

# **The Student Organization Handbook**

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Get On Board  Experience The Journey!

## 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/misc/ppm/04-01-00.htm>.

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 student to become involved in student organizations and co-curricular activities outside the classroom.

Please do not hesitate to visit or contact any one of us in 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](http://www.pstcc.edu/departments/student_life/index.html)

Student Life and Recreation  
GOINS 162 ~ 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*

## **PSTCC 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.

## **Student Leader and Advisor Responsibilities**

The Tennessee Board of Regents (TBR) governs Pellissippi State Technical 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 and to contact the Student Life and Recreation Office if any changes are made during the year.***

***Required information/forms for registered student organizations include:***

**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.

**Officer Roster** ~ This form is required so that pertinent correspondence can be sent to the appropriate individuals. 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 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.

**In-Active Status** ~ Notification of the intent to dissolve a student organization must be given 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 this 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, we 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!**

### **Student Organization Officers**

*So now you are an officer of a PSTCC 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 rests 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.

***“Partnership can be spelled with two letters: WE.”***

## **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.

### ***WHO AM I?***

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-participators. We want to prove that at PSTCC!

**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 be 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 according to research studies.*

The style of advising a student group will be largely dependent upon two factors: 1) the needs of the group, and 2) the 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.

### ***WHAT DO I HAVE TO DO?***

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

1. Insure 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 formulate 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.

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**Being a success  
in the world  
is no substitute  
for being a success  
as a human being.  
K. Bradford Brown**

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## **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?  
What 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 email at least two weeks prior to your event. The email must be sent directly to the Director of SLR 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 - Reserving a Place to Meet:**

**Pellissippi Campus**

<i>For Room Reservations:</i>	<i>Please Call:</i>	<i>Phone #:</i>
Performing Arts Center (500) max occupancy	Louann Vahcic	694-6665
Classrooms, Auditorium (150) max occupancy Executive Conference Room (20) max occupancy	Gwen Miller Student Life & Recreation	694-6555

<i>For Room Reservations:</i>	<i>Please Call:</i>	<i>Phone#:</i>
Administrative Conference Room (8) Cafeteria Annex (70) * Cafeteria (180) * Faculty/Staff Dining (30) * Rotunda Student Lounge	Gwen Miller	694-6555
Student Recreation Center	Dan Jones	694-6576

\* The Cafeteria Annex needs a minimum of 30 people in attendance and Faculty/Staff dining room 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 our food service company.

**Site Campuses**

<i>For Room Reservations:</i>	<i>Please call:</i>	<i>Phone #:</i>
Blount County Campus - Secretary	Rhonda Mattingly	681-1064
Division Street Campus - Secretary	Marcia Dean	971-5238
Magnolia Avenue Campus - Secretary	Remonda Swafford	329-3102

**Step #4 – Arrangements:**

**Maintenance 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. You will need to provide the following information:

- Specific location, set-up needs, date, start and end times

**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 they decline, 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 email [panthterpause@pstcc.edu](mailto:panthterpause@pstcc.edu) to submit information about an event.

**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, "Submit Your Event."

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 contact this office before arranging for outside publicity.

**Welcome Board:** Another way to have your events publicized on the marquee at the entrance of the college you may complete the "Welcome Board Reader Form" with Security in GN 148. Please note, you can also make this request when completing the "Promote Your Event" with Marketing & Communications. The Director of Marketing & Communications reserves the right to decide those announcements that will appear on the "Welcome Board".

**Closed Circuit TV Monitor:** Contact the Media Center to use the video monitor bulletin board at the main campus. A completed form must be turned in at least two days prior to the desired transmission date. Please call the Media Center at 694-6593.

**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.

### **Step #6 - Financial Procedures:**

Please refer to the Financial Procedures section in this handbook for details. Most approvals take at least two weeks, so bear this in mind when you need to purchase or order items for your event.

### **Step #7 - 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 #8 - 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 PSTCC 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***

The Tennessee Board of Regents requires all fund-raising activities to be approved by the appropriate administrators before any fund-raising activity begins. This includes soliciting of contributions or donations from local businesses, organizations or individuals. Following these easy steps will insure compliance with the policies and will work to support your successful fund-raising ventures.

## **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 Dr. Edwards. PSTCC 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.
- b. 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 to be determined by SLR. Selling cannot occur in classes or hallways. Check with the Assistant Dean's for selling locations at site campuses.
- c. 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**

As you're planning your fund-raising event, the conversation often includes someone saying, "Hey, I know someone who can donate 'that' to us." Please be aware that the TBR has strict rules regarding these types of donations.

