



THE STUDENT ORGANIZATION HANDBOOK

The purpose of this publication is to guide your journey as a student leader or an advisor for your student organization. This handbook contains several tools to assist your process in planning, recruiting, leading and advising your student group. In the handbook you will discover many answers to questions concerning campus services, operations and campus structure. There are also regulations and policies you need to be aware of as an officially registered student organization of Pellissippi State. For information about PSTCC Student Organization policies, see <http://www.pstcc.edu/ppm/pdf/04-01-00.pdf>.

Pellissippi State constantly strives to give its student the best quality education possible. The College recognizes that learning continues outside the classroom and that involvement in student organizations is an important part of the education process. For this reason, the College encourages students to become involved in student organizations and co-curricular activities outside the classroom. Please do not hesitate to visit or contact the Student Life and Recreation Office if you have questions or want any support in making your organization the best it can be.

All forms referred to in this handbook can be found on our website
http://www.pstcc.edu/departments/student_life/index.html

Student Life and Recreation
GOINS 141 ~ in the GOINS Student Lounge
694-6555 ~ studentlife@pstcc.edu

“In every community there is work to be done...In every heart there is the power to do it.”

Marianne Williamson

PURPOSE OF PSCC STUDENT ORGANIZATIONS

Student organizations are groups formed to enhance the educational, social, cultural, spiritual, leadership, recreational and wellness needs of students. Student organizations may be directly connected with an academic program, an honorary society, a social or cultural interest group, or have a spiritual, religious or political affiliation.

Some student organizations have grade point average (GPA) requirements such as Phi Theta Kappa Honorary Society. Some organizations require students to be majoring in a particular course of study or curriculum. Some student organizations are open to anyone with like-minded interests such as the Outdoor Club.

Research studies indicate that students who participate in student organizations tend to have higher grade point averages when compared to students who do not belong to a club and that student group members are more likely to achieve their graduation goals.

Participation in campus clubs is extremely beneficial when compiling resume experience as well. Often, employers want to hire students who were active student leaders on campus so that their proven leadership skills carry over to their new job responsibilities.

For a current listing of student organizations, contact the Student Life and Recreation Office or visit the Student Life and Recreation website.

RESPONSIBILITIES OF ADVISOR/STUDENT OFFICERS

The Tennessee Board of Regents (TBR) governs Pellissippi State Community College. According to their policies and procedures the Student Life and Recreation Office is required to keep pertinent documents on file for all active registered student organizations. ***It is the responsibility of the organization to keep each of these documents current. When any changes are made, the club must submit the new document to the Student Life and Recreation office.***

Required information/forms for registered student organizations include:

- Registration for New Student Organization
- Advisor/s agreement
- Charter member list
- Officer Roster
- Statement of Compliance, Sect. III .A.(5)
- Constitution and By-Laws
- Request for campus financial account(if applicable)

In order for your club to remain active and in good standing, the officer roster must be turned into the Student Life office in the first two weeks of classes of the fall semester.

STUDENT ORGANIZATION CONSTITUTION All changes in a constitution must be sent to the Student Life and Recreation Office after they are made. This enables us to have the most current information for your permanent files. Starting fall 2011 all clubs must use the elements from the new club constitution which can be located on the Student Life website.

OFFICER ROSTER The form is required so that pertinent correspondence can be sent to the appropriate individuals and for the Student Life office to check club leadership grade point averages. Please let us know immediately of any changes in contact information for your officers.

END OF THE YEAR REPORT An annual report of all activities is required by TBR and must be submitted each April to enable the organization to remain in good standing with the College. This report is required for Fee Board funding requests and for the outstanding awards presented at our Student Leadership Awards ceremony.

APPLICATION FOR EVENTS/FUND RAISERS TBR requires that all student organizations register all events and fund raisers with the Student Life and Recreation Office. We recommend that a club officer meet with the Director of Student Life and Recreation for assistance in planning for a successful event. Official forms must be completed and submitted at least TWO WEEKS in advance because they must be approved by the appropriate administrators. No two organizations will be permitted to have an event or fund raiser on the same day unless both parties consent to this arrangement. Approval for Events/Fundraisers requires additional approval from the Vice President, of College Advancement and the Vice President of Business and Finance.

IN-ACTIVE STATUS Notification of the intent to dissolve a student organization must be given immediately to the Director of Student Life and Recreation immediately. The advisor must provide for the distribution of all remaining funds and assets in accordance with the club's constitution within 30 days. Should distribution fail to happen, the Director of Student Life will transfer all funds to the student activity fund balance and distribute any assets to appropriate student organizations or Student Life and Recreation programs.

ACHIEVEMENTS Although not required, the SLR office would appreciate any information regarding your organization that may be newsworthy for our community relations office. Pat yourselves on the back and let us know about awards, kudos, recognitions, and/or outstanding citations presented by national, regional or local organizations.

"The moment one definitely commits oneself, then Providence moves too. Whatever you think you can do, or believe you can do, begin it. Action has magic, power and grace."

Goethe

THE LEADERSHIP TEAM

"Partnership can be spelled with two letters: WE."

STUDENT OFFICERS

So now you are an officer of a PSCC Student Organization . . .

You have made an important commitment to your organization's members and the College. **Your advisor** is your best partner and will guide you and support the endeavors of your organization. Here are some suggestions for making sure your partnership is a positive one.

