



Clubs & Organizations Policies & Procedures Guide

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The information contained within this guide is subject to change. Check with a member of the Student Life Committee for any changes or updates.

Introduction

The Anoka Technical College (ATC) Student Life program provides opportunities and supports extra-curricular programming to supplement academic courses. Academic clubs, civic clubs, social clubs, recreational clubs and other student activities are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating in an ATC club or organization. For further information, contact the Student Activities Coordinator.

Appendix Forms in this guide include:

- Appendix A – Charter/Constitution Example
- Appendix B – Club Application
- Appendix C – Club Roster
- Appendix D – Expectations and Responsibilities for Club Advisors and Presidents
- Appendix E – Student Travel Responsibility Contract
- Appendix F – Club Budget Request Form
- Appendix G – Request for Funding
- Appendix H – Application to Request Support from Public
- Appendix I – Out of State Travel/Special Expense Form
- Appendix J – Student Expense Report
- Appendix K – Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Contract
- Appendix L – Student Travel Form
- Appendix M – Vendor Invoice
- Appendix N – Club Event Checklist
- Appendix O – MnSCU Vehicle Use Agreement
- Appendix P – Club and Organization Report/Programming Review

Student Senate Role

The College President recognizes Student Senate as the official representative of the students. With the exception of Phi Theta Kappa, the Student Senate has the exclusive right to charter all clubs and organizations at ATC. The Student Senate recommends the Student Life budget to the Dean of Student Services and has jurisdiction over a variety of matters relating to student clubs and organizations. Student Senate is the liaison to each of the recognized clubs and organizations, and has the responsibility to:

- Serve as an informational resource
- Attend scheduled meetings
- Summarize club activities at weekly Student Senate meetings
- Follow-up on funding requests

Purpose

Student clubs and organizations shall contribute to the development of students through experiences that accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics
- Provide experience of working with groups
- Provide activities related to classroom experiences
- Develop professional ideals and standards through activities
- Develop personal and professional friendships and associations
- Develop leadership capabilities of members
- Provide recreational experiences within the environment of the ATC community
- Allow members to exercise the responsibilities of citizenship

Privileges

Student clubs and organizations are allowed:

- To communicate and disseminate information through campus media
- To get assistance from staff in planning and conducting programs
- To use campus facilities, services, building and properties in conformity with college policies

Membership and Establishment

Only currently enrolled students may form or participate in a club or organization at ATC.

Club and Organizations

Section 1. Student groups seeking official club or organization status must meet the following requirements:

Subsection i. Be open to with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.

Subsection ii. Ensure the club's purpose benefits the students and the College.

Subsection iii. Secure a faculty or staff advisor, approved by the Student Life Committee.

Subsection iv. Submit a proposed written constitution to the Student Life Committee.

Subsection v. If the proposed club seeks to be affiliated with a state or national organization, the affiliated constitution and the terms of affiliation must also be submitted and approved by Student Senate.

Subsection vi. Submit a Club Roster (**Appendix C**) of active student members and student/tech IDs, ensuring the minimum membership is at least (5).

Subsection vii. Approval of the club requires a three-fourths (3/4) majority vote of the Student Senate.

Section 2. Responsibilities of clubs and organizations include:

Subsection i. All clubs and organizations submit a completed Advisor and President Expectations form (**Appendix D**) of the ATC Clubs and Organizations Policies and Procedures Guide to the Student Life Committee after their first meeting of each semester, including summer semester.

Subsection ii. Maintain at least five (5) active members at all times.

- a. Member list must be kept with the current Student Life Activity Coordinator.
- b. Members must be registered for a minimum of one (1) credit.

Subsection iii. Submit a written report once per year to report meeting schedule, activities, upcoming events, and anticipated funding needs.

Subsection iv. Submit all Constitution and Bylaw amendments and or revisions to the Student Life Committee.

Subsection v. Any club or organization wishing to receive funds must have a representative present at the Student Life Budget Committee meeting at least once a year.

Subsection vi. All club and organization expenditure requests require one (1) Student Club representative to appear before the Student Senate if totaling over \$500 yearly.

Subsection vii. All clubs and organizations members that receive approval for travel must agree and sign the Student Travel Responsibility Contract (**Appendix E**) and return it to the Student Activity Coordinator.

