

# Advisor Manual

## Recognized Student Organizations

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# Club Advisor and Manual FAQ:

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This manual is meant to provide an in-depth overview of Northeast Community College's policies and procedures surrounding officially recognized student clubs. Inside you will find copies of templates and detailed instructions surrounding their usage.

## **Where are files and templates stored?**

A copy of all advisor resources is available on SharePoint under Student Services>Student Life>Student Activities ([Home](#)), the Microsoft Teams group *Club Advisors*, and the Student Activities Office in Union 73: Room 105 or by reaching out to [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu).

## **Who do I contact regarding questions and documentation?**

Please direct all questions to the College Engagement Office at [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu) or (402)844-7159. Clubs and organizations are currently managed by College Engagement Coordinator Allison Lambert ([alambert1@northeast.edu](mailto:alambert1@northeast.edu)).

## **How do I start a new club?**

To start a new club, you will need a member of Northeast's staff or faculty to serve as the advisor. At that point, your club will fill out the Charter template and receive approval from College Engagement for their new club. After that, the club will complete a constitution template. Once that has been approved, your club will be officially recognized at Northeast! Your club automatically receives \$100 from Student Activities as our thanks for being official.

## **What does a club need to complete to stay active?**

To maintain its active status, a club must complete and submit the following items to College Engagement on a yearly basis:

- An Advisor Agreement signed and upheld by a member of staff/faculty
- A Club Member and Officer list submitted once per semester
- Three meetings a semester with minutes submitted for each
- A service-learning project that benefits Northeast's campus, community, or twenty-county region
- An End of Year Summary Report

A club can stay inactive for up to three years. Once a club has been inactive for three years, the club is dissolved with all funds dispersed to the Student Services auxiliary budget.

**NORTHEAST COMMUNITY COLLEGE**  
**ADMINISTRATIVE PROCEDURE NUMBER: AP-5610.0**  
**PolicyStat ID 12402506**  
**Recognized Student Organizations**

**1. PROCEDURE SUMMARY STATEMENT**

To establish a procedure for formal recognition of student organizations.

**2. DEFINITIONS**

N/A

**3. PROCEDURE**

1. Northeast Community College (Northeast) recognizes that students benefit from involvement in extracurricular activities and encourages participation in student organizations. Student organizations receiving college recognition are provided the right to meet and conduct business on campus, to use the Northeast name in association with their organization, to raise and expend funds, and to represent Northeast through approved activities. Student organizations are granted college recognition in accordance with college procedures.

2. Student organizations and individual members must adhere to the Northeast Student Code of Conduct, as well as all college policies and procedures. The Administration reserves the right to withdraw recognition of any student organization for violation of Northeast policies. A student organization in good standing will have met all items outlined below, as well as their constitutional requirements.

3. Student organizations seeking Northeast recognition shall make their request to the Student Activities Office as follows:

1. Prospective student organization members must inform the Student Activities Office of their intent to organize and identify a faculty or staff member(s) who is willing to serve as Advisor(s).
2. 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.
3. 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. A copy of the constitution template can be acquired from the Student Activities Office.
4. Student organization activities and fundraising events may be conducted subsequent to charter approval, as long as they are consistent with the organizational charter and in accordance with Northeast policies and procedures.
5. The prospective student organization must submit their constitution to the Student Activities Office. Student Activities staff review the constitution and approve or deny the student organization for active status.
6. Student organizations must have constitutions approved within the same academic year the charter is submitted. Charters without an approved constitution may be effective for a period of

one (1) year or less. Organizations may request an extension through the Student Activities Office.

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

8. 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 three (3) meetings per semester (fall and spring) are required.

9. A current list of student organizations' members and officers must be submitted to the Student Activities Office within one (1) month of the start of each semester.

10. Each student organization should complete at least one (1) service project each school year. The project must benefit the campus, community, or twenty (20)-county region.

11. Student organizations must submit an Activity Planning form (available in the Student Activities Office and at northeast.edu) for all scheduled activities. The Student Activities Office must receive the planning form at least one (1) week prior to the event in order to approve proposed activities.

12. Distribution of posters or other signage must be consistent with Northeast policies and procedures.

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

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

15. Denial of approval of a proposed student organization charter or constitution may be appealed through the Student Grievance process outlined in the Student Code of Conduct.

16. 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 Recognized Student Organizations procedure. Once designated as inactive, the organization's financial account will be frozen.

17. 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 Recognized Student Organizations procedure 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

**ORINATION:** 06/1998

**LAST APPROVED:** 05/2022

**EFFECTIVE DATE:** 05/2022

**LAST REVISED:** 05/2022

**NEXT REVIEW:** 08/2027

# Charter Template

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## NORTHEAST COMMUNITY COLLEGE

### (ORGANIZATION NAME) CHARTER

#### 1.1 Charter

##### 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. \*

# Constitution Template

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## **NORTHEAST COMMUNITY COLLEGE [ORGANIZATION NAME] CONSTITUTION**

### **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, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education 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: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu); or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> 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 Student Accounts 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.
  5. Maintain a file of the [ORGANIZATION NAME] correspondence.
  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
- G. Announcements
- H. Adjournment

**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 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 Student Accounts 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) and then the Student Activities Office.

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: \_\_\_\_\_

# Advisor Yearly Checklist

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In order to receive your stipend and have your club maintain its active status, you must complete the following tasks yearly. Ensure all documents are submitted to College Engagement at [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu) or (402)844-7159.

The following checklist can help you track these requirements:

Requirements	Date
Submit a signed Advisor Agreement	
Host a minimum of <b>3 meetings</b> per semester and submit Meeting Minutes for each.**	
Attend annual advisor trainings when advertised or requested. Have club executive members attend executive member trainings as well.	
Submit a Club Officer and Member list one month before each semester ends (Fall Semester: Due Dec. 1st; Spring: Due Apr. 1st) ***	
Submit an Activity Planning Form for each major event <u>you would like advertised/credited</u> to your club <b>one week prior to the event.</b>	
Submit an Activity Planning Form for any activity including <u>fundraising/soliciting</u> <b>one week prior to the event.</b>	
Complete one <b>service-learning project</b> per year that benefits the campus, community, or twenty-county region served by Northeast.	
Report your service-learning project and any activities you would like recorded through the <b>End of Year Club Summary</b> by May 31st.	

\*\* A template is available for student use; however, students can submit minutes in any form they desire as long as it contains all necessary information.

\*\*\* Students are eligible for certain scholarships based on their participation in one or more clubs. In order to ensure your club members are properly credited for their participation and can receive these scholarships, we ask that you submit one Member + Officer List towards the end of each semester.

# Advisor Agreement

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## 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 during 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.** to club advisors following the verification of fulfilled responsibilities by the Student Activities Office. One-half of the stipend will be paid through payroll, for the fall semester, in January; payment for the spring semester will be made in June. Clubs may have more than one advisor, with the stipend divided equally amongst each advisor unless communicated otherwise. (For example, if a club has one 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 College Engagement.
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 the 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, as outlined in the Club Advisor Manual, are followed while conducting all club activities.
11. Inform the Director of Student Activities, Allison Lambert, as soon as possible when a club disbands or becomes inactive.
12. Before May 1 of each year, submit a summary report detailing the activities and community service project accomplished by student club members

\_\_\_\_\_  
Advisor Signature      Date      College Engagement      Date

\_\_\_\_\_  
Print Advisor name      List Co-Advisor(s)

## Club Membership and Officer List

Club Name:

Date:



	College Wide ID #	Name	Email	Phone	Officer Position
EX:	111111111	Allison Lambert	Alambert1@northeast.edu	4028447159	Treasurer
1.					
2.					
3.					
4.					
5.					
6.					
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10.					
11.					
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16.					
17.					
18.					
19.					
20.					
21.					

Membership list must be submitted to the College Engagement Office through Allison Lambert at [alambert1@northeast.edu](mailto:alambert1@northeast.edu) or [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu).

# Meeting Minutes Instructions

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## Why are minutes important?

- Record Keeping: To provide a record of what was decided at meetings and why it was decided (not who said what). This also records the valuable work and efforts your club is making, to use as leverage for potential grants or funding for events and activities.
- Understanding: For clarification and shared understanding among participants
- Next Steps: To provide an action plan to ensure the decisions are acted upon.

## What minutes template should I use?

You should use whichever method works best for your club or students. Student Activities has provided two templates for use: a *simple template* for easy, quick use and a *detailed template* that describes each section in detail. While most minutes are recorded in Microsoft Word, we encourage clubs to use whatever model works best. Some other formats include: PowerPoints, Canva pages, etcetera.

## What should minutes 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 them.
- 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 during the meeting. Include what the problem was, what alternatives were presented, and what solution was agreed to.
- The important points are who made the motion, who seconded it, what the problem is, what the alternatives are, and what decision was made.
- Action items, including who was assigned to what and what the timeframe for completion or reporting is.

## What should minutes not be or include?

Minutes should not be a literal transcript of who said what. If you ever need to have an exact record of what was discussed, use a tape recorder or transcriber. You should not have to do this very often, if at all.

## What do I do with meeting minutes?

Minutes are normally distributed after the meeting and then reviewed, revised, and accepted at the beginning of the next regular meeting. Meeting minutes are preferably filled out by the club's secretary and must be submitted to Student Activities at [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu).

## Meeting Minutes Detailed Document Guide

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*IMPORTANT: Northeast clubs and organizations are required to submit meeting minutes following each meeting and must hold a minimum of three meetings per semester (Policy # AP-5610.0). Organizations and advisors that do not adhere to this requirement are considered inactive. Student Activities encourages clubs to use Robert's Rule of Order when hosting and recording meetings. This template and other club documentation reflects this standard. If you would like more information or have any questions regarding club meeting minutes and proper rule of order, please reach out to Allison Lambert ([alambert1@northeast.edu](mailto:alambert1@northeast.edu)) or the student activities office ([studentactivities@northeast.edu](mailto:studentactivities@northeast.edu)).*

This document provides instructions and guidance for Northeast's meeting minutes template. Please use this document to help educate your club's secretary or other members who create the agenda. Please provide the Meeting Minutes Template for an actual template.