- Notify the advisor of all meetings and events so that they can attend.
- Consult him/her in the planning of projects and events.
- Consult him/her before any changes in the structure of the group, or in the policies of the organization are made, or before major projects are undertaken.
- Remember that the responsibility for the success or failure of the group project rest ultimately with the group, **not the advisor**.
- Talk over any problems or concerns with the advisor. Have positive two-way communication.
- Acknowledge the advisor's time and energy is volunteered, so please express appreciation.
- Be clear and open about your expectations for your advisor's role.
- In the event issues/conflicts arise between a club officer/member and a club advisor which cannot be solved through communication between the two parties, the issue should be taken to the Director of Student Life and Recreation. A meeting between the two parties will be arrange at which time the issue will be resolved

As officers, your constitution should outline your responsibilities per title. If it does not outline your duties, then this would be the best time to amend your club constitution.

ADVISORS

And now for the Advisor . . .

If you are perusing this guide we can assume that some persuasive students have sought you out to be the **ADVISOR**. Good for you, and congratulations on being singled out from all the rest. You are now the mentor, motivator, all knowing "guru," and the budgetary official of a student organization at Pellissippi State.

This guide has been designed to be "user friendly" to help you define and understand your role as an advisor. The staff of the Student Life and Recreation Office is here to assist you and your students as you explore experiences for stimulation and growth in your career at Pellissippi State.

We sincerely thank you for the time and energy you devote, the guidance and wisdom you share with your students, and the relationships you develop and nurture that make a difference in the lives of our students and in our world.

ADVISORS ROLE

The advisor finds himself/herself in various roles within the organization. The primary roles of the advisor are as follows:

Resource Person ~ The advisor brings personal and professional experiences and expertise to a student organization which can be crucial to the success of accomplishing its goals. In addition, the advisor generally has had experience with the college system and can often provide significant direction to students with various on-campus tasks. The advisor should check the GPA of all officers. Officers must have a minimum 2.0 GPA to hold office although some organizations may require a higher GPA for their officers. The Student Life and Recreation Office also wants to know the aggregate average GPA for all members and will request advisors to submit GPA's the end of each academic year.

Research shows that students who participant in student organizations and activities have higher GPAs than non-participants. We want to prove that at PSCC

Budgetary Official - The advisor's signature is needed for financial transactions, Fee Board applications, special event and fund-raising forms. It is imperative that the advisor is knowledgeable about the finances of the organization. The advisor can be of great assistance in the development of budgets and implementation of activities. The Student Life and Recreation Office will inform you monthly regarding your account balance.

Motivator - It is important that the advisor attend all formal functions of the organization. It is also important to maintain positive and consistent communication with your officers. You may want to have the officers set regular meetings with you to keep you informed. Students find the formal and informal contacts with their advisors to be richly rewarding and are necessary if the group is going to support a continuing pattern of vitality. *Student contact outside the classroom is a major factor in retention and completion rates for students.*

The style of advising a student group will be largely dependent upon two factors:

- 1) needs of the group
- 2) personality of the advisor

If the group lacks experienced student leadership, an advisor may need to be highly directive. As student leadership develops, the advisor may adopt a more supportive role allowing the students to handle more responsibilities. The advisor should be sensitive to the different needs and expectations of the group in determining a specific style of advising.

ADVISORS RESPONSIBILITIES

The responsibilities of the advisor as determined by the TBR and PSCC policies are as follows:

1. Ensure organizational compliance with college policies and procedures applicable to student organizations per Policy 04:01:00 Student Organizations.
2. Insure organizational compliance with federal, state, and local laws.
3. Assist the officers in handling the organization's funds and the maintenance of financial records. Expenditures should always be made with the knowledge of the advisor. The advisor must sign off on all receipts for monies collected.
4. Insure communication with the organization's chartering body, or national office (if applicable).
5. Play an active role in helping the students establish meaningful programs that are consistent with the purpose of the organization and the mission of the College and provide learning experiences for the members.
6. Help the officers plan and implement their meetings and or activities.
7. Be aware of and involved in the planning of the organization's official social functions, whether on or off campus.
8. Be a resource person for the group.
9. Serve as a liaison between the College administration and the organization for open communication and if necessary to interpret policy and mission.
10. Attend meetings of the organization.
11. Serve as a liaison between the Student Life and Recreation Office and the organization ensuring that mail and other pertinent campus information is provided for the officers.
12. A faculty and/or staff member may be the official, registered advisor for no more than two student organizations per academic year.
13. Notify the Student Life and Recreation Office should you decide to resign your position as an advisor, please. A replacement will need to be found as soon as possible to protect the active status of the organization.

Resigning as Club Advisor - A club advisor may resign at any time, but whenever possible the resigning advisor should give assistance to the student organization in locating a new advisor. Clubs are allowed a one semester "grace period" during which the Director of Student Life will serve as a temporary advisor. While there is no official advisor for the club, travel and campus events will be limited to club meetings only. Other activities such as travel, fund raising, or events will not be allowed. Previously approved fee board money will be temporarily on hold until a club advisor is in place. If a new advisor is not identified after the month grace period, the club will be placed on inactive status whereby all meetings will cease

Absence or Sabbatical for a Club Advisor - In the event a club advisor is either taking a leave of absence or sabbatical, club members should find someone to temporarily fill in as the club advisor. Business will be handled through the temporary advisor. Temporary advisors are required to go through club training with the Director of Student Life and Recreation. A club advisors contract is also required. A temporary advisor can serve one year only.