Subsection viii. All clubs and organizations must adhere to the expectations and responsibilities listed in the Anoka Technical College Clubs and Organizations Policies and Procedures Guide. Acknowledgement and agreement noted by the submission of the Expectations and Responsibilities agreement (**Appendix D**).

Section 3. Club advisor expectations and responsibilities in regards to club and organizations:

Subsection i. Must be an Anoka Technical College faculty or staff.

Subsection ii. Assure that a club member or advisor is attending Student Senate meetings once per month to maintain club status.

Subsection iii. Represent ATC and the State of Minnesota in dealings with the club or organization.

Subsection iv. Acts as a source of general information regarding ATC policies and procedures.

Subsection v. Assist with new officer orientation, ensuring that new officers receive a copy of the *Clubs and Organizations Policies and Procedures Guide*.

Subsection vi. Attend meetings as necessary and be available for consultation with student officers.

Subsection vii. Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.

Subsection viii. Facilitate necessary reporting of club activities.

Subsection ix. Assist in determining realistic goals and evaluation of the progress towards goals.

Subsection x. Keep informed of club plans and activities.

Subsection xi. Facilitate necessary paperwork for club travel.

Subsection xii. Whenever possible, accompany students on school-related functions.

Subsection xiii. Accompany students on all out-of-state travel.

Subsection xiv. Facilitate necessary paperwork for club expenditures.

Section 4. Club president expectations and responsibilities in regards to clubs and organizations:

Subsection i. Assure that a club member or advisor is attending a Student Senate meeting at least once per semester to maintain club status.

Subsection ii. Adhere to all policies of ATC and the State of Minnesota in club events and activities.

Subsection iii. Maintain frequent contact and an open relationship with the advisor, to inform him/her of regular happenings and potential issues.

Subsection iv. Arrange meetings in consideration of the advisor's schedule.

Subsection v. Invite the advisor to activities and events.

Subsection vi. Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.

Subsection vii. Submit the appropriate constitution to the Student Senate.

Subsection viii. Submit funding requests in accordance with funding guidelines.

Subsection ix. Consult with the Student Senate Advisor in the event of a group conflict or unusual circumstances.

Subsection x. Submit a written report of club events to the Student Life Committee at the end of each semester.

Section 5. Student Senate expectations and responsibilities in regards to clubs and organizations include:

Subsection i. The Student Senate considers requests for official club status and recommends action to the Student Life Committee.

Subsection ii. The Student Senate shall have the right to inspect all books, records, and activities of clubs to review operations and to determine that clubs are operating within their stated purpose.

Subsection iii. The Student Senate considers all requests for funding brought forth by clubs.

Subsection iv. The Student Senate shall have the privilege of calling presiding officers or other duly constituted members of the clubs for consultation when considering matters of concern to these organizations.

Subsection v. The Student Senate, by two-thirds (2/3) vote, may place on probation, suspend, or revoke the charter and official club status of any club or organization:

- a. Which fails to abide by its stated purpose
- b. That is determined to be in violation of the Student Senate rules and responsibilities as previously stated
- c. Fails to meet the overall requirements of the College

Subsection vi. Prior to being placed on probation, suspension, or revocation, members shall be granted an opportunity to speak on behalf of the club or organization.

Club and Organization Report

To maintain official recognition, the president of each club or organization is required to complete a report at the end of the spring term. Submit the Club and Organization Report (**Appendix P**) to the Student Activities Coordinator.

Revocation of Club and Organization Recognition

With the exception of Phi Theta Kappa, the Student Senate may revoke the recognition of any club or organization when any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- A constitutional provision deactivates a club or organization as of a certain date.

- No record of activity exists for the previous academic year.
- A list of current officers or members is unavailable.
- If the club or organization has not been represented at All Senate meetings.
- If the club has not turned in the Advisor and President Expectations and Responsibilities form (**Appendix D**).

Funding and Expenditures

Each spring terms, clubs/organizations/activities submit a Club Budget Request (**Appendix F**) for the following year, to be reviewed by the Student Life Budget Committee. All clubs are automatically allocated \$500 for event and activity planning for an academic year. If a club wants to plan an event above the \$500, and did not request funding money during the previous spring term, the club can submit a Request for Funding form to the Student Life Committee (**Appendix G**). New clubs seeking funding for events and activities may also present a proposal to Student Senate.

