



St. Louis Community College  
**Campus Life**

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# Student Handbook



## ACTIVE STUDENT GROUPS & ADVISOR HANDBOOK

Dear Student Leaders:

Thank you for your interest in being involved on campus! Participating with student groups can be both a rewarding and educational experience. STLCC welcomes and encourages the formation of student clubs, organizations, and special interest groups especially when they are well-matched with our mission, vision, and core values.

Student groups at STLCC provide students with leadership opportunities, world-of-work experience, and a chance to enhance their interpersonal, organizational, and decision-making skills. By becoming a recognized student group at STLCC, you are meeting the social, cultural, recreational, educational, political, and spiritual needs of our student body; thereby enriching the academic environment and cementing the educational experience.

The Office of Campus Life (CL) serves as the primary resource for campus student clubs, organizations, and special interest groups. CL staff are available to assist you with general event planning, budget requests, publicity strategies, space requests, and community service opportunities. Throughout the year, we facilitate workshops and offer training that will assist you with functioning as a recognized student group at STLCC.

This handbook outlines the roles and responsibilities of student groups and their advisors, policies and procedures established by the Office of Campus Life, and techniques to enhance your effectiveness as a student group.

Again, we thank you for your dedication to being an active part of this community and a vital part of the educational process. We look forward to collaborating with you.

Good luck with a successful academic year!

Sincerely,

*Campus Life Staff*

The Office of Campus Life

# Part One

## Student Group

### Requirements and Responsibilities

## DEFINITION OF A “STUDENT GROUP”

A student group is defined as any recognized club, organization, or special interest group at STLCC which is directed and controlled by students and whose programs and activities are well-matched with the College’s mission, vision, and core values. The relationship between the institution and recognized student groups generates neither a contractual relationship between the College and the group, nor a property right or expectancy in the group of any sort.

**Please note:** The name, logo or symbol of student club, organization, or special interest cannot duplicate that of official STLCC branding, an existing organization or college department.

## Benefits of Student Involvement

The Office of Campus Life believes there are many benefits to student involvement. From learning new leadership and communication skills to exploring an academic interest through extracurricular involvement, being involved can create meaningful opportunities to meet new people with similar interests and to meet mentors and faculty/staff who will collaborate with you through your student interests.

## Classification & Recognition of Student Groups

Student groups shall be recognized under three categories including Student Club, Student Organization, or Student Special Interest Groups.

**Student Club – a recognized student group whose connection and affiliation are local to the STLCC community.** The constitution and bylaws of this group are reflected in and connected to STLCC specifically. Recognized “active” student clubs shall retain the right to request funding from the Student Activities Budget Committee (SABC), provide programming to the STLCC campus community, and utilize college facilities. Each student club shall maintain all rights and responsibilities outlined in this document.

**Student Organization – a recognized student group whose connection and affiliation are local to the STLCC community and a recognized regional, national, or international organization.** This group's constitution and bylaws are reflected in and connected to STLCC and affiliates. Recognized “active” student organizations shall retain the right to request funding from the Student Activities Budget Committee (SABC), provide programming to the STLCC campus community, and utilize college facilities. Each student club shall maintain all rights and responsibilities outlined in this document.

**Student Special Interest Group – a recognized student group whose connection and affiliation are local to the STLCC community.** This group, while recognized by STLCC and the Office of Campus Life, shall refrain from the annual requirements necessary for clubs and organizations. This group shall retain an active standing without seeking funding from SABC. They may hold meetings, partner with clubs, organizations, and the Office of Campus Life for programming, and may reserve spaces on campus. Each student in a Special Interest Group shall maintain all rights and responsibilities outlined in this document.

## MEMBERSHIP

All STLCC student groups shall be open to all STLCC students regardless of race, creed, disability, major, financial ability, sexual orientation, age, and sex. All student groups must adhere to the rules and procedures set forth in the club or organization's constitution, including the non-discrimination and anti-hazing requirements for membership. Active membership (excluding executive leadership and non-local travel) in recognized student groups shall be limited to currently enrolled, full-time, and part-time STLCC students. STLCC faculty and staff, while eligible for membership, may not hold an executive office position in student clubs, organizations, or special interest groups. Those people who are not affiliated with STLCC, including the general public, former students, and former employees, are prohibited from participating in student groups at STLCC.

## STUDENT CLUB & ORGANIZATION RECOGNITION

Recognition is the process through which a student club/organization receives an "active" status within the Campus Life department and the College. Only recognized student clubs/organizations can use college facilities and receive college funds through SABC. Recognition is a privilege given to student clubs/organizations that successfully complete the registration process and always comply with college guidelines.

- Clubs/Organizations apply to be recognized each academic year. The Campus Life department reviews all applications and determines recognition.
- Each club/organization must always have and maintain a minimum of five (5) currently enrolled STLCC students, where at least two (2) members have a GPA of 2.5 and at least six (6) credit hours per semester to be considered "active." Clubs/Organizations that fall below the minimum of five (5) members will be considered "inactive" and will lose all travel, programming, and funding privileges. Currently enrolled students (degree-seeking, non-degree-seeking, credit-seeking, and audit) may participate in clubs/organizations.
- Student Leadership and Executive Board membership is reserved solely for currently enrolled (degree-seeking) students with at least six (6) credit hours each semester and a minimum GPA of 2.5.
- Registration of student organizations shall not be construed as agreement, support, or approval by the STLCC, but only as recognition of the rights of the organization to exist at the college, subject to the conditions established herein.
- No club/organization shall obtain or maintain recognition that discriminates based on race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental ability, or veteran status with respect to its membership, programming, or operations.