Being a success
in the world
is no substitute
for being a success
as a human being.

K. Bradford Brown

EVENT PLANNING

Proactive Planning is the key element to any successful event. The following section will give you “step by step” guidelines to make the planning process flow smoothly. Planning forms are available on the SLR website. One should keep in mind that planning for success requires an investment of time and energy.

STEP #1 – PLANNING:

What are you going to do?
What is the purpose of the activity?
How much is it going to cost?
What supplies will you need?
Which members are responsible for what?
Who is going to come?

A handy **Event Planning** form is provided to assist your planning efforts.

- Choose a date and time for your event. If it is to be held on campus, please check the college web page “Calendar of Events” to make sure nothing else is happening on that day and time that would conflict with your plans.
- Discuss your plans with the Director of Student Life and Recreation.
- Confirm facility availability with the SLR secretary or site campus secretary.

STEP #2 – REGISTERING:

Complete the **Event Application** form and submit to the Director of Student Life via e-mail at least two weeks prior to your event. The email must be sent directly to the Director of Student Life and the club advisor and president must be included in the cc as well. This ensures that all appropriate club representatives are informed and approve the event application. It also eliminates the need for signatures on the forms. The event is NOT approved until you receive your confirmation via email from the Director of Student Life within three days of when the application is received.

STEP #3 – ROOM RESERVATIONS:

Pellissippi Campus

<i>For Room Reservations</i>	<i>Please Call</i>	<i>Phone</i>	<i>Email</i>
Performing Arts Center (500) max occupancy	Louann Vahcic	694-6665	lavahcic@pstcc.edu
Classrooms, Auditorium (150) max occupancy Executive Conference Room (20) max occupancy Administrative Conference Room (8)	LouAnn Vahcic	694-6665	lavahcic@pstcc.edu

- The Cafeteria Annex needs a minimum of 30 people in attendance and Faculty/Staff dining room

<i>For Room Reservations</i>	<i>Please Call</i>	<i>Phone</i>	<i>Email</i>
College Center Cafeteria Annex (70) * Cafeteria (180) * Faculty/Staff Dining (30) * Rotunda Student Lounge	Gwen Miller	694-6555	gfmiller@pstcc.edu
Student Recreation Center	Dan Jones	694-6576	djones@pstcc.edu

needs a minimum of 15 people to reserve these rooms. They cannot be reserved between 11a.m. – 1 p.m. unless it is a function catered by the cafeteria, Five Star food service.

Site Campuses

<i>For Room Reservations</i>	<i>Please Call</i>	<i>Phone</i>	<i>Email</i>
Blount County Campus – Secretary	Rhonda Mattingly	681-1064	rmattingly@pstcc.edu
Division Street Campus – Secretary	Marcia Coleman	971-5238	mdcoleman@pstcc.edu
Magnolia Avenue Campus - Secretary			

STEP #4 – ARRANGEMENTS:

Maintenance Request or Service Request - If you need a special set-up or additional tables and chairs, advisors should submit a service request to the Physical Plant at least two weeks in advance. Service Request can now be made by going onto www.pstcc.edu, faculty and staff, facilities, click the service request icon. A copy of the request is below. Only employees can submit maintenance/service request.

Submit Ticket

This system is for Facilities Service Requests ONLY!

A confirmation email will be sent to you at the time of your submittal. Please enter work/setup location information in the indicated fields provided below, as well as the name and telephone number of a contact person. Include in the message text box area specific setup and take down dates for any event setups that you request, as well as specific instructions and information that will help facilitate your request.

Required fields ensure that we receive all the necessary information to process your work request. You must enter answers in the text boxes provided after each *

Name: *

PSCC E-mail: *

•

Category: *

•

Campus Location: *

Department Name: *

Room #/Area: *

Contact Name: *

Telephone Number: *

•

Subject: *

Message: *

•

Are you a PSCC employee? (ONLY PSCC EMPLOYEES are allowed to use this system!) *

Audio-visual Request - All audio-visual equipment requests need to be arranged through the Media Center at 694-6593 at least two weeks in advance. Equipment availability is “first come, first serve” basis, so get your order in early.

Catering Food Service -If you need refreshments or catering for your event or meeting, please contact Canteen Food Services by calling 694-6615, emailing cafeteria@pstcc.edu or going online at <http://www.pstcc.edu/cafeteria.html> and completing the catering request form. **The cafeteria has first-right-of-refusal for all food at events.** However, if the manager of the cafeteria declines the catering, you can secure off-campus catering or food purchases.

STEP #5 - PUBLICITY AND PROMOTION:

Your events can only be successful if people know about them! Here are some services at the college that are available to you as you promote your events.

***Panther Pause Newsletter:** This is a newsletter that is posted bi-weekly to promote Student Life & Recreational activities and events. The posting of the Panther Pause in restrooms and student lounge areas is important in getting the word out about what is going on at Pellissippi State. You may e-mail panthterpause@pstcc.edu to submit information about an event.

***iPause:** This is a YouTube is a bi-weekly video announcement of activities and events at the Pellissippi Campus.

***One E-mail:** is a bi-weekly e-mail announcement of the events and activities at all campuses. You may e-mail gfmiller@pstcc.edu or put it on the college calendar and it will be included in the e-mail.

