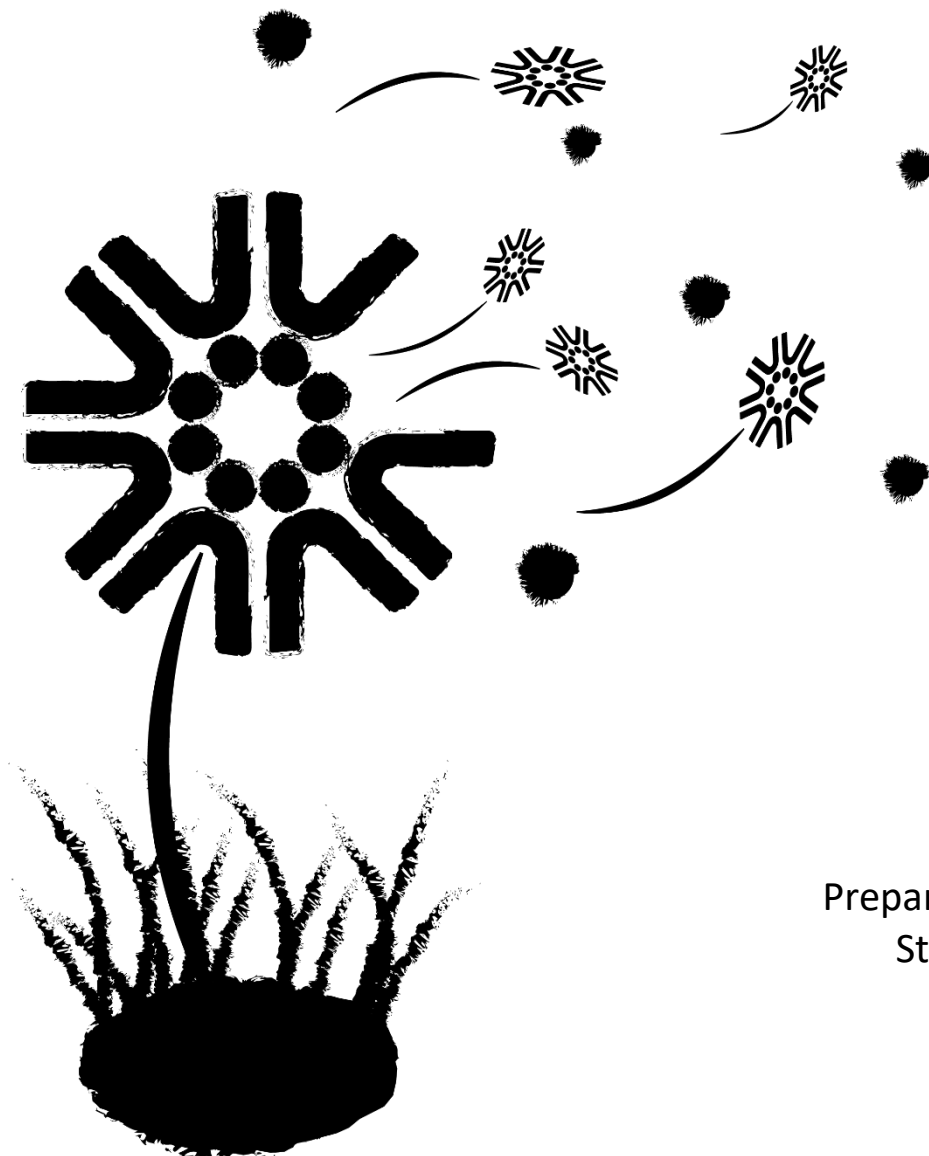
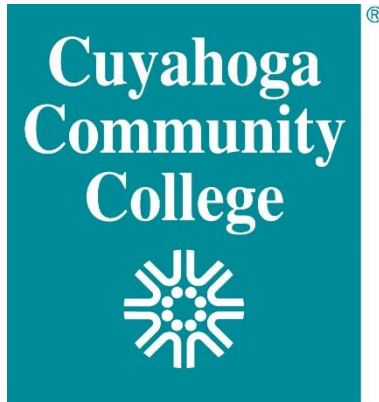


# Chartered Clubs/Organizations Handbook 2022-2023



Prepared by the Office of  
Student Engagement



## **Welcome to the 2022-2023 Academic Year!**

Thank you for being involved at Cuyahoga Community College! We in the Office of Student Engagement are pleased to partner with you this year. Our purpose is to help student clubs and organizations achieve their goals and have fun! Please know that when questions come up this year - because they will – our office is here to help you.