# Minutes for Club Name

Date:



## Call to Order

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The (Organization Name) convened at (time) on (Date), in the (Place), with (President/appointed member) presiding.

## Attendees/Roll Call

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Members in attendance: Name (President), Name (Vice President), Name (Secretary), Name, Name, Name, Name

Guests in attendance: Name (Reason), Name (Reason)

Members not in attendance: Name (Unexcused), Name (Excused, Reason)

## Approval of Minutes

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

**Officer's Reports** *(Optional: These are items specified by the club constitution, advisor, or club president. They relate directly to executive officer duties.)*

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(Report name) was presented by (officer name). (Any important information.)

Ex: Treasurer's Report was presented by Allison L. Our account balance is \$250.

**Information Items** *(Optional: These might be recurring or important pieces of information to the meeting/club. It can include important dates, reminders, and other items.)*

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Ex: Reminder that our meeting on (date) is cancelled due to a holiday. *OR* Reminder to pay for your club t-shirt. We are missing payments from 3 people.

**Unfinished Business** *(This section contains open issues or business that has been previously discussed without a resolution. Some items might be categorized as both unfinished and new business in the eyes of your club. Use your best judgement. The important part is just recording the information.)*

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Last week, we discussed bringing a speaker. However, we have fundraised more money before we can. President Adam recommended tabling this idea until we raise more money.

**New Business** *(This section is for new “motions” or ideas for the group. Refer to the “motion template” for details on how to format or describe new business items in a motion. New business can be as detailed or brief as the group wants but must uphold the club advisor or president’s standards.)*

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#### *IF USING MOTIONS*

(Motion #/Idea) moved by (name of mover). The motion to (motion idea) to (motion goal) (carried/failed/was or wasn’t approved) with [number of votes] in favor and [number of votes] against.

Ex: Motion 1 moved by Allison. The motion to host a frisbee golf tournament to attract more members carried with 6 votes in favor and 4 votes against.

#### *IF NOT USING MOTIONS*

Include the following information: idea, suggester’s name, next steps/action item, goals or conclusion.

Ex: Allison suggested we have a frisbee golf social to attract more members. We decided to hold it (date). We plan to discuss a budget and other details at our next meeting.

### **Adjournment**

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With no further business to discuss, (member presiding) adjourned the meeting at (time). Next meeting will be held on (date) at (time) in (location).

### **Submission and Approval of Minutes**

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Minutes approved by (president/advisor/appointed member).

Minutes submitted by (secretary) to Allison Lambert by (method: email, in person, in the Leadership Lounge).

## Motion Template

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<b>Motion #</b>	<b>Presenter</b>	<b>Timeframe</b>	<b>Objective</b>
Motion # **	Presenter Name or Initials	Estimated timeframe or date	Topic or General Theme Motion outcome goals and extra details.

Comments:

- [Initials or name of commenter]: [comment, idea, suggestion, issue with motion]

Example:

Motion #1	Allison Lambert or AL	Two weeks	Host a pizza social to attract more members
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Comments:

Adam Smith: We should avoid hosting the social on a Friday, since people like to leave campus for the weekend.

Alissa: Make sure to have a vegetarian option, as some of our members are.

\*\* : You can track the motion number in two different ways:

- 1) The motion number resets at the beginning of each meeting. The first motion presented will always be Motion #1. This is a good method if you usually finish business/motions within the meeting or do not have a lot of new business in general.
- 2) Keep a running tally of motions throughout the year. This allows for easier and consistent labeling of motions/business. For example, Sally suggests the first motion of the year, Jack suggests the second motion. At the next meeting, Sam suggests a motion, which becomes motion #3. This is a great method if you often discuss ideas during multiple meetings.

## Meeting Minutes Simple Template

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**Minutes for (Club Name)**

**Date:**



Members in Attendance: Name, Name, Name

Members not in Attendance:(if applicable) Name (Excused/Not excused)

Others present: Name, Reason

I. Approval of Minutes and Roll Call

- a. The (Organization Name) convened at (time) on (Day), (Date), in the (Place), with (President) presiding.
- b. Minutes of the (Previous Meeting Date) (Organization Name) meeting were acknowledged and approved.

II. Officer's Reports (*if applicable*)

- a. (Report name) was presented by (officer name). (Any important information.)
- b. Ex: Treasurer's Report was presented by Allison L. Our account balance is \$250.

III. Business Items

IV. Adjournment

- a. With no further business to discuss, (member presiding) adjourned the meeting at (time). Next meeting will be held on (date) at (time) in (location).

V. Submission of Minutes

- a. Minutes will be submitted by (secretary) to Allison Lambert by (method: email, in person, in the Leadership Lounge).

# Service Project and Summary Report

---



## Service Project and Summary Report

Club Name

Academic Year

*Each student organization should complete at least one (1) service project each school year. The project must benefit the campus, community, or twenty (20)-county region (Policy AP-5610.0; PolicyStat ID 12402506). Use this report to 1) submit your service project and 2) provide details and information about the club's activities for the academic year. You can be as detailed or brief as you wish in the summary report. College Engagement highly recommends you provide a copy of this report to your club secretary at the beginning of the year. This will allow them to easily transfer information from the meeting minutes to the report as the year progresses. Please submit this report by May 15th at the latest.*

## Club Name Summary Report

1. Numbered List all activities your club participated in throughout the year

2.

\_\_\_\_\_ **TOTAL ACTIVITIES/EVENTS FOR THE YEAR**

At the bottom of page list TOTAL number of events/activities besides meetings that your group members participated in.

# Activity Planning Form Instructions

---

Activity Planning Forms are a valuable way for clubs to track their events and activities, while also ensuring they are adhering to all of Northeast's policies and procedures.

## **Forms:**

Both an electronic and physical copy of this form are available. You may submit either version that best suits your needs

We also provide an Activity Planning Checklist that will guide your students to have a successful event.

## **Instructions:**

1. This form must be completed for every activity proposed by a student organization that falls outside of their regular meeting.
2. Submit completed form to the Student Activities Office for signature and approval at least one (1) week before scheduling the proposed event.
3. If fundraising or solicitation is taking place, this form must be submitted 30 days prior to the start of the activity to receive approval from the Vice President of Development and External Affairs.
4. Approval must be obtained before the event date is finalized.

## **Purpose of Activity descriptions:**

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

**Community Service:** Time, work, or money donated toward a local campus, community, individual, or family (ex; clothing or food drives for the Norfolk Rescue Mission, Arbor Day tree planting, gift for a birth, etc.).

**Fundraising/Solicitation:** Attempting to raise money for the organization (i.e. – bake sales, raffles, etc.)

**Social:** Event with the main purpose of socializing, rewarding, or gaining new members

# ACTIVITY PLANNING CHECKLIST

## PREP IN ADVANCE (8-6 WEEKS BEFORE)

### LOGISTICS

- Determine Name and Purpose of Event
- Establish a date and time for the event
- Receive approval from your advisor or other relevant parties.
- Submit an Activity Planning Form

### BRAINSTORMING

- What is your budget?
- How many people do you need to make this event run?
- What kind of space or equipment will you need for this event?
- Are there any potential groups to collaborate with during this event?

## THINGS YOU MIGHT NEED FOR THE EVENT

- Decorations
- Scissors/Tape/Similar Supplies
- Writing Utensils
- Check-In sheet or person counter
- Information about your club/event

### FINANCIAL

- Petty Cash
- Lockbox/Place to store money
- Any checks/payments for vendors

### LOCATION AND EQUIPMENT

- Reserve a location
- Reserve any electronic equipment (computers, speakers, tables, chairs, etc)

## ADVERTISING (4 WEEKS BEFORE EVENT)

### FLYERS

- Create and have your poster stamped for approval
- Post around campus

### SOCIAL MEDIA & DIGITAL SIGNAGE

- Create digital signage flyer (1920x1080 px)
- Create Social Media posts (1080x1920 px)
- Share signage and media with Alissa Gubbels for posting.
- Share with Lori Trowbridge for Hawk Insider

Student Activities requires posts to be submitted a minimum of two weeks in advance. The sooner you post flyers and media, the more attendees you will have!





## 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 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.

Organization Name: Choose One      Activity: \_\_\_\_\_      Location: Other (add to note)

Proposed Date: \_\_\_\_\_      Alternative Date: \_\_\_\_\_      Time: \_\_\_\_\_      Food: Choose One

Purpose of Activity: Choose One      Event is for:       Campus       Community       Members Only      Estimated Number of Hours: \_\_\_\_\_

(Check all that apply)

Description of Activity and Details:

---

**FUNDRAISING & SOLICITATION** (only complete this section if you are fundraising)

Fundraising: Choose One      Description of donations being sought:

Cash

In-Kind Donation

Equipment

How will the donations you receive benefit Northeast?

Donations over \$250 must be documented by the foundation

List all businesses, organizations, individuals you plan to solicit and how much:  
(example- Burger King \$100)

How do you plan to provide recognition for any donations (example: thank you letter)?