Information about Funding & Expenditures for Club Activities and Organizations

- Clubs and organizations are Student Life activities, and student activity fees are the primary sources of funding.
- Student Life Budgets are established in the early spring for the following fiscal year (July 1 – June 30) year in accordance with Student Life policy.
- Fundraising activities are limited and shall be conducted in accordance with expectations set forth by Anoka Technical College and with prior approval from the Club Advisor and the Dean of Student Services by completing the Application to Request Support from the Public (**Appendix H**).
- Funds collected and spent by clubs and organizations shall be accounted for through an agency account in accordance with college policy.
- ATC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure quotes are given and accurate bills are sent. See the Business Office if written proof of tax-exempt status is needed by a vendor.
- The following steps must be completed in advance of club or organization purchase or expenditure:
 1. Advisors fill out an *internal requisition form* via the ATC website and choose Sean Johns, Dean of Student Services, as the *purchasing authority*.

2. If the activity is out of state, a completed Special Expense Form (**Appendix H**) must be submitted to the Dean of Student Services.
 - The form can be found in S:\Student Life\Special Expense Form Travel or Request for Special Expense Form
 - After the Out of State Travel Form is approved the advisor must submit *internal requisitions* for airfare, lodging, and registration. Choose Sean Johns, Dean of Student Services, as the *purchasing authority*.
 - Requisitions are to be submitted at least **two months prior to travel**. Requests that do not meet this time frame may not be approved.
3. If an advisors has paid for the activity, complete an Employee Expense Form and submit to the Dean of Student Services. The reimbursement will be on the next paycheck. If a student has paid for the activity, they should complete a Student Expense Form and (**Appendix J**) and submit to the Dean of Student Services. The reimbursement will be sent in the mail.
4. All students participating in an ATC club should complete an Assumption of Risk, Waiver, Liability, Indemnity, and Responsibility Agreement (**Appendix K**). Advisors should keep a copy for their records and a copy should be submitted to the Student Activities Coordinator.
5. If a student is traveling, they must complete the Student Travel Form (**Appendix L**). Advisors should keep a copy for their records and a copy should be given to the Student Activities Coordinator.
6. If a student is traveling, they should also complete the Student Travel Responsibility Contract (**Appendix E**). Advisors should keep a copy for their records and a copy should be given to the Student Activities Coordinator.
7. When a purchase is completed, the vendor will supply an invoice. This invoice needs to be submitted to the Business Office so Accounts Payable can make a final payment. If the vendor does not provide an invoice, please have them complete an ATC invoice (**Appendix M**).

Programming

Activities of a club or organization shall contribute to the positive development and welfare of the membership in general. Activities that create situations not consistent with policies and procedures of ATC shall not be permitted.

Planning an Event

Clubs and organizations must complete the following steps when planning an event. A reference checklist is also available (**Appendix N**).

- Submit an Internal Requisition if needed
- Notify facilities via a work order
- Order food if needed
- Complete a travel form if needed
- Create a promotional flyer
- Add information to TV monitors
- Add to Facebook page and Twitter accounts
- Send an e-mail to students with event details
- Send an e-mail to faculty and staff with event details

Campus Food Service

All on-campus food purchases need to be purchased through Lancer, our on-campus food service. Lancer food purchasing requests are done by advisors, and submitted through the Catertrax system located in the Lancer section of the ATC website.

Ineligible Expenditures

Money received from student activity fees is considered state funds. Therefore, certain expenditures are not allowed and include:

- Gifts or parties for club members or organization members
- Tuition reimbursements
- Donations
- Alcohol
- Miscellaneous expenditures for personal benefit
- More than 50% of the cost of clothing or personal items of value

Student Travel & Accommodations

Students traveling for college-related functions do so as representatives of ATC and are required to adhere to college policies. A copy of the Student Travel form (**Appendix L**) should be left with the club advisor in case of an emergency. Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (two, three, four to a room).
- No guests (family members or friends) may share accommodations.

- Men and women may not share rooms.
- Whenever possible, an advisor should accompany students on school-related functions.
- All out-of-state travel must be accompanied by a club advisor.

Upon approval for travel for the student and/or club Student Travel Responsibility Contract (**Appendix E**) as well as the Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement (**Appendix K**) must be filled out and returned to the Student Activities Coordinator.