## SERVICES AVAILABLE TO RECOGNIZED GROUPS

**Registered Club/Organization List:** The student club/organization list is a record of all the current registered student clubs/organizations. This list can be found on the Campus Life website and is updated every semester as changes in student organizations occur.

**Student Group Guides:** The Office of Campus Life provides valuable resources for student organizations and their advisors. We are happy to talk with you about detailed information regarding facilities, scheduling, advertising policies, event planning, and vendor purchasing policies.

**Publicity/Advertising:** Recognized student groups have the benefit of free publicity and advertising of their activities and events through college mediums. All flyers or other forms of advertisements/announcements must be approved by the Office of Campus Life before they can be posted on campus.

**Events Management:** CL staff members are available to assist and advise clubs/organizations and advisors on methods to manage, sponsor, advertise, and plan events.

**Event Space:** Recognized clubs, organizations, and special interest groups have access to conference rooms, tables, and other event spaces. CL staff members are available to assist with the reservations. Faculty and staff group advisors have access to reserve space on campus for meetings and events.

**Funding:** Although limited, recognized student clubs/organizations may request financial assistance from the Student Activity Budget Committee (SABC).

## RESPONSIBILITIES OF STUDENT CLUBS/ORGANIZATIONS

- Maintain active and up-to-date files with the Office of Campus Life (e.g., membership list, constitution, advisor consent, calendar of events, and general meeting times and locations).
- Participate in mandatory activities and events sponsored by the Office of Campus Life, including, but not limited to, leadership workshops, retreats, and Club Council meetings.
- Accept responsibility for the supervision and safe operation of all sponsored activities, programs, and events.
- Assure members that all promotions and advertisements for events involving the use of college property or facilities shall identify with the group sponsoring the event.
- Accept responsibility for costs associated with hosting events (e.g., security, facilities, damaged property, and cleanup), or other contingencies related to the utilization of college-owned property and facilities.
- Refrain from conducting activities or events, in which the purpose or result is financial gain for individual members or associates of the group.

- Abide by all state financial guidelines when receiving funds from STLCC or SABC.
- Comply with College policies and regulations defined in the STLCC Student Code of Conduct, the Office of Campus Life policies and procedures, and local, state, and national laws.

**Please Be Advised:**

Nothing in this document shall prohibit the Chancellor, Vice Chancellor, Campus President, Chief Student Affairs Officer, or designee from taking immediate emergency action concerning all student groups whenever the interest and public image of the College is at stake. In addition, individual members of student groups are subject to all judicial policies relating to student misconduct.

The College's policy on HAZING applies to all student groups (clubs, organizations, and special interest groups). Missouri statutes prohibit students from engaging in any kind of hazing action or situation on or off campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student club, organization, or special interest group. The hazing policy can be found at [Student Conduct Rights and Responsibilities \(stlcc.edu\)](https://stlcc.edu/student-conduct-rights-and-responsibilities).

The CL staff and leadership may suspend or revoke a student group's recognition at any time for violating any of these regulations. Campus Life can also bring charges against student groups and/or their members through the judicial system for violations of the Student Code of Conduct. Sanctions for violations of the Student Code of Conduct may result in suspension or termination of a student group's existence at St. Louis Community College.

## Part Two

# Student Group Advisor's Roles and Responsibilities



## Roles & Responsibilities of the Advisor

The advisor is an integral part of every student club/organization. As a member of the faculty/staff of St. Louis Community College, the primary functions of the advisor are to actively guide, to counsel, and to serve as a resource person. By asking appropriate questions or making insightful, informed suggestions, the advisor will assist in the personal development of students while aiding in the growth of the student group. The advisor should encourage mature thinking and responsible action that will strengthen the organization while contributing to the quality of the campus community.

It is difficult to define the specific role of an advisor to a student club/organization because the role can be structured in a variety of ways. The pattern of teamwork between an advisor and the organization must be tailored to the personalities and needs of those involved. The information in this handbook was designed to provide some guidance in developing such a relationship.

## How to Become an Advisor

1. All STLCC recognized student clubs/organizations are required to have an approved advisor who is a full-time employee of St. Louis Community College. Part-time faculty and staff members may serve as an advisor to the organization upon approval of the employee supervisor.
2. The organization is free to select any eligible STLCC employee to serve as their advisor. Upon selection, the advisor must complete and submit the Advisor Consent Form to the Campus Life department.
3. All advisors must be approved by the Campus Life staff.
4. No advisor can serve as advisor to more than one organization during any academic year, however, co-advising is encouraged.
5. This is a non-paid position. All advisors are volunteers.

## Being the Best STLCC Advisor Involves

**Justifying** - Justify your time, commitment, and efforts, as well as those of your students. If you show them that you believe in what they are trying to accomplish and help them, they will see that their efforts are worthwhile.

**An open mind** - Always have an open mind. It will make your job and the job of the student leaders who look to you for directions a lot easier.

**Support** - Advisors who provide a warm and supportive atmosphere find that students are much more willing to be supportive of others and of you. Creating support systems within the organization will invite others to join and become part of the team.