Bulletin Boards: The Student Life and Recreation office must approve all announcements to be posted on the college bulletin boards. Please note: Fliers/posters are not to be posted on painted surfaces, doors or windows, or restrooms.

Word of Mouth: One of the most successful and inexpensive ways to promote your event or activity is to tell everyone you know and announce it in all your classes.

Give out something with a note attached about the event/activity: Maybe it's a pencil, honey bun, candy, whatever it is—include a label announcing the event with the time, date and location. FREE is a good word to use to get the attention of those you are targeting.

Print Banners or Large Print Pictures: There are several plotters on campus that can print large banners. Contact Student Life and Recreation office to make arrangements for printing Banners and Large Print Pictures.

The Marketing & Communications Office: is the direct link to the College's internal audiences and our community. You can announce events in the "Inside Pellissippi", on the internal TV monitors, or through the College's calendar, or posted on the Welcome Board. Go to: <http://www.pstcc.edu>, click on College Calendar and then, "Promote Your Event." Anything that has an * beside it, can be marked on the promote you event form without having to contact everyone individually.

If your event could be promoted off campus, contact the Marketing & Communications Office (694-6405). The M&C staff will assist you in publicizing your event through the local media. Please allow at least three weeks' notice. **All student organizations must complete proper paperwork with the Student Life office before arranging for publicity for the community.**

STEP #6 - PROGRAM EVALUATION

The event was a huge success and now it's time to evaluate. Hopefully, as your organization developed and implemented the event/activity each member learned a great deal about the total planning process, (i.e., what is the right way /wrong way of doing things, budgeting, how to work with others). Wouldn't it have been nice to know all of this information prior to starting the planning process? A **Program Evaluation** can assist future leaders of the organization in making the same or similar plans.

STEP #7 - EVENT REPORT

Submit a copy of your *Event Report* form to the Student Life and Recreation Office within two weeks of the event. The club treasurer will need to follow-up on all financial aspects of the activity. As a state institution, we have strict guidelines concerning payments for services and supplies and deposits of all revenue. Be sure that your organization has completed all the necessary steps regarding financial procedures. Your event may have required the assistance of individuals on this campus, or in the community as well. These individuals need to be recognized for the role they played in your success. A phone call or a thank-you note is very appropriate. Your efforts will be remembered when it's time for your next event! You not only represent your organization in a professional manner by doing this, but you also build a positive support network for future endeavors.

CANCELLATION OF AN EVENT

In the event that your program needs to be canceled, be sure to let all of those involved know your plans. Remember, the way you conduct your events reflects on your organization for now and in the future! Some possible offices to notify are: Student Life and Recreation, Safety and Security, Community Relations, Media Center, Food Services, and the person with whom you reserved the facility or equipment.

PERTINENT POLICIES AND PROCEDURES

This section will assist you in knowing all the important pieces in leading and advising your organization. Many of the sections include the rules and regulations for program planning, fund-raising, spending club funds, and travel. Since it is your responsibility to follow TBR and PSCC policies and procedures, we suggest you spend the time necessary to know what to do, how to do "it," as well as *what not to do*. The section was designed to make this part of your journey flow smoothly. A little pre-planning on your part will help to insure your smooth travels over calm waters and help you stay out of the rapids!

Note: Special events, fundraising events and travel require specific approval forms which must be **submitted electronically** to the Director of Student Life & Recreation.

FUND-RAISING EVENTS

Requests for approval to conduct a fund-raising activity must be submitted at least two (2) weeks in advance to the Director of Student Life who will then determine whether or not the Executive Director of the Foundation needs to approve the activity. The *Fund-raising Application* form can be found on the SLR website. It is highly recommended that the person/s planning the event meet with the Director of Student Life when submitting the form.

Examples of fund-raising activities may include, but are not limited to the following:

- Selling goods, e.g., bake sales, books, T-shirts, etc.
- Special events or services, e.g. dances, car washes, tournament, car show, etc.

STUDENT ORGANIZATION FUND-RAISING – PELLISSIPPI CAMPUS

New fund-raising activities were approved in July 2005 by the College President. PSCC student organizations may sponsor the fund raising activities as stated below. As with all events and fundraising activities, clubs must obtain approval from the appropriate College officials before engaging in advertising or selling. These events are in addition to the COSA-sponsored events Fall Fest and Spring Fling.

1. Bake Sales –

- a) Up to 3 bake sales can be approved in a month with only one bake sale scheduled per week.
- b) Bake sales can be conducted in Goins Rotunda, lobbies of McWherter, Alexander, Bagwell, or in courtyard. Check with the Assistant Dean's for bake sale locations at site campuses.
- c) Bake sales will be approved on a first-come-first-served basis.
- d) If more than one club wants a bake sale in the same week, a lottery system will be used to determine dates.
- e) Clubs are responsible for proper clean up.

2. Selling other items or services (candy bars, coupon books, car washes etc.)

- a) Each club may request approval up to two (2) on-campus selling items / periods per semester. Length of the selling period will be determined on a case-by-case basis. All selling must be conducted at designated tables reserved through the Student Life office in only the following areas: Alexander, McWherter, Bagwell, SRC, ERC, Goins Rotunda, and the Courtyard. Designated areas will be determined by SLR.
- b) Selling cannot occur in classes or hallways. Check with the Assistant Dean's for selling locations at site campuses. Special services and selling locations to be approved by appropriate officials, e.g. physical plant would need to approve car washes.

