

STUDENTS CLUBS & ORGANIZATIONS HANDBOOK

*Believe
Belong
Become*



ABOUT

The Student Government Association provides self-government for the students of the college. The association is divided into the Executive Board and the Senate. The Executive Board consists of the student body president, vice-president, secretary and treasurer. The Senate is made up of elected and appointed representatives from curriculum divisions and representatives of student clubs and organizations.

The Student Government Association is responsible for initiating policies and developing programs for the general welfare of the student body. All campus clubs and organizations are approved through the Student Government Association. Participation is open to all students without regard to race, sex, age, creed or national origin.

Thank you! We are so excited that you have chosen to be an active part of the Alamance Community College campus community.

PURPOSE OF HANDBOOK

This handbook will serve to answer basic questions about clubs & organizations, policies, procedures, and your role as an Alamance Community College Club & Organization.

SGA oversees monies from student activity fees and uses those funds to create events, programs, and other engaging activities for students on our campus. To make these programs successful, SGA needs the input of your clubs & organizations and your leadership skills.

Per the SGA Constitution, each club is required to send a representative to SGA meetings.

This representative has the ability to vote on the behalf of the club in SGA meetings.

We appreciate all our student organizations and everything you do to make them successful on our campus!

Thank you,



Allison B. Dove
Coordinator of Student Activities
Alamance Community College



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SGA MEETING GENERAL BOARD SCHEDULE

Meetings will be offered face to face and virtual.
Get involved!



ACC GUIDELINES ON STUDENT CLUBS AND ORGANIZATIONS

College's policy regarding student clubs and organizations:

Alamance Community College supports student participation in organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the Vice President for Student Success or designee. Organizational goals should support the interest and goals of the institution. All approved club requests must be approved by the Student Government Association (SGA) before they will be allowed to hold meetings.

Organizations will not discriminate on the basis of race, color, religion, creed, political affiliation, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local anti-discrimination laws (VI A1 – Equal Opportunity Policy).

Organizations must be self-supporting. The SGA will assist the formation of an organization with seed money and organizations may request SGA funding for each fiscal year. However, SGA does not have adequate resources to fund all requested organizational activities and functions. Joint SGA and organization activities can, however, be requested. SGA decisions regarding allocations to student organizations shall be viewpoint neutral; that is, monies will be allocated fairly without regard to furthering or suppressing speech based on opinion or content. Written criteria for allocation shall be used for decisions, and the criteria will be communicated to student organizations. Written criteria may be obtained from the Student Activities Coordinator or see page 13. All organizations must have an advisor who is an ACC employee willing to supervise and participate in activities.

Organizations may not enter into contracts for goods and services without the express permission of the ACC advisor and Vice President for Student Success or designee.

Organizations must maintain their financial account with the college business office. Accounts may not be maintained with external banks (NC GS 115D-58).

Organizations must conduct all fundraising activities in accordance with the college fundraising policies outlined by the Alamance Community College Foundation.

Organizations that do not hold formal meetings at least once per semester may be terminated by the SGA Advisor / Vice President for Student Success. Such organizations will then be required to request reorganization to begin holding meetings.

Any organization that allows illegal or otherwise improper activities or behaviors will be terminated by the Vice President for Student Success. Consequently, requests for reorganization would be required.

Organization activities to include but not limited to cookouts, forums and other supported activities must be sanctioned by (1) the club advisor, (2) the SGA / SGA advisor, and (3) the Vice President for Student Success or designee.

All major activities will require an outline of events to include a budget, if appropriate, and be submitted to the SGA Advisor and Vice President for Student Success for approval no later than two weeks prior to the event. Activities that include community participation may require a detailed synopsis and budget to be submitted to the SGA Advisor and Vice President for Student Success no later than one month prior to the event.

ACC GUIDELINES ON FUNDRAISING

Definition: Fundraising includes any solicitation of a monetary gift, a gift of property, a discount, etc. for the benefit of Alamance Community College, a student organization, a charitable group or for a cause adopted by students, staff and/or faculty.

Fundraising by College Organizations Students, employees, organizations, and groups on campus that wish to engage in a fundraising activity or solicitation must notify the Student Activities Coordinator prior to the proposed activity. All major student fundraising projects, whether for a college-based cause or a non-ACC effort, must have the approval of the faculty/staff advisor of the organization, and the Director of Student Activities who will consult with and inform the Vice President for Institutional Advancement.

If the fundraising activity or solicitation is deemed to be in conflict with the fundraising activities of the College or Foundation, the Vice President for Institutional Advancement will meet with the group or individuals to resolve the conflict and reach a mutually agreeable solution.



