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Dear Student Organization Members and Advisors,

I am very happy that you have taken time to enhance your college experience through involvement in one of our many Lansing Community College (LCC) student clubs/organizations. I believe that growth as a student takes place inside and outside of the classroom. It is each student’s primary responsibility to be a student first. Clubs and organizations are tools to enhance your college experience. Club advisors assist students with out of classroom experiences while helping students to be mindful of the importance of graduating with a degree or certificate or transferring to another institution where education can be further enhanced.

I encourage all of you to be LCC ACTIVE:

A = Academics
- Strive to do your absolute best in class. As a student, your first responsibility is to achieve your goal of earning an Associate Degree, Certificate of Completion or Achievement or transfer to another institution where you can reach your overall goal.

C = Community
- At LCC, we recognize the importance of building a strong community through active citizenship. When we recognize and respond to the needs of the community, we strengthen the bond and make a difference in the world.

T = Time Management
- While being active and taking advantage of experiences offered through LCC clubs/organizations, it is important to learn to balance your time. When you over commit, you do not allow yourselves the opportunity to give everything to the project or group of which you are committed. When you finish your time commitment you should feel good that the time and energy you gave was the highest quality of our work.

I = Interest
- Find your passion and fun along the way. Interest may change over time. Allow yourself to experience diversity, culture and new activities … you never know what you might discover about yourself.

V = Volunteerism
- An exciting way to build upon your experiences and give back to the community as an Active Citizen. Volunteer opportunities exist every day. You can choose to participate or to create your own. Determine your passion and make a difference.

E = Experiences
- What goes in also comes out.
- The more experience you have, the greater knowledge you gain when you are intentional with your time. When you start applying yourself and doing, you start believing in yourself. Learning does not only take place in the classroom. You have an opportunity to get involved, develop your leadership skills and shape your future.

I look forward to working with each club/organization. I encourage you to be LCC ACTIVE and participate in all of the wonderful opportunities LCC has to offer. The staff of the Student Life and Leadership Office will be happy to assist you as you have questions or needs. I believe we have a staff that is committed to making a difference in the lives of all students and we look forward to the opportunity to work with you as you make your mark on LCC.

Sincerely,

Al Nowak
Director – Student Life and Ombudsman Office
POLICIES, GUIDELINES, RESPONSIBILITIES, AND PRIVILEGES OF A REGISTERED STUDENT ORGANIZATIONS (RSO’S)

The following criteria must be observed by every RSO at Lansing Community College:

Lansing Community College reserves the right to suspend the activities of any RSO when activities are in violation of the regulations and policies of the College.

Insert suspension and probation guidelines.

For more information regarding LCC general rules and guidelines, please refer to:

www.lcc.edu/catalog/policies_procedures/ and www.lcc.edu/discrimination/student_services/

1. All student organizations must register each Academic Year by submitting the following Student Organization Registration forms to the Student Life Office:
   a. A completed Officers List, which must include at least two currently enrolled Lansing Community College students, within the first 14 days of each semester.
   b. A completed Advisor Agreement Form
   c. A complete list of members on the Membership List (This form is not required if there are no additional members)
   d. A Release and Hold Harmless Agreement for all members. (Applies only to sports clubs and organizations)

2. Each RSO must have an advisor who is a full or part-time Lansing Community College faculty or staff member that must be present at all organization meetings and events. The advisor shall be approved by the Director of Student Life. The RSO advisor shall be the liaison between the organization and the Student Life Office. Student Employees are not allowed to serve as advisors.

3. Each RSO must have a constitution on file in the Student Life Office. Without a constitution the organization is not sanctioned by the college and therefore may not register.

4. Each student organization must have at least two currently enrolled Lansing Community College students in good academic standing.

5. All members of any RSO must be enrolled for at least one credit during each fall and spring semester of membership. Summer membership may include students not enrolled for summer semester who were enrolled during the previous spring semester.