WHAT'S NOT ALLOWED

Certain fund-raising activities are **NOT** allowed. Examples include, but are not limited to: raffles, any type of gambling, games of chance, money pools, e.g., sports pools, bingo, horseracing, guess the number of M&M's in a jar, etc.

SOLICITATION OF CONTRIBUTIONS AND DONATIONS

- Fill out the Requisition; **allow two weeks for approval and processing.**
 - Must be signed by the advisor, before submitting to Student Life and Recreation Office
 - The Director will then sign and submit it to Ron Kesterson, Vice President of Business Services, who then signs off of the requisition
 - The Director of Purchasing will then issue a Purchase Order and place your order
 - Items should be delivered to shipping and receiving
 - Typically an invoice is included with delivery
 - Immediately attach the invoice with the pink copy of the requisition
 - Advisor signs the pink
 - Make a copy of each for your files
 - Send originals it to Ginger Hamby, in Accounts Payable

OPEN PURCHASE ORDERS

Use an Open Purchase Order to order multiple products or services at different times throughout the semester from the same vendor. You will fill out a Requisition.

PROCESS FOR OPEN PURCHASE ORDER:

- Fill out the Requisition; **allow two weeks for approval and processing**
Under description you must note that this is an Open PO and the name of the event. In the extension column you will put the approximate amount
- needed for your purchases
- The requisition must be signed by the advisor, before submitting it to Student Life
- The Director will then sign and submit it to Vice President of Business and Finance, who then signs off of the requisition
- The Director of Purchasing will then issue a Purchase Order and place your order
- Items should be delivered to shipping and receiving unless it is food
- Typically an invoice is included with delivery
- Immediately attach the invoice with the pink copy of the requisition
- Complete a **Partial Receiving** form, giving permission to pay that part of the Purchase Order
- Make a copy of each for your files
- Send originals it to Accounts Payable
- Advisor signs the pink
- Make a copy of each for your files
- Send originals it to in Accounts Payable

IMMEDIATELY FOLLOWING “FINAL” EVENT

1. The advisor must sign the PINK copy of the *Purchase Order* once you are finished receiving all the products you needed or all services have been fulfilled.
2. If there is money left over on the open *Purchase Order*, it can still be closed. The left over money will be credited back into your club account.
3. Return the PINK copy of your *Purchase Order* with the original receipt or invoice to Accounts Payable.

PETTY CASH

When you use your own money up front to purchase something you will need to follow these steps to get your reimbursement. The Petty Cash form can be found on the SLR website under “Forms.”

- Petty cash may be used for required purchases not to exceed \$250 per day. The original receipt must be submitted with the completed *Petty Cash Reimbursement* form and must clearly identify the item(s) purchased
- Services CAN NOT be purchased using the petty cash process.
- The *Petty Cash* form must be completed in ink or typed.
- The *Petty Cash* form must be signed by the advisor and submitted to the Student Life and Recreation Office will send it to the Business Office.
- Depending on the amount of the purchase, reimbursement will be made by check or cash. You will be e-mailed when your reimbursement is available; which usually takes two weeks.
- **All** reimbursements can be picked up at the cashier’s office, GN 158 at the Pellissippi Campus. If you would like your money to go to a site campus, you will have to e-mail or call Account Clerk Supervisor/Business Services GN158 after she sends notice.

DEPOSITS

PELLISSIPPI CAMPUS

NON-FUNDRAISING DEPOSITS

- All deposits for non-fundraising events i.e. membership dues, (checks and cash) must be turned in to the Cashier’s Office within 2 business days of collection.
- Deposits should be made before 3:30 pm on business days.
- **Receipt Transmittal** forms are required to make a deposit and are available at the Cashier’s Office.
- State law mandates the Business Office to deposit all monies they receive within 48 hours of collection.
- A delay in depositing checks increases the chances for personal checks (e.g. club dues) to bounce and not be credited to your account.

FUNDRAISING DEPOSITS

- Deposits from all fundraising events should be taken directly to the Foundation Office, GN 204E, **not Student Life and Recreation office**. Complete the **Foundation Office Receipt**, include club name and account number on form.

SITE CAMPUSES

NON-FUNDRAISING DEPOSITS

- All deposits (checks and cash) must be turned in to the cashier or secretary in the main office on your campus within 5 business days.
- *Receipt Transmittal* forms are required to make a deposit and are available at the Cashier's Office or with the secretary. The Business Office is mandated by state law to deposit all monies within 48 hours of collection.
- A delay in depositing checks increases the chances for personal checks to bounce and not be credited to your account. (e.g. club dues)

FUND-RAISING DEPOSITS

- Deposits from all fundraising events such as Fall Fest and Spring Fling, should be to the Foundation Office at the Pellissippi Campus, **not Student Life and Recreation office**.
- Complete the **Foundation Office Receipt**, include club name and account number on form.
- Any fundraising efforts are to be deposited with the Foundation office via the Cashier on your campus.

ALCOHOL and ILLEGAL DRUG USE

Pellissippi State employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as part of college sponsored activities. It is the responsibility of the advisor to enforce this policy at all PSCC student organization sponsored events.

HOLD HARMLESS AGREEMENT

A hold harmless agreement must be signed by ALL students and employees who are involved in student activities planned off campus or activities that require any extra physical involvement/risk on the part of the student (e.g. intramurals, rafting, hiking), or any off campus travel. If a travel request form is submitted, the *Hold Harmless* forms must be on file in the advisor's office **before** the activity takes place.

