HACC, Harrisburg

I. Events, Fundraisers and Community Service

Any student club or organization sponsoring an event, fundraiser or community service project must complete a Student Organization/Club Event Request & Requisition Form and submit it to the SGA Vice-President three weeks prior to the scheduled date of the planned activity. If funds are needed for your activity, please complete the requisition section also.

Student Organization/Club Event Request and Approval Forms are available in the Student Organization/Club Office (C-103C) or SGA Office (C-106).

Below are step-by-step instructions to successfully sponsoring/hosting an event on campus.

Steps for successfully sponsoring/hosting an event:

1. **Form:** Fill out the Request Form including appropriate Club representative signatures.

2. **Reservations:** If space is needed on campus for the event, please contact Jennifer Jackson, C-107C (x2525) to have her reserve the space and sign off on the form.

3. **Submit** the form to the SGA Vice President in C-106 or in their mailbox in C-107C.

4. **Scheduling:** Once a Request Form is submitted, the date, time and place of the planned activity are checked against the master schedule of other club/organizations and campus events to avoid conflicts and/or over scheduling of resources.

5. **Signatures:** After the form has been signed and approved by the SGA Vice-President and Director of Student Life, a copy will be put in the club/organization mailbox to signify approval for the club/organization to proceed with the activity as planned. The original approval form will be kept on file in the SGA Office as a record of the organization/club activities.

6. **Facilities Requests:** If you need tables, chairs, stage set-up or a specific room arrangement, please have your advisor complete a work order request to be submitted to Facilities at least 2 weeks in advance.

7. **A/V Equipment:** If your event needs audio/visual equipment (such as: microphones, podiums, laptops, CD player, projectors etc.), contact Media Services, S104, 717-780-2673 or via email at media@hacc.edu at least 2 weeks in advance.

8. **Security:** If your event is scheduled after normal college hours, please notify the Security Office of the date and time two weeks prior to the event. Depending on the specifics of the event, extra security officers may be needed and will be billed to the club account. Complete a Security Request Form.

9. **Contracts:** If anyone outside of the HACC community is coming onto campus to perform a service for a fee, a HACC Contract must be used. This includes DJs, speakers/lecturers, musicians, comedians, other performers, etc.

10. **Food:** If food is being sold or served at an event in the Cooper Student Center, a “Food Safety Guidelines” form must be completed. This form can be acquired from the Omni Food Services Manager and informs the clubs and organizations of the preparation and serving of food. The clubs may also request items from Omni Dining Services, such as, utensils, warmers, ice, etc.
II. Payments

Whenever clubs and organizations need to pay for goods or services, there are several options to make payment:

1. **Cash Advance**: Groups can request cash in advance of their needs by using the bottom portion of the Student Organization/Club Event Request & Requisition Form. **Cash Advances MUST be reconciled with receipts and change after the purchase(s) have been made.**

2. **Check Request**: Groups can request that a check be made out directly to the payee for the exact amount owed, but they will need an invoice or receipt to process payment. Checks can be requested by using the bottom portion of the Student Organization/Club Event Request & Requisition Form. Please allow several days for processing check requests.

3. **Purchasing Card**: Student Life staff and some advisors have HACC Visa Purchasing Cards and they can be used to make payments directly and allocated to the club’s account.

When completing the Requisition section of the Student Organization/Club Event Request & Requisition Form, the full club account number must be entered. Full account numbers include 3 sets of numbers (Fund-Organization-Account) and will look like this (EXAMPLE: AF1001-710001-783001).

All groups will have AF1001 as the first number as that represents the Activity Fee fund at Harrisburg. The second number is your club Organization number. The third number is the specific Account line in your budget that you are charging. It must start with a number 7. *If you are making a deposit from fundraising, the account number must start with a number 5 (typically this is 570061).*

If a cash advance or reimbursement check is being made out to a student, the HACC Id number must be present on the form. For all other vendors and individuals, there must be an EIN # or SS# with a corresponding W-9.

All requests for payment forms must have signatures from the club president, treasurer and advisor and then be submitted to the SGA treasurer for their signature followed by the Director of Student Life. The Director will submit the paperwork to HACC’s Accounts Payable Office for processing.

III. Other Forms

**Re-Recognition Form**: All clubs must complete a re-recognition form at the beginning of the academic year. This form should be submitted to SGA at (or prior to) the second ICC (Inter-Club Council) meeting.