College Vehicles

Clubs and organization members may use college vehicles for school related functions and in accordance with college policies. Vehicle availability is limited, so arrangements should be made at least two weeks in advance through the Information Desk. Any person that is to use a college vehicle must complete and submit an Assumption or Risk, Waiver of Liability, Indemnity, and Responsibility Agreement (**Appendix K**). As a student representative of ATC, you are expected to:

- Obey traffic laws and use driver courtesy.
- Return the vehicle clean and interior emptied of trash.
- Return the vehicle with the gas at least half full.
- Return the keys and clipboard (complete usage information) to the Information Desk.
- Inform the Information Desk attendant of issues/concerns related to vehicle use.

Vehicle Use Agreement

Risk Management Division of the Dept. of Administration promulgated a vehicle Fleet Safety Program and MnSCU implemented the program. The program requires that our students that have been identified as potential drivers of college, state, leased, or rented vehicles have verification made of their eligibility to operate those vehicles for college business, events, or activities. MnSCU requires us to have students fill out a Vehicle Use Agreement form (**Appendix O**), sign it, and have the instructor or supervisor also sign. RMD makes the driving record checks for us and advises of the results. The Director of Safety and Security coordinates these efforts and advises the student's supervisor or instructor of the results of the driving record checks.

Form Accessibility

Clubs and Organizations Policies and Procedures Guide and associated forms will be located on the S Drive, S:\Student Life



CHARTER/CONSTITUTION EXAMPLE

The constitution of an organization provides efficiency, clarification, and continuity. Every organization has basic principles and procedural rules, which are stated in writing within the constitution.

Preamble: Purpose

Article I: Name

Article II: Membership

Membership is open with no discrimination regarding race, sex, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.

Membership requirements, types and size limitation, if any.

Article III: Officers

- Officer positions and responsibilities
- Qualifications for office
- Method and time of election

Article IV: Executive Committee

- Makeup of any executive committee, board or council
- Method of selection
- Term of office
- Provision for vacancies of offices or other executive positions may be included in a section under this article.

Article V: Meetings

Regular meetings and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

Article VI: Finances

Provisions for membership dues, if any. Two statements must be included in this article:

1. What should happen to remaining funds that been raised by the organization if the organization is dissolved (Student Life dollars will be returned to Student Life Budget).
2. States that all funds will be kept in an account maintained in the Business Office at Anoka Technical College.

Article VII: Amendment

Can require previous notification, usually a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption.

Article VIII: Ratification

May or may not be necessary. If more than a majority of those present is desired, a special article should be included.



PROVISIONAL CLUB APPLICATION

Step I – Student Section

Name of Proposed Club: _____ Date of Application _____

Purpose: _____

Will this club require funding from the college? Yes No Undecided

If funding is required, please estimate amount: \$ _____ and purpose _____

Club Advisor (ATC Faculty or Staff Member): _____

Submitted by (ATC Student): _____

Student/Tech ID: _____ Phone Number: _____

Complete and submit to the Student Activities Coordinator

Step II – Student Activities Coordinator

Club status recommended: Yes No Comment: _____

Student Activities Coordinator Signature: _____

Step III – Student Senate

Club status granted: Yes No Comment: _____

Student Senate Signature: _____

Step IV – Dean of Student Services

Dean of Student Services Signature: _____



**EXPECTATIONS AND RESPONSIBILITIES
ADVISOR EXPECTATIONS AND RESPONSIBILITIES**

As a member of the ATC faculty or staff, and as a club or organization advisor, I agree to:

- Send a club member or advisor to one Student Senate meeting per month to maintain club status.
- Represent ATC and the State of Minnesota in dealings with the club or organization.
- Act as a source of general information regarding ATC policies and procedures.
- Assist with new officer orientation, ensuring that new officers receive a copy of the *Clubs and Organizations Guide*.
- Attend meetings as necessary and be available for consultation with student officers.
- Provide opportunity and guidance for club members to gain experience in leadership and interpersonal relationships.
- Facilitate necessary paperwork, reporting/requests for club expenditures, activities and travel.
- Assist in determining realistic goals and evaluation of the progress towards those goals.
- Keep informed of club plans and activities.
- Whenever possible, accompany students on school-related functions.
- Accompany students on all out-of-state travel.