6. Each RSO must receive prior approval by the Student Life Office for use of LCC Recourses.

NOTE – Please refer to the LCC Resource section for approximate processing times depending on authorization availability. PLEASE PLAN AHEAD! Failure to obtain prior approval could result in cancellation or denial of the request and/or sanctions up to and including suspension of your organization.
7. RSO’s have a Lansing Community College fund account. Each RSO is responsible for managing transactions, and maintaining a current balance. (see Finance section) 
8. Each RSO must follow the Ingham County Health Department and Lansing Community College Risk Management Department food item sales safety requirements:
   a. Foods which support bacterial growth and are potentially hazardous including pizza, hot dogs, chili, soup, BBQ, sloppy Joe’s, etc. would require a Temporary Ingham County Health Department Food Service License and would need to be prepared on site or in a licensed kitchen. Food prepared on site (not in a licensed kitchen) would require attending a State of Michigan class on temporary food service, a temporary State of Michigan license and meet the minimum requirements as discussed in the class. Commercially prepackaged foods and bake sale items such as home baked cakes, cookies, brownies would not require a license (no cream or custard).
9. Each RSO must submit copies of all materials distributed, including but not limited to: books, newspapers, posters, flyers, meeting notices and minutes. Failure to submit the appropriate copies prior to distribution could result in sanctions. (see pages 11-12) 
10. RSO’s are required to receive rights for any films that will be shown. The Student Life Office must have a letter on file stating the RSO has permission to show the film. The RSO must be named in the letter along with a statement that rights have been received. 
11. Lansing Community College has contracts with specific companies therefore all student organizations are required to use the following:
   a. Food Services – Aramark contact Campus Dining at (517) 483-9950
   b. Promotional Items – Contact the LCC Welcome Center Spirit Shop at (517) 483-9874
   c. Travel – Passageways Travel Service (refer to page 18 for travel procedures).

Privileges of a Registered Student Organization (RSO)

The following College services are available to all active student organizations:

- Eligibility to use College facilities as established by College policy.

- Eligibility to sponsor activities and promote those activities. (Including campus communication, eligibility to distribute literature, flyers, posters, banners and organizational material according to College policy.)

- Eligibility to solicit funds on campus through programs and fundraisers. No student organization may use campus facilities; solicit funds, business, or support unless such a student organization has been authorized by the Director of Student Life. **GAMBLING AND RAFFLE FUNDRAISERS ARE NOT ALLOWED.**

- A student organization mailbox within the Student Life Office

- Eligibility to use College services/resources such as:
  - Photocopying (Maximum 100 copies per original)
  - Rooms & Literature tables
  - Use of college vehicles

- Eligibility to be listed on the Student Life – Student Organization web page. All active student organizations automatically have their advisors contact information added to the web page. To post additional student organization information on the web page, a completed **Web Page Announcement Request Form** is required.
• Eligibility to apply for a Student Life - Registered Student Organization grant funding.

• Registered student organizations have an opportunity to place one free half page advertisement (8 inches by 10 inches) or two quarter page ads (8 inches by 5 inches) in LCC's student newspaper “The Lookout” each academic year. Ads must be submitted at least 10 days before the publication date of The Lookout. Ads that require designing by The Lookout staff require at least two weeks notice. An RSO may also place additional advertisements in “The Lookout” at a discounted cost.

• RSOs will be covered with feature stories on a fairly regular basis in The Lookout. RSOs must be officially registered with the Student Life Department to be considered for a story.

• RSOs may submit information, photos and/or letters to the editor about their clubs to The Lookout. The newspaper staff will attempt to publish the material in some form within the newspaper in a timely fashion. The staff reserves the right to edit or omit the material due to space restrictions, improper style and grammar, or potential libelous material.

• Lookout submissions may be sent to the Adviser, Editor in Chief or Advertising Manager

ADVISOR ROLE

Purpose of Advisors

Involvement in campus organizations allows students the opportunity to develop organizational and leadership skills. Taking part in important out-of-class activities that impact student quality of life can complement educational objectives. The Student Life Office at Lansing Community College offers involvement in and exposure to diverse educational, cultural and personal experiences and opportunities. In support of these objectives, it is important that persons with expertise in related student organizational areas lend assistance to students in their endeavors. The range of student group purposes is diverse. Therefore, an informed advisor is a valuable resource to the organization in terms of help with procedural matters. This person will know, understand, adhere to and enforce college regulations and policies and will oversee budget management. Recruiting an advisor who is committed to supporting student learning and leadership development through extracurricular activities is crucial. All student organizations are required to have an advisor. This person must be a full-time or part-time Lansing Community College faculty or staff member. Student employees are not allowed to serve as advisors. The student organization may choose an advisor according to its own constitutional requirements.