---

**Signatures Required:**

Approved

Not Approved: Reason

Club Officer Signature

Attending

Not Attending

Student Activities Office

Club Advisor Signature

Alternate Advisor: \_\_\_\_\_

Signature indicates the Advisor is responsible for supervision and completion of the activity or has made arrangements with an alternate advisor

Vice President of Development and External Affairs

# 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.

**Organization:** \_\_\_\_\_ **Activity:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Proposed Date(s):** \_\_\_\_\_ **Alternative Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

<p><b>Purpose of Activity:</b> (check all that apply)</p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Campus Service</p> <p><input type="checkbox"/> Charitable</p> <p><input type="checkbox"/> Community Service</p> <p><input type="checkbox"/> Social</p> <p><input type="checkbox"/> Fund Raising/Soliciting**</p> <p>** (complete box below)</p>	<p><b>Estimated Hours</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>This event is for:</b></p> <p><input type="checkbox"/> Members Only</p> <p><input type="checkbox"/> Campus</p> <p><input type="checkbox"/> Community</p>	<p><b>Description of Activity:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>**COMPLETE THIS BOX IF FUNDRAISING</b></p> <p><b>Types of Donation Sought (check all that apply)</b></p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> In-Kind Donation (describe) _____</p> <p>_____</p> <p><input type="checkbox"/> Equipment (describe) _____</p> <p>_____</p> <p><b>How will the donations you receive benefit Northeast?</b> _____</p> <p>_____</p> <p><b>List business, organizations, individuals you plan to solicit and \$\$ goal or items being solicited for each. (You may attach a list) (i.e. Burger King- \$100)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>How do you plan to provide recognition for any donations (i.e., thank you letters, etc.)?</b></p> <p>_____</p> <p>_____</p> <p style="text-align: center;">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.</p>		<p><b>Food/Refreshments:</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><b>If yes, through:</b></p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>	
<p><b>Signatures Required:</b></p> <p><b>President of Organization:</b></p> <p>_____</p> <p><b>Advisor of Organization:</b></p> <p>_____</p> <p>(Signature indicates that the advisor is responsible for supervision and completion of the activity or has made arrangements with an alternate Advisor.)</p> <p><input type="checkbox"/> Attending      <input type="checkbox"/> Not Attending</p> <p><b>Alternate Advisor:</b> _____</p> <p>(Signature indicates responsibility for supervision and completion of this activity.)</p>			
<div style="border: 1px solid black; padding: 5px;"> <p><b>For Student Activities Office Use Only.</b></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved - Reason: _____</p> <p>_____</p> <p>_____</p> <p><b>Student Activities Office</b></p> <p>_____</p> <p><b>Associate Vice President of Development and External Affairs, Development &amp; External Affairs</b></p> </div>			

# 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.

Organization: Early Childhood Education Club Activity: Springtacular Location: Pohlman Ag Complex  
 Proposed Date(s): 4/18/24 Alternative Date(s): \_\_\_\_\_ Time: 4:30-7:30

<p><b>Purpose of Activity:</b> (check all that apply)</p> <p><input type="checkbox"/> Business _____</p> <p><input type="checkbox"/> Campus Service _____</p> <p><input type="checkbox"/> Charitable _____</p> <p><input checked="" type="checkbox"/> Community Service <b>5 Hours</b></p> <p><input type="checkbox"/> Social _____</p> <p><input type="checkbox"/> Fund Raising/Soliciting** _____</p> <p>** (complete box below)</p>	<p><b>Estimated Hours</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>This event is for:</b></p> <p><input type="checkbox"/> Members Only</p> <p><input type="checkbox"/> Campus</p> <p><input checked="" type="checkbox"/> Community</p>	<p><b>Description of Activity:</b> Families are invited to come play games, get information and enjoy a free meal.</p>
<p><b>**COMPLETE THIS BOX IF FUNDRAISING</b></p> <p><b>Types of Donation Sought (check all that apply)</b></p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> In-Kind Donation (describe) _____</p> <p>_____</p> <p><input type="checkbox"/> Equipment (describe) _____</p> <p>_____</p> <p><b>How will the donations you receive benefit Northeast?</b> _____</p> <p>_____</p> <p><b>List business, organizations, individuals you plan to solicit and \$\$ goal or items being solicited for each. (You may attach a list) (i.e. Burger King- \$100)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>How do you plan to provide recognition for any donations (i.e., thank you letters, etc.)?</b></p> <p>_____</p> <p>_____</p> <p style="text-align: center;">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.</p>		<p><b>Food/Refreshments:</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><b>If yes, through:</b></p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Hotdogs, water, chips, cookie meal</p>	<p><b>Signatures Required:</b></p> <p><b>President of Organization:</b></p> <p style="text-align: center;"><i>Courtyn Cadwallader</i></p> <hr/> <p><b>Advisor of Organization:</b></p> <p style="text-align: center;"><i>Lisa Sventler</i></p> <hr/> <p>(Signature indicates that the advisor is responsible for supervision and completion of the activity or has made arrangements with an alternate Advisor.)</p> <p><input checked="" type="checkbox"/> Attending      <input type="checkbox"/> Not Attending</p> <p><b>Alternate Advisor:</b> _____</p> <p>(Signature indicates responsibility for supervision and completion of this activity.)</p>
<p><b>For Student Activities Office Use Only.</b></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved - Reason: _____</p> <p>_____</p> <p style="text-align: center;"><i>[Signature]</i></p> <hr/> <p style="text-align: center;">Student Activities Office</p> <hr/> <p style="text-align: center;">Associate Vice President of Development and External Affairs, Development &amp; External Affairs</p>			

# Advertising and Social Media

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One of the most important ways for promoting your club, event, or fundraisers is through advertising and social media. By properly advertising through the College Engagement Office and as many channels as you can, you will maximize your potential engagement.

Fill out Share My Content form to receive support from College Engagement Office

- Must be done minimum of two weeks in advance
- You can receive templates from the College Engagement Office to use
- Access the form: <https://forms.cloud.microsoft/r/fcJCYxceLs>
- You may also access the form through: **Club Advisors Microsoft Teams group, Student Activities SharePoint, or by reaching out to [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu)**

*Current channels for advertising:*

- Digital Signage: 10+ Locations, KHWK, & Hawk Insider
  - o Size of 1920 x 1080 px
- Social Media: 3,500+ Instagram Followers, Facebook, & Snapchat
  - o Size of 1080 x 1920 px
- Posters: 16+ Buildings Campus Wide
  - o 8.5 x 11 inches
  - o Posters must be stamped by either:
    - College Welcome Center: Room 1230
    - College Engagement Office: Union 73 Room 105

*Tips and Tricks:*

- Include event information: date, time, location, and other pertinent details
  - o 5 W's (who, what, where, when, why)
- Call to action with one key message
- Maximize readability from a distance
  - o Pay attention to font size and color contrast, without clutter
- Use visuals effectively through relevant images and exciting graphics
- Follow [Digital Accessibility](#) requirements
- Include alt text for all media

Reach out to [marketing@northeast.edu](mailto:marketing@northeast.edu) if you would like personalized social media accounts made for your club, including but not limited to: Facebook, Instagram, X/Twitter, Threads, TikTok, and more.

# Facility and Room Reservation Procedures

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All room reservations are set up on a first come, first served basis. To ensure your club can utilize a specific space during a set time, you must complete a room reservation request.

**All Lifelong Learning Center Requests:** Complete an LLC Facility Reservation Form and submit to the Associate Director of Facilities Reservation and Events (Lynda Kassmeier as of 12.1.25).

Please note that LLC reservations fill up fast. We recommend reaching out as soon as possible to establish room in the LLC.

**All other requests:** If you have access, submit through the **Room and Event Scheduling** app under My Apps. Make sure to select the 24 HR NOTICE, RESOURCE NEEDED category to ensure all necessary staff are notified. You may specify the equipment you want and how you would like the room set-up. You may request access to this app through the Service Center.

If you do not have access to the app, submit your event and reservation information to Student Activities at [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu). Make sure to include the following information:

- When and where the event will be held
- A general description of the event
- How you want the room set up and any additional equipment you may need
- An estimated number of participants
- Any additional information or contacts you would like on the reservation

**FACILITY RESERVATION INFORMATION**

Date(s) \_\_\_\_\_

Day(s) of Activity (check all that apply)  
 Sun  Mon  Tue  Wed  Thur  Fri  Sat

Event Name \_\_\_\_\_

Building \_\_\_\_\_  
 Room \_\_\_\_\_

Event Time \_\_\_\_\_ to \_\_\_\_\_  
 Reserved \_\_\_\_\_ to \_\_\_\_\_  
*includes time for set-up & tear-down*

NECC Contact \_\_\_\_\_ Date \_\_\_\_\_  
 Ext. \_\_\_\_\_

Estimated # of participants \_\_\_\_\_  
 Registration Start Time \_\_\_\_\_

**Building / Maintenance Needs**

Unlock Bldg/Room Doors Time \_\_\_\_\_

Lock Bldg/Room Doors Time \_\_\_\_\_

Heat or A/C On \_\_\_\_\_ Off \_\_\_\_\_ (time)

**NECC Facility Confirmation Form**

801 East Benjamin Avenue ♦ POB 469  
 Norfolk, NE 68702-0469 ♦ 402/371-  
 Please contact Facilities Coordinator,  
 at 844-7242 for assistance in completing this form.