Club Name: _____

Club Advisor Signature: _____ Date: _____

PRESIDENT EXPECTATIONS AND REPSONSIBILITIES

As club president, I agree to:

- Send a club member or advisor to one Student Senate meeting per month to maintain club status.
- Adhere to all policies of ATC and the State of Minnesota in club events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise him/her of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule.
- Invite the advisor to activities and events.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, club members and guests.
- Submit the appropriate constitution to the Student Senate and the Student Activities Coordinator.
- Submit funding requests in accordance with funding guidelines.
- Consult with the Student Activities Coordinator in the event of a group conflict or unusual circumstances.
- Submit a written report of club events and to the Student Activities Coordinator at the end of each semester.

Club President Signature: _____ Date: _____

Email: _____ Phone Number: _____



Student Travel Responsibility Contract

I, _____, a member of _____.
(Name and Tech ID#) (Group/Club/Organization)
on this ____ day of _____, 20____, with approval from Anoka Technical College, am
(Day) (Month) (Year)
responsible for abiding by the laws of the State of Minnesota, the ATC Student Code of Conduct,
and the following conditions (please read and initial each condition below):

____ I will attend all activities or events as outlined in the itinerary approved.

____ I am responsible for the prompt return of any funds not used on approved event by my group.

____ I will provide receipts for expenses I incur and I will be responsible for any expenses that are greater than the amount approved.

____ If requested, I will provide reasonable proof of my attendance through notes, handouts, photos, etc.

____ In the event that I am unable to attend approved event, I am solely responsible for paying back any and all funds approved to be spent on my behalf and all cancellation fees regardless of illness, accident, conflict of schedule or any other reason at the discretion of decision makers.

____ Although I have the ability to find an approved replacement to attend planned event, it is to the decision maker's discretion the conditions of such a replacement, the time frame I have to find a replacement and my release from this contract.

____ I hereby waive my right to appeal the decision as to amount owed in the event of not meeting the requirements named above.

____ I authorize the ability to enforce retuning said funds by any means within the decision maker's power that includes but is not limited to putting a hold on my transcripts and registration.

____ I hereby acknowledge I will abide by the overnight travel guidelines, including:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Men and women may not share rooms.
- Whenever possible, an advisor should accompany students on school-related functions.
- All out-of-state travel must be accompanied by a club advisor.

Signature

Date

Submit completed form to the Student Activities Coordinator



Club Budget Request Form

The following information is required for fund requests to be considered.

Name of Club			
Advisor			
Student Contact			
Amount Requesting			
Amount Received Last Year			
What is the mission of your club?			
What events/activities/programs/opportunities did your club provide during the 2012-2013 academic year? Please indicate which events were open to all students and which were only open to club members. Please include dates and locations.			
Event	Open to Whom	Dates	Location
If you are requesting more funds than you received last year, please provide an explanation for the increase. Please indicate what your money went toward this year and explain the areas that you are increasing or adding to your budget for next year.			



**REQUEST FOR FUNDING
Student Clubs and Organizations**

A club with official status may request funds from the Student Life Budget.

Guidelines:

1. The activity/expense should have an educational related purpose and benefit the college as a whole.
2. Gifts, club parties, tuition, alcohol or donations will not be funded.
3. Requests for funding must be submitted **at least two days in advance to the weekly Student Senate meeting.** *Note that Request for Funding for travel must be submitted at least two months prior to the expected travel date.
4. Requests recommended for funding by the Student Senate should be forwarded to the Student Activities Coordinator to ensure proper Business Office procedures are followed.

Club _____

Contact Person _____ **Phone** _____

Description of Event/Activity _____

Date(s) _____ **Time(s)** _____

Purpose of Event/Activity _____

Itemized Breakdown of Expenses

Travel	\$ _____
Food	\$ _____
Hotel/Stay	\$ _____
Meal	\$ _____
Other Costs	\$ _____
Other Costs	\$ _____
Other Costs	\$ _____
Total Expense of Event/Activity	\$ _____
Amount Request from Budget	\$ _____

Break Down of Funding

_____ from _____ to cover _____
(Funding Amount) (Where) (What)

_____ from _____ to cover _____
(Funding Amount) (Where) (What)

_____ from _____ to cover _____
(Funding Amount) (Where) (What)

For Travel Only:

___ **Submit a Complete Itinerary**

___ **Submit a List of Traveling Students**

Location of Hotel: _____

Travel Type: Bus/Plane/Train/Other, specify: _____

Attach supporting documents with request

_____ Date: _____
Club Advisor Signature

Student Life Committee recommends

Full Approval

Partial Approval \$ _____

No Approval

Comments _____

Student Senate President

Student Activities Coordinator

Copies to: Student, Advisor, Student Senate, Student Activities Coordinator

APPLICATION TO REQUEST SUPPORT FROM THE PUBLIC

The use of Anoka Technical College's name and solicitation from the public for support cannot interfere with the resource development plans of our campus foundations. Coordination and approval of fundraising activities is imperative. The internal coordination of requests to solicit the public prevents repeated solicitation of the same businesses, organizations, and individuals. It allows for appropriate thank you and recognition programs and also assists the foundations in meeting prioritized needs of the entire college and not just those of individualized areas.