Advisor Responsibilities to the Student Organization

It is important that advisors understand the responsibilities involved before making a commitment to a student group. Those responsibilities include:

1. Assisting officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.

2. Insuring that the continuity of the organization is preserved through a constitution, minutes, files and traditions.
3. Encouraging meetings be run in an orderly and efficient manner with the use of parliamentary procedures.

4. Assisting students in understanding and applying democratic principles, including recognition of minority opinions and rights.

5. Attend all student organization meetings. This will ensure better communication between the advisor and members. (Student organizations may not hold any official meetings where the advisor is not present.)

6. Be present at all student organization sponsored activities/events during the entire activity/event (including those off campus). The advisor is responsible for the safety of the students, over site of the activity/event, and is considered a representative of the college. The advisor must also see that the activity/event ends on time and appropriate clean up takes place.

7. Enforce Lansing Community College and Student Life policies and procedures. If a student organization does not follow the set guidelines, liability for the group’s actions will rest solely on the advisor. This means that an advisor will be legally and financially accountable for unauthorized activity.

8. Be a sounding board and mentor for officers and members.

9. Be generally available to assist the organization.

10. Assist the treasurer in maintaining accurate accounting and budgeting procedures.

The Advisor Agreement form must be completed and submitted to Student Life at the time of registration. A separate Advisor Agreement form must be filled out for additional advisors.

Advisors are not allowed to vote or hold office.

Student Organization Responsibilities to the Advisor

1. Obtain approval from the advisor to schedule or plan all meetings, projects and events.

2. Seek council before any changes in the structure of the group, or in policies of the organization are considered, and before major projects are undertaken.

3. Adhere to Lansing Community College and Student Life policies and procedures. Student organizations that do not follow the guidelines set will be placed on probation and may have their official status revoked.

4. Understand that the responsibility for the success or failure of the student organization rests ultimately with the group, not the advisor.

5. Meet regularly to discuss procedures, questions and concerns.
6. Acknowledge the advisor’s time and energy donated, and express appreciation.

7. Be clear and open about what you expect from your advisor.

8. Periodically, evaluate your advisor and give appropriate feedback.

**Suggestions for Effective Advising**

1. The maturity/skill of the organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the group. As the leaders’ skill level matures, you can then decrease the amount of direction you need to provide the group.

2. Express sincere enthusiasm and interest in the group and its activities.

3. Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to compromise.

4. Give the group and leaders feedback regarding their performance. Raise questions with them regarding their goals.

5. Be aware of college policies and procedures so that you can be a knowledgeable resource for the group. Be familiar with Student Life and the Registered Student Organization Procedure Manual.

6. Get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.

7. Meet with the officers before group meetings. Assist them in setting an agenda.

8. Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.

9. Be careful of becoming too involved with the group. You are not a member.

**CONDUCTING MEETINGS**

**Preparation for a Meeting**

Before the meeting, the chair should prepare an agenda showing the matters to be taken up and their order. If the business calls for reports of officers or committees, the persons involved should be duly informed in advance of the meeting. If some important decision is to be made, a copy of the agenda or a bulletin of information should be provided to members before the meeting. Details should be worked out in committees before meeting time. Let the committee recommend a plan or present an alternate plan for action by the members. When a definite plan is recommended, the member presenting it usually moves its adoption when giving the report.
Scheduling a Student Organization Meeting

The following items must be submitted to the Student Life Office at least two weeks prior to the date of the meeting:

[  ] A completed Room Reservation Request Form
[  ] A copy of the flyer that your student organization will publicly post on campus showing:

- Name of the student organization
- Purpose of the meeting
- Date of the meeting
- Time of the meeting
- Place of the meeting
- Contact name and phone number
- Put-up and takedown dates

Common Procedures in Business Meetings

Every business meeting is presided over by the president or the chair. If there is no regularly elected secretary, the chair will appoint a secretary for the occasion. A standard order of business follows:

- Roll call
- Call to order
- Approval of agenda
- Reading of previous meeting’s minutes
- Approval of minutes
- Reports
- Old business
- New business
- Announcements
- Petitions and hearings
- Adjournment

In the case of a meeting called for a special purpose, the chair may direct the other items to be dispensed with. Throughout the meeting, the secretary will keep a record of any action that is taken, such as motions made and supported, by whom, and the results of the vote. The minutes will also show the date and place of the meeting.