**Evaluation** - Communication is the key to any group. Advisors should take the time to provide feedback.

This will help to facilitate the sharing of ideas and solutions to problems.

**Realizing potential** - Every student and advisor can achieve the goals they set forth for the organization. Sometimes the advisor will need to help students in these endeavors, and sometimes the students may be able to do it alone. Strive to assist students achieve their potential, as well as reach the organization's goals. Sometimes a positive word from the advisor is that all the students need to inspire them to go the extra mile.

**Giving help** - Every student and advisor can achieve remarkable things, but sometimes we could all use a little help! Do not be afraid to ask for, offer, or solicit assistance if you are feeling stressed. Also feel free to advise students to contact the Campus Life department for help!

## How to Be the Best STLCC Advisor

### *General Advising*

1. Effective advisors are those who render advice, offer counsel, and serve as a resource person. Advisors should offer ideas and suggestions that students can consider. Advisors should realize that, on occasion, students might not accept his/her advice and should expect to be respectfully challenged; however, this should not be interpreted as an indication that his/her services are no longer desired.
2. Advisors should refrain from taking charge of the group, and making decisions for the group without student involvement, feedback, and agreement.
3. Advisors should attend workshops, meetings, and social events to become acquainted with members of the organization, its mission, and operations. These opportunities are designed to bring members of the group together.
4. Advisors should provide input when clubs/organizations are planning events. They should point out the difficulties inherent in the plan, suggest other ideas, and ensure that the group is following college policies. Advisors should always seek clarification from appropriate members of the Campus Life department when needed.
5. Advisors should provide constructive criticism when it is deemed necessary; however, positive organizational accomplishments should be appropriately acknowledged as well.
6. Advisors should not hesitate to contact the Campus Life staff to discuss organizational problems, changes in organizational membership, or any other concerns that may be of interest or importance to the College.

### ***Attendance at Events***

1. Advisors must approve all events hosted and facilitated by the student organization. Advisor signature of approval must appear in ALL appropriate documents related to that prospective student organizations requested activity.
2. Advisors are required to attend all approved student club activities (i.e., social events, workshops, parties, retreats, information tables, community service events). For parties, retreats and some social events, advisors are expected to attend for the ENTIRE duration of the event.
3. If an advisor cannot be present at an approved activity, he/she must submit the Event Substitute Chaperone form to the Campus Life department. This form must be submitted at least two (2) business days prior to the approved activity date.
4. Failure of the advisor or substitute chaperone to attend for the duration of the event, could result in cancellation of that activity by authorized college personnel (i.e., Campus Police, the Campus Life Manager, and/or the Vice President of Student Engagement) and suspension of the student organization for the remainder of the academic year.

### ***Liability***

It is natural for advisors to be concerned about liability as it relates to advising student organizations. To reduce risk, advisors should promote the “Reasonable Standards of Care” principles within the organization. This requires that those responsible for an event or activity know and adhere to guidelines and standards of safe conduct. Advisors are expected to ensure that they and others behave to reduce risk, thus protecting the student group and the advisor.

Below are some key considerations to know to limit potential liability issues.

1. Common negligence law states that liability can be established when there is some duty of care to the person or situation; that duty is breached; the breach results in injury, harm, or loss; and the breach is the direct cause of the damage.
2. An advisor can be found responsible for the negligence of the student organization if the advisor does not act as a “responsible competent person”.
3. No student organization or advisor can bind the university to a contract. To avoid instances of financial liability, advisors should not sign his/her name nor the school's name on agreements or contracts on behalf of their organization. This could lead to individual liability issues.
4. Advisors should pay close attention to nondiscrimination, sexual harassment, and disability laws. Within the campus environment, student organizations must adhere to these laws. Membership practices or activities that could be perceived as discriminatory are prohibited and could result in the suspension of the student organization for the remainder of the academic year.
5. The purpose of faculty/staff attendance at student functions is twofold. **First, the presence of faculty/staff members affirms the College's desire to create a meaningful co-curricular program**

**with full faculty and staff support and participation. Second**, the presence of faculty/staff members fulfills the requirements of responsible supervision incumbent upon the institution. The faculty/staff advisor assumes the role of official institution representative at the function and has responsibility for making decisions that affect the safety, welfare, and proper conduct of those in attendance.

6. The faculty or staff member who accepts the position of advisor must be aware of the responsibilities inherent in the function. It can be stated that the advisor is a college authority and is responsible for making decisions during the function that affect the safety, welfare and conduct of those attending. ***Such authority extends even to the decision to terminate the event.*** Advisors should consult with Campus Police to make the final determination with regards to the safety and welfare of others.

7. Specific decisions that might arise could relate to such matters as overcrowding, fire hazards, requests to extend or curtail the hours of the event, admission of undesirable person (s), (i.e., obviously impaired individuals) and improper use of college equipment. In these and other similar matters, the Advisor (s) will consult with Campus Police to act in the best interest of those present and the College.

8. Advisors are expected to be present at the location of the event when the scheduled building/room is first opened. Before the start of the event, the advisor should familiarize themselves with any equipment being used.

9. For events where security personnel have been secured, advisors should meet with members of the security team and discuss their duties. The number of securities required at an event is pre-determined by Campus Police and the Campus Life Manager, with approval by the Vice President of Student Engagement or designee.