TRAVEL

Please refer to Student Group Travel Policy and Procedures located on the SLR website. Written approval must be obtained before any travel occurs. To obtain approval, complete a [Request for Travel Approval](#) form and submit to the appropriate budgetary official.

The *Request for Travel* is completed in the following manner:

- A. Indicate the purpose, place, and date of the trip in narrative form on the lines provided.
 1. If travel is to attend a conference, convention, or meeting, a brochure and/or agenda must be attached. This provides essential information necessary for registration, room, and meal reimbursements.
Example: "To attend TBR sponsored SIS training session in Nashville, TN on February 4-6, 2010." or "To attend AACCC convention to be held in Daytona, FL on March 9-11, 2010".
 2. Provide date, time and destination information.
 3. If traveling by automobile, indicate owner, make, and license number as requested.
 - A state car must be used if available. Email Vehicles-1@listserv.pstcc.edu to reserve a state car.

STUDENT/GROUP TRAVEL PROCEDURES

Student travel involves one or more students authorized by college personnel for a specific trip. College-sponsored travel by students and employees is a privilege. It is also an opportunity for participants to be ambassadors for the College and as such, participants have a responsibility to comply with all appropriate policies and procedures in order to assure safe and successful travel. Employees must also assume responsibility for informing students of all travel policies and procedures, even if it is an individual student traveling. This policy also applies to college volunteers.

Student/group travel must be authorized by the College, in advance regardless of whether the travel is funded through college budgets or not. Travel is authorized when the ***Request for Travel Approval*** form is completed, approved by the appropriate supervisor, vice president and president of Pellissippi State.

Any student travel required by faculty or sponsor and undertaken without compliance with the student/group travel policy and procedures will be considered unauthorized travel and the faculty or sponsor of the travel will be held personally liable in the event of an accident or incident. Further, the College employee may be subject to disciplinary action in accordance with non-compliance of College policy.

TYPES OF TRAVEL

STUDENT/GROUP TRAVEL INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:

- Co-curricular (out of classroom) activities that require off campus travel;
- Travel related to grant programs where participants are the travelers;
- All course-related field trips;
- Study Abroad or Exchange program;
- Any attendance at local, regional or national meetings or conferences representing Pellissippi State.

An example of “**unauthorized college travel**” for the purposes of these regulations includes:

- . Class or organization informed of an opportunity to attend an event off-campus that is not required by the class or sponsored by a college organization and they choose to attend on their own or use their own transportation.

GENERAL STUDENT/GROUP TRAVEL

The completion of ***Request for Travel Approval*** form and ***Hold Harmless Agreement*** form is required before traveling. If a college budget account is being used for travel, the appropriate documentation should be attached to the travel form, such as associated conference flyers/brochures, hotel name, address, dates and rates, etc.

Request for Travel Approval form and attachments should be submitted at least ten (10) business days, prior to departure date to the director of Student Life and Recreation. The college employee responsible for the group traveling must maintain the Hold Harmless Agreement forms. However, when traveling they should remain on campus.

FIELD TRIPS

To ensure that all field trips have the least potential liability and offer the highest degree of safety, the following procedures have been established:

1. Any individual, who drives his or her personal vehicle to an authorized college trip, including field trips, assumes all responsibility for the safety of him/herself as well as any passengers in their vehicle. The College bears no liability for student use of personal vehicles.
2. The student, per club, per semester, need complete only one (1) ***Hold Harmless Agreement*** form. However, the field trips dates **must be** listed on, or attached to the form.

FACULTY AND STAFF RESPONSIBILITIES

Faculty and staff who require or offer opportunities to Pellissippi State students to travel in order to enhance their academic and co-curricular experience need to familiarize themselves with the policies and procedures related to student travel. To ensure the value of the experience for the student, faculty or staff should review travel opportunities periodically.

Once it is determined that student travel will enhance the academic or co-curricular program for Pellissippi State students, faculty and staff should follow the department procedures for

obtaining approval. Faculty and staff advisors should assist students in the completion of all required travel forms.

Academic or co-curricular expectations and student conduct pertaining to travel and college requirements should be discussed with participating students. College policies should be reviewed with the students prior to traveling. It is the responsibility of the sponsor to provide all necessary information to each student traveling and to verify that each student understands the policy and the travel procedures.

All Hold Harmless Agreement forms will be retained for a period of not less than one (1) year from the completion of the travel. Hold Harmless Agreement forms will be kept in a location, on campus, in accordance with the Pellissippi State Community College records retention policy. If the travel involves the transport and participation of minors, this must be disclosed and parental consent obtained for the student travel.

STUDENT RESPONSIBILITIES

Students are required to provide requested information and assist in the completion of forms required for their academic or co-curricular travel.

Students should advise faculty or staff of any special needs or concerns that may impact their academic or co-curricular travel.

Students participating in College-sponsored travel are required to read, complete, and sign the Hold Harmless Agreement form. Each student is expected to conduct him/herself in a manner that complies with Pellissippi State policies and procedures as well as local, state or federal laws.

TRAVEL ADVANCES

- Students may request a travel advance equal to 100% of the total estimated expenditures. The *Request for Travel Approval* form must be received in the Accounts Payable Office four working days before the advance check is needed. This allows time for the check to be processed.
- Advisors may get may request a travel advance equal to 80% of the total estimated expenditures.
- This process can be used for registration fees, hotel accommodations and meals during your trip.
- A *Purchase Order* can also be done to send a check to a company for registration fees, if they are needed in advance.