Student Organization Record books, to record meeting minutes and a publication describing meeting procedures entitled "The Meeting Will Come to Order - Simplified Guidelines to Parliamentary Procedure" are available in the Student Life Office for all student organizations interested. It is recommended that the guidelines outlined in this publication be used when conducting a student organization meeting.
Minute Management Suggestions

A secretary’s position for your organization is not a job to take lightly. The following criteria are important when considering who will best fulfill this role:

- Is this person reliable; does he/she keep appointments?
- Is this person well organized; does he/she complete tasks in a timely manner?
- Is this person a good listener; is he/she able to be objective, not to make his/her own interpretations, and hear both sides of an issue?
- Is this person on top of what is going on; is he/she able to appropriately weed out the trivial information and record the important facts for the record?

The secretary should be present at all meetings. If he/she is unable to attend, a substitute person preferably with the characteristics defined earlier, needs to be appointed. It is also helpful for the secretary to prepare him or herself before each meeting. A secretary should be sure to read the minutes of previous meetings, paying attention to style and format and review the agenda and any attached documents.

If your organization has a structure that includes committees, there always needs to be a secretary present to accurately record what transpired. It is not necessary to take down everything unless someone requests that his or her remarks be entered for the record. It is necessary, however, to take complete notes. Motions and resolutions do need to be taken verbatim and should be read back during the meeting to make sure they have been accurately recorded.

There are several ways to take meeting minutes and each organization needs to choose the most appropriate method for them. A practical option is to record a summary of debates, agreements and disagreements with a succinct, explanation of the character of each.

The second method is to take action minutes when decisions are reached and responsibilities are assigned. In either of these cases make note of the following

- The names of the people proposing any action or stating an option of a motion.
- Take down word-for-word any motions, resolutions, amendments, decisions or conclusions.
- Who seconded the motion.
- Whether or not a motion was withdrawn and what assignments were made and to whom.

It is often helpful for both minute taking, and for those attending the meeting, if the chair or the secretary summarizes decisions that are reached. The summarizer should be most careful in clarifying those points of greatest controversy.

It is the secretary’s responsibility to signal the president or chairperson and ask questions regarding the subject being discussed if unsure. A secretary should not wait until the meeting had been adjourned to get clarification; individuals can lose their perspective, issues can become less important and one’s memory can alter what actually occurred. Immediately after
the meeting, the secretary must go over the notes while everything is still fresh, checking their notes for the following information:

- Type of meeting (executive, standing committee, etc.)
- Date, time place
- List of attendees and those absent
- Time of call of order
- Approval and/or amendments to previous meeting minutes
- Record of reports from standing and special committees
- General matters
- Record of proposals, resolutions, motions, seconding, and final disposition and a summary of the discussion; also record the vote
- Time of adjournment
- Nomination of submission and transcriber’s name

Once the minutes have been transcribed into draft form, they should be submitted to the chair for review and/or correction. Finally, once they are returned, they need to be prepared in a formal form-preferably agreed upon beforehand-for final approval at the next meeting. These minutes should be sent out to all members within 3 or 4 days of the meeting. This allows members time to read the minutes for accuracy before the next meeting and while the previous meeting is still fresh in their minds.
SCHEDULING EVENTS/ACTIVITIES, LITERATURE TABLES AND ROOM RESERVATIONS

Scheduling RSO Events and Activities

A student organization must first receive approval from its advisor and Director of Student Life prior to the date that the event will take place. Any registered student organization (RSO) may schedule an activity or meeting during a semester. Since scheduling an activity consists of a number of items that need to be attended to, it is very important that you PLAN AHEAD!

- Failure to obtain proper approval could result in cancellation or denial of the student organization’s request.
- The advisor must attend all meetings, events and activities the RSO sponsors and/or takes part in.

The following items must be submitted to the Student Life Office:

[ ] A completed Room Reservation Request form for all on-campus events (the Student Life Office must make sure that the room/area is available before your activity request can be processed.)

[ ] A completed Expense Approval/Check Request Voucher form with approved minutes for items that will be purchased for the activity. (Including supplies, entertainers, refreshments, etc.)