10. To ward off any potential problems, it is strongly suggested that advisors remain in frequent communication with the security personnel and the sponsoring student organization during the event. In case of an emergency, such as fire, disorderly conduct or personal injury, the advisor or student group should notify the proper authorities, who will take charge of the situation.

11. If an emergency or incident of a serious nature takes place, such as a personal injury or loss of property, the advisor should prepare a written report and submit it to the Campus Life department and Campus Police the next business day.

12. At the closure of the event, security personnel and the advisor should inspect the room/building to ensure that the room is returned to its original state and that all people are out of the building or location of the event.

**PLEASE NOTE!** If neither the advisor nor the substitute chaperone can be present during an approved sponsored event, that event will be canceled.

### ***Withdrawing from Being an Advisor***

1. If at any time a student club/organization feels that it would be in the best interest of the organization to recommend a new advisor, it may do so after meeting with the Student Activities Specialist to seek mutual understanding. The final decision rests with the Campus Life department.

2. If for any reason an advisor is unable to continue to serve, they must submit a written resignation notify the student organization and submit a written resignation to the Student Activities Specialist, indicating the reason(s) why they are stepping down and the effective date. It is recommended that additional verbal explanation of resignation is acceptable for communication with club/organization leaders.

### ***Co-advising***

1. Co-advising a student club or organization is strongly encouraged for effective time management and consistent availability and participation in club/organization activity.

### ***Balancing multiple groups***

2. Faculty and staff, including part-time employees, may advise or co-advise only one group per academic year, pending approval from that person's direct manager or managing leadership.

## **What the College Expects from Advisors**

The following are provided as basic and obvious areas of responsibility. It is assumed that one who accepts the role of advisor:

- Is a current employee of St. Louis Community College and must retain this status to continue to serve as an official advisor.
- Will not accept an invitation to serve as an advisor (or continue to serve) if they are not prepared to fulfil the expectations of such an appointment.
- Assumes the advisor's role voluntarily and is expected to uphold the best interests of the College and student club/organization.
- Is interested in the student group and is knowledgeable about its purpose, programs, and constituency.
- Serves as a consultant and a resource to the members of the club/organization.
- Assists the student group in developing and achieving performance objectives and facilitating programs that will provide educational and leadership experiences for members.
- Understand the financial procedures of the club/organization and the College.
- Assures that the club/organization takes reasonable precautions in its activities to ensure that college policies and federal laws are not violated, nor the welfare of members are jeopardized.

## What Student Groups Expect from Advisors

The members of student groups need the services of the advisor. The decisions that must be made and the planning that must be made often require advice from someone with experience. Members will expect the advisor to:

1. Know them by name and show interest in them as individuals. Encourage and motivate them.
2. Believe in the group and manifest the enthusiasm necessary to help the group work towards its potential.
3. Understand the group, be aware of its constitution, and assist them in formulating goals, planning activities and programs, and improving their leadership skills.
4. Assist them with developing procedures and methods for maintaining an effective organization.
5. Guide the group in maintaining records, facilitating, and managing meetings, adhering to established college financial procedures, and evaluating group projects and individual performance.
6. Encourage and support them during challenging situations. Be available when emergencies arise and when necessary, serve as a conflict management mediator.
7. Attend/participate in regularly scheduled meetings, programs, and activities of the organization. Encourage members to attend these activities as well.
- 8. Sign all required forms and paperwork. The advisor's signature must be on all appropriate documents. No activity will be scheduled without prior approval from the advisor.**
9. Be in attendance for the duration of organizational events, both on and off campus.
10. Refrain from taking charge of the group, and making decisions for the group without their involvement, feedback, or consent.
11. Be aware of resources at the College and within the surrounding community.

## What Advisors Expect from Members

For the advisor to serve effectively, the members must also meet certain expectations. The advisor should expect members to:

1. Keep them informed of all activities, meeting times, event locations, and agendas. Provide them with copies of meeting minutes and any other materials sent to the membership.
2. Meet regularly with the advisor to discuss all plans, potential problems, and changes in membership.
3. Develop and use good records and sound financial procedures. Adhere to all college policies and guidelines.
4. Do not commit the advisor to any event, meeting, etc. without their consent. A group must not assume an advisor will attend events or continue to serve as their advisor unless the advisor has agreed to.

## Characteristics of a Good Advisor

AWARE	Always know what is happening with the group, including problems, calendar of events, meeting times, etc.
DEDICATED	Be willing to assist the organization when necessary. Enjoy being associated with the group and is involved.
VISIBILE	Attends meetings, social functions, and other special activities of the group.
INFORMED	It is familiar with the rules, policies and regulations of the College and the constitution of the organization.
SUPPORTIVE	Provides encouragement and praise to group members.
OPEN-MINDED	Is willing to consider current ideas and approaches.
RESPECTED	Is trustworthy and honest. Demonstrates a genuine interest in the group.

# Part Three

## Administrative

### Policies and Procedures



## STUDENT LEADERSHIP REQUIREMENTS

Students serving as members of the Student Organizations Executive board or student leadership positions (President/Chair, Vice President/Co-Chair, Treasurer, Secretary, etc.), must maintain 2.5 grade point average or higher and enroll in six (6) credit hours per semester or more during the academic year in which they are in office. If the GPA falls below 2.5, they forfeit their leadership position.