Sales

The selling of any item for profit on the campus or sales off campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation and the President. Exemptions to pre-approval include the following:

- *Auxiliary Enterprises*
- *Foundation raffles or other foundation fund-raising tickets.*

Fund-raising Activities

The selling of any item for fund-raising purposes on the campus or off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the college President. The sales cannot interfere with the resource development plan of the college foundation.

Acceptance of Donations

The president may receive an accept donations on behalf of the college and/or the foundation(s) and will clearly elicit from the donor which entity is the intended recipient of the gift. The foundation may receive and accept foundations on behalf of the foundation. Unless otherwise so expressed in terms of the donation, the foundation shall determine the use of such donations. Donations of real property to the college required Board approval prior to acceptance (see MnSCU Board Policy 7.7).

Solicitation

The solicitation of donations, the sales of goods, or any other fund-raising activity on behalf of the college by any individual or group other than the foundation requires prior approval, in writing from the President. Per MnSCU Board Policy 5.15 Fund-raising Part 3. Gambling:

Except as provided in this policy, no gambling or betting (as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76) is allowed on college, university or system property. Raffles are not prohibited by this policy if:

- a. *The raffle is conducted by a college, university, or system office, or related groups; and*
- b. *Prizes are donated by an individual, firm or other organization such as foundations and auxiliary boosters and*
- c. *The raffle meets the requirements of Minnesota Statutes section 349.166*

Therefore, no solicitation or fund-raising activity can begin at ATC without prior approval from the college President. Requests to solicit must follow the guidelines below:

1. Complete Section A of this application no later than three weeks prior to the proposed event.
2. Await full and complete notification of approval prior to beginning any solicitation.
3. Deposit any funds raised daily in the Business Office. (See Business Office for account information).
4. Complete Section C of this application no later than two weeks after the event.

SECTION A: (Must be completed and submitted no later than three weeks prior to proposed event.)

Group/Division Making Request: _____

Name of Person Submitting Request: _____

Contact Phone Number: (_____) _____ Date: _____

Type of Solicitation (describe fully: event, sales, request, gift-in-kind, etc.): _____

Purpose of Event: _____

Proposed Date of Event: _____

Target Public: _____

Recipient(s) of Funds Raised: _____

Anticipated Amount to be Raised: _____ Anticipated Expense: _____

Other Avenues of Support Explored: _____

Additional Comments: _____

SECTION B:

Department Budget Amount: \$ _____

Dean's Signature: _____ Date: _____

Vice President's Signature: _____ Date: _____

Foundation Director's Signature: _____ Date: _____

The above request is: _____ Approved _____ Denied

Comments: _____

President's Signature: _____ Date: _____

CC: Executive Director of Foundation
Dean of Student Services
Business Office
Student Life Activity Coordinator

Section C: (Complete and submit to the Foundation Office no later than two weeks after event).

Event Summary: _____

Amount Raised (attach deposit receipt): _____ Actual Expenses: _____

How did this benefit the college? _____

Would you recommend a similar event in the future? _____ Yes _____ No

Why or why not? _____

Additional Comments: _____

Submitted by: _____ Date: _____

CC: Executive Director of Foundation

**Minnesota State Colleges & Universities / Anoka Technical College
Out of State Travel & Special Expense Approval/Authorization**

Appendix I

Out of State/International Travel

Name(s) of Employee(s) or Student(s) Taking Trip: _____

Purpose of Travel or Event (attach a copy of agenda, if applicable):

Destination: _____ Dates of Travel: _____

Mode of Travel: _____ Air _____ Private Automobile _____ Motor Pool Vehicle _____ Other _____

Was this trip pre-approved by the President or Chief Financial Officer? _____ Yes _____ No

If yes, what was the dollar amount originally submitted and approved? \$ _____

What is the total amount currently being submitted? \$ _____

If the amount is more than originally submitted and approved, please include a brief description explaining the increase. Increases of more than \$500 require approval by the appropriate *Cabinet member.