Fund-raising activities **requesting contributions and/or donations** from any individuals or businesses for your fund-raising event, special activity, or service project must be approved by the Foundation. If you want people to donate "stuff" to your event or project, you must submit an email to the Director of Student Life with the names of businesses and items you will request as donations. You will then be notified within three days on the status of your request. Once the request is approved, you must have the business complete the *In-Kind Gift Report* forms. The club then submits the forms to the Foundation Office.

Examples of contributions or donations may include, but are not limited to:

- Cash, food, clothing, cars, stereos, dinner coupons, gift certificates, CD's, DJ services, graphic design charges, printing, etc.

## **Community Service Project**

The Director of Student Life and Recreation must approve service projects before your organization proceeds with planning. If necessary, your request will be sent to the Executive Director of the Foundation for consideration.

Examples of projects may include, but are not limited to:

- Book collections for the Boys and Girls Clubs, e.g.
- Food or clothing drives for homeless shelters
- School supplies, Toys for Tots, e.g.

# ***FINANCIAL OPERATING PROCEDURES***

## **PURCHASING:**

Follow these steps when using club monies only. Samples and blank forms are provided in the appendix or can be found on the College website by clicking on Students – Business Services – Appropriate Department link.

Special note: when using Fee Board monies, the Student Life and Recreation office will handle the paperwork just email a copy of "Requisition for Fee board Expenditures."

## **Purchase Orders**

Use a *Purchase Order* to order services or products from a off-campus vendor or business (decorations, tickets etc.)

How to do a Purchase Order:

- Allow two weeks for approval and processing.
- Must be signed by the advisor, before submitting to Student Life and Recreation Office
- Student Life and Recreation Office will then submit it to the Purchasing Office.

Immediately following event:

- The advisor must sign the PINK copy of the *Purchase Order* once the product(s) has been received or the service has been fulfilled.
- Return the PINK copy of your *Purchase Order* with the original receipt or invoice to the Accounts Payable Office.

## Open Purchase Orders

Use an Open Purchase Order to order multiple products or services at different times throughout the semester from the same vendor.

How to do an open Purchase Order:

- Allow two weeks for approval and processing.
- Must be signed by the advisor, before submitting it to Student Life and Recreation office.
- Student Life and Recreation office will then submit it to the purchasing office

After each purchase:

- Send receipt/invoice up to Accounts Payable with a *Partial Receiving* form giving them permission to pay that part of the Purchase Order.

Immediately following **final** event:

- 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.
- 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.
- 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.

- 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 Student Life and Recreation Office 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 at the Pellissippi Campus. If you would like your money to go to a site campus, you will have to e-mail or call Eileen Maynard after she sends notice.

## **DEPOSITS:**

### **Pellissippi Campus**

- All deposits (checks and cash) must be turned in to the Cashier's Office within 5 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.
- Deposits from all fundraising events should be taken directly to the Foundation Office, GN Rm 255, not Student Life and Recreation office.

### **Site Campuses**

- 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)
- Deposits from special events like Fall Fest and Spring Fling 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 PSTCC student organization sponsored events.

***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.

## 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.
- 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.
- Once the request or claim form is received by the Accounts Payable Office, allow four working days to process the check.

## Travel Advances

- You may request a travel advance equal to 80% 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.
- 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.

## Vehicles

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

- Drivers may only be a faculty, staff, or college work study student and must have a valid vehicle operator's license.
- Reservations for college vehicles are made with the Motor Pool Office, [vehicles@pstcc.edu](mailto:vehicles@pstcc.edu) or by calling extension #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.

*For more information on travel, refer to [www.pstcc.edu/Students](http://www.pstcc.edu/Students) – Business Services – Accounts Payable and Receivable*

## **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 PSTCC 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 PSTCC 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 members 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.

## ***FEE BOARD FINANCIAL REQUEST***

### ***Fee Board Operation Procedures***

#### **Purpose**

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

#### **Membership**

The Fee Board is composed of eight members as follows:

Five (5) 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)

#### **Philosophy**

The Fee Board is responsible for ethically and appropriately distributing student fees to PSTCC 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 Technical 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.

### **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 PSTCC'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 \$700 per year per student organization. However, if requests exceed the funds available, the Fee Board may adjust the \$700 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

- ☺ *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.*
- ☺ *Encourage in students an understanding and tolerance of cultural diversity as it applies to both personal and life situations.*
- ☺ *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 Roundup, Fall Fest, Spring Fling, Cultural Awareness Months, Health and Wellness Weeks are just a sample of the activities presented.

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 like 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.