[ ] All literature that will be distributed or posted concerning the activity

The following items may also be required:

[ ] If special services from Physical Plant will be required the student organization will need to submit a Lansing Community College Event Checklist form. Forms must be picked up and turned into the Student Life Office prior to the event. After fees have been assessed the student organization will need to write a check to the Lansing Community College Physical Plant (an Expense Approval Form and meeting minutes will also need to be submitted to the Student Life Office – see page 16 for Expense Approval Procedures)

[ ] If the RSO would like to sponsor and promote the event or activity to the campus community on the Student Life web page, a completed Web Page Announcement Request form will need to be submitted to the Student Life Office.

ALL RSO campus communication requests MUST receive prior approval from the Director of Student Life prior to college email distribution.
Distribution of Literature Policy

Lansing Community College is continually aware of and supportive of the concept of freedom of expression; particularly those provided by the First Amendment of the Constitution of the United States. The College also perceives that one of its functions is to provide a wide range of learning experiences and learning opportunities for the students of the college. At the same time, the College is mandated to provide orderly processes, which avoid disruptive material, protect public and private property, and provide for the general safety and welfare of students and college staff.

The following statements are designed to facilitate student distribution of literature within college facilities, while providing students, College personnel, and property reasonable protection from commercial exploitation and legal actions. Court rulings have determined that College buildings, while considered a “public trust”, are not considered “public property” and are subjected to regulated use by any and all individuals. The procedural regulations below are designated to facilitate the legislated instructional mission of the College to serve the citizens of the Lansing Community College community. The following procedural regulations shall be followed:

1. The distribution of literature in college buildings by student organizations shall be limited to literature tables made available for such distribution. Student organization literature tables will be made available within the College buildings.

Only college recognized officially registered student clubs and organizations shall have access to the literature tables. Non-profit organizations who wish to use College facilities must gain permission by following the procedures established for this purpose through the appropriate instructional offices or the Student Life Office.

2. The student organization literature tables will be available Mondays through Thursdays from 8:00 a.m. to 10:00 p.m. and Fridays 8:00 a.m. to 5:00 p.m. during a regular semester.

3. Student organizations are required to request the use of the literature tables with the Student Life Office at least 2 weeks prior to the date of desired use. Requests will be accepted on a first requested first served basis.

4. Student organizations may request the use of a table for three (3) consecutive days. A new request may be turned in after the last date of the previous request.

5. If there are no pending requests, a student organization may request the use of more than one location. If during the use of multiple locations, additional student organizations or non-profit tax-exempt organizations request the use of a location, and locations are not available, the multiple user or users will be required to give up the multiple uses of tables and/or locations to provide for the new request.

6. A copy of the completed Literature Table Request Approval Form obtained from the Student Life Office must be posted on the literature table while distribution of materials is taking place.
7. The literature table must be staffed at all times by the student organization advisor, or members of the student organization registered for the use of the table(s) while the distribution of materials is taking place. The student organization will have the responsibility to ensure that the distribution process is orderly at all times and that the general area surrounding the literature tables is not littered.

8. In order to determine accountability, a sample of the material to be distributed must be placed on file with the Student Life Office at the time of the request for use. In addition, a student organization must have a copy of the material to be distributed on file with the student organization’s advisor.

9. No literature shall be forced upon any individual nor shall there be any obstructions created in the path of the general flow of traffic. Individuals shall have the option to pick literature from the tables or receive a copy from individuals sitting at the tables.

10. Student organizations may collect funds for federally tax exempt non-profit organizations, such as Muscular Dystrophy, Blood Drives, or college sponsored activities. There shall be no commercial solicitations of funds or business.

11. The college has the right and the responsibility to halt the distribution of literature that it believes to be libelous, obscene, an invasion of privacy or substantial disorder of the normal operations of the college.

12. Failure to comply with the above procedural regulations will lead to the denial of the use of the literature table(s) and/or may lead to disciplinary action.

Any student organization which has been denied access to the literature table(s), or was required to halt distribution based on college procedure, may appeal the denial or requirement to halt distribution. The appeal shall be in writing and shall be directed to the Dean of Student Services within 10 Calendar days of the denial or requirement to halt distribution. The Dean of Student Services shall make a prompt investigation of the appeal, contacting the party(s) involved, and shall within 10 calendar days reinstate the distribution rights or uphold the original decision(s).

How to Reserve a Room or Literature Table

[ ] Complete a Room Reservation Request Form or Literature Table Request Form and submit to the Student Life Office.

