

## Student Organizations



Student organizations offer activities that are beneficial to the personal growth of its membership. Student organizations are individualistic and designed to serve a specific population/interest within the environment. The Office of Student Activities encourages participation in student organizations and activities for all students.

### Student Organization Guidelines

The Office of Student Activities must approve all student organizations.

Membership in a student organization shall not be based upon gender, race, color, national origin, religion, disability or age. All organizations although they may focus on a specific population/interest, must be open to all interested students.

A minimum of five prospective members is required for the organization's initial approval. The name of any new members joining thereafter must also be submitted. A minimum cumulative grade point average of 2.0 is required for participation in a student organization.

### Student Organization Sponsors

Sponsors of student organizations play a very important role in the development of the organization and its members. Sponsors serve as mentors to the members of the student organization. A sponsor helps the students develop leadership skills such as: time management, delegating, decision-making, critical thinking, and prioritizing, to name a few. The sponsor should in no way make decisions for the students. It is important that they develop these skills.

### Criteria for Student Organization Sponsor

The sponsor will be nominated by the prospective student organization's membership. A prospective sponsor shall be a full-time employee (faculty, staff, or administration) of Palo Alto College.

It is the responsibility of the sponsor to attend **all** meetings and activities (both on and off campus) of the organization or the sponsor may designate another **PAC Representative** (must be full time Faculty or Staff).

Sponsors provide guidance to the organization, and should be familiar with the guidelines regarding student organizations.

Sponsors should ensure the activities of the organization conform to general College policy.

Student Organizations exist for the development of the students involved. Sponsors lend advice and support, but should let the students determine the course for the organization.

Student Organizations should not feel obligated to participate in the activities and/or functions of their sponsor.

Although the sponsor's signature is required on the petty cash form, the Organization does not need the sponsor's **permission** to use funds.

### Requirement for Recognition of Student Organizations

To receive and maintain active status, a prospective student organization must submit the student organization Recognition/Renewal Application ([Attachment # 1](#)), Petty Cash Authorization Form ([Attachment # 2](#)) and a copy of the constitution and by-laws ([Attachment # 3](#)) to the Office of Student Activities. All requests for the fall semester recognition must be submitted no later than September 27, and February 14 for spring. Active student organizations for spring may function through the summer.

**Organizations that register after the final registration deadline will have probated recognition. These organizations will not be permitted to do off-campus fundraisers or activities for the remainder of the semester.**

After a review of member's grade point averages and all required documents, the Office of Student Activities will notify the organization when the renewal is approved. Student organizations should ensure the renewal form is completed and approved before scheduling any activities, meetings and fundraisers.

Recognition of a campus organization does not constitute endorsement of its program or purpose by the College. Recognition is simply a charter to exist on campus and may be withdrawn by the Director of Student Activities if the organization becomes inactive, or violates any regulations of the college or any federal, state, local laws or regulations.

## Agency Accounts



All approved student organizations will be issued an Alamo Community College District agency account upon request. The ACCD Agency Fund Form ([Attachment #4](#)) must be completed and returned to the Office of Student Activities to establish a new account.

The agency account remains with the organization, if after a period of four consecutive semesters the account is idle or no funds exist, the Office of Student Activities will close the account. In lieu of any valid disposition instructions, funds remaining will be disbursed among active student organizations at the discretion of the Director of Student Activities.

Deposits ([Attachment #5](#)) and withdrawals ([Attachment #6](#)) to an agency account are conducted in the PAC Bursar's Office. The Petty Cash Authorization Form must be on file in the Bursar's before any transactions can be made with the account.

The student organization is responsible for maintaining accurate records of all receipts and disbursement of funds.

Withdrawal of petty cash requires a non-travel petty cash request form. An authorized student and the sponsor must sign the request. Money will only be released to the student. The sponsor cannot pick up money from an agency account.

Palo Alto College and ACCD will not be responsible for any financial obligations incurred by the student organization. The student organization and the sponsor are responsible for all financial obligations.