**Monthly Club Activity Report**: As stated in the ICC (Inter-Club Council) constitution, clubs are required to write all activities that they have completed within a month. A report should be submitted even if there was no activity. It should state on the form what type of activity was performed (meetings, social event, fundraiser, community service, etc.). This form is to be turned in to 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 per semester (two per academic year); and two (2) fundraising events per semester (four per academic school year). *Failure to meet these requirements, or to submit this form, may result in a freeze of the club’s funding.*
Monthly Club Financial Reports: Clubs are required to submit monthly financial reports to the SGA Treasurer. Advisors may have immediate viewing access to their club’s budget. Viewing rights to the club’s account is obtained through the Director of Student Life. Training on how to view accounts in Banner will be provided at the beginning of Fall Semester for advisors. If advisors have questions regarding their student organization/club account, contact the Director of Student Life. It is strongly recommended that the Advisor and organization/club treasurer meet monthly to review club spending and revenue activity.

IV. Overnight Travel and Field Trips

Advisor Role/Responsibility: The presence of the advisor or an officially designated College representative is required for any field trip or off-campus activity involving student organizations/clubs of HACC. The Director of Student Life shall approve the number and qualification of advisor(s) at the time approval is requested for a field trip. Cost of Advisor travel is the responsibility of the student organization/club. Free-of-charge travel for Advisors is limited to 1 advisor per 10 students. Additional advisors and/or guest chaperones must pay the full-value of their trip.

As a prior condition of participation, students must accept the authority of the advisor or college representative to give suggestions, issue cautions, or to make decisions regarding the group when necessary.

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

In the case of any accident or emergency, the advisor shall:
1. Make a verbal report (as soon as possible and practical) to the Director of Student Life.
2. Notify emergency contact and/or others as appropriate.
3. Acquire from involved students or student witnesses sufficient oral and written detail to describe the episode accurately.
4. Upon return from the field trip, submit a written detailed report.

Trips: When a student club/organization plans an off-campus trip, a list of names 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 in to the director of Student Life. Each student and/or attending guest is required to complete and turn in HACC’s General Waiver form PRIOR to the beginning date of the trip. All trip attendees must fill out a Travel Form and have them approved 3 weeks prior to the trip. Travel and General Waiver forms are available in Student Life.

Overnight Travel: When attending trips/conferences that involve an overnight stay, Advisors are to stay in rooms separate from students. Accommodations should be in close proximity but private from students/participants.

Insurance Coverage: The College maintains a limited Accidental Death and Dismemberment Policy for currently enrolled students while on field trips. The extent of the coverage is $5,000 per individual for death and a sliding percentage based on dismemberment, limited to $50,000 per incident and a major medical coverage of $1,000. Non-enrolled students and guests, including non-employee chaperons, are not covered under HACC insurance policies.
**V. Meeting Space**

**Meeting Rooms for Student Groups**
Student Organizations/Clubs may reserve meeting room space through Jennifer Jackson, Office of Student Life (ext. 2525). Groups may schedule meeting times in Cooper 101, the Club room (C-103a) or one of the conference rooms (Arts 103 and Cooper 204). Clubs are encouraged to produce an agenda for meetings and to take accurate minutes of their meetings.

**VI. Funding**

**Use of monies:** Funds allocated may be used for educational, cultural, civic and entertainment activities within the parameters established by approved SGA budget guidelines and College regulations. Funds may not be used for activities when the purpose is for promotion or advancement of singular political, religious or other special interests or an organization.

Balances of allocated funds remaining at the end of an academic year shall be deposited into a reserve account for future capital expenditures made in the direct interests of the student body as approved by the SGA and College as stipulated by College regulation.

**Requisitions:** A requisition is a request form for either a check or purchase order for all purchases of goods or services, or reimbursements of funds used for such purposes. Requisitions are available in the Student Organization/Club Room (C-103C) or the SGA Office (C 106). Reimbursements should be treated as an exception and not the standard practice when planning activities and events. All requisitions submitted must have advisor approval before it will be processed.

**VII. Student Life Resources**

**Office of Student Life and Multicultural Programs Staff:**
*Jeffrey Fazio,* Director of Student Life and Multicultural Programs  
Cooper 107B, 717-780-3279

*Monica Dixon,* Assistant Director of Student Life and Multicultural Programs  
Cooper 107D, 717-780-1159

*Jennifer Jackson,* Staff Assistant, Office of Student Life and Multicultural Programs  
Cooper 107C, 717-780-2525

**Student Government Association**
*Brent Miller,* SGA President  
Cooper 106, 780-2597

*KC Mackey,* SGA Vice-President  
Cooper 106, 780-2597

*Kendra Haines,* SGA Treasurer  
Cooper 106, 780-2597

*Kadijah Kastriba,* SGA Secretary  
Cooper 106, 780-2597