All STLCC student groups shall be open to all STLCC students regardless of race, creed, disability, major, financial ability, sexual orientation, age, and sex. All student groups must adhere to the rules and procedures set forth in the club or organization's constitution, including the non-discrimination and anti-hazing requirements for membership. Active membership (excluding executive leadership and travel) in recognized student groups shall be limited to currently enrolled, full-time, and part-time STLCC students. STLCC faculty and staff, while eligible for membership, may not hold an executive office position in student clubs, organizations, or special interest groups. Those people who are not affiliated with STLCC, including the general public, former students, and former employees, are prohibited from participating in student groups at STLCC.

## CHANGE OF OFFICERS DURING THE ACADEMIC YEAR

When new officers are elected, appointed, or there is a change mid-year, organizations must complete a new *Organization Officer and Membership Form* and submit it to Campus Life. If a new officer is selected after the mandatory Student Organization Summit, it is the responsibility of the new officer to thoroughly review the Student Club Handbook to learn important regulations related to successfully running an organization. New officers are also encouraged to visit Campus Life if there are any questions or concerns, and to work closely with the organization's advisor, who is knowledgeable about the organization and college policies.

## ADVERTISING

### ORGANIZATION PUBLICITY

Student organizations are permitted to create promotional materials that will be placed on bulletin boards on the campus of STLCC.

- Fliers and posters may be hung throughout campus in approved areas only.
- All materials for posting must first be approved by CL staff (no longer MarCom).
- Please submit the link or version that may be edited prior to approval.
- Fliers for parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug use.
- Materials of an explicit sexual, demeaning, or degrading nature are prohibited.
- The sponsoring organization must be clearly indicated on the flyer. When withholding the organization's name is a part of the promotional strategy, the Office of Campus Life must be informed.
- No more than one sign concerning the same event or containing the same information may be posted at any one time on any one bulletin board by a person/organization.
- Signs, announcements, bulletins, and any other types of material must not be affixed to trees, pillars, doors, walls, windows, or any other area or surface.

- Postings not approved by the appropriate college personnel will be removed and discarded immediately (STLCC is not responsible for any postings removed due to violation of these guidelines).

**Please Note:** Student groups that do not adhere to this policy will be subject to the following disciplinary actions:

- First offense                      Written warning.
- Second offense                  Loss of posting privileges.
- Third offense                    Loss of recognition.

### **DISTRIBUTION OF RELIGIOUS AND POLITICAL MATERIALS**

Distribution of religious and political materials by student groups on the STLCC campus is permitted if approval has been obtained from the Office of Campus Life. However, at no time will the distribution of religious and political material interrupt the academic process or violate the College policies on Title IX and nondiscrimination.

### **BANNERS**

Registered student organizations can reserve space on campus to hang banners. The Office of Student Life must approve reservations.

## LOCAL AND NON-LOCAL TRAVEL

A pre-travel meeting is required for both local and non-local travel with the Student Activities Specialist, club advisor and club President/Vice President/designee. Students wishing to travel with a student club/organization must have a 2.0 GPA or higher and are currently enrolled in at least one credit hour. GPAs will be verified via Campus Life. Students with GPA under 2.0 at the time travel forms are submitted will not be able to attend. Non-Local travel forms must be submitted, a minimum of 10 weeks before the first day of travel. Local forms must be submitted at least 4 weeks before travelling. Once forms are submitted to Campus Life, no additions can be made.

*Newly formed clubs/organizations must be active for one academic year to be eligible for non-local or overnight travel. Local travel opportunities are approved for new clubs/organizations.*

*Unless approved or specially arranged, clubs/organizations may take advantage of one non-local travel opportunity per semester (two per academic year) using SABC funding.*

### **Student Club/Organization Travel Protocol and Procedures**

\*For travel outside of St. Louis (City and County), Jefferson, Franklin, St. Charles, Missouri and Madison, St. Clair, and Monroe Counties in Illinois

St. Louis Community College is an educational institution that recognizes the importance of co-curricular education and events. In accordance with Administrative Procedures G.16.4 Travel and Off-site Activities, these procedures apply to trips sponsored by the Campus Life office and student clubs and organizations.

No travel accommodation and reservations can be made until all pre-travel paperwork has been submitted and approved by the Campus Life Office, Student Engagement Leadership, and Budget Manager. Pre-travel paperwork will NOT be processed if the Student Club/Organization budget account does not have sufficient funds to cover the costs of travel, at the time of submission.

### **Advisor Responsibilities**

A College advisor or athletic coach must accompany students for any College sponsored travel.

The Club/Organization Advisor is responsible for the completion and submission of all pre- and post-travel paperwork, receipts, and expense reports in a timely manner.

The Club/Organization Advisor is responsible for determining AND securing the appropriate number of approved drivers to arrive at their intended destination should transportation by automobile/van be the selected mode. ALL Advisors and Drivers are expected to know and adhere to the "Operation of a College Vehicles" Board Policies. (*Administrative Procedure C.31 and Board Policies C.31*).

Access the form here: [Request to Operate A Vehicle](#)

### **Student Responsibilities**

Each Club/Organization must submit to Campus Life the Detailed Student Cost Breakdown of the students who intend to travel. Non-Local and overnight Local travel is limited to five students and club advisors. Preference should be given to club leadership but can be substituted at the club's discretion.