**Organizations subjecting ACCD, PAC and/or the Office of Student Activities to financial repercussions will forfeit their status as recognized student organization for a period of time to be determined by the Director of Student Activities.**

### Fundraising Activities

Realizing that funds allocated to the Office of Student Activities will not be adequate to meet the needs of all of the student organizations, permission may be granted for student organizations to hold fundraisers. Such activities may be conducted both on and off campus after approval has been received. Fundraisers, as well as any other type of activity, cannot be conducted during the last two weeks of the semester.

### On-Campus Fundraisers

A Request for Use of Facilities (available only in the Student Activities Office) must be submitted in order to request the space, area or location for the fundraiser. Included on that form are spaces to show the number of chairs & tables that may be required, along with the need for electric hook up support such as outlets and extension cords. Organizations using extension cords/outlets are responsible for their return to the Office of Student Activities after the event.

An **Application for Fundraising Projects** ([Attachment #7](#)) must be submitted to the Office of Student Activities in order to receive permission to hold the function on campus. All such applications must be submitted to the Office of Student Activities a minimum of

**seven full school days prior to the requested date** event. A five-day notification to the PAC cafeteria food service period is required as part of contractual agreement by the ACCD. This requirement will be strictly enforced.

### Food Sales



All food sales must follow the Health Department guidelines, ([Attachment #8](#)). Student organizations are allowed to have 2 "Hot Food" sales per month. "Hot Food" sales include and are limited to: breakfast tacos, hot dogs, nachos, frito-pie, and other non-grill items. Other foods such as baked items; chips and drinks (non-Coke products) may be sold during "Hot Food" sales. "Specialty Foods": Sausages, hamburgers, tacos (non-breakfast), and barbecued meats (chicken, beef, fajitas, etc.) are prohibited during "Hot Food" sales.

### Campus Festivals and Events



The sale of "Specialty Foods" will be permitted during sanctioned Student Activities functions. The dates for events are available at the Office of Student Activities. If necessary, student organizations will participate in a lottery to choose sale item. Contact the Office of Student Activities for reservations and/or more information.

**Outside Vendors** - A student organization may invite an outside vendor to assist in a fundraising activity. Food vendors are not allowed. The General Agreement ([Attachment #9](#)) is required when submitting the Request for Facility and Application for Fundraising.

Flyers may be posted on campus the day of the fundraising event, except on glass doors. All flyers must be removed the same day. See Posting Policy. ([Attachment #10](#))

### **Off-Campus Fundraisers**

An Off-Campus Fundraiser Form ([Attachment #11](#)) and an Application for Fundraising Projects must be submitted to the Office of Student Activities seven days Prior to the Event.

**Failure to submit paperwork in a timely fashion will result in denial of request.**

#### **General provisions**

Only recognized student organizations may hold fundraisers.

A sponsor/PAC designee must attend all fundraising activities, on or off campus.

The same restraints are imposed for off campus fundraisers as for those held on campus; they cannot involve the use of alcohol or drugs and any other activities that violate college or ACCD policies or any state or municipal ordinances or laws.

Student organizations should be careful to avoid competition with other organizations having fundraisers. The Office of Student

Activities will monitor items to be sold to preclude competition. Student organizations are responsible for the cleanliness for both the PAC property and areas (on and off-campus) used for their fundraisers.

**The failure of any student organization to submit the paperwork for the reimbursement of petty cash within a timely manner, or the deposit of receipts and the subsequent presentation to the Bursar's Office will be grounds to deny future fund-raiser applications.**

The Office of Student Activities from time to time receives requests from off-campus entities, for a listing of student organizations and/or their sponsors, for fund-raising activities. It is our policy to not provide such information directly to an off-campus entity. We will accept the information and distribute it to the organizations.

### **Student Organization Travel**



Some student organizations find it necessary to participate in programs that require out of town/overnight travel. Recognizing that some trips may be necessary, Student Activities desires the trip to be a worthwhile endeavor and a learning experience. However, certain guidelines must be adhered to and student organization's advisor is responsible for the overall conduct of the members.