Once all requirements are met and SGA has approved a club/organization, the group will be a recognized club/organization at Alamance Community College and will have access to request funding from SGA. Any group that has not met these requirements will not be recognized and will not be allowed to hold meetings on ACC's campus. Organizations are required to submit renewal forms at the start of each academic year.

CREATING A NEW CLUB & ORGANIZATION

Alamance Community College has many great organizations, but perhaps you don't see one that meets your interests. If not, we suggest starting a new one! When creating a new club/organization there are a few steps that students need to follow.

- Meet with the SGA Advisor/Student Activities Coordinator about the proposed club.
- Find a minimum of 8 interested students who are currently enrolled at Alamance Community College and secure their names and contact information.
- Identify a faculty/staff member who will agree to be the advisor for the proposed club.
- Complete all requirements of the new club application form. In addition, develop a set of bylaws/constitution. Your bylaws are the guidelines by which your organization operates. These forms should be submitted to the SGA Advisor/Student Activities Coordinator for review.
- Once the completed application has been submitted, a meeting will be conducted between the Student Activities Coordinator, the faculty/staff advisor, and the applicant.
- The faculty/staff advisor and the applicant will present the proposed club to SGA for approval.
- Final approval for all organizations will come from the Vice President of Student Success, the Student Development Committee, and other college administrators.



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THE ROLE OF THE CLUB & ORGANIZATION

Clubs & Organizations are an important part of Alamance Community College. We are excited about your interest in student organizations and clubs. Student organizations and clubs also provide a valuable service to students by providing them with leadership development opportunities, community service, public service, and cultural enrichment. Agreeing to charter, lead, or be a member of a club means you accept the responsibility to be knowledgeable about college policies and procedures. Responsibilities include planning, implementing, and evaluating club activities. Feel free to contact Earl McBride, Parliamentarian/Club & Organization liaison for any questions or concerns.

OFFICER RESPONSIBILITIES

President: The role of a club President is to preside over general meetings, approve and sign all official club documents (check requests, purchase orders). He/she should be present or have a representative at all Student Government Association (SGA) meetings and be aware of all SGA sponsored meetings and events.

Club Representative: Must be present at all SGA meetings, represent your club by voting or making a motion and keep club executive board and club members updated on all SGA business decisions. Monthly reports are a requirement and must be submitted at the monthly SGA meetings. Club reports must be detailed; outlining club events, meeting dates, upcoming projects, and any other relative information.

Secretary/Treasurer: He/she must maintain monthly detailed minutes and submit at each SGA General Board Meeting. Must also work directly with Club Advisor to be aware of the club finances.

THE ROLE OF THE ADVISOR

Club advisors play a unique and critical role in assisting student organizations. Club advisors accept the responsibility to be knowledgeable about college policies and procedures. Responsibilities include supporting students with planning, implementing, and evaluating club activities. However, club advisors are not responsible for the daily operations of the club. The students are solely responsible. Club advisors should be both accessible and interested. They should provide whatever guidance an organization or its members might seek.

Advisor Responsibilities:

- Attend Advisor Training
- Attend all organization meetings
- Assist in recruiting and promoting
- Recruit and promote organization members
- Plan meetings with officers (i.e. prepare agenda, reserve rooms, etc.)
- Promote leadership and responsibility
- Plan calendar of events with the organization
- Delegate tasks and assignments to Club & Organization members
- Coordinate conferences and field trips
- Supervise - make sure that assignments are being completed; follow-up
- Evaluate the effectiveness of Club & Organization members and organization projects; make suggestions for improvement

HOW TO MAINTAIN GOOD STANDING AS A STUDENT CLUB & ORGANIZATION

- Complete the Alamance Community College Student Government Association Club & Organization
- Form (yearly). Receive approval for active status from the Student Government Association and the
- Coordinator of Student Activities.
- Submit an updated constitution for the ACC Student Government Association and Coordinator of
- Student Activities by September 13th.
- Have an organization advisor who is a full-time faculty or staff member at ACC.
- Have at least eight student members who are registered curriculum students at Alamance Community College.
- Elect a President and Executive Board that meets the needs of the Organization & Club. All officers must be currently enrolled and meet satisfactory standards of the college.
- Comply with Alamance Community College regulations and the ACC Student Code of Conduct.
- Provide Club & Organization programming.
- Participate in SGA sponsored Club & Organization events.



CLUB FINANCIAL INFORMATION

Clubs must maintain their accounts with the business office of ACC. No off-campus accounts are permitted.

The following is information about club/organizational accounts: Acquiring Club Funding from SGA: Clubs are to be self-sustaining per the ACC student club/organization policy in the SGA constitution. As a general rule, SGA does provide seed money for new organizations and recurring funding to clubs each academic year. However, this is not required of the SGA.

Each campus organization has two accounts: SGA Account and Club Account.