The Chartered Clubs/Organizations Handbook provides an overview of organization functions, responsibilities, and resources. If you have questions about information outlined in this handbook, please reach out to Billy Bernard, Manager of Student Engagement, at the Western and Westshore campuses, at [Billy.Bernard@tri-c.edu](mailto:Billy.Bernard@tri-c.edu), or Nache Jones, Manager of Student Engagement at the Metro and Eastern campuses, at [Nache.Jones@tri-c.edu](mailto:Nache.Jones@tri-c.edu).

Because we grow and develop with the needs of our students, this handbook is subject to change throughout the year. Amendments will be sent to club/organization advisors to be shared with members.

Students interested in chartering a new club/organization will find guidance in the “New Club Chartering Process” section. If you’re interested in forming a new club or organization, you are welcome to complete the application process.

We wish your club or organization success in all its endeavors at Tri-C!

## **Jurisdiction**

Chartered clubs/organizations must abide by all rules, regulations, policies and procedures of Cuyahoga Community College (the College) as set forth in, but not limited to, the Student Conduct Code, the Chartered Clubs/Organizations Handbook, as well as the laws of the State of Ohio. The College rules and regulations shall take precedence over the club/organization constitution and/or the rules of the regional, city, state, or national organization with which the student club/organization is affiliated.

## **Affirmative Action, Equal Employment Opportunity and Non-Discrimination Policy**

Discrimination against any individual based upon a person's age, ancestry, color, disability, genetic information, military status, national origin, race, religion, sex, sexual orientation, gender identity and expression, and veteran status is prohibited. No club/organization may restrict its membership against any individual based upon these parameters.

## **Student Government**

Student Government is the governance body that provides a vehicle for student involvement in the affairs of the College. Every student enrolled is represented by their campus Student Government and is entitled to the benefits and privileges this governance body provides.

It is Student Government's function to:

1. Represent the best interests of college students by serving as the liaison among students, administration, and faculty. The representatives of this governing body are responsible for recommending improvements in educational standards and practices by serving on various committees such as College Wide Governance Committees, which initiate and review policies in order to make recommended changes to the Board of Trustees.
2. Provide students with experience and training in a democratic form of government.
3. Serve as a programming board responsible for selecting, planning, and implementing diverse program activities to be presented on campus during the year.
4. Recognize and sponsor campus clubs/organizations by chartering, regulating, and supporting their activities during the school year.

The entire student body is encouraged to participate in all facets of Student Government, for it is student involvement in the decision-making process that makes everyone's attendance at the College a meaningful experience. Student Government is considered a club/organization and is expected to follow club/organization guidelines. Student Government Officers hold office hours at each respective campus of the College.

- Eastern Campus Student Government office hours are held in ESS 1303.
- Metro Campus Student Government office hours are held in MCC 200L2.
- Western Campus Student Government office hours are held in room WHCS A-101.
- Westshore Campus Student Government office hours are held in SLT 214.

## **Re-chartering & Chartering**

All student clubs/organizations must be re-chartered each Fall Semester in order to maintain their recognized status. The Office of Student Engagement will send re-chartering documents to club/organization advisors. These documents must be submitted by the fifth week of the Fall Semester unless otherwise noted.

New clubs/organizations may be chartered during the Spring semester at the discretion of the Director. Because Student Government does not meet regularly during the summer, no new clubs/organizations will be chartered during that time.

By submitting re-chartering/new charter information, the club/organization understands that they may be required to participate in a mandatory assessment; failure to comply with requests and requirements from Student Engagement may result in the suspension or loss of charter. All club/organization officers must be in good standing with the College.

### **Chartering a new Club/Organization**

To charter a new club/organization, request the following documents from the Office of Student Engagement.

1. New Club/Organization Petition
2. Written or email agreement from faculty/staff member of the club/organization's campus
3. Constitution
4. Bylaws (optional)
  - a. All bylaws must be approved at the time of chartering/re-chartering; unapproved bylaws will not be upheld.
5. Information regarding national, state, or local affiliation or affiliations with any group or person(s) connected with the College.

Club/organization materials will be reviewed by members of the campus Student Government. The petitioning club/organization officers will appear before Student Government to answer any necessary questions. Student Government will then vote to recommend approval or rejections of the petition to the Manager of Student Engagement. The approval of the Director of Student Engagement is necessary before a club/organization may become operational as a chartered club/organization recognized by the College.

Once chartered, any changes to a club/organization's constitution, including optional bylaws, must be approved by the Student Government and the Director of Student Engagement.