1. Once your request has been approved by the Director of Student Life, the Student Life Office will process your request by putting the request on-line using into the college’s room scheduling system. A copy of the approval will be placed in your student organization’s mailbox and an e-mail will be sent to your advisor. If you have requested a literature table, a copy of the Literature Table Request Approval Form must be attached to the front of your table while distribution of materials is taking place.

2. If the room(s) or table(s) are unavailable, your request will be denied and your advisor will be contacted via the college e-mail system. A copy of the denial will be placed in your student organization’s mailbox. If your request is denied due to lack of availability, a new location may be requested.
3. It is the responsibility of the student organization to replace all furniture to its original set up before leaving.

Depending on the nature of event or facility/room use; student organizations may be required to obtain liability insurance as a condition of using any campus facility. This determination will be made by the LCC Office of Risk Management and Legal Services.

EXPENSE APPROVAL PROCEDURES

An RSO may use an Expense Approval/Check Request Voucher Form to:

- Purchase supplies
- Purchase food (for consumption or resale)
- Order Aramark catering services
- Request travel funds (for conferences, trips, etc.)
- Hire guest speakers or entertainers
- Other

College policy requires that all student organizations must receive approval by the Student Life Office for “Expense Approvals” prior to purchasing or expending funds. This includes purchases made with a college Master Card. Please read the Lansing Community College Purchasing Card Policy http://www.lcc.edu/policy/policies_7.aspx#PURCHASING_CARD for purchasing card policies and procedures. Processing time required for the above items could be from 2 to 8 weeks depending on College policy. Expense Approval/Check Request Voucher forms must be submitted at least 2 weeks prior to the end of a semester. Requests received after this time or during semester breaks will be processed the following semester pending student organization activation.

The following items must be submitted to receive authorization for withdrawing funds from the student organization’s account:

a. A completed Expense Approval/Check Request Voucher form signed by the advisor and one (1) officer.

b. The meeting minutes showing that the student organization approved the expenditure

c. Any additional appropriate documentation (e.g. order form, invoice, etc.)

Failure to obtain prior approval could result in a cancellation or denial of the student organization’s request. PLEASE PLAN AHEAD!

Funds for payment of major purchases or off-campus facilities use for any registered student organization must be authorized and available in the student organization account at the time of facility rental reservation and/or contract.

Any purchases or off-campus facilities rental reservations and/or contracts made without prior college authorization and sufficient funds in the student organization account will be considered unauthorized and be the sole responsibility of the person making the facility rental reservation and/or request.
The following items must be submitted to receive approval for withdrawing funds from the student organization's account:

[ ]  A completed Expense Approval/Check Request Voucher Form (see form 5) signed by the advisor and one (1) officer.

[ ]  The meeting minutes showing that the student organization approved the expenditure

Continued use of the Lansing Community College RSO account is based on the terms and guidelines set by Lansing Community College and the Student Life Office. Failure to turn in the appropriate paperwork could result in termination of the student organization Lansing Community College account.

Student organization accounts that have been inactive for two (2) years will have the funds returned to the Student Life student organization grant fund.
ATHLETIC STUDENT ORGANIZATION
RELEASE AND HOLD HARMLESS AGREEMENT

Every member of an Athletic Registered Student Organization (RSO) will need to sign a Student Life Release and Hold Harmless Agreement BEFORE being permitted to participate in any student organization event or activity. By signing the Release and Hold Harmless Agreement Form, the student is agreeing to assume any and all risks associated with participation in the sport, that may arise out of the hazardous nature of the event or activity in which they're participating.
STUDENT ORGANIZATION TRAVEL REGULATIONS

College policy requires that all student organizations must submit a Student Organization Travel Form and travel approval meeting minutes to the Student Life Office prior to travel for liability purposes. Any reservations made without prior college documentation and sufficient funds in the student organization account will be considered unauthorized and be the sole responsibility of the person making the reservation and/or contract. **THE ADVISOR(S) OR DESIGNEE(S) MUST ACCOMPANY THEIR STUDENT ORGANIZATION MEMBERS ON ALL TRAVEL.**

All registered student organization commercial travel must be done through Lansing Community College’s contracted travel vendor. In order to make travel reservations, the advisor must log into the Concur Travel and Expenses link in the MyLCC Employee etoolbox.

NOTE – Funds designated for travel use for any student organization must be available in the student organization account at the time of the request. It is the advisor’s responsibility to make sure that there is enough money in the club account prior to travel. Student organization travel funds may only be used for Lansing Community College employees or students.