**FOOD SERVICE INFORMATION**

Food Service Required  Yes  No

**If yes, please view menu and place your order at <https://necc.eat2traz.com/> or contact food service at least two weeks prior to the event at # 844-7167.**

**FACILITIES COORDINATOR USE ONLY**

Received \_\_\_\_\_ Banner # \_\_\_\_\_

Entered \_\_\_\_\_

Distributed \_\_\_\_\_

1st Revision \_\_\_\_\_ 2nd Revision \_\_\_\_\_

3rd Revision \_\_\_\_\_ 4th Revision \_\_\_\_\_

**TECHNOLOGY SUPPORT REQUESTS**

Most rooms have standard audio/visual equip. Technology Support must be contacted for add'l equipment or set-up. **Checking off an item is not a guarantee, but is a REQUEST only. Please see sheet 2 of this workbook (on-line) or the reverse side (hard copy) for add'l info.**

**Equipment**  No Equipment Needed  Equipment TBD

- Hard Wired Internet Connection
- LCD/RGB Projector
- Equipment Table
- Laptop
- Screen
- DVD Player, if available
- CD Player (LLC)
- TV/VCR
- Conference Phone
- Head Table for \_\_\_\_\_ people
- Overhead Projector/Document Camera
- Whiteboard
- Flip Chart/Markers
- Power Strips
- Webcam (Zoom)
- ITV
- Wireless Handheld Mic
- Lapel Mic
- Wired/Handheld Mic
- Theater Sound
- PA System
- Stand-Alone Podium
- Table-Top Podium (LLC)

**INSTRUCTOR OR REPRESENTATIVE INFORMATION**

Organization \_\_\_\_\_

Representative \_\_\_\_\_

Title \_\_\_\_\_


Address \_\_\_\_\_


Phone # \_\_\_\_\_


Fax # \_\_\_\_\_




Email \_\_\_\_\_


**LAYOUT (check one)**

Classroom (tables & chairs) 

Theater Style (chairs, no tables) 

U-Shape 

Banquet  round (LLC & SC)   1/2 rounds (LLC & SC)   rectangular 

Conference Style 

Other (please supply diagram)

**DISTRIBUTION**

Ag Complex

Public Relations

Food Service

Coaches

Contact **0** # of copies \_\_\_\_\_

Lifelong Learning Center

Maintenance

President's Office

Student Activities Coordinator

Switchboard

Technology Services Department

Technology Support

Theater

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

# Request New Event

Room Reservation (24 HR NOTICE, RESOURCE NEEDED) Event Form

## Event Info

Event/Meeting Name **required** 

Set Event Name

 Event/Meeting Name cannot be empty

Event/Meeting Description

Set Description

## Estimated # of participants

Expected Head Count **required** 

Set Expected Head Count

 Expected Head Count cannot be empty

## Meetings & Locations

+ ADD NEW MEETING

 Meetings & Locations cannot be empty

 SUBMIT EVENT REQUEST

 DELETE REQUEST

## Contents

Event Info

Estimated # of participants

Meetings & Locations

Additional Room Set Up/Layout Notes...

Event Notes from Requestor:

Contacts

Event Image (Optional)

Internal use only:

# Advisor Purchasing Information and Forms

## *Procedures for Purchasing and Reimbursement*

---

All transactions going through a club account must be signed by a club advisor, a student member of the club, and a College Engagement Coordinator to be approved.

All forms are available on SharePoint. You can access your account balance by reaching out to Student Activities at [studentactivities@northeast.edu](mailto:studentactivities@northeast.edu), or by contacting the Accounting office at [accounting@northeast.edu](mailto:accounting@northeast.edu).

**Requisition:** A form to make purchases for a club. Reference Purchasing Protocols through SharePoint or the following link: [Purchasing Protocols Jan 2024](#)

**Request for Check:** Commonly used to reimburse students who make club purchases with their own personal funds. It can also be used to issue a check for other expenses or contractual services.

**Chrome River:** The Chrome River app (located under My Apps) is used for all employee reimbursements or credit card logs. You may use your club account number for reimbursement by typing it under the "Allocation" section. A student club members signature must be submitted.

**Chrome River Club Funds Approval:** Form for a student club member to sign their approval for Chrome River expenses and submissions. Submit under "Attachments."

**Inter-Departmental Deposit Sheet:** Fill out this form to make a deposit of cash or check to a club account. Place the club's account number in the Index section. In the account number section, put 55725. This number indicates deposits and should always be the same. Submit to the College Welcome Center or Student Activities Office.

**Gift, Prize, or Award Form:** If you are giving away a prize of cash or a gift card that is equal to or above \$25, you must submit the "Gift, Prize, or Award Form." This form requires the student's name, CWID, and signature with a general description of the event and prize. Submit the completed form to [accounting@northeast.edu](mailto:accounting@northeast.edu).

**Substitute Receipt:** Used when an actual receipt is not available. Only used in extenuating circumstances.

**Contractual Services Agreement and W9:** Complete this paperwork to compensate an individual for completing any contractual services completed for the club (for example, a speaker giving a presentation at campus). Needs a signature from the Director of Purchasing and must be signed by the individual completing the services.

For more information about purchasing procedures, accounting forms, or other items, please reach out to Accounting at [accounting@northeast.edu](mailto:accounting@northeast.edu) and (402) 844-7002, or Purchasing at [purchasing@northeast.edu](mailto:purchasing@northeast.edu). Student Activities can offer support and guidance for navigating, completing, and submitting financial documentation.

RESET PRINT



PR# \_\_\_\_\_

PO# \_\_\_\_\_

REQUISITION  
REQUIRED FIELDS

Today's Date \_\_\_\_\_

Suggested Source of Supply  
\_\_\_\_\_

If new vendor:  
Address \_\_\_\_\_

Fund	Org	Account Number	Activity Code	Amount or %

Contact Person \_\_\_\_\_ Delivery Location: Building \_\_\_\_\_ Room No. \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Campus \_\_\_\_\_ Date Needed \_\_\_\_\_

Is the material ordered Hazardous Material?  Yes  No Quotation No. \_\_\_\_\_

	Qty	Complete Description	Unit Price	Total
1				\$ 0.00
2				\$ 0.00
3				\$ 0.00
4				\$ 0.00
5				\$ 0.00
6				\$ 0.00
7				\$ 0.00
8				\$ 0.00
9				\$ 0.00
10				\$ 0.00
11				\$ 0.00
12				\$ 0.00
13				\$ 0.00
14				\$ 0.00
15				\$ 0.00
16				\$ 0.00
<b>Approval</b>			<b>Total</b>	<b>\$ 0.00</b>

Person requesting \_\_\_\_\_  
Dean or Vice President \_\_\_\_\_

Special notations to purchasing:  
\_\_\_\_\_  
P.A. \_\_\_\_\_



Expenses For Allison Lambert

### Club Advisor Expense Reimbursement

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME
------	---------	-------	--------

You have not added any expenses. Click Add Expense below or drag and drop items from the eWallet to get started.

[+ Add Expense](#)

Expense Report 010048763219	Total Pay Me Amount <b>0.00</b> USD	<a href="#">Submit</a>
--------------------------------	----------------------------------------	------------------------



### Club Funds Approval

Date of Expense	Place of Expense	Amount of Expense

Student Officer Approval \_\_\_\_\_

### Inter-Departmental Deposit Sheet

Date: \_\_\_\_\_ Event/Purpose: \_\_\_\_\_

Index \_\_\_\_\_ Account \_\_\_\_\_ Activity \_\_\_\_\_ Amount \_\_\_\_\_  
 (Optional)  
 Index \_\_\_\_\_ Account \_\_\_\_\_ Activity \_\_\_\_\_ Amount \_\_\_\_\_  
 (Optional)  
 Index \_\_\_\_\_ Account \_\_\_\_\_ Activity \_\_\_\_\_ Amount \_\_\_\_\_  
 (Optional)

**Cash Breakdown**

**Check Listing**

Cash Breakdown		Check Listing		
		Description	Check #	Amount
\$0.01 *	_____ = 0.00			
\$0.05 *	_____ = 0.00			
\$0.10 *	_____ = 0.00			
\$0.25 *	_____ = 0.00			
\$0.50 *	_____ = 0.00			
\$1.00 *	_____ = 0.00			

Total Cash \$ 0.00

Total Checks \$ 0.00

If additional space is needed for checks, please use the back or attach another sheet.

Total Cash and Checks = \$ 0.00

Less Seed Money = \_\_\_\_\_

Total Deposit = \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Ext#: \_\_\_\_\_

For Student Accounts Office Only  
 Amount Received: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Cashier Initials: \_\_\_\_\_

**PLEASE INCLUDE THIS FORM WITH DEPOSIT**



### Gift, Prize, or Award Form

Date:	<input type="text"/>		
Event:	<input type="text"/>		
Description:	<input type="text"/>	Amount:	<input type="text"/>
Name:	<input type="text"/>	CWID Number:	<input type="text"/>
Signature:	<input type="text"/>		
Description:	<input type="text"/>	Amount:	<input type="text"/>
Name:	<input type="text"/>	CWID Number:	<input type="text"/>
Signature:	<input type="text"/>		
Description:	<input type="text"/>	Amount:	<input type="text"/>
Name:	<input type="text"/>	CWID Number:	<input type="text"/>
Signature:	<input type="text"/>		
Description:	<input type="text"/>	Amount:	<input type="text"/>
Name:	<input type="text"/>	CWID Number:	<input type="text"/>
Signature:	<input type="text"/>		



## Substitute Receipt

This form is to be used only if the actual receipt is not available. It will be allowed only in extenuating circumstances. It must be filled out completely and signed by the department supervisor.

Name: \_\_\_\_\_ Northeast ID: \_\_\_\_\_

Northeast Credit Card (Last 4 Digits): \_\_\_\_\_

Employee Expense Reimbursement

Name of Vendor/Merchant: \_\_\_\_\_

Date	Description of item	Amount
Grand Total		0.00

Reason for Substitute Receipt: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required Signatures**

\_\_\_\_\_  
 Person Requisitioning Date

\_\_\_\_\_  
 Supervisor/Division Dean/Dept Head Date

\_\_\_\_\_  
 Accounting Services Date



**NORTHEAST COMMUNITY COLLEGE CONTRACTUAL SERVICES AGREEMENT**

801 East Benjamin Avenue - P.O. Box 469  
Norfolk, NE 68702-0469  
Phone: (402) 844-7246

*This serves as an agreement to Northeast for your services.*

Payable to \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Federal I.D. Number or CWID (if applicable) \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Location \_\_\_\_\_

Term \_\_\_\_\_

Description of Event

Check Amount \_\_\_\_\_

I hereby certify that the above services are just and true, and that the materials and/or services forming the basis of this claim were furnished or performed as herein charged and that the amount claimed is due and unpaid allowing all just credits. If you are not an employee of Northeast Community College, you may receive an IRS 1099 form.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Approval)

\_\_\_\_\_  
Date

# Food Service Request

*Note: Please be aware that Chartwell's requires a lead time of 10 business days on all orders to ensure they have the supplies and staff needed for an event.*

*If ordering within 10 business days, contact Chartwells at the below contact information with your order request. Chartwell's will try their best to accommodate your needs.*

*After the event is complete, you will receive an invoice for Chartwell's services. Complete and submit a Request for Check for this invoice.*

Please view menu and place your order at:

<https://necc.catertrax.com>

Contact Information:

Chartwells at

Northeast Community College

801 E Benjamin Ave

Norfolk, NE 68701

Phone: (402)-844-7167

Kelly.Slosser@compass-usa.com

[April.Barg@compass-usa.com](mailto:April.Barg@compass-usa.com)

# Club and Student Travel Guidelines

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## *Before your trip:*

- Submit a Travel Request and Validation Form
  - o User Guide: [User Guide - Travel Request Process - March 2026](#)
- Include an Emergency Contact List for all students traveling and a detailed itinerary
- Ensure every student traveling signs the Student Travel Agreement
- Work with your students to determine allergen and dietary requirements, plus any other accommodation they may need during the trip

## *General Guidelines:*

- Follow Student Travel Policy (AP-6164.0, page 47 of this manual)
- Students should travel as a group with their advisor(s) as much as possible for their safety
  - o If a student wishes to travel apart from the group, the student must receive an exception from the College Engagement Office in advance.