### **Chartered Club/Organization Privileges**

Official recognition by the College carries with it the following privileges for the College clubs/organizations, subject to College procedures and regulations:

1. The use of the computers and printer through the Office of Student Engagement, when available.
2. The right to establish dues. A club/organization cannot deny membership to anyone unable to pay membership dues.
3. The right to sponsor fundraising projects.
4. Eligibility for awards and honors given to clubs/organizations.
5. The use of storage space, when available.
6. The use of a mailbox.
7. The right to petition Student Government for allocation of funds.
8. The right to reserve on campus space for meetings, fundraisers, and events.
9. The right to promote approved meetings, fundraisers, and events on and off campus.

### **Club/Organization Suspension or Charter Revocation**

Any club/organization whose activities have been found to be in violation of College policies and procedures, the College Student Conduct Code or federal, state, or local laws is subject to review by the campus Student Government. Student Government, following its review, may recommend revocation or temporary suspension of the club/organization's charter. The findings and recommendations of Student Government are forwarded to the Director of Student Engagement for review, approval and action. The Director will then notify the club/organization of the action being taken. In the case of extenuating circumstances, such as illegal and/or dangerous activities, the College has the authority, through the Dean of Access & Completion, to cease all activity by a club/organization prior to any action or review by the Student Government.

The club/organization, with their advisor, will have the opportunity to appeal the action to the Dean of Access & Completion. This appeal must be submitted by the club/organization within 10 business days following the club/organization's notification. If no satisfactory resolution is achieved from the appeals process, the club/organization may initiate the College's Grievance Procedure.

### **Club/Organization Membership**

Every chartered club/organization is expected to be free to select its membership upon the basis of individual merit. Each club/organization may develop its own standards of membership, except that they may not conflict with the established policies, procedures, and approved practices of the College.

If the interpretation of the constitution or bylaws of a club/organization are in conflict with the College policy in its member selection, the club/organization will be asked to remove such restrictive membership provisions. Membership to a club/organization will consist of currently enrolled students. College faculty and staff members are ineligible to participate as members or officer in student club/organizations.

An updated copy of the officer and membership roster must be housed with the Manager of Student Engagement at all times. Advisors are responsible for sending updates within five business days of any officer changes.

### **Affiliations**

There will be no club/organization on campus having external affiliation without the written approval from the Dean of Access & Completion. In all cases of national, state or local affiliation, the rules and regulations of the affiliated club/organization are subordinate to the policies, procedures, and approved practices of the College.

### **Rushing, Pledging/Hazing, and Initiations**

Rushing, pledging, hazing and initiation practices are NOT permitted.

### **Colin's Law, Ohio's Anti-Hazing Law**

**\*All members and advisors of student clubs or organizations must complete Anti-Hazing training. Please see the Office of Student Engagement at your campus for more information.**

Ohio's Anti-Hazing law, also referred to as Collin's Law, went into effect in 2021 and is named in honor of Collin Wiant, who died in a hazing incident in 2018. The bill requires colleges and universities in Ohio

to adopt an anti-hazing policy and provide anti-hazing educational programs to students as well staff and volunteers that advise or coach a student club or organization.

### College statement on Hazing

Tri-C believes hazing has no place in higher education and encourages all members of our community to report any instances of hazing they witness, have knowledge of, or suspect to law enforcement and to the College's Office of Student Affairs. Tri-C prohibits hazing as part of its Student Code of Conduct and will investigate and respond to all reports of hazing it receives.

### Definition

"Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.

### Houses

A club/organization may not operate or own any form of personal property or dwelling.

### Alcoholic Beverages/Illicit Drugs on College Premises

In compliance with the Drug Free Schools and Communities Act, the selling and serving of alcoholic beverages and/or illicit drugs is prohibited on the College premises and at all sponsored events.

### Tobacco Free Policy

Effective Fall 2016: The College's Board of Trustees unanimously approved the 100% Tobacco-Free Campus policy to support a healthy environment for students, staff and visitors at the College. The policy prohibits the use of any tobacco product, including cigarettes, cigars, cigarillos, hookahs, oral tobacco and electronic cigarettes/vapes. It applies to anyone on any College grounds, from buildings to parking lots.

### Club/Organization Advisor

Each club/organization must have a full or part time faculty or staff member from the club/organization's home campus serve as their advisor. It is expected that an advisor will be selected from a department having some interest in the activity of the student group. No advisor shall advise more than two clubs/organizations at the same time.