Cabinet Member* _____ **Date:** _____

Special Expense

Name(s) of Employee(s) or Student(s) Requesting Approval: _____

If special expense request is food and/or refreshments at a meeting, attach a list of attendees/invitees and tentative agenda. Copy of final agenda and list of attendees must be submitted with invoice.

Approval is request for the following ("x" all that apply):

- _____ Meal which exceeds maximum allowed per bargaining agreement
- _____ Meal for individual within work area attending meeting or conference
- _____ Meal and/or refreshments (coffee, tea, or soft drinks) for group at meeting or conference
- _____ Conference and registration fee

Name of event and sponsor of event (attach a copy of agenda): _____

Location of event: _____ Date(s) of event: _____

- _____ Lodging within work area
- _____ International travel
- _____ Other special expense (specify description, quantity, unit cost, total)

Itemized Estimate of Costs

AIRFARE	\$ _____	X	_____ =	\$ _____
	Round trip per person		Number of People	
LODGING	\$ _____	X	_____ X _____ =	\$ _____
	Per night per person		# of nights # of people	
MEALS	\$ _____	X	_____ X _____ =	\$ _____
	Per day per person		# of days # of people	
REGISTRATION FEE	\$ _____	X	_____ =	\$ _____
	Per person		Number of people	
MEETING MEAL EXPENSE	\$ _____	X	_____ =	\$ _____
	Per person		Number of people	
OTHER (specify)	\$ _____		_____ =	\$ _____
			TOTAL ESTIMATED COST=	\$ _____

Justification: Explain in detail why trip/special expense is in the best interest of ATC

Requestor/Traveler Signature _____ Print Name _____ Date _____ Phone _____

President or Chief Finance Officer _____ Print Name _____ Date _____ Phone _____

STUDENT EXPENSE REPORT

Complete all parts of this form that are applicable to the expenses you are submitting.
 If claiming reimbursement, enter actual amounts paid, not to exceed the limits listed on reverse.

Student ID#		Reason for Travel	Student Name	Address
IN-STATE				
OUT-STATE				

Date	Time	Daily Description/ Comments	Meals			Total all Meals	Mileage	Parking	Lodging	Total
			B	L	D					
TOTALS:										

Subtotal: \$ _____

Cost Center: _____

Other Expenses:

Date	Expense Type	Comment	Total

 Student Signature Date

 Student Signature Date

GRAND TOTAL: \$ _____

EXPENSE REIMBURSEMENT ALLOWANCES

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE
State-owned vehicle not available	.575 cents per mile
State-owned vehicle denied	.505 per mile
Toll and parking fees	actual cost
Commercial Transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost
Specially equipped personal van – provides wheelchair access	.665 cents per mile
Motorcycle	no reimbursement applicable
Personal aircraft	.575 cents per mile
Overnight Lodging	actual reasonable cost
Laundry and/or dry-cleaning after 1 week in travel status	actual cost; not to exceed \$16 per week
Work-related long distance calls	actual cost
Personal telephone calls	actual cost up to maximum number of nights away X \$3.00
Special expenses (e.g. conference fees, banquet tickets)	actual cost with prior approval
Meals plus reasonable gratuities >breakfast (in travel status overnight or leave home before 6 am >lunch (in travel status and more than 35 miles from work station) >dinner (in travel status overnight or return home after 7 pm	

Breakfast (must leave home before 6:00 AM or have an overnight stay)

Lunch (may be claimed if you are more than 35 miles from permanent work station and/or an overnight stay)

Dinner (must return home after 7:00 PM or away from home overnight)

Cost of meal includes tax and reasonable gratuity



Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement

NAME: _____ STUDENT ID: _____
Last, First, MI

Assumption of Risk: Participation in Student Life Activities carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death. **I know, understand appreciate these and other risks inherent in Student Life Activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

Waiver of Liability: In consideration of being permitted to participate in Anoka Technical College's Student Life Activities, **I**, for myself, and my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** ATC, its officers, employees and agents from liability from any and all claims due to negligence or accident resulting in personal injury or illness (including death), and property loss arising from my participation in Student Life Activities.

Indemnity Agreement: I agree to indemnify and hold harmless Anoka Technical College and its officers, employees and agents from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in Student Life Activities.