## *During the trip:*

- Follow all procedures outlined in Travel Policy (AP-6164.0)
- Ensure the safety and educational focus of students.

## *In the event of a student Code of Conduct or safety issue:*

Your role and responsibility as an advisor does not include investigating or enforcing Code of Conduct violations. However, you may be faced with situations where a potential Code of Conduct or safety issue forces you to make decisions in the moment.

- Keep an open line of communication and contact Director of College Engagement for guidance (Lori Trowbridge, as of 12.4.25)
- De-escalate situations as much as possible for the student(s) involved.
- Submit a detailed incident report ([Online Reporting Forms](#)).
- The goal in the moment is to ensure safety and responsibility, while respecting a student's right to privacy and fair judicial process.
- Use your best judgement as an advisor and employee of Northeast Community College
  - o In any situation where a weapon, drugs, or violation of local, state, or federal law occurs, it is within your right to contact local law enforcement.

## Student Travel Agreement

Participation in student travel representing Northeast Community College is a privilege. Students serving as representatives of the College are expected to uphold the highest standards of conduct, both on and off campus, in accordance with college policies and the Student Code of Conduct.

1. Students representing Northeast Community College on college-sponsored trips shall adhere to the rules and regulations set forth by the Northeast Policies and Procedures and the Northeast Student Code of Conduct and are expected to follow the same policies and procedures regarding student conduct as all other Northeast students.
2. Students will disclose and verify any accommodation they may need with their advisor before the trip, including but not limited to dietary requirements, allergens, travel and transportation needs, and other relevant needs. Advisors are unable to accommodate needs unless they are properly informed.
3. Students will also follow the rules and regulations set forth by their advisor(s) and club constitution during the entirety of the trip.
4. Students must attend all scheduled events, workshop sessions and conference activities.
5. Any items (i.e., conference IDs, T-shirts) issued to students are expected to be cared for properly.
6. Students will always keep the advisor(s) informed of their whereabouts.
7. Students shall stay in the assigned room given by their advisor(s). Advisors may conduct room checks to ensure compliance with college policies.
8. Any extra room charges incurred will be the student's responsibility (i.e. phone calls, room service, movies, property damage).
9. Any student found responsible of violating any of the Northeast Student Code of Conduct or any local, state, or federal laws may be prosecuted and/or be sanctioned according to the Student Code of Conduct and may face repercussions as detailed in their club constitution.
10. Students traveling and participating in events out of town or out of state will not be allowed to travel to or from the activities on their own or apart from the group. An exception may be made if the College Engagement Office gives approval prior to the commencement of the trip.
11. The college is not responsible for personal injury, loss, or damage to personal property during travel.

I acknowledge I have read and understand the Student Travel Agreement. I understand that as a student representative of Northeast Community College, my actions reflect upon the College. I agree to abide by these standards and recognize that failure to comply may result in disciplinary action as outlined in the Northeast Student Code of Conduct.

Student Name (please print): \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Other Relevant Policies

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## NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-6164.0

PolicyStat ID 19282725

### College Travel Reimbursement and Business Expense

#### 1. PROCEDURE SUMMARY STATEMENT

To establish protocol for college travel and expenses.

#### 2. DEFINITIONS

1. Business Travel - travel related to the performance of college business.
2. Non-Employee/Non-Student Traveler - any traveler without a college-related reason for travel, e.g. an employee or student's spouse, significant other, or dependent.
3. Professional Development Travel - travel for the purpose of professional growth and development such as conferences, workshops, and professional meetings.
4. Student Travel - travel for class tours, field trips, and/or any other officially sanctioned, academic-related travel, or travel associated with athletic teams, student government, student organizations, and other related activities.

#### 3. PROCEDURE

1. Business Travel
  1. Approval
    1. Routine travel that is part of an employee's regular job duties is monitored by the employee's supervisor. No special form for approval is required.
    2. For non-routine travel that is not part of an employee's regular job duties or includes students, a Travel Request Form is required.
  2. Reimbursement
    1. Claims for reimbursement for either routine or non-routine travel expenses must be made using the College's approved expense management software application. Expenses must be submitted within one month after the completion of the approved travel or the date the expense was incurred.
    2. Itemized receipts are required for transportation, meals, lodging, conference registration fees, and/or other business-related expenses.
    3. If an itemized receipt is not available, attach a statement identifying what was purchased and the cost of each item on a Northeast Substitute Receipt Form. The Substitute Receipt Form is for extenuating circumstances, and only to be used if the actual receipt is not available. The Substitute Receipt Form must be fully completed and signed by the employee's supervisor. The total of such purchase shall be equivalent to the amount on the cash or credit card receipt.
      1. An employee is allowed to use a Substitute Receipt Form for two occurrences per fiscal year. On the third and subsequent occurrences during the fiscal year, the reimbursement shall be denied.

4. Alcoholic beverages and the related taxes and tip must be on a separate receipt and will not be reimbursed.
    3. Employees who travel regularly within their role at the College, or who accompany students on student travel, shall use a college-issued credit card for authorized travel-related expenses.
      1. College-issued credit cards are issued at the permission of the employee's supervisor.
      2. Itemized receipts are required for all college-issued credit card purchases. (See section 3.1.1.4 for allowable use of the Substitute Receipt form, if necessary.)
        1. An employee is allowed to use a Substitute Receipt Form for two occurrences per fiscal year. On the third and subsequent occurrences, the employee shall lose the privilege of using a college-issued credit card for a period of six (6) months.
    4. There are provisions of the Fair Labor Standards Act relating to compensable time that must be followed for non-exempt employees traveling to perform College business. For questions, refer to the FLSA guidelines, or contact Human Resources.
    5. Employees are responsible for all costs of non-employee travelers, e.g. transportation, meals, and registrations.
      1. The College cannot arrange or pay for travel arrangements for non-employees, e.g. flight reservations.
      2. If an employee wishes to make his/her own arrangements to include a non-employee, they must communicate with the Purchasing Department prior to booking, and request expense reimbursement on the employee's travel expenses per Section 3.1.1.
  2. In-State Business Travel
    1. When traveling within the State of Nebraska, employees should request that all applicable state sales, lodging, county, and occupancy taxes be removed from the bill for meals and lodging.
    2. For employees with a College issued credit card, a copy of the "Nebraska Resale or Exempt Sale Certificate" (Form 13) and a copy of the "Exemption Permit for Use of Credit or Debit Cards" should be presented to the vendor. Accounting Services will issue these forms to college credit cardholders after the cardholder's first billing cycle.
  3. International Business Travel
    1. All international travel must have prior approval from the appropriate division's Vice President.
    2. Anyone traveling abroad must register with the Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/step/> and provide a copy of the STEP confirmation to their supervisor or trip sponsor prior to departure.
    3. Foreign travel guidelines published by the U.S. State Department will be used as a reference for maximum allowable hotel and incidental amounts (U.S. State Department 'Maximum Travel Per Diem Allowance for Foreign Areas'). Hotel and meals must be substantiated by original itemized receipts, and actual expenses will be reimbursed up

to the maximum allowed by the U.S. State Department. Travelers may access the current amounts at the following site: <https://aoprals.state.gov/>.

4. College employees who are required to obtain immunizations for college-related international travel will be reimbursed for any cost in excess of the amount covered by the staff member's insurance. A copy of the employee's insurance "Explanation of Benefits" must be submitted with the reimbursement request.
  5. Passport issuance fees, entrance visas and departure/exit fees for college employees are reimbursable for required college-related international travel with submission of original receipts with the reimbursement request.
  6. Student international travel fees and expenses are not reimbursable.
  7. Gifts related to international travel in cultures where it is appropriate for the traveler to bring gifts will be paid for by the College. The gift must be approved in advance of travel by the appropriate cabinet member.
4. Grant and Contract Funded Travel
    1. Travel funded by external grants and contracts may have reimbursement guidelines that conflict with this procedure. In such instances, the more restrictive procedures shall be followed.
  5. Commercial Transportation
    1. Employees shall arrange for travel requiring commercial transportation by utilizing a college-issued credit card or submitting a Purchase Requisition Form to the Purchasing Department. To maximize savings and take advantage of possible early purchase discounts, travel arrangements should be made at least 45 days prior to departure. The Purchasing Department will complete travel arrangements and remit payment accordingly, when possible.
      1. If the employee has prior approval from the Purchasing Department to complete their own travel arrangements, it will be necessary for the individual to pay all expenses from personal funds and seek reimbursement pursuant to Section 3.1.
      2. The College pays for standard coach airfare at the least costly rate available, which also realistically meets the traveler's schedule. The first bag fee and early check-in, as available, are paid by the College; all other convenience fees are the responsibility of the traveler.
      3. When necessary, the College pays for the rental of a basic intermediate level car; all upgrades are the responsibility of the traveler. In many cases, the use of rideshare, shuttle or taxi services may be more economical than the rental of a car.
        1. The rental vehicle shall only be used for college related travel, and only college employees, students and individuals with a college-related business purpose are allowed to occupy the rental vehicle.
        2. All liability and damage coverage shall be declined, as the College maintains insurance coverage for these items.