As faculty and staff members are traditionally long-standing members of the College community, they play a fundamental roll in the club's/organization's continuation year to year through consistent service as advisor. Advisors are expected to be familiar with the College policies and procedures to serve as a resource, assisting the club/organization in the accomplishment of its goals and objectives.

### General Responsibilities of the Advisor

1. Have a thorough knowledge of the nature and objectives of the club/organization.
2. Have a belief in and an enthusiasm for the club/organization and its purpose.
3. Know the students in the club/organization as individuals.
4. Regularly attend club/organization meetings.

5. Be present at all scheduled events or trips sponsored by the club/organization.
6. Foster teamwork between the club/organization, the advisor, and the College.
7. Serve as liaison between the College and the club/organization, interpreting, if necessary, the College's policy or philosophy as well as procedures, regulations, and approved practices.
8. Work with campus scheduling to reserve facilities that can be used at no charge to the club/organization.
9. Be a resource person for the club/organization.
10. Partner with the Office of Student Engagement to resolve club/organization problems or concerns.
11. Encourage club/organization members to participate in activities.
12. Promote professionalism within the club/organization.
13. Encourage the active interest of the club/organization in the entire campus program so that it will identify itself as a part of the whole campus community.
14. Encourage the club/organization to evaluate its objectives periodically to determine the degree to which they are being realized, and if necessary, the manner in which they should be revised for the improvement of the club/organization.
15. Promote and model good record keeping.
16. Assist with the implementation of required assessment processes.
17. Enforce sound financial and business practices.
18. Travel with the club, or arrange a travel designee.

### **Club/Organization Officer Responsibilities**

All club and organization officers must be currently registered at the chartered campus.

#### President

1. Preside at all meetings
2. Official club/organization representative to the College
3. Ex-officio (nonvoting) member of all committees
4. Organize and dissolve ad hoc committees
5. Call special meetings when necessary
6. Other duties specified in the club/organization's constitution

#### Vice President

1. Assume duties of the president when necessary
2. Perform duties assigned by the president or by the club/organization's constitution

#### Secretary

1. Call the roll at meetings
2. Read and records minutes
3. Handle all correspondence
4. Inform members of special and regular meetings

#### Treasurer

1. Keep accurate records of all financial business
2. Submit treasury report at meetings
3. Work with advisor to facilitate financial processes

### **Financial Guidelines for all Clubs/Organizations**

Clubs/organizations are self-supported through fundraising initiatives. Special funding may be requested from their campus Student Government. Contact the Office of Student Engagement for a request form.

Each club/organization shall operate in accordance with the financial policy.

1. Income from all sources whatsoever shall be deposited in the club/organization's account in the Enrollment Center. See "Deposits Into Account" below for more details.
2. All disbursements from club/organization accounts shall operate in accordance with the financial guidelines for clubs/organizations.
3. All club/organization funds and accounts are under the supervision of the Manager of Student Engagement and the Dean of Access & Completion.
4. No banks or petty cash funds are available for club/organization use.
5. All funds in a clubs/organizations treasury from any source must be counted by the Office of Student Engagement Staff before being deposited in the club/organization account in the Enrollment Center by the Advisor or Treasurer. This must be done no later than the following day the campus is open.
6. A club/organization may open an account with Enrollment Services by receiving authorization from the Manager of Student Engagement.
7. If a student club or organization fails to re-charter for three consecutive years, its funding will be swept.

A club/organization found to have funds in accounts other than the clubs/organizations account in the Enrollment Center shall be in violation of its charter, which may result in the revocation of the club/organization charter.

### **Deposits into Accounts**

The club/organization is responsible for contacting the Office of Student Engagement in advance to arrange depositing funds. Clubs/organizations must deposit all funds into their account at the Enrollment Center the following day the campus is open after money is collected (i.e., fundraisers, donations, dues etc.).

1. The club/organization must complete a Deposit Record to document the amount of funds being deposited.
  - a. The Deposit Record can be picked up from the Office of Student Engagement.
  - b. Once the Treasurer and Advisor complete the Deposit Record, bring the record and funds to the Office of Student Engagement for verification.
2. Once the Deposit Record is verified by the Office of Student Engagement, the treasurer or advisor is then responsible for taking the funds to the Enrollment Center. The Enrollment Center will give the treasurer or advisor two receipts – one for the club/organization's records, and one to be brought back to the Office of Student Engagement for their records.
3. The treasurer is responsible for all record keeping and tracking of the account.
4. All checks given to the club/organization for deposit must be made payable to Cuyahoga Community College.
5. No starter/counter checks will be accepted. These are checks that do not have the name and address imprinted on them. Make sure all checks are signed.
6. Large amount of coins must be wrapped in coin wrappers prior to deposit.