Students seeking to travel must have a 2.0 cumulative grade point average or higher. Campus Life will verify all students' academic statuses to ensure that all students qualify to travel and attend the event.

Students who do not have a GPA must wait until the following semester when the GPA is reflected on their academic record.

All participants must sign a release form. The student organization responsible for scheduling or sponsoring a field trip or travel activity will arrange for completion and collection of the signed release forms. Refusal to sign a release form may result in denial of participation in the travel activity.

Following approval, all travel accommodation must be made through the Campus Life Office and the club advisor. Students who sign up to attend a trip then fail to attend at the last minute (outside of documented sickness or extreme circumstances) will be disqualified from taking a trip for one academic year (i.e. fall to fall or spring to spring).

#### **Transportation**

**College Vans are no longer available.** A cost optimization (*STLCC Trip Optimizer Worksheet*) must be submitted for Enterprise Rental. Access the form here: [Enterprise Rental](#)

Drivers must be pre-approved through Risk Management and are not allowed to drive for longer than 5 hours in a 24-hour period (*Administrative Procedure C.31 and Board Policies C.31*).

#### **Meals/Per Diem**

A per diem payment will be made to travelers on overnight travel status for meals and incidental expenses. Meal and incidental per diem rates are set by the IRS, published by the General Services Administration (GSA) for CONUS (Continental United States) and may be found at [GSA Per Diem Rates](#). The applicable rate page must be included in the request for reimbursement. The first and last day of travel rates are provided by the GSA and differ from rates for other travel days.

Students will be able to pick up their cash per diem three days before the first day of travel from the business office on their respective campus.

Meals included in conference registration or hotel breakfast are deducted from the meal and incidental allowance at the per diem rate. **Receipts are NOT required for advisors.**

Meals for non-local travel that do not include overnight accommodation will not be reimbursed in accordance with IRS guidelines. For additional guidelines, please see *Administrative Procedures C.8*.

#### **Required Travel/Conference Forms for Student Club/Organization**

**Before any trip is approved, all forms must be submitted to the Campus Life office at least 10 weeks before scheduled travel. The College will not be responsible for, fund, or acknowledge students who travel on their own, and the use of the College's name will not be permitted.**

Local Travel- Travel forms that do not require overnight stay must be submitted 4 weeks from the first day of travel into the Campus Life office. There can be concessions based on the campus and location of travel.

#### **BEFORE TRAVEL**

1. Submit a *Request for Travel Authorization Form* for the Club/Organization Advisor

- a. Please have all appropriate Supervisors sign the form before submitting it to the Campus Life Office.
  - b. Access the form here: [STLCC College Forms](#)
2. Submit a *Student Detailed Cost Breakdown* Form, including a list of all students planning to participate in travel.
  - a. Must Include full name exactly as it appears on State ID
  - b. Must Include students' A-numbers.
  - c. If flying, you MUST include each individual student's date of birth.
  - d. Please include the following when submitting the form
    - i. Itinerary from Hotel, Museum, Theatre, etc., regarding admission fees/ticket prices, mileage, parking, ride sharing estimates.
    - ii. Registration forms for all attendees of the conference
    - iii. Airfare Information for everyone who is traveling (when applicable).  
Airline tickets must be refundable. The ticket must be a tier above the base ticket (i.e. "Just Want to Get Away" on Southwest).
  - e. Access the form here: [Student Detailed Cost Breakdown](#)

Submit a *Release & Waiver of Liability Fieldtrip* form, found here: [Field Trip Waiver](#)

4. If you drive, submit a *STLCC Trip Optimizer Worksheet*. Enterprise Rental Drivers must have an Approval to Operate a College Vehicle on file with Jana Kell at Corporate College.
  - a. *Request for Approval to Operate a College Vehicle* (required for vehicle rentals through Enterprise). Access the form here [STLCC College Forms](#)
  - b. Complete the *STLCC Trip Optimizer Worksheet for Enterprise Partnership* form found here: [Enterprise Rental](#)
  - c. STLCC covers rental insurance. No additional insurance is required when renting a vehicle for student travel.
5. Submit an itinerary/description of conference and/or educational event to substantiate use of college student funds. Description must include a list of the Student Learning Outcome(s).
6. Submit the *Trip Chaperone Agreement* form, found here: [Chaperone Agreement for Off Campus Travel](#)
7. Submit the *Student Behavioral Guidelines and Contract*, found here: [Student Behavioral Guidelines Contract](#)
8. Submit the *Emergency Contact Information for Student Clubs/Organizations* form found here: [Emergency Contact Form](#)

**Please note:** Once submitted to the Campus Life Office, forms will be forwarded to (1) the Manager of Campus Life, (2) the Vice-President of Student Engagement, and (3) the Student Affairs Budget Manager for approval. The Campus Life Office will notify the Student Club/Organization Advisor that the travel request has been approved. At that time, and not before, the Club/Organization can move forward with preparing for hotel lodging and transportation.