The following items must be submitted to the Student Life Office at least two (2) weeks prior to travel:

- [ ] A completed Student Organization Expense Approval Form
- [ ] Documentation regarding the trip (e.g. brochure, flyer, etc.)
- [ ] A completed Student Organization Travel Form
- [ ] Meeting minutes approving the travel (and expense if applicable)

College vehicles are available to student organizations at no charge unless a driver is required. Drivers need to successfully complete the Lansing Community College EMSS training program and must adhere to all college driver and Department of Transportation (DOT) requirements (i.e. No driver may drive more than 10 hours a day). **Students are not permitted to drive LCC vehicles (including vans).** To secure a college vehicle, an LCC Work Request will need to be completed by the advisor prior to travel.

If a RSO is traveling a substantial distance, greater than 5 hours, the Advisor must speak with the Director of Student Life to discuss travel plans and RSO safety which includes but isn’t limited to: contact information, driver(s) time on the road and plans in the occurrence of an emergency.
BULLETIN BOARD POSTING PROCEDURES

POSTING REGULATIONS

Student organizations wishing to post items must submit a copy of the posting and receive permission from the Student Life Office. Personal notices placed in designated bulletin boards within the college buildings do not need approval. Examples of personal notices are selling used books, sharing a ride, sharing/renting an apartment and selling personal articles. **For-Profit commercial notices are not considered personal and will be removed.**

1. Within any and all buildings, placement of all signs and posters is restricted to the “Student Information” bulletin boards.

2. All posted items should be in English, or when in another language, a literal English translation should be supplied with each posted copy. When a foreign language posting is used, its complete English translation should be:
   - Clearly printed on the same posting and in the same size letters as the letters used in the original language posting, (or)
   - Attached to each copy of the foreign language posting, clearly printed, and in the same size letters as the letters of the original foreign language posting. The English translation must remain with the posting.

3. **Each posting is required to have in the lower left-hand corner, its posted date (month, day and year) and in the lower right-hand corner, its date (month, day and year) to be removed. Each posting should be up for a reasonable length of time depending upon the activity.**

4. A posting shall not exceed 18 inches by 24 inches except when given special permission by the Student Life Office.

5. No posting shall be placed in such a way that it covers all or part of a previously approved posting, whose takedown date has not expired.

6. The removal of posted items at or prior to the takedown date shall be the responsibility of the sponsoring organization or individual. Unauthorized individuals shall remove no posted items prior to the takedown date.

7. **Each posted item must identify the sponsoring organization, department or individual. Each posting must display a telephone number or office location where more complete information can be obtained.**

**NOTE** - Violation of any of the above regulations will result in the removal of your posted item.
PUBLICATION GUIDELINES FOR STUDENT ORGANIZATIONS

Lansing Community College student organizations may create publications in support of the specific objectives of the club or organization. The following guidelines must be followed:

- Each issue of the publication must carry a statement that it is not an official publication of Lansing Community College.

- At least eighty percent of pages/content of student organization publication must be submissions/entries from Lansing Community College students. A student is defined as being currently enrolled for credit at Lansing community College. Other pages may include national writers, staff, etc.

- Credit lines must be listed to identify all contributors of individual submissions/entries.

- The student organization designates a student member who will serve as student editor. Final authority for the content of the publication will be the responsibility of the student editor with the approval of the advisor.

- The final authority for the expenditure of all funds for a commercially printed publication is the responsibility of the advisor. (see page 18 for Expense Approval Procedures)

- A final edited copy of publication for print must be submitted to the Student Life Office.

- A copy of all publications distributed must be placed on file in the Student Life Office prior to distribution. Failure to submit the appropriate copies prior to distribution may result in denial of the student organization’s request to distribute materials.
STUDENT ORGANIZATION FINANCES

Financial Responsibilities

In every student organization the treasurer is responsible for forming the annual budget of the organization. The treasurer also keeps accurate, up-to-date records and written accounts of receipts and expenditures. This record is subject to audit and is to remain permanently in the files of the organization.

All disbursement of funds and requests for services of the college by student organizations require the signature of at least one officer and the advisor. The advisor should work with the treasurer, checking periodically on the balance of the club account.

NOTE - The Budget must be flexible enough to anticipate conditions which might have been overlooked during the planning process.