### **Payment/Reimbursement from Account (Payment Voucher Process)**



Clubs/organizations who want to use their club funds or be reimbursed for purchases made for their club/organization must complete a Payment Voucher.

There are two methods by which a student can be reimbursed for club/organization funds:

1. Direct Deposit, which is an electronic transfer of a payment directly into the club/organization member's personal bank account. Items needed:
  - a. W-8 for international students or W-9 for US citizens
  - b. Direct Deposit Form
  - c. Voided check or banking deposit information
  - d. Payment Voucher, including all receipts and/or vouchers
2. A Key2Prepaid card, which is a prepaid debit card issued by KeyBank that can be used anywhere Debit MasterCard® cards are accepted and can also be used to withdraw cash at ATMs. Items needed:
  - a. W-8 or W-9
  - b. Payment Voucher, including all receipts and/or vouchers

Collaborate with the Office of Student Engagement to complete the payment/reimbursement process. The Payment Voucher, including all receipts and/or vouchers, must be approved by the club/organization treasurer and advisor prior to submitting to the Office of Student Engagement.

Once submitted, the request is sent through a detailed reimbursement process. It may take approximately four weeks before payment is received by the requestor.

### **Funding Requests**

Clubs/organizations may submit a request for funds to Student Government. To be eligible for consideration, clubs/organizations must demonstrate proof of fundraising. Student Government will determine allocation amounts and submit their recommendation to the Manager of Student Engagement, who will make the final determination. Funds may only be used in the manner requested; all unused funds will transfer back to Student Government to be reallocated.

To request funds, clubs/organizations can submit a Student Organization Request for Funds Form. The form must be completed and approved by the requesting club/organization Treasurer and Advisor. Student Government will take club/organization fundraised amounts into account when considering requests. An updated ceiling amount on all requests will be established yearly, per campus, depending on the budget allocations.

All request forms must be submitted at least 45 days in advance of the proposed activity to allow sufficient time to act on the request. Events that require contracts, financial agreements, and/or travel must be submitted 60 days in advance.

Requests for allocation(s) of funds must adhere to the following guidelines:

1. No club/organization shall be allocated funds to be used at their discretion. All financial requests by the club/organization shall be for specific events or activities. Each event or activity must be submitted separately.
2. All requests for funds shall be accompanied by the proper documentation (payment vouchers, invoices, travel information, etc.).

3. No funds shall be allocated to fund events or activities that discriminate on the basis of race, color, religion, sex (including sexual harassment), pregnancy, national origin, ancestry, disability, age, sexual orientation, gender identity and expression, veteran status, military status and genetic information.
4. No funds shall be allocated to groups and/or activities which proselytize for any religion, religious group, or religious cult.
5. No funds shall be used to finance a Legal Aid Clinic staffed by a private attorney whose duties would be, primarily, to counsel those students who seek advice as to their legal rights either against those outside the College, or members of the College community. (Opinion No. 72-023, Ohio Attorney General 1972)
6. No funds shall be allocated to groups or for activities which influence partisan voting on any issue or candidate currently on the ballot.
7. No funds shall be used to establish petty cash funds.
8. No advance payment of funds can be made for either services or products with the exception of:
  - a. Pre-registration for conferences
  - b. Transportation reservations when payment is required
  - c. Certain group travel arrangements when expenses cannot be predetermined (ie: field trip)
  - d. Credit Card use for the above
9. No funds shall be allocated to a club/organization for the personal benefit of an individual, such as flowers, refreshments, etc.
10. There shall be no duplication of programming.
11. Money for food can be allocated for only the following reasons:
  - a. Programs open to all students that occur on campus.
  - B. Nature of the food itself constitutes an integral part of the educational or cultural program.
  - C. Approval by Aramark
12. All club/organization fundraising activities for charitable donations must be conducted as follows:
  - a. Event approval must be obtained from the Office of Student Engagement prior to any activity to fundraise.
  - b. College funds allocated to clubs/organizations may not be used for third party donations. All expenses must be subtracted from funds raised before donation is made.
  - c. Funds raised for charitable donations are to be placed in the club's/organizations' account in the Enrollment Center so a check can be created and mailed. See Payment Voucher Process, above for more details.

### **Contracts and Financial Agreements**

All contracts and financial commitments must be pre-arranged and approved through the Manager of Student Engagement 45 days prior to the event. Students and advisors cannot sign contracts or make financial commitments for the College.