3. The College maintains a relationship with Enterprise for preferred rental vehicle rates, which are only available if arrangements are made through the Purchasing Department.

6. Lodging

1. Employees are responsible for reserving lodging accommodations for their approved travel.
  1. Reimbursement of lodging expenses is limited to the single room rate, applicable taxes, and business-related communication expenses at a moderate, mid-market hotel or motel.
  2. Accommodations for up-market or luxury hotels are not acceptable unless a conference, workshop, or other college business is scheduled at that hotel.
  3. Room service, movies, and/or other charges will not be reimbursed.

7. Meals and Incidentals

1. Meals and incidental expenses incurred while traveling away from home are reimbursed up to the U.S. General Services Administration standard rate ([www.gsa.gov](http://www.gsa.gov)) with itemized receipts pursuant to Section 3.1.1.
2. Overnight travel is required to be eligible for meal and incidental expense reimbursement.

8. Travel Advance

1. When travel expenses will be incurred for students, travel advances are available for those employees responsible for the travel of the student group and/or team.
  1. The employee must request a cash advance for such student travel by submitting a Request for Check Form to Accounting Services a minimum of fifteen (15) business days prior to the departure date.
  2. A declaration of actual expenses must be made using the College's approved expense management software application upon completion of travel showing the actual expenses incurred, substantiated by itemized receipts. The declaration must also show the amount of the cash advance.
    1. If the actual expenses were more than the cash advanced, a check will be issued to the individual for the difference.
    2. If the actual expenses were less than the cash advanced, the remaining cash must be returned to the Accounts Receivable Services Office where a receipt for the excess cash will be issued. A copy of the receipt must be attached to the expense management software application of actual expenses prior to submission.

9. Use of a College-Owned Vehicle

1. The College encourages the use of a college-owned vehicle for daily or overnight business-related travel, as well as for travel consisting of multiple individuals traveling for the same business-related reason. All drivers and passengers in a college-owned vehicle must comply with all state safety laws.

1. To reserve a vehicle from Motor Pool, the driver should request the vehicle as far in advance as possible from Physical Plant, as the available vehicles are reserved on a first-come, first-serve basis.
  2. When picking up the vehicle from Motor Pool, the employee shall present a valid Driver's License, and shall also sign the Motor Pool Checkout form.
  3. The vehicle shall be returned immediately upon arrival from trip, and within the reserved time frame of travel to avoid a delay for the next scheduled vehicle reservation.
2. Only college employees, students, and individuals with a college-related business reason for traveling, e.g. Board of Governors, a college contractor, visiting international faculty/students, are allowed to travel in college-owned vehicles.

#### 10. Personal Vehicle Mileage

1. Reimbursement of personal vehicle mileage is allowable when traveling between an employee's regular or main place of employment and any temporary work location(s), such as business meetings, conferences, recruiting, etc.
  1. Any mileage incurred between the employee's personal residence and their regular or main place of employment is considered a commute and is not reimbursable.
  2. If the employee travels directly to a temporary work location from their personal residence, rather than reporting to their regular or main work location first, mileage reimbursement is limited to the lesser of the distance from their regular or main place of employment or their personal residence.
  3. When using a personal vehicle, the mileage reimbursement rate will follow the rate specified by Nebraska statute, section 81-1176 for Board members and employees.
  4. When commercial transportation is available as a travel option, the lower of the total costs of either personal vehicle mileage or commercial transportation will be allowed as a reimbursement.
2. A person driving his or her own vehicle on college business does so at his/her own risk, and assumes all responsibility and cost for operation, including repairs, as well as for property damage and liability.
  1. All drivers and passengers in a personal vehicle being used for business purposes must comply with all state safety laws.

#### **4. PROFESSIONAL DEVELOPMENT TRAVEL**

##### 1. General

1. All travel for professional development must be validated by the staff member and approved by the immediate supervisor and Vice President of Human Resources or his/her designee. This is accomplished through the completion of the Professional Development Fund Application Form prior to leaving campus.

#### **5. STUDENT TRAVEL**

##### 1. General

1. The President has delegated the approval responsibility of student travel to the Vice President of Educational Services or his/her designee or the Vice President of Student Services or his/her designee, as applicable.
2. Student travel must be led by a college employee and approval by the appropriate Vice President or designee must be obtained prior to commencing travel. Student travel involving a recognized organization must be submitted for approval by College Engagement prior to commencing travel.
2. Student Travel shall follow the same procedure as Business Travel, with the addition of the following items:
  1. Roster and Itinerary
    1. Prior to travel, the College employee responsible for the student travel must complete the Travel Request and Validation Form, and attach to it a roster identifying all students participating in the trip, as well as a detailed itinerary.
  3. Traveling Separate from the Group
    1. Students traveling and participating in a college sponsored activity will not be allowed to travel to or from the activity on their own or apart from the group. An exception may only be granted if the coach/advisor or appropriate Vice President gives approval prior to the commencement of the trip.
  4. Non-group Members Travel
    1. Employees and students who are non-members of the College class or organization must have prior approval from the appropriate Vice President to travel in a college-owned vehicle.
  5. Exemptions to Policy
    1. The following travel is exempt from the Student Travel Policy:
      1. When students in a class or organization meet at an off-campus site; and the students are responsible for their own transportation.
      2. When students in a class or organization have an opportunity to attend an off-campus event that is not required by the class or organization; and the student chooses to attend and use his/her own transportation.
      3. When student employees travel in a college vehicle in the performance of their college-related employment.
      4. When student travel is for the fulfillment of requirements of cooperative internships, service learning, or for off campus federal work study employment.

## **6. JOB CANDIDATE TRAVEL**

1. General
  1. Candidates for full-time, exempt positions traveling to participate in an on-campus interview may be eligible for college-provided travel arrangements and/or expense reimbursement.
  2. The Vice President of Human Resources will approve air travel, rental car, meal reimbursement and overnight accommodation eligibility on a per position basis. Factors considered will include availability of local talent, completion of initial screening utilizing

phone and/or video conferencing solution, and critical nature of the position to the College.

3. The Vice President of Human Resources will approve personal vehicle mileage reimbursement when the most direct route from the candidate's home (or other approved travel starting point) to the College is in excess of one-hundred (100) miles. Factors considered will include availability of local talent, completion of initial screening utilizing phone and/or video conferencing solution, critical nature of the position to the College and lower cost travel solution availability. If a candidate chooses to drive a personal vehicle when a lower cost travel option is available, the reimbursement will be capped at the estimated lower-cost solution amount.

## 2. Candidate Travel Arrangements

1. All candidate travel arrangements will be booked and managed through the Human Resources office to ensure cost effectiveness and consistency. Arrangements shall be made at the least costly rate available, which also realistically meets the traveler's schedule.
2. The Human Resources office, after confirmation of candidate eligibility per Section 6.1, will work with the eligible candidate and the interview committee to book, reserve and/or pay for air travel, rental car and overnight accommodations with a Human Resource employee's college-issued credit card or via pre-established direct bill accounts.
3. Candidate air travel will be booked out a minimum of fourteen (14) days to ensure lowest cost of airfare. The hiring division's Vice President or Associate Vice President, upon request, can shorten this travel window if they agree to subsidize additional cost, if any. The Human Resources office will provide the cost of the 14-day ticket for comparison.

## 3. Candidate Travel Expense Reimbursement

1. Candidates are eligible for travel expense reimbursement for pre-approved expenses at actual costs. Itemized receipts shall be submitted to the Human Resources Office and a Request for Check Form completed.
2. Pre-approved personal vehicle mileage shall be submitted to the Human Resources Office and a Request for Check Form completed. Mileage will be reimbursed per guidelines in Section 3.10.1.3
3. Meals will be reimbursed at actual cost and consistent with section 3.7.3. Alcoholic beverages will not be reimbursed.
4. Any additional costs shall be the responsibility of the candidate.

## **7. CELLULAR TELEPHONES**

### 1. College-Owned and Provided Cellular Telephones

1. The College may acquire and assign cellular telephones and/or pagers to individual departments when security and campus-wide services are required. A cellular telephone provided by the College at this level shall be for use by employees within the department for non-compensatory business service or use as defined by the Internal Revenue Code.

2. Employees must ensure college-provided cellular telephones are only used for business purposes and not in an illegal, illicit or offensive manner. Supervisors will maintain oversight of an employee's college-owned cellular telephone usage by periodically monitoring and reviewing such usage to ensure that use is appropriate and prudent fiscal management practices are followed.
2. Reimbursement for Qualifying Employees
    1. The College may provide qualifying employees with a stipend to offset the cost of the qualifying employee's business cost of cellular telephone.
    2. An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the employee's Vice President:
      1. The job function of the employee requires considerable time outside of the assigned office/work area where College connections may not be available, or irregular hours outside of the employee's assigned schedule, and the employee must be accessible during those times.
      2. The job function of the employee requires mobile data/tethering capability while off campus.
      3. The employee is designated as a "first responder" to College emergencies.
    3. Qualifying employees will receive a reimbursement of \$50 per month, paid quarterly in the third month.
    4. To be considered for the stipend, an employee's supervisor shall consider whether the employee's business need for a cellular telephone meets the required criteria set forth above and then shall submit a Cellular Telephone Authorization Form to their Vice President for consideration. The following steps are required:
      1. Employee completes a Cellular Telephone Authorization Request Form.
      2. Supervisors approve and forward to the appropriate Vice President or Associate Vice President.
      3. The appropriate Vice President or Associate Vice President reviews and approves.
    5. Once approved, the supervisor shall submit a completed Cellular Telephone Authorization Form to the Purchasing Department by July 1 of each year. Reimbursements shall be set up within the Accounts Payable system to expire at the end of each fiscal year.
    6. If there is a change in an employee's responsibilities that would disqualify them from continuing to receive reimbursement, the supervisor must immediately take the necessary steps to terminate the benefit, effective with the date that the employee's responsibilities changed.
    7. Supervisors shall conduct an annual review and document the continued qualification for the reimbursement. Regardless of when the reimbursement is established, it will cease at the end of the fiscal year (June 30). A new Cellular Telephone Authorization Request form shall be submitted to their Vice President for consideration. The cost of the reimbursement is a departmental expense.