#### **AFTER TRAVEL (No Later than Seven (7) Days AFTER Travel)**

1. Advisor submits completed *Expense Report* and submits ALL supporting documentation to the Campus Life office:

- a. All receipts for gasoline, parking, or ground transportation (taxis, trains, subway, etc.)
  - b. Access expense report (local and non-local): [STLCC College Forms](#)
2. **No later than seven (7) days after the trip**, an expense report must be filed by the Club/Organization Advisor, detailing all the costs for the advisor. Receipts for all hotel rooms, meal allowances, attraction tickets, and parking fees must be included (if “PAID INVOICE” has not already been received by the College).
3. Hotel reservations must include the establishment’s name, address and contact information, Missouri hotels/lodging should not charge state tax but can charge city or occupancy taxes. Out-of-state hotels may choose to waive state tax, but the Club/Organization Advisor should determine this when booking the rooms.

### ***Pre-Travel Engagement***

SABC is a central custodian of student activities fees. To increase engagement and awareness, clubs and organizations who travel, either local or non-local, are required to engage with the campus community on learning outcomes and benefits of the travel prior to traveling. This can be accomplished in a variety of unique and creative ways including (but not limited to):

- Poster presentation
- Lunch and learn.
- Information tabling
- Contributing to an event
- Demonstration of newly acquired skills.

While the College supports student travel and recognizes such an enriching experience, student travel is a privilege provided to student groups and members who are active participants with the campus community and the academic process.

## **EVENT/PROGRAMS AND ACTIVITIES**

Event requests must be submitted to the Campus Life Office a minimum of fourteen business days before the event that will host a capacity of fifty people or less. Events requiring detailed setup must be submitted 8 to 10 weeks (about 2 and a half months) in advance and a pre-event meeting scheduled with the Campus Life team. Events that will be held off campus with more than 50 people must be submitted at least 6 months in advance and a pre-event meeting with the Campus Life Manager. Quotes from three locations must be submitted at the time of the meeting.

## **OFF CAMPUS ACTIVITIES & PROGRAMS**

Clubs/Organizations must get approval from Campus Life to host an event, program, trip, or attend a conference off campus. All requests are to follow the same process as at campus events.

## DUES

Student clubs/organizations are permitted to charge dues from participating members as a requirement for membership in the student organization. All guidelines related to dues must be clearly stated in the organization's constitution, and all monies collected must adhere to the policies and procedures outlined by Campus Life.

## FINANCIAL REQUESTS

All financial requests must be submitted via the online SABC (Student Activities Budget Committee) form, which can be found on the Student Clubs and Organizations webpage. Requests must be at least 3 weeks or 15 business days before the funds are needed. This pertains to local campus programming.

## USE OF THE COLLEGE NAME AND LOGO

The STLCC logo and colors may NOT be used by student organizations on promotional materials, however, provided that the following guidelines are followed clubs/organizations may adhere to:

- The STLCC logo and colors must not be rekeyed, redrawn, re-proportioned, or modified in any form.
- Club/org. Logos may be redesigned. All redesigns must be approved by Campus Life prior to publishing or use.
- Logos and colors must always be in accordance with college guidelines.
- The STLCC logo and colors cannot be used in conjunction with the promotion of alcohol, tobacco, or drug products.

Detailed guidelines can be found at [Marketing and Communications \(stlcc.edu\)](http://stlcc.edu/MarketingandCommunications)

## FUNDRAISING

### Fundraising/Selling

Fundraising is defined as any solicitation that includes, in kind goods and services, the sale of goods and services that is intended to benefit a recognized student organization. Prior approval from the Campus Life office and Saint Louis Community College Foundation is required. The club must provide a written description of the proposed fundraising activity, the organization that will benefit from the fundraiser, and how the funds will benefit the organization. Student organizations are only permitted to fundraise on behalf of a 501 (c) (3) organization. One Hundred percent (100%) of the funds raised must be donated to the selected Nonprofit organization or Saint Louis Community College Foundation in the form of a scholarship.

Clubs/Organizations must seek prior approval for all fundraising within the first eight weeks of the fall semester. This applies to the entire academic year.

Club cannot request/receive SABC funds to purchase items for fundraisers i.e.: poster board, t shirts, prizes, raffle items, etc. Club advisor and/or members will not be reimbursed for purchasing items for fundraisers. Food/candy sales are prohibited.

All sales must be electronic; no cash or checks will be accepted. Electronic payment methods must be created and managed via STLCC business office on clubs' respective campus. All fundraised money will be held in a business account and will be directly distributed to a preselected Non-Profit organization.

Previous funds provided by SABC cannot be used for fundraising activities.

## MEDIA OUTLETS

STLCC requires that all contact with the media be arranged through the Marketing and Communications department. They will collaborate with your club/organization to effectively attract and work with the media.

## SOCIAL MEDIA NETWORKS

Student organizations are encouraged to use social networks such as Facebook, Twitter, YouTube, Instagram, etc., to promote their events and programs. Discord is not a recognized social Media outlet that STLCC clubs can utilize.

In doing so, student clubs/organizations should create accounts under the name and likeness of their respective groups. At no time will clubs/organizations be permitted to use social networks in a way deemed derogatory to any on-campus or off-campus entity. Additionally:

- Messages that violate college policy, local, state, and federal statutes are prohibited.
- Messages of explicit sexual nature are prohibited as well as information, which may be viewed as demeaning or degrading to a person or group of people, are prohibited.
- Use of the network for the solicitation or sale of items is prohibited.
- Announcements about APPROVED parties or events may not refer to or promote alcoholic beverages, tobacco products, or drug use.