### **Movie Guidelines**

A club/organization may show a film to its members only and only for educational purposes in a closed classroom setting. For any variation to this, the club/organization must obtain permission (or license) from the owner of the film to show the film 45 days prior to the event.

### **Donations**

Per the College's Foundation Office: Acknowledging donations to the College is the exclusive realm of the Foundation Office. Therefore, here is what can be done for any donations to student clubs/organizations.

1. If the company would like a letter in exchange for their donation, the Office of Student Engagement will give all the specifics to the Foundation Office and they will send a letter out to the company or individual making the donation.
2. If the company needs to have something prior to the donation, they are to be given the Foundation Office's phone number 216-987-4737. The Foundation will ensure that the company has what they need (tax number, etc.).

### **Fundraising Guidelines**

1. All clubs/organizations must be officially chartered prior to requesting fundraising dates.
2. Request will be taken on a first-come-first-served basis.
3. Two club/organization fundraisers per day will be permitted.
4. Each club/organization may conduct a total of four sales each month.
5. Joint club/organization fundraisers will be counted as one fundraiser for each club/organization.
6. The club/organization must follow all Financial Guidelines, as well as Club/Organization Events guidelines, including event space requests.

### **Charitable Fundraising**

Any charitable fundraising activity must be requested 45 days prior to the event. College funds allocated to clubs/organizations may not be used for third party donations. All expenses must be subtracted from funds raised before donation is made. Funds raised for charitable donations are to be placed in the club/organization's account in the Enrollment Center within one business day.

### **Non-Charitable Fundraising**

Any non-charitable fundraising activity must be requested 45 days prior to the event. Fundraising events must not conflict with College policies, procedures, regulations and approved practices as well as state, local, federal laws, and College contracts.

### **Bake Sale Guidelines**

Per Aramark, the following guidelines must be complied with when having a bake sale:

1. All items must be individually wrapped. (Cookies, pieces of cakes/pies, donuts, all must be individually wrapped)
2. All members at the bake sale table must wear rubber gloves.
3. Hair must be tied/pulled back.
4. No beverages of any kind can be sold or given away unless purchased thru Aramark.

If you are inquiring about selling anything hot or cold, approval from your Campus Aramark Location Manager must be obtained.

Allergy notices must be posted at all bake sale.

### **Club/Organization Events**

All club/organization events can be booked up to two months in advance. If a sound system is used, the levels must be kept low out of respect for classrooms and other college offices. The Media Services Department and the Office of Student Engagement will determine the acceptable sound level.

### **Use of College Facilities (Event Application/Agreement)**

From bake sales to club/organization meetings to larger events, any clubs/organizations that wishes to utilize a campus location must complete an Event Application/Agreement for Use of College Facilities form through the campus schedulers. This form must be submitted five weeks prior to the event. The campus schedulers will request any additional information, as needed.

### **Food Services (Aramark)**

All events held on campus must utilize Aramark catering. Aramark food requests must be submitted 30 days prior to the event through the Office of Student Engagement through Catertrax. Clubs/organizations must have funds to cover the cost of their order. Once the Office of Student Engagement submits the request, all following communication regarding the order will be between Aramark and the club/organization advisor. Aramark orders processed via email/phone call (216-987-5348). Catertrax invoices will be processed by the Accounts Payable Department at the end of the month in the order they took place.

### **Marketing and Advertising**

All marketing and advertising endeavors must be approved by the club/organization advisor first, then by the Office of Student Engagement Staff, 30 days prior to the event. Unapproved and/or outdated material will be removed. Marketing materials must contain the club/organization name, event name, date and time, location, a short description, and a contact person. Clubs/organization may not advertise/market events without approval for funding, space/location, etc.

The club/organization is responsible for printing and delivering the flyers to the Office of Student Engagement for distribution. Approved materials may only be posted on hard surfaces such as brick, wood, and/or metal window frames. No posting on glass windows on common walkways, atriums, or glass doors.

### **Hi Vis Requests**

All clubs/organizations who wish to utilize the Hi Vis (wall mounted monitors throughout the campus) for advertisement and announcements must first have approval from the Office of Student Engagement. A request will be sent to the multimedia production specialist for posting.

### **Tri-C Online Calendar**

Clubs/Organizations are able to advertise events and activities on the Tri-C Online Calendar, which can be seen on My Tri-C Space. Events posted on the Tri-C Online Calendar can sync with social media sites, such as Facebook, Twitter, etc.

#### How to Add an Event to Tri-C Online Calendar

To access the online calendar, go to <http://events.tri-c.edu>. Log in with your Student ID Number and password or login with your personal Facebook account.

