

Advisor Guide to Student Activities

Policies, Procedures and forms

Club Recognition Process

Any student currently enrolled in the college may request permission from the SGA or SGA Advisor to hold a special meeting at the college for the purpose of informing interested students about a proposed club/organization. A faculty or staff member must be available to attend the meeting. Subsequent meetings of the group must be scheduled in the same manner and be publicized as organizational meetings.

A student club/organization can gain recognition only after the following steps have been followed:

1. The interested students must complete an official application of recognition, available in the Office of Student Life Main 105.
2. The interested students must obtain an advisor from the college staff
3. A list of no less than ten (10) prospective members which should include the students identification
4. The application for recognition, advisor agreement, a proposed constitution, and the list of members for the club/organization must be submitted to the SGA and then the Dean of the Campus (or designee) for approval or denial.
5. In order to receive funding, all clubs are required to submit a budget proposal to the SGA for approval.

Club Forms and Instructions

Application of Recognition Form

All clubs/organizations must complete a recognition form at the beginning of the semester they will be active in. This form includes the club or organization name, officers, and the advisor for the upcoming academic year. Most clubs/organizations complete this form in the fall semester.

Advisor Guidelines Form

All advisors are required to review the guidelines for advisors and sign the mutual advisory concept page to signify their commitment to serve as a club advisor at the beginning of each academic year. This form should be submitted along with the club roster and recognition form.

Club Roster Form

This form must provide a comprehensive list and identifying information of all club or organization members for the academic year. This form should be completed along with the advisor guidelines and club recognition form at the beginning of the Fall Semester.

Student Activity Approval Forms

You must list the name and title of the event, along with the date, time and location. You should also include a detailed description of the event (event , fundraiser, community service) along with any equipment request for the event and the preferred vendor payment method.

In order to use campus facilities (i.e. meeting rooms, classrooms, outside grounds) you must contact, Student Life Office, Main 105, 358-2858. It is recommended that prior to planning an event you should check space availability. Any audio/visual equipment or special request must be made at the time of your room request.

Please note activity approval forms can be returned not approved for several reasons: event date conflict, lack of information, missing signatures, lack of advisor attending the event, form submitted too late, insufficient club funds to pay for the event.

Budget Proposal Forms

Budget Proposal forms must be completed and submitted to the SGA Treasurer (Main 105) in order to request funds from the SGA. Clubs and Organizations are required to submit annual budgets to the SGA for approval in April each year for the following academic year.

Monthly Club/Organization Activity Report Form

Clubs are required to write all activities that they have completed at the end of each month. A report should be submitted even if there was no activity. It should state on the form what type of activity was performed (meeting minutes, social event, fundraiser, community service, etc.) The form is to be turned into the SGA Vice President on a monthly basis and is due on the 5th day of the following month. Clubs are required to perform at least one (1) Community Service project and one (1) fundraiser per semester (two of each for the school year). **Failure to meet these requirements, or to submit this form, may result in a freeze of the clubs funding.**

Trips

When a student club/organization plans an off-campus trip a list of names and release from liability forms of students signed up for the trip must accompany the approval form. If the list is incomplete, a partial list should still be submitted. When the trip roster is complete (prior to the trip), an updated list must be turned into the SGA Vice President.

Club/Organization Travel

The presence of the advisor or an officially designated college representative is required for any field trip or off-campus activity involving HACC student clubs/organizations. The Coordinator of Student Life shall approve the number and qualification of the advisor(s) at the time approval is requested for a field trip.

As a condition of participation, students must accept the authority of the advisor or college representative to give suggestions, issue cautions, or to take action in his/her judgment is deemed appropriate and necessary at the time.

In case of an accident, serious illness or breach of discipline while on the trip, the advisor, as the official representative of the college, will be expected to take action in his/her judgment is deemed appropriate and necessary at the time.

In case of accident or emergency, the advisor shall:

1. Make a verbal report (as soon as possible and practical) to the Coordinator of Student Life or designee.
2. Notify parents, spouses, or others as necessary
3. Acquire from involved students or student witness's sufficient oral and written detail to describe the episode accurately.
4. Upon return from the field trip, submit a written detailed report.

Scheduling an Event process

Student Activity Approval Forms are available in the Office of Student Life (Main 105) or online at <http://hacc.edu> and selecting Lancaster Campus. Student Clubs/Organizations sponsoring any event must complete the Activity Approval Form and submit it to the SGA Vice President three weeks prior to the scheduled date of the planned activity.

Once the activity approval form is submitted, the date, time and place of the planned activity are checked to ensure there are no conflicts with other scheduled campus activities and events. After the form has been signed and approved by the SGA executive officers, the SGA advisor and the Campus Dean of Student Affairs, a copy will be made and put in the club/organization mailbox to signify approval for the club/organization to proceed with the activity as planned. The original approval will be kept on file in the SGA Office as a record of the organization/club activities.

