mile After 12/31/2015 $0.550/mile**

Please ensure ALL highlighted fields are completed before sending to the Business Office for payment.

<table>
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<tr>
<th>Date</th>
<th>Reason and Destination</th>
<th>No. of Miles</th>
<th>Transp. Costs</th>
<th>Meals</th>
<th>Lodging</th>
<th>Other</th>
<th>Total</th>
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**Total:** 0.00 $0.00 $0.00 $0.00 $0.00 $0.00

**Grand Total:** $0.00

I hereby certify the above information to be true and accurate.

**Employee:**

**Date:**

**Supervisor/Division Dean/Dept Head:**

**Date:**

**Accounting Services:**

**Date:**

**INDEX**

**ACCOUNT ACTIVITY**

**AMOUNT**

**Proof:**

**Data Field:**
Student Travel- when traveling with a student group you must complete the following:

- Complete Activity Planning Form prior to the trip
- Include a list of all students attending the trip and their emergency contact information with the Activity Planning Form

You will need to complete a travel request if they are traveling with your club.

These are available online and in the mailroom.

If you are taking a college vehicle, you will need to reserve that as soon as possible with the maintenance department, and factor in the gas money to your total cost (you club account will be billed for the gas).
All club monies must be deposited within 24 hours to the Business Office and club account.

If there is a large event (home show, spook-tacular, etc), you should work with the business office to deposit the money that evening- campus security can give you access to the Business Office drop box inside the College Welcome Center.

A club advisor or student should NEVER take the funds home with them.

A deposit sheet is required when making deposit (available at business office)

Clubs are responsible for tracking their club balance (for up-to-date balances you can contact the Director of Student Activities or the Business Office)

Clubs can only accept cash or check (written out to Northeast Community College)

- If someone would like to pay via credit card or debit they need to call the business office (7001) or stop down to the cashier to make the charge.

- Student clubs can NOT collect credit/debit card information- this is a violation of PCIDSS (Payment Card Industry Data Security Standard).
Why and How to Take Minutes

Why take minutes?

- **Record.** To provide a record of what was decided at meetings and why it was decided (not who said what).
- **Understanding.** For clarification and shared understanding among participants
- **Next Steps.** To provide an action plan to ensure the decisions are acted upon.

For a quick review of what should and should not be included, review the following summary:

**Minutes should include:**

- Date, time, and place
- Who attended and what their role was (i.e. President, VP Administration)
- Agenda items, with a summary of what was covered and who presented it.
- Motions and what the outcome of the motion was, including who made the motion and who seconded it.
- Any amendments to the motion should be included.
- What decisions were made in the course of the meeting. Include what the problem was, what alternatives were presented, and what solution was agreed to.
- Action items, including who was assigned to what and what the timeframe for completion or reporting is.

**Minutes should not include:**

- A literal transcript of who said what. If you ever need to have an exact record of what was discussed, use a tape recorder. You should not have to do this very often, if at all.
  The important points are who made the motion, who seconded it, what the problem is, what the alternatives are, and what decision was made.

Minutes are normally distributed after the meeting and then reviewed, revised, and accepted at the beginning of the next regular meeting.
Club Name

Date
Time
Location

Members:

Others present:

**Agenda**

A. CALL MEETING TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

D. FINANCIAL REPORT

E. FORMER BUSINESS
   1. 
      a. 
      b. 
   2. 

F. NEW BUSINESS
   1. 
      a. 
      b. 
   2. 

G. OTHER BUSINESS
   1. 
      a. 
      b. 
   2. 

H. ADJOURN

**Notes:**
1. Meeting minutes may be accessed from the advisor(s) and the Student Activities Office no later than one week after the meeting.
1. The (Organization Name) convened at (time) on (Day), (Date), in the (Place), with (President) presiding.

2. Minutes of the (Previous Meeting Date) (Organization Name) meeting were acknowledged

3. (Former Business Items)

4. (Former Business Items)

5. (New Business Items)

6. (New Business Items)

7. With no further business to discuss, the meeting adjourned at 10:25 a.m.

Notes:
1. Meeting minutes may be accessed from the advisor(s) and the Student Activities Office no later than one week after the meeting.
Club Officer Fact Sheet

Club Name: ___________________
Date: ___________________

OFFICERS

PRESIDENT ___________________
Telephone ___________ Email ________________

VICE-PRESIDENT ___________________
Telephone ___________ Email ________________

SECRETARY ___________________
Telephone ___________ Email ________________

TREASURER ___________________
Telephone ___________ Email ________________

OTHER ___________________
Telephone ___________ Email ________________

ADVISOR(S)

________________________ Extension #: __________

________________________ Extension #: __________

________________________ Extension #: __________

________________________ Extension #: __________

Membership list must be submitted to Student Activities Director.
## Club Membership List

Club Name: ____________

Date: ____________

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<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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Membership list must be submitted to Student Activities Director.