The above guidelines apply to student clubs/organizations collectively and individually. This means the club/organization will be held responsible for violations committed by individual members.

## VENDOR REQUESTS & PURCHASES

Student clubs/organizations are allowed to purchase goods and services from those vendors that have been approved through the college process. Campus Life will serve as liaison between the vendor and the student club. Campus Life will assist you with obtaining quotes, approving artwork, sending payment, and receiving shipments. **Students cannot sign contracts on behalf of the College and are not allowed to personally enter purchasing agreements or receive shipments.**

**Please Note! Students and advisors will NOT be reimbursed for purchases made or money spent on items on their own. All purchases MUST be made through the Campus Life Office from college-approved vendors. Campus Life must approve all club/org spending and purchases. Approved exceptions may apply and will be vetted and approved by the Student Affairs Budget Manager and College Finance.**

## RECORD KEEPING

All student groups are encouraged to keep good records. These may include minutes, records relating to programs, scrapbooks, flyers, historical records, financial records, reports, and evaluations. Not only should these be maintained, but they should also be reviewed and catalogued in some fashion.



**Finances**

Clubs/Organizations receiving funds from the College must maintain records. All members should be familiar with the procedures and policies related to budget requests.

**Constitution**

The constitution is the document that maintains the structure and procedures of the club/organization. All clubs/organizations must review their constitutions annually. When changes are made, copies of the revised constitution must be submitted to the Campus Life department.

**SABC Funding Terms and Penalties**

Clubs and organizations, in good standing, are encouraged to request funding from the Student Activities Budget Committee (SABC) for operating needs, programming support, and travel support. Please be advised that each campus SABC will determine an annual funding limit per club/organization for programming and club/organization activity. This limit does not include travel funding requests.

Requirements to maintain good standing include:

- Regular participation in club council/general assembly meetings is encouraged. Missing two meetings without communication may result in falling to “poor standing.”
- Regularly submitting reports.

Penalties for falling below good standing include:

- Student groups may only receive up to 50% of SABC funding requests.

## Part Four

### Additional Tools

## Maintaining Membership

It is the job of the president of a club/organization to be aware of member's needs, feelings, and interests. People join groups for a host of reasons, including a sense of belonging, creative outlets for their talents, experience in planning and programming, and service to the community to name a few. If the group's leader is aware of the member's interests, he or she can direct their talents to tasks of the club/organization that are most rewarding for them. The president must not be afraid to trust members with organizational responsibilities.

Responsibility must be delegated. A president cannot run a club/organization alone. Committee members have the energy to keep the club/organization moving forward; therefore, their talents and ideas must be trusted and respected. To keep members motivated, keep the following ideas in mind:

- Delegate committee tasks according to each member's interests and enthusiasm.
- Be honest. Tell everyone what is expected of them. If you need to offer criticism to anyone, do it privately, and be sensitive so as not to embarrass anyone.
- Be sure that you offer praise when a job is done correctly, timely, and creatively, etc.
- If you have made a mistake, admit your error. Ask for advice. Your frankness will reflect a positive leadership attitude.
- Reward excellent work. Praise, when used genuinely, will encourage performance. Throw an appreciation party for your members after you have sponsored a successful event.
- When assigning tasks, try to equalize the workload among members. Ask everyone to take turns doing less popular jobs such as set-up and clean-up.
- If you have lost some members, try sending an update about what is going on and what needs to be planned. Invite everyone to your next meeting. You might plan to serve refreshments or whatever you deem appropriate.
- If you need some members with specific talents such as advertising, budgeting, writing, and graphic design, advertise your membership openings in appropriate departments.
- When trying to tell others about your organization, it is to your advantage to have complete and accurate facts so they will not be disappointed after joining. The easiest way to do this is to compile an Organizational Profile or Organization Fact Sheet and give a copy of the information to everyone who will be recruiting for the organization. The answers to the questions should be as accurate as possible, so you may want to check your constitution and by-laws for consistency.

## Clues on Being an Effective Group Member

Discussing problems is sometimes difficult. Emotions often become involved to such a degree that our attitudes become biased. Wise group decisions are important but are difficult to make.

Some studies of group behavior suggest the following for effective group leadership and productive membership:

- Speak your mind freely but always be polite and respectful of others. The monthly meeting is your chance for you to say what you think.
- Say it! Do not fight over the ownership of ideas.
- Once you have given your idea to the group, it becomes group property. Do not argue about it, just because it is yours.
- Listen thoughtfully and critically to others. Try hard to get other views.
- Do not accept ideas which seem unsound but remember to respect different points of view.
- Do not monopolize the discussion. Make your point in a few words and then pass the ball to someone else.
- Do not let the discussion get away from you. If you do not understand where it is going, say so.
- Take part in friendly disagreement. When you are on the other side of the fence, say so and tell them why. But do it in a friendly way.

## Mutual Support and Collaborative Success

**Collaboration** – you are encouraged to collaborate with other clubs, organizations, and campus community partners. Collaboration supports leadership, networking and social opportunities, task completion, and goal setting. Collaborative efforts include mutually planning events, competitions, sharing ideas, or working together for a charitable cause.

**Sponsorship** – you are encouraged to sponsor or seek sponsorship in collaboration with clubs, organizations, and campus community partners. Sponsorship provides support through financial means or providing products, goods, and services for an event or endeavor.

**Contact us. We are happy to help.**

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