Severability: The foregoing assumed risk agreement and waiver statements are intended to be as broad and inclusive as is permitted by the law of the State of Minnesota and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this assumption of risk, waiver of liability and indemnity agreements, fully understand its terms, and understand that I am giving up rights, including the right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

Responsibilities as a Representative of Anoka Technical College: **As a student participating in an Anoka Technical College activity, I am responsible for:**

- Abiding by the laws of the State of Minnesota
- Abiding by the policies of Anoka Technical College
- Conducting myself in a manner that is respectable and respectful at all times
- Adherence to college policy that forbids the possession, use or distribution of alcohol or any other illicit substance at any college event

Student Signature: _____ Date: _____

Parent Signature (required if student is under 18): _____



STUDENT TRAVEL FORM

Name _____ ID Number: _____
Last First MI

Address

Street City State Zip

Home Phone (_____) _____ Work Phone (_____) _____

Purpose of Travel _____

Dates _____ Destination _____

College Instructor/Advisor _____

Indicate type of transportation: _____ state car _____ state rented bus/van _____ private car _____ other

Driver of vehicle _____

Responsibilities as a Representative of Anoka Technical College

As a student participating in an Anoka Technical College activity, I am responsible for:

- Abiding by the laws of the State of Minnesota
- Abiding by the policies of Anoka Technical College
- Conducting myself in a manner that is respectable at all times
- Adherence to college policy that forbids the possession, use or distribution of alcohol or any other illicit substance at any college event
- Costs that exceed the \$30 per day food allowance

I am traveling to this event by my own choice. I understand there may or may not be a college staff chaperone. I agree to abide by the State of Minnesota law and Anoka Technical College rules and regulations at all times. I understand Anoka Technical College has made all reasonable efforts to assure my safety during travel.

Student Signature: _____ Date: _____

Parent Signature (required if student is under 18): _____

(Activity Advisor/Coordinator/Instructor; please retain one copy for your records; forward one copy to the Student Activity Coordinator **before** the activity)



VENDOR INVOICE

I hereby certify that the services listed below have been rendered; that this is my only invoice for these services; and it is correct and just, and that no part of it has been paid.

SERVICE _____

ON _____

TOTAL FEE \$ _____

DATE _____

SIGNATURE _____

TYPE OR PRINT NAME AND ADDRESS _____

(Date)

(College Authorized Signature)

Purchase Order # _____

Club Event Checklist

- Do Request for Funding form to secure money if needed (Advisor/Student)
- Do Building Use Permit (Advisor/Student/Facilities)
- Do Internal Requisition if needed (Advisor/Student Activities Coordinator)
- Order food is needed (Advisor)
- Complete travel form if needed (Advisor/Student)
- Do promotional flyer (Student)
- Put on TV monitors (Student/Marketing)
- Add to Facebook page (Student/Marketing)
- Send an e-mail to students (Student/Student Activity Coordinator)
- Send an e-mail to faculty and staff (Student/Student Activity Coordinator)

Drivers' Responsibilities:

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid driver's license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Driver Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USER AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

Applicant's Signature

Date

Dept. Contact Signature

Date

Club and Organization Report/Program Review

To maintain official college recognition, the **president** of each club or organization is required to complete a report at the end of **each term**.

In addition, **each member** of the club or organization is asked to complete member survey.

Submit the **Club and Organization Report** and **Member Surveys** to the Student Activities Coordinator.

Club/Organization Name _____ Term/Year _____

President/Designee _____ Advisor _____

1. Number of current members? _____

2. How frequently does your club/organization meet? Approximately:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Once/week | <input type="checkbox"/> Once/year |
| <input type="checkbox"/> Once/month | <input type="checkbox"/> Never |
| <input type="checkbox"/> Once/term | <input type="checkbox"/> Other _____ |

3. How frequently does a club/organization member attend the Campus Programming Board meetings?

Approximately:

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Once/month | <input type="checkbox"/> Never |
| <input type="checkbox"/> Twice/month | <input type="checkbox"/> Other _____ |

4. Has your club/organization changed its constitution in any way?

- No
- Yes (if yes, attach and updated copy to this form)

5. Please list the primary activities of your club/organization for the past term.

- a. _____
- b. _____
- c. _____

6. Please identify the primary activities your club/organization is planning for the next term

- a. _____
- b. _____
- c. _____

7. What can the Student Senate do to help your club/organization with these activities?