8. Qualifying employees receiving reimbursement shall acquire and maintain an active cellular telephone service that provides national coverage and has an activated voicemail feature as well as, and if appropriate, a data plan. Qualifying employees shall notify the Business Office within 15 days of any changes in his/her cellular telephone service during the fiscal year. The employee's cellular telephone number shall be provided to the College for placement on internal contact/directory lists.

## **8. PERSONAL PROTECTIVE EQUIPMENT**

### **1. General**

1. Some college personnel are required to wear Personal Protective Equipment while completing their position's responsibilities. Certain items are deemed by the College to be eligible for reimbursement.
  1. Employees required to wear prescription safety eyewear will be reimbursed for the cost of purchasing safety glasses. The rate of reimbursement will be the actual cost up to the maximum of \$150.00. Reimbursement is limited to once every two years, or upon breakage of glasses with the approval of the immediate supervisor. The cost of eye examination will not be eligible for reimbursement.
  2. Employees required to wear steel-toed shoes will be reimbursed the cost. The rate of reimbursement will be the actual cost up to the maximum of \$250.00. Reimbursement is limited to once every three years, unless normal wear and tear require replacement sooner with the approval of the immediate supervisor.
2. To receive reimbursement, the employee will purchase the qualified item from a vendor of their choosing and submit an Expense Reimbursement Form showing the actual expenses incurred, substantiated by itemized receipts.

**Origination:** 01/1992

**Last Approved:** 11/2025

**Effective:** 11/2025

**Last Revised:** 11/2025

**Next Review:** 11/2030

**NORTHEAST COMMUNITY COLLEGE**  
**ADMINISTRATIVE PROCEDURE NUMBER: AP-6170.0**  
**PolicyStat ID 15469660**  
**Fundraising**

**1. PROCEDURE SUMMARY STATEMENT**

To provide procedures for fundraising and the solicitation of funds.

**2. DEFINITIONS**

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**

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.
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, a Student Organization Activity Planning form shall be submitted to the College Engagement Office; all other requests should be submitted to the Vice President of Development and External Affairs.
3. Development staff, under the direction of the Vice President of Development and External Affairs, shall discuss, on an as-needed basis, Fundraising and Solicitation Request Forms and recommend approval, denial, or revision of the activity.
4. 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. Organizations that engage in an annual fundraiser may resubmit their Fundraising and Solicitation Request Form from the prior year with needed updates or changes.
5. The formal acceptance and valuation of any donations and gifts are in accordance with the Northeast Community College Foundation Gift Acceptance Procedures.

**4. APPLICABILITY**

N/A

**Origination:** 05/2005

**Last Approved:** 05/2024

**Effective:** 05/2024

**Last Revised:** 05/2024

**Next Review:** 05/2029

**NORTHEAST COMMUNITY COLLEGE**  
**ADMINISTRATIVE PROCEDURE NUMBER: AP-3020.0**  
**PolicyStat ID 15061245**  
**Solicitation on College Premises**

**1. PROCEDURE SUMMARY STATEMENT**

The College is committed to making its facilities and grounds available for use consistent with its educational mission. Controlling and reasonably restricting the solicitation of students, employees, and visitors on college premises is necessary to accomplish this mission. The purpose of this procedure is to place reasonable limitations on solicitation activities and the placement of materials and signs so the College may fulfill its primary mission of education and ensure the safety and welfare of the College community.

**2. DEFINITIONS**

1. Non-Commercial Solicitation (or "Soliciting") – includes, but is not limited to, gathering of signatures for petitions, distribution of materials, or conducting peaceful demonstrations on College property, canvassing, soliciting or seeking to obtain membership in or support for any organization; requesting contributions; petitioning activities; and posting or distributing notices, posters, signs, banners, placards, advertising, handbills, pamphlets, and the like of any kind ("Materials") on college premises or using college resources, including, but not limited to, bulletin boards, computers, mail, e-mail and telecommunications systems, photocopiers, telephone lists and databases.
2. Commercial solicitation – includes 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.
3. College premises – any property in use by the College, which includes property leased or owned, property used for functions sponsored by the College, and property used by the College to conduct business.
4. Charitable organizations – a non-profit group designed to benefit society or a specific group of people. These organizations are tax-exempt bodies which (1) are created and operated for charitable purposes, e.g. educational, humanitarian, or religious; (2) employ all of its resources to those charitable activities that are under its direct control; (3) do not distribute any part of the income generated for the benefit of any trustee, trustor, member or other private individual; and (4) do not contribute to or associate with political organizations.

**3. PROCEDURE**

1. All activities under this procedure must also comply with the College's Use and Scheduling of College Property procedure, where applicable.
2. Use of a College facility for solicitation, the distribution of materials, and public displays does not mean that the College in any way supports, sanctions, or agrees with the policies and activities of the user. The College reserves the right to limit use of the College's name, registered

marks, and other College indicia in connection with promotion or endorsement of events. Except for the purpose of describing location, promotional and advertising materials may not implicitly use the College's name, logo or other indicia without prior approval of the College.

3. Non-college individuals or organizations shall not engage in petitioning activities regarding legislative, political, and similar topics on college premises without prior approval of the President or designee.
4. Door-to-door or office-to-office solicitation activities are prohibited.
5. Solicitation activities by non-college individuals or organizations are prohibited in college residence halls and apartments and other traditional non-public forums such as libraries, laboratories, and classrooms.
6. Solicitation activities shall not interfere with academic or institutional activities of the College or impede the flow of traffic on campus sidewalks, streets, or other facilities.
7. Commercial solicitation activities on college premises shall only be allowed with the prior approval of the Purchasing Department, in coordination with the appropriate Vice President or designee, as applicable.
  1. Commercial solicitations that relate to the promotion or consumption of alcoholic beverages or tobacco, or to products or services that are contrary to the mission or policies and procedures of the College are prohibited.
  2. This procedure does not prohibit normal business contacts by authorized vendor representatives engaging in business with the College in compliance with other college policies, procedures and plans, provided such contacts are made with the consent of college officials.
8. Non-commercial solicitation activities require advance notice provided to the Office of the President, and shall be permitted when conducted within protocols established to minimize potential disruption to educational activities or college operations.
  1. Such protocols may include, but not be limited to, providing the petition or materials to administration when seeking permission, utilizing the designated time(s) and location(s), clearly displaying a disclaimer notice that the petitions or materials provided are not affiliated with the College, avoiding obstruction or restriction of access to buildings, and not interrupting students, faculty, or staff to obtain signatures.
  2. Other time, place and manner restrictions of solicitation activities may include limiting solicitation activities to certain areas of campus that are traditionally more public forums, such as the Paradise Courtyard.
9. Non-college individuals or organizations that engage in unauthorized solicitation activities on college premises shall be subject to removal from college premises, arrest, and prosecution.
10. Any solicitation activities undertaken by college-recognized student clubs or organizations must be approved by the Student Activities Department, in accordance with student club and organization procedures and protocols as established by the Student Activities Office, and college policies and procedures.
11. Academic Departments or programs may have limited authority to conduct sales in conjunction with educational activities. Revenue and expenditures associated within Academic Departments and educational courses, which involve, as part of the educational experience, the sponsorship

of activities and the production and sale of a product on a limited basis, shall be accounted for through Student Accounts as departmental sales and services. Activities shall be conducted in accordance with college policies and procedures.

12. The Athletic Department or teams may have limited authority to conduct solicitation activities in conjunction with fundraising activities. Revenue and expenditures associated with the Athletic Department or team activities, shall be accounted for through Student Accounts. Activities shall be conducted in accordance with college policies and procedures, as well as procedures established for these activities by Administrative Services.
13. With the exception of college authorized charitable giving campaigns, any charitable organization that wishes to solicit funds for a charitable donation must be sponsored by a recognized student organization or employee group, or an employee with an affiliation with the charitable organization.
14. Solicitation activities that involve the approved posting or distribution of materials are subject to additional procedures as follows:
  1. Materials may only be posted on bulletin boards or other places provided for that purpose. Bulletin boards are reserved for use by the College to support college functions, student organizations, and college-sponsored programs and activities. Some bulletin boards are reserved for specific use and may require special permission.
  2. The posting of materials is prohibited on utility poles, trees, painted surfaces and under the windshield wipers of vehicles parked on college premises.
  3. Commercial postings and business advertisements may be permitted only if approved by the Vice President of Student Services or designee(s). Such approved posting must comply with all campus regulations and are only permitted when of service to the College community.
  4. Student and student organization materials are required to have the approval of the Student Services Division prior to posting.
  5. Materials must contain the following information: (a) the name of the individual or organization responsible for the posting; (b) the name of an individual who is their authorized representative; (c) the imprint of the Student Services Division authorization; and (d) a pull date.
  6. The person or organization shall remove its materials no later than fourteen (14) days after posting or no later than one business day after the event to which the material relates, whichever is earlier.

#### **4. APPLICABILITY**

N/A

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**NORTHEAST COMMUNITY COLLEGE**  
**ADMINISTRATIVE PROCEDURE NUMBER: AP-3020.0**  
**PolicyStat ID 15061245**  
**Anti-Hazing**

**1. PROCEDURE SUMMARY STATEMENT**

Northeast Community College (Northeast) is committed to creating a safe environment for students, faculty, staff, and others to participate in the campus community. Hazing is not tolerated. In accordance with the Stop Campus Hazing Act, the following procedures have been developed to provide expectations for the handling, tracking, and reporting of hazing incidents, and for hazing prevention programs.