**Behavior expectations** - Student organization members should always realize that they are official representatives of the college and should act in a manner that upholds the integrity and character of the college. The college will take appropriate disciplinary action, if necessary, regarding irresponsible behavior.

**Alcohol** - While we cannot preclude the drinking of alcoholic beverages, consideration must be given to their moderate use. The temptation to drink can be great on an overnight trip. Everyone must realize that the members of the club are a constant image of the college they are representing. Excessive drinking can be extremely detrimental to our college's image and this must be impressed upon the members.

**Drugs** - Controlled substances are illegal. A drug incident, arrest, or involvement during an overnight trip can be detrimental to the reputation of the college and will result in termination of organization's active status at Palo Alto College.

**Alcohol/Drug related behavior that jeopardizes the character and integrity of Palo Alto College will not be tolerated. The college disciplinary committee will take appropriate disciplinary action.**

**Hotel property** - The privilege of an overnight stay in a hotel is for the student's relaxation and comfort. Hotel property is not to be damaged or items removed. Property damage or removal could be costly to the college and displays irresponsibility and immaturity. The organization and its sponsor(s) will be financially responsible for any such damage. Furthermore, the organization will be subject to disciplinary review and may jeopardize their status as a recognized

student organization.

### **Out-of-town/Overnight Trips**

The student organization must be an officially recognized club to travel. Academic class-travel falls under the category of field trips and is processed in a different manner.

A Request for Authorization for Travel and Reimbursement (available in the Student Activities Office) for the sponsor and a Request for Leave for Student Organizations ([Attachment #12](#)) and other official information regarding the trip must be submitted.

Advisor/Sponsor(s) must accompany the students on the trip.

All students going on a trip must be listed on the Request for Leave for Student Organizations and must be an approved member of the organization. If a student not listed on the Recognition/renewal Application desires to go on a trip, the student's name and social security number must be submitted to Student Activities for approval.

If funds are desired, a **Request for Funds** ([Attachment #13](#)) along with appropriate documents must be submitted to the Office of Student Activities **at least 10 working days** prior to the trip. Whether the funds will come solely from the organization's funds, Student Activities funds, or a combination of both, this form must be utilized.

All travel paperwork must be approved before any purchases are made for the trip, such as registration fees, airline tickets, etc.

The organization's treasurer is the person responsible for the withdrawal of trip funds that will be disbursed through the Bursars Office. The treasurer and the advisor are responsible for monitoring the expenditure of funds, to obtain receipts, and to file the appropriate paperwork.

All receipts must clearly reflect the name of the establishment, its

location, the date of purchase, the total cost and the number of persons served.

Funds allocated for advisor use cannot be used to offset student expenses.

Funds authorized for one day cannot be exceeded whether or not the total authorized amount is spent or not.

If an ACCD vehicle is needed, a Vehicle Request Form ([Attachment #14](#)) must be completed and all potential drivers must be listed with their driver's license number. A state of Texas Driver's license is required in order to operate an ACCD vehicle.

An advisor must accompany each ACCD vehicle used on a trip.

**A person, who is not in student status or is not an employee of the ACCD, can not travel in any ACCD owned, leased, or rental vehicle, without prior approval of the vice president of student affairs.**

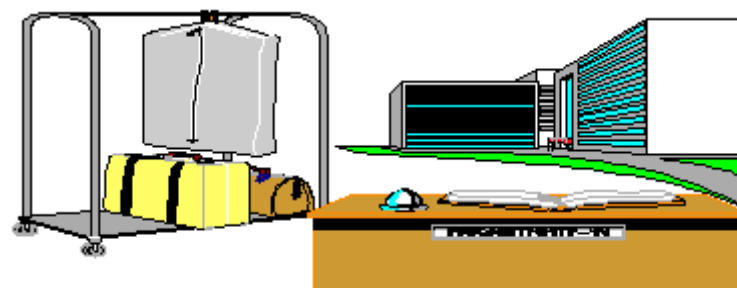
The cost for the use of an ACCD owned vehicle is currently \$0.365 per mile. The requesting sponsor must pick up vehicles requested.