TRAVEL FORMS

- ✓ Allow two weeks for approval and processing.
- ✓ Before travel begins, a **Request for Travel Approval** form must be completed and signed by the advisor before it is submitted to Student Life and Recreation Office for approval.
- ✓ The **Hold Harmless Agreement** must be signed and on file in the advisor's office before travel commences.
- ✓ If travel is to attend a conference, convention, or meeting, a brochure and/or agenda must be attached. This provides essential information necessary for registration, room, and meal reimbursements.
- ✓ A **Claim for Travel Expenses** form must be submitted within 30 days after the travel is completed. This form allows reimbursement to the individual for all allowable expenses. A memo of explanation for the delay must accompany all claim forms submitted after 30 days of the travel. Even if you will not be receiving a reimbursement. Club members do not get reimbursed for travel unless the club agrees to reimburse. However, it must be in the club budget.
- ✓ All request forms must be completed in ink or typed, signed by the individual, the advisor, a president's staff member, and the president before being submitted to the Accounts Payable Office.
- ✓ Advisors once the request or claim form is received by the Accounts Payable Office, allow four working days to process the check.

TRAVEL AGREEMENT

It is recommended that all students and advisors agree to specific standards of conduct while traveling on college-sponsored trips. Clear communication of expectations, liability issues and rules and regulations will support appropriate behaviors. The **Travel Agreement** form is available in the appendix and on our website. It may be modified to fit additional agreements/expectations deemed appropriate by each student organization.

- Travel by students enrolled at PSCC to college-sponsored events is a privilege. Students' conduct and activities while traveling on such trips reflect upon the college, as well as upon themselves. Simply put, student and sponsors should behave as ambassadors from the college and the community. Moreover, student travel on college-sponsored trips shall be conducted in accordance with TBR and PSCC policies and procedures.
- Alcoholic beverages and/or illegal drugs are prohibited while traveling and while attending college-sponsored activities, conferences, meetings, etc. College vehicles must be driven safely at all times by obeying all traffic regulations.
- The advisor must be informed of club member whereabouts at all times, if club members are not with the group or in the assigned hotel room.
- Attendance at all conference workshop sessions and conference activities is mandatory unless otherwise approved by the advisor.
- Room assignments are made for same sex only unless married. Students must comply strictly with this rule and stay in their assigned rooms.

TRANSPORTATION

- A. Privately-Owned Vehicles.** Students who travel to and from events and activities covered under this policy using privately-owned vehicles or any vehicles other than those owned, leased or rented by the College are required to follow the same travel rules as designated for college vehicle use and applicable state law. Any individual, who drives his or her personal vehicle to a college-sanctioned trip, including field trips, assumes all responsibility for the safety of him/herself as well as any passengers. The College bears no liability for student use of personal vehicles.
- B. Travel Authorization.** When the College provides transportation, students traveling to events must return in the College-provided vehicles unless authorized to do otherwise by the appropriate college official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the College.

COLLEGE VEHICLES

Student organizations may request the use of a college vehicle for official club functions.

- Drivers may only be a faculty, staff, or on a part-time contract with the College and must have a valid vehicle operator's license.
- Reservations for college vehicles are made with the Physical Plant, vehicles@pstcc.edu or by calling 694-6618.
- The *Request for Travel Approval* form must be completed and submitted to the Accounts Payable Office once appropriate signatures are obtained.
- If personal vehicles are used, it is advisable that personal insurance policies are reviewed to ascertain that such use is covered and to see if the amount of coverage is sufficient for the trip and the number of passengers involved.

FEE BOARD FINANCIAL REQUEST

FEE BOARD OPERATION PROCEDURES

PURPOSE

The Fee Board review grant requests from officially registered student organizations in good standing each semester and determines approval for appropriate requests.

PHILOSOPHY

The Fee Board is responsible for ethically and appropriately distributing student fees to PSCC recognized student organizations each semester. Often, the financial requests submitted by student groups exceed the resources available. While allocating student fee money, the Fee Board keeps the interests of the whole student body in mind during deliberations. Student organizations should remember that the college student population is constantly evolving.

PELLISSIPPI STATE COMMUNITY COLLEGE

- Is a diverse student body on four campuses with multifaceted needs and interests.
- Includes a large number of non-traditional students who are older and have family and job responsibilities;
- Has many evening and part time students;
- Serves vocational, technical and university parallel students.

Monetary funds are limited, yet must be divided among a large number of student organizations. As students and their needs change, so do decisions on how to best utilize the funds contributed by students' fees for student programs and student organizations. The funding decisions evolve and change from year to year depending on the grant requests and monies available. As enrollment numbers change, so do student fee revenues.

MEMBERSHIP

The Fee Board is composed of five members as follows:

Four (4) voting student members including:

- COSA Administrative Liaison (1) to serve as chairperson
- Student Activities Board (SAB) (1)
- Two students from site campuses, SAB or Student-at-Large. (2)

One (1) non-voting members including:

- Director of Student Life and Recreation to serve as board advisor (1)

FUNDING CRITERIA

Fee Board money is designated to support funding requests from student organizations which contribute to the overall mission and goals of the college and which are determined to be essential for the enrichment of the college community.