To add an event:

1. Choose the Submit an Event button from the main events home page.
2. Enter the Event Name. (IE: Bake Sale, meeting, etc.)
3. Enter a detailed Description of the event. (IE: It's time for the Shoelace Club's annual bake sale! All

proceeds will go to buying new shoelaces for the football team.)

4. Enter the Start Date of the event.
5. Enter the Start Time for the event.
6. Enter the End Time for the event.
7. Choose Recurs if this event takes place every day, week or month. Only advertise events that have been approved.
8. Enter the Event Place of the event. Most of the campus locations have been entered into the calendar. As you type the event location, location suggestions will populate. Most locations also have images associated with them. The image will be displayed unless another image is uploaded.
9. Enter the Room number/specific campus location if there is one.
10. Enter the physical Address of the location if it does not pop up automatically. Most locations on campus have the physical address entered already. A Google map will be displayed on the event website if Google can find the location address.
11. Add the Event's Website address, if there is one.
12. Add the event's Facebook Event Page link, if there is one.
13. Upload an Event Photo by hovering over the image icon. Be sure the image is sized to 200x150 before uploading to avoid auto-cropping.
14. Choose the Event Type from the drop-down menu. Select more than one event type by returning to the drop-down menu and selecting each of the event types that applies. The event types appear as blue boxes with white text as they are added. To delete an event type from your event, just click the red X to the right of the blue box.
15. Choose the Target Audience from the drop-down menu. The Target Audience is the audience or audiences for whom your event is most applicable. Select more than one Target Audience by returning to the drop-down menu and selecting each of the audiences that applies. The audiences appear as blue boxes with white text as they are added. To delete an audience, click the red X to the right of the blue box.
16. Fill in the Ticket Cost, if there is one. If there is no ticket cost, leave this blank. Do the same with Ticket Link.
17. Once all of the event information has been entered, choose the Add Event button. The event will be sent to the calendar administrator for approval.

### **College-Funded Travel**

College-funded travel is College business, including travel financed by club/organization funds. Travelers, including advisors, must follow the Student Code of Conduct and all Tri-C policies and procedures while on College business. This applies to all fully and partially funded trips.

No travel arrangements can be made prior to written travel approval. Approval must be requested a minimum of 45 days prior to travel to both the Manager of Student Engagement and the club/organization advisor.

Any club/organization whose club member(s) participate in a college sponsored trip must be accompanied by their advisor or designee.

If a club/organization member(s) traveling is under 18 years of age, parental consent is required.

Club/organization travel done between any of the terms will require all students to be registered and paid in the next term before the trip. Advisors need to ensure that the students are aware of this requirement.

Effective July 1, 2019: Airline reservations for students, club/organization advisors, or other authorized College travelers must be made through Christopherson Travel Agency (1-866-371-3580 for groups of 10 or more; 1-800-285-3603 for individuals). Christopherson Travel Agency will book the trip as a group, and air travel charges will remain on the Accounts Payable (A/P) Purchasing card (PCard) on file with Christopherson. Within 24 hours of booking travel with Christopherson, the trip organizer must submit a Business Travel Authorization (BTA) form to the Director of Student Engagement. Once the director receives the BTA form, they will add their signature and the Campus President's signatures, then send to A/P. After the form is sent to A/P, the airline tickets will be purchased.

The Office of Student Engagement has been issued a PCard, and all travel expenses and charges, excluding meal expenses, will be paid for by the PCard. It is the club/organization's advisor's responsibility to begin making these arrangements with the director 45 days before the trip. Travel requests initiated less than 45 days prior to the trip may not be accommodated. All travel trip receipts and invoices must be submitted to the Office of Student Engagement within five business days of the trip.

### **Meals While Traveling**

If funds are available from the club/organization account and the club/organization agrees prior to traveling, students and college authorized employees will receive funds for their daily meal allowance, depending on time of travel. If the departure is before 2:00 p.m. on the date of departure, the traveler is eligible for a maximum of \$50.00; if the departure time is after 2:00 p.m., the traveler is eligible for a maximum of \$25.00. On the return trip (back to Cleveland) if the traveler arrives by 2:00 p.m., the traveler is eligible for a maximum of \$25.00; if the traveler arrives after 2:00 p.m., the traveler is eligible for a maximum of \$50.00.

Meal receipts must be submitted within five business days of the trip in order for meal costs to be covered by the College. Payment will be processed only for the amount of receipts submitted and will not exceed the daily allotment. Payment will not be processed without corresponding receipts. This applies to reimbursements, prepaid cards, and any other form of meal payment coverage offered by the college.