RSO Financial Account Activation/Maintenance

All registered student organizations have access to a Lansing Community College fund account to conduct all financial business. New RSO fund accounts will be created after first time registration.

To activate a LCC RSO fund account the advisor will need to:

[ ] Complete an Agreement to Accept Student Organization Account Rules and Regulations form

 Depositing Funds

All money received by student organizations should be deposited within 3 business days of receiving the funds in the Student Finance department, located in room 214 of the Gannon Building (GB). Checks should be made out to “Lansing Community College”. The RSO name should appear on the check memo line. All money must be sorted, rolled (coins) and counted prior to depositing. Coin rolls are available to all student organizations in the Student Finance department.

The depositor will complete a Lansing Community College Deposit Receipt form and should know:

1. Where the money came from: (contribution, sales, fundraiser or other source)
2. Actual amount of money being deposited (including denominations of money)

After the deposit is made, the depositor will receive a receipt showing the amount of the deposit and the date and time of the deposit.

It is the responsibility of the student organization depositor to give information regarding the source, the amount and the denomination(s) of each deposit to the Student Finance Department.
Budgeting Finances

One of the tasks you face as a financial officer, especially if your organization makes frequent business transactions, is preparing a budget. A budget is a tool used for planning and controlling your financial resources. It is a guideline for your future plan of action, expressed in financial terms within a set period of time. A budget does not have to be complex, as the information below will demonstrate.

What a Budget Accomplishes

- It helps refine goals.
- It compels members of the organization to use funds efficiently.
- It provides accurate information to analyze, adjust and evaluate programs and activities.
- It aids in decision-making.
- It provides a historical reference to be used for future planning.

Preparing your Budget

1. Prepare an outline of the organization’s planned future activities.
2. Determine and record available funds (e.g., carryover balance from previous years).
3. Estimate and record expected income and when it will be available
4. Define and record needed expenses (advertising, rentals, printing, supplies, etc.)
5. Review, revise and then assemble into a final budget.
6. Have members vote for budget approval.

Managing the Budget

1. Once prepared and approved, the budget should be closely managed.
2. Set and maintain a minimum cash balance.
3. Formulate general policies and procedures needed to achieve objectives while providing internal control (e.g., allow only approved expenditures).
4. Keep accurate written log of financial transactions (income and expenses).
5. Periodically compare the budget to your actual logged expenditures.

STUDENT ORGANIZATION FUND-RAISING TIPS

One of the privileges of being a student organization is on campus fund-raising. There are several annual events held by the Student Life Office which student organizations are encouraged to participate. A few of the events are as follows:

- The Student Organization Fund-Raising Fair – Held each fall and spring semester for student organizations to raise funds and recruit new members.

Please Note - Student organizations must be active during the semester of the event in order to participate. An e-mail notice will go out to all registered student organizations prior to the event to explain details of the event. Each student organization must sign up for a table prior to an established deadline.
In addition to these events, student organizations can request literature tables and do fund-rais- ing activities on their own. (Please see pages 13-15 for guidelines regarding Scheduling Activities, Literature Tables and Room Reservations).

**Lansing Community College Policies to keep in mind when planning a fund-raising activity:**

- No student organization may use campus facilities to solicit funds, business, or support unless a student organization has been authorized by the Director of Student Life. **GAMBLING AND RAFFLE FUNDRAISERS ARE NOT PERMITTED.**

- Each student organization must follow the Ingham County Health Department and Lansing Community College Office of Risk Management and Legal Services food item sales safety requirements:

  Potentially hazardous food (Time/Temperature Control for Safety Food) such as pizza, hot dogs, chili, soup, BBQ, sloppy Joe’s, etc. would require a Temporary Ingham County Health Department Food Service License and would need to be prepared on site or in a licensed kitchen. Food prepared on site (not in a licensed kitchen) would require attending a State of Michigan class on temporary food service, a temporary State of Michigan license and meet the minimum requirements as discussed in the class. In Ingham County you can only get two temporary licenses per calendar year. There is a training fee and the temporary license is good for one day and up to 14 consecutive days in the same location.

  Commercial individually prepackaged foods would not require a license. Bake sale items such as home baked cakes, cookies, brownies and fruit pies would not require a license (no cream or custard baked pies).

**If you have any questions regarding student organization policies or procedures, please contact the Student Life Office 517.483.1285 – Gannon Building room 218.**