**2. DEFINITIONS**

1. Hazing: This procedure applies to any incident of hazing as defined under either the federal Stop Campus Hazing Act or Nebraska law:
  1. The Stop Campus Hazing Act defines hazing as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
    - a. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
    - b. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including — a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; d. causing, coercing, or otherwise inducing another person to perform sexual acts; e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; f. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law."  
[\(Stop Campus Hazing Act\)](#)
  2. Nebraska state law defines hazing as "any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced

and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity” ([Neb. Rev. Stat. § 28-311.06](#))

2. Annual Security Report (ASR): The Clery Campus Safety Act requires colleges and universities that receive federal funding to publish and distribute an annual security report to current and prospective employees and students by October 1 each year. The ASR must include three previous calendar years’ worth of campus crime statistics for specific incidents reported under the Clery Act, including hazing incidents. ASRs must also include policy statements regarding crime reporting, campus facility security and access, law enforcement authority, alerting the campus community of potential ongoing threats or immediate health or safety concerns, incidence of alcohol and drug use, and the prevention of/response to dating violence, domestic violence, sexual assault, and stalking.
3. Campus Hazing Transparency Report: The Stop Campus Hazing Act requires colleges and universities to publish a report in a timely fashion once there is a finding of in violation regarding a hazing violation. The Campus Hazing Transparency Report will be maintained on the [campus safety](#) webpage and updated twice per year for a period of five (5) calendar years from the date of the last incident and will be available on the webpage for that duration.
4. Recognized Student Organization: Northeast formally recognizes organizations that have completed the process to become a Recognized Student Organization as outlined in the [“Recognized Student Organizations”](#) administrative procedure.
5. Student Organization: According to the Stop Campus Hazing Act, a college must report incidents of hazing in the ASR for “an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.”

### 3. PROCEDURE

1. Reporting Incidents of Hazing
  1. All members of the Northeast community have a responsibility to prevent and report instances of hazing. Any person who has knowledge of any activity or conduct which may constitute hazing should report their concerns. Reports alleged hazing activity to the Dean of Students at 402-844-7258 or via the [Incident Report](#) on the Northeast website.
2. Investigating Alleged Hazing Incidents
  1. Hazing is a Class II misdemeanor in Nebraska. In addition to potential criminal charges through the state, individuals and organizations can be held responsible by the College through the [Northeast Student Code of Conduct](#).
  2. Nebraska State Law states that “notwithstanding any provisions to the contrary, consent shall not be a defense” ([Neb. Rev. Stat. § 28-311.07](#)). Even if the participant willingly engaged in an activity, that doesn’t mean the activity wasn’t hazing.

### 3. Tracking and Transparency of Hazing Incidents

1. The Dean of Students will have responsibility for tracking all hazing allegations to be included in the Annual Security Report. This will include hazing incidents reported to campus authorities or local police agencies whether they have occurred on-campus, off-campus, or within any Clery Act reportable location. In compliance with the Stop Campus Hazing Act, this will include all reported instances of hazing by student organizations and Recognized Student Organizations.
2. The Dean of Students will create and update the Campus Hazing Transparency Report in a timely fashion once there is a finding of a hazing violation and update the report twice a year for a period of five (5) calendar years after the latest incident.

### 4. Hazing Awareness and Prevention Programs

1. Research informed education will be provided annually to all students and college employees regarding hazing awareness and prevention. These programs may be offered online or in person and will be targeted to reach all members of the College community. Examples of research informed training include:
  1. Online hazing awareness and prevention training for all faculty and staff.
  2. Face-to-face training for all new students attending New Student Orientation.
  3. Face-to-face training for student athletes.
  4. Face-to-face training for Recognized Student Organization sponsors and officers.

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**NORTHEAST COMMUNITY COLLEGE**  
**ADMINISTRATIVE PROCEDURE NUMBER: AP-1030.0**  
**PolicyStat ID 15656801**  
**Freedom of Speech**

**1. PROCEDURE SUMMARY STATEMENT**

The College honors the First Amendment of the U.S. Constitution and is committed to freedom of expression and the free exchange of ideas. The purpose of this procedure is to articulate, clarify and underscore that commitment in a manner that furthers both freedom of expression and the College's mission, vision and values.

**2. DEFINITIONS**

1. "Freedom of speech" and "freedom of expression" refer to one's Constitutional right to articulate and express ideas and opinions, through any means, i.e. speaking, writing, or artistic expression, without fear of government retaliation, censorship, or other sanction. The College is a public institution of higher education, which values this right, and considers this right to be indispensable to its ability to transmit knowledge and fundamental to the College community's pursuit to discover, explore, interpret, and question knowledge and opinions. The College greatly values the creation and maintenance of an inclusive climate in which all members of its community are welcomed and are encouraged to participate in the free expression of ideas. Because the search for new truths often comes forth only after bringing together differing opinions, the College aims to foster and uphold the capacity of the College community to engage in discourse and deliberation in an effective, responsible, and respectful manner. This is critical to the College's mission.
2. "Members of the College Community" refers to students and employees of the College, the Board of Governors, as well as guests of the College and members of the general public lawfully present on College premises.
3. "Designated Public Forums" are places the College designates as open for expressive applications to all or part of the campus community, or the community at large. This might be a courtyard or the sidewalks. Reasonable time, place and manner restrictions may be implemented in a viewpoint or content-neutral application.
4. "Limited Public Forums" are places (such as a concert hall), events (such as a student panel discussion), or other avenues for expression (such as an electronic bulletin board), which can be designated for use by a particular group and limited to particular topics or types of speech, as long as the limitations are reasonable and viewpoint-neutral.
5. "Non-Public Forums" are all places and resources not otherwise categorized as Designated Public Forums and Limited Public Forums.

**3. PROCEDURE**

1. General
  1. As a corollary to the College's commitment to protect and promote free expression, members of the College community are expected and required to act in conformity with the underlying principles of free expression. Although members of the College community are free to comment on, criticize and contest views that others express, they must do so

at a time and place, and in a manner that does not prevent, impede, or obstruct the freedom of others to also exercise their rights to express themselves. With this procedure, the College is not only promoting a lively and fearless freedom of debate and deliberation, but also protecting that freedom when others attempt to restrict it. It is a careful, deliberative and nuanced balance of interests that the College must strike in order to protect this important right.

2. The First Amendment provides no guarantee of civility. However, as a community of educators and learners, the College places a high value on civil discourse and respect for one another. The College has an obligation to protect the dignity and security of all members of its community from those who would seek to use speech primarily to deprive others of their freedom to learn, their freedom to contribute and their freedom to participate fully in the College's mission. Therefore, the College encourages all within its College community to serve as models reflecting behavior consistent with the tenets of civil discourse.
  3. As important as are the rights to debate and discuss competing ideas, the First Amendment does not protect all expression. The College will not facilitate expression in violation of the law or that poses an unreasonable threat to the safety of the College community or to the College's ability to fulfill its mission. Certain kinds of expression, including, but not limited to: speech that incites violence, fighting words, speech that defames or defrauds, speech that constitutes a genuine threat, or unlawfully discriminates, or speech that unlawfully invades privacy, is not protected speech. Acts or conduct which threaten the safety of persons or property are not protected by the Constitution or the College.
  4. Individuals, once provided the requisite due process, found in violation of the provisions contained in this procedure, shall be subject to review and potential discipline in accordance with Board Policy, any applicable administrative or disciplinary procedure of the College, or any other applicable rule, regulation, code of conduct or other policy corresponding to such individuals' relationship to the College community.
  5. While the principles of Academic Freedom are unique ideals possessed by the teaching profession, separate from an individual's First Amendment Rights, the College is clear in its commitment and faithful to the preservation of Academic Freedom. This procedure is not intended to interfere with or encumber those principles.
2. Guide for Property Use
    1. College resources, for example, its land and buildings, its library collections, its computer networks and equipment, are to be applied first and foremost to its mission of teaching and learning, and therefore, such College properties are primarily dedicated to this mission, which encompasses all academic activities, student life, intercollegiate athletics, and the administrative functions that support this mission. These properties are not generally open and available to the public — they are provided to and by the College, in order that it might carry out its educational charge. The First Amendment does not mandate that the College grant the public unfettered access to its facilities. The College

may elect to open certain spaces to the public without limitations, to open other spaces with limitations on use, and to maintain the non-public status of other spaces.

2. All users of College property assume responsibility to comply with all applicable laws, regulations, policies and procedures and assume responsibility for fees and charges applicable to associated events and activities. All persons on College property are required to comply with the instructions of a properly identified College official, representative or agent. Persons engaging in actions that do not comply with applicable laws, regulations, policies, or procedures shall be subject to disciplinary measures, including separation from the College, and also to charges of violation of the law.
  3. An individual may not materially disrupt activities conducted within the context of the College's mission. The College may reasonably regulate the time, place, and manner of expression, in accordance with the law, in order to ensure that the ordinary activities of the College are not disrupted. Such regulations must be narrowly tailored to serve significant, viewpoint-neutral interests, and cannot substantially burden more speech than necessary to protect the College's interest.
  4. Spaces such as classrooms and labs where teaching takes place; or offices where administrative business is carried out, are not freely open to the public. There are, however, spaces within the College that may be opened to both members of the College community and the public for a variety of purposes, including speech and expression. The College may implement rules and processes grounded in law and other College policies and procedures, to designate which properties, facilities, and/or other College resources, in whole or in part, are categorized under law as Designated Public Forums, Limited Public Forums or Non-Public Forums.
  5. Proposed uses of designated forums will differ on a case-by-case basis and may evolve over time to meet the needs of its mission and the community. The College will not implement rules or processes which differentiate use of properties or resources, or disciplinary outcomes, based upon the viewpoint of the user.
3. Related Procedures – Other procedures may provide for other more specific reasonable time, place and manner restrictions on freedom of expression and freedom of speech. This procedure should be read in conjunction with those related procedures, which include, but are not necessarily limited to, the following:
1. [AP-3020.0 Solicitation on College Premises](#)
  2. [AP-3210.0 Safe and Secure College Environment](#)
  3. [AP-3270.0 Loitering](#)
  4. [AP-3010.0 Use and Schedule of College Facilities and Property](#)

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