SGA Account

Funding for the SGA Account is designated from SGA and can be used for a variety of club expenditures, both on and off campus. Money for the SGA account is approved per event and based on the availability of funds provided the organization meets the requirements for good standing. These monies do not carry over from year to year. Any remaining funds at the end of the year roll back into the general SGA budget. The Alamance Community College SGA will accept budget requests. The SGA will review the requests and ensure their decisions regarding funding are viewpoint neutral. When a surplus is available, student organizations may apply to receive additional funding from SGA.

Club Account

Funding for the Club Account is generated through fundraising efforts or membership dues. Since no off-campus banking is allowed, this account will serve as your primary account for transactions and deposits. The Club account is the organization's personal finance account with the college. In this account, money carries over from year to year, and all club deposits should be made into this account. Club Advisors should not keep large sums of cash in their office.

When you are submitting your funding request, please include the following:

- A calendar of events/activities that your club will be hosting/participating in throughout the academic year.
- A Club & Organization Form
- A tentative budget request

All clubs and organizations should plan for at least one community service project and one campus event per semester.

Once these documents have been submitted, SGA will review all budgetary decisions during the first SGA meeting of the semester. Once the budget is approved by the delegation, final approval must be acquired from the Vice President of Student Success, before ultimately being submitted to the business office.

Using Club Funds: To request the use of funds, please use the requisition forms provided to the club advisor by the business office.

The ACC 61 is the form that clubs and organizations use to access money in their Club Account. The form should be completed fully, and include the original receipts and signature from the club advisor. The account numbers are typically in the following format: 09-775-00-XXXXXXX-67600.

Documentation: Be sure to attach appropriate documentation to all requisition forms. This could include receipts, invoices, billing statements, contracts, or minutes from your meeting.

Documents to submit to the business office to request use of funds:

- Requisition form (ACC 61)
- Supporting documentation (This could include receipts, invoices, billing statements, contracts, minutes from your meeting, or any supporting documents for purchasing an item such as a quote)

** If requesting travel reimbursement, please use the travel forms found in the Employee forms and publications section of the College website.*

Receipting/Depositing funds: When money is received by a club/organization by way of fundraisers or events, it must be deposited in the Club Account immediately by an officer or advisor of the club/organization. When money is deposited into the account, the business office will issue a receipt.

HOW TO EARN & REQUEST SGA FUNDS

Earning SGA Funds

Earn \$125.00: Must submit all Club & Organization documents and participate in SGA sponsored events by September 13th.

- Club & Organization Form
- Club Constitution and/or Bylaws
- Attendance at Club & Organization Training – September 14th
- Participation in Club Carnival – September 18th

Earn additional \$100.00 per semester: Must attend all SGA General Board Meetings.

Funds are to be distributed at the beginning of the following semester.

REQUESTING SGA FUNDS

Be a recognized ACC Club & Organization in good standing.

Event must be open to all students.

Event must be in line with ACC Student Success initiatives and Student Activities Goals.

- Foster a culture of student activities and leadership
- Support the campus community
- Support an inclusive campus environment
- Support community and civic engagement initiatives

REQUESTING CLUB & ORGANIZATION FUNDS

Club Account (ACC 61)

Funding for the Club Account is generated through fundraising efforts or membership dues. Since no off-campus banking is allowed, this account will serve as your primary account for transactions and deposits. The Club Account is the organization's personal finance account with the college. In this account, money carries over from year to year, and all club deposits should be made into this account. Club Advisors should not keep large sums of cash in their office.

TRAVEL GRANT REQUEST

Travel grants are available to help Clubs & Organizations that do not have sufficient funds to cover the costs of travel to conferences or compete in regional or state competitions. Please consult the Coordinator of Student Activities when applying for a travel grant.

**Application must be submitted 4 weeks prior to travel*

Club & Organization Tier Requirements

Tier 1- Maximum of \$1,500

- 15 or more active members. All members must be involved in meetings, campus, and community service projects
- Active Senate Representative (absent no more than 2 consecutive SGA meetings)
- Attend monthly club meetings
- Submit accurate club meeting minutes, attendance records, and sign in sheets
- Complete Campus Service Project (8 hours)
- Complete 1 SGA sponsored event
- Raise 10% of funds requested

Tier 2 - Maximum of \$1,000

- 10 or more active members. All members must be involved in meetings, campus, and community service projects
- Active Senate Representative (absent no more than 2 consecutive SGA meetings)
- Attend monthly club meetings
- Submit accurate club meeting minutes, attendance records, and sign in sheets
- Complete Campus Service Project (6 hours)

- Complete 1 SGA sponsored event
- Raise 10% of funds requested

Tier 3 - Maximum of \$500

- 8 or more active members. All