The following criteria and guidelines should assist student organizations in submitting effective grant proposals and aid the Fee Board in making final determination regarding allocations. Grant requests should reflect quality programs that directly relate to PSCC's mission of educating students.

Funding requests must demonstrate that they:

- Provide a benefit to the student body by supporting cultural, educational, social, recreational, leadership or wellness needs of students.
- Augment student learning in co-curricular (out-of-class) experiences.
- Enhance the College's image.

Factors considered in evaluating grant requests include:

- The level of student participation,
- Past or recent accomplishments,
- Current and past fund-raising efforts, and/or,
- Learning objectives or purpose for the use of the funds being requested

FUNDING PROCESS

Grant requests may not exceed \$800 per year per student organization. However, if requests exceed the funds available, the Fee Board may adjust the \$800 limit. The Director of Student Life and Recreation will distribute *Fee Board Grant Application* forms to all officially registered student organizations in good standing the first week of fall semester.

The *Fee Board Grant Application* forms can be submitted to the Director of Student Life and Recreation at any time thereafter for consideration by the Fee Board. Request can be made for both fall and spring semesters.

The Fee Board shall render funding allocation decisions and notify student organizations within a week of submission date. All funding decisions will be made by a simple majority vote of the eligible quorum of the Fee Board.

Student organizations shall have one opportunity to appeal Fee Board decisions. During the appeal process only, all Fee Board members, both student and non-student members shall be eligible to vote on the appeal. Appeal process decisions rendered by the Fee Board shall be final.

Funds for approved grant requests will remain in a separate account with direct oversight by the Director of Student Life and Recreation. Any funds from an approved grant that are not used by the end of the academic year (last day of classes) will revert back to the Student Activity Fee Board Account.

FUNDING LEVELS

The Fee Board annual budget for allocations shall be determined to be between ten to fifteen percent of the projected COSA budget.

Supplemental requests from student organizations will be considered upon request by the Director of Student Life and Recreation who will have sole authority for additional funding decisions.

STUDENT LIFE AND RECREATION OFFICE

OUR MISSION

The Student Life and Recreation is to provide learning and personal development co-curricular activities and experiences where students connect and engage with other students, faculty, staff and the community.

Students who participate in Student Life & Recreation will ...

- Engage with others in constructive ways
- Gain knowledge of diverse cultures and world views
- Be aware of cultural and personal differences
- Experience feelings of mattering

Students who participate in student leadership opportunities and service will . . .

- Gain an understanding of themselves, their values, abilities, and interests, and develop a personal philosophy of leadership. (Consciousness of Self)
- Understand the importance of behaving consistently with their values, beliefs, strengths, and limitations. (Congruence)
- Learn skills for effective membership in groups including controversy with civility, shared responsibility, respect for individual and group differences, and collaboration. (Collaboration, Common Purpose, Controversy with Civility)
- See themselves as agents of change, and as citizens with responsibilities to their communities. (Citizenship)
- Develop a commitment to an activity or cause and invest energy in that activity or cause. (commitment)
- Gain an understanding of leadership as a process not a position.
- Develop competencies in oral and written communication skills.

OUR OBJECTIVES

1. *Encourage and support the development of social, cultural, recreational and educational experiences that expand involvement with the campus community and society. Provide students the opportunities for practical growth and understanding in the development of such skills as leadership, problem solving, decision making and communication through involvement in co-curricular activities.*
2. *Encourage in students an understanding and tolerance of cultural diversity as it applies to both personal and life situations.*
3. *Assist in the creation of a positive institutional spirit through creative interaction and communication between students, faculty, staff and the community.*

Pellissippi State not only offers a quality education, but also provides its students with the opportunity to get involved in a variety of co-curricular activities. These activities build confidence and self-esteem, strengthen interpersonal communication skills, and develop leadership skills and qualities that are essential to future successes. In fact, studies show that students who are involved in campus activities are more likely to have higher grade point averages (GPA) complete their academic goals, graduate, get hired, all while enjoying the total college experience!

Student Life and Recreation builds a strong campus community by sponsoring quality educational, leadership, social, recreational and wellness programs and events at ALL campuses. Welcome Week, Club Connection, Music Unexpected, VPOD, Fall Fest, Spring Fling, World AIDS Day, Alternative Spring Break, Health and Wellness. This is just a sample of the activities offered.

Through workshops and leadership training, Student Life and Recreation Office provides students with experiences outside the classroom to enhance *Real-Life* skills so that they are better equipped to attain academic *and* personal goals. Our Student Life and Recreation Team offers workshops on time management in which free planners are given to participants; relationship building tools; personalized fitness programs; and finance management skills as well as other various topics.

Student Life and Recreation Office provides students with recreational sports intramural leagues and competitions, such as basketball, volleyball, golf, billiards, and table tennis to name a few. The expanded cardiovascular and weight training facility offers cutting edge fitness equipment for students' enjoyment.

With more than 25 student organizations available, students can get "hooked in" to most anything that matches their interests. Student Life and Recreation Office maintains contact information, and records for student organizations regarding budget information, end of the year reports, awards, officers, club activities and achievements. Each spring semester Student Life and Recreation Office sponsors the Outstanding Student Leadership and Student Organization Awards.

The Council of Student Advocates, COSA, provides students with a voice in student government and student activities. By sponsoring "Open Forums," COSA identifies concerns of students and works to resolve issues and implement change. COSA also sponsors numerous activities and programs at all four campuses.