Vehicle departing the local area will be provided with a gasoline credit card, which must be utilized to purchase gasoline, oil, or any minor repair items (light bulbs, hoses, etc.) that might be necessary.

If the use of a private credit card is necessary or payment must be in cash, receipts clearly identifying the location, date, amount, and services rendered; gasoline, parts, parking, toll fees, etc., must be obtained.

All receipts for purchases must be turned into the ACCD motor pool along with the ACCD credit card and vehicle keys, or as otherwise directed.

## Hotel/Motel Bills



All bills must clearly show the rates charged, the number of days the rooms were utilized, the number of persons accommodated and a final zero balance. Bills for students should not be used to charge personal expenses such as room service, telephone or movie/TV charges. Advisors are urged to advise the hotel/motel front desk or reservation personnel to block off all non-permissible charges for all student rooms at the time of registration.

Advisors may charge personal charges to their bill as long as they make personal payment and do not attempt to seek reimbursement. If for some reason there is a shortage of funds for the hotel bill, etc., the advisor should make payment, receive a receipt, and request reimbursement upon return from the trip.

### Conclusion of travel

The treasurer and advisor are responsible for returning any unexpended funds to the Bursar's Office for credit. This should normally be accomplished no later than the end of first workday after return.

All documentation to account for the expenditure of funds, travel, and the trip in general, must be submitted to the Bursar's Office.

An Out-of-town Travel and Expense Statement (available in Student Activities Office) and the Travel Narrative ([Attachment #15](#)) must be submitted with documentation.

### Emergencies

Emergencies while it almost impossible to list all potential

emergency situations and appropriate actions to take, some guidelines are set forth as follows. Most appropriate actions would center on the use of good common sense. If an emergency involves a district vehicle, then the major oil company credit card provided can be used to remedy such situations as blown tires, dead headlights, broken hoses, etc. Before major repair work, contact must first be made with the district office of public safety (210) 225-3415 during normal working hours/days, or the district office of public safety (210) 222-0911 during other than normal working hours/days or if the district motor pool can't be reached.

In case of minor accident, the situation should be handled as if it were your own vehicle by contacting the appropriate police agency and obtaining a copy of the report. If a major accident occurs, which renders the vehicle incapacitated, then report the accident as above, and then call the district motor pool or the office of public safety. In case of injuries due to a vehicle accident, medical attention should be obtained and the college listed as the agency responsible for payment. Appropriate college officials to include the college nurse must be notified upon return. Such an accident may be covered by insurance purchased by the student at registration.

### **Posting Guidelines**

All banners, posters and flyers must be submitted to the Office of Student Life for approval. The Office of Student Activities has bulletin boards for general posting throughout the campus. General posting is limited to those areas. Posters and flyers not approved by the Student Activities Office will be removed.

- The College allows the distribution of leaflets, flyers, announcements, magazines, or other such materials so long as normal College activities are not disrupted.
- The College will not allow the distribution of material that is obscene; libelous; or seeks to incite hostility or violence of a

particular ethnic, religious, or racial group. Materials that is merely offensive or unpopular or that stimulates controversy shall not be restricted or forbidden.

- No printed material will be affixed to doors leading outside the building without the permission of the President's Office. Any item placed on a glass door without the President's Office approval stamp will be removed.
- The Office of Student Life reserves the right to limit the amount and content of materials posted on campus bulletin boards.

### **Due Process**

Campus recognition and sponsorship are privileges granted by Palo Alto College to student organizations. Similarly, the college can withdraw said privileges. An organization found guilty of violating district or campus policies may be placed on probation, lose privileges, or have its charter/eligibility revoked by the college.

When a student organization is charged with a violation of district or campus policies, the Director of Student Life will investigate the charges. Upon completion of the investigation, the Associate Director will be responsible for making a judgment as to the responsibility of the organization and determining the sanctions. Appeals of the decisions may be addressed, in writing within 10 days of the decision, to the Director of Student Activities.

# **Palo Alto College**

## **Office of Student Activities**



### **Student Clubs & Organization Handbook 2002**

**Palo Alto College**



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**<http://www.accd.edu/pac/studact/MAIN.html>**

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