### **Student Travel Regulations**

1. Any student traveling on college business will abide by Tri-C's Student Conduct Code. See Student Handbook. (My Tri-C Space/Tri-C Life Tab/College Policies/Student Handbook).
2. Students who represent the college at a conference must attend all workshops and activities unless otherwise excused by the Manager of Student Engagement, the advisor, or the designee traveling with the club/organization.
3. The use of alcohol and drugs, other than prescription drugs, is strictly prohibited when attending a conference meeting, workshop or other special event when on college business.
4. Students may not have cross-gendered room assignments or share beds.
5. Students are to observe all rules and regulations set forth by the establishment hosting the conference.
6. Students are to review any safety information provided by the individual sponsor of the particular conference they are attending once they arrive at the conference site.
7. Any student who has an injury, illness or ailment which could hinder their participation while traveling on college business must, prior to their travel, disclose said information to the Manager of Student Engagement and the advisor or the designee traveling with the club/organization as soon as they are aware.

8. Students traveling on college business are to remain with the club/organization at all times. Students must notify the advisor or the designee if they must leave the club/organization for any reason prior to leaving.
9. All students must complete a Student Travel Packet and return forms to their advisor prior to the trip. Copies must be delivered to the Office of Student Engagement 30 days prior to the trip, and the originals will be kept by the advisor or designee for travel.

### **Club/Organization Member(s)/Faculty/Staff Transportation:**

Club/Organization member(s) and/or advisor(s) that drive their own vehicles to an on/off-campus event, field trip, or activity, whether sponsored by the college or not, are driving at their own risk and the college assumes no responsibility for any accidents or injuries up to and including catastrophic incidents that may occur during this travel. The college's insurance policy does not cover use of personal vehicles.

Club/Organization members may ride together; however, faculty/staff are not to transport students. If the club/organization chooses to travel together as a group, the advisor or travel designee may rent a common carrier through the college's procurement department. Travel expenses are the responsibility of the club/organization.

The college reimburses at the mileage allowance in lieu of all actual automobile expenses such as fuel and lubrication, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc. Reimbursements must be approved by the club/organization, are dependent on club/organization funds, and must be submitted within 5 business days of travel.

Procedure/Action:

1. Advisor will submit the Clubs & Organizations Travel Request and Approval Form 45 days prior to travel date to the Office of Student Engagement with all supporting documentation pertaining to the travel (time & date of travel, purpose, lodging information, transportation, meal money, registration fee, etc.).
2. After approval, the advisor must obtain the necessary Student Travel Packet(s) from the students. The advisor will collect completed travel packets from the students and submit copies to the Office of Student Engagement 30 days prior to travel. The advisor or designee traveling with the students must keep these forms with them during travel at all times.
3. Submit all travel receipts to the Manager of Student Engagement within five business days of returning.

### **Advisor Traveling Responsibility**

The club/organization advisor must:

1. Travel with the group.
2. Ensure that each student is accounted for before departing every location.
3. Carry originals of all the Student Travel Packet(s) (eg. Medical Release, Emergency Contact Information, etc.) during travel at all times.
4. Secure a travel designee who will assume all advisor responsibilities, if advisor is unable to travel.

### **Computer Use**

The College provides designated computer sites to The Voice, Campus Activities Board, Student Government and Phi Theta Kappa for club/organization use. Those sites are only to be used by those club/organization members.

### **Popcorn Machine**

The Office of Student Engagement has a popcorn machine that can be rented by clubs/organizations. We supply the machine, popcorn, salt, flavoring, oil, and bags for the popcorn machine. Requests should be made 30 days in advance of event. Operating directions will be supplied by the Department Staff. Club/organizations must obtain permission before moving machines from the building.

To help defray the costs of the supplies, there is a \$1 per popcorn bag/cone charge to rent the machine. The charges may be paid after the event. Upon request approval, the club/organization will complete the rental form. The rental agreement includes the return of the machine and equipment cleaned. Damage, including insufficient cleaning, will be charged to the club/organization's agency account.

### **Western & Westshore Campuses Addendum**

The Office of Student Engagement provides undesignated computer sites for club/organization officers to utilize for the club/organization business (West location: WHCS A101; Westshore location: SLT 214). Users must be club/organization officers and must sign in with the Office of Student Engagement. Business etiquette is to be followed (ie: music must be listened to via headphones, conversations are to be kept at a reasonable level, etc.). Individuals who choose not to comply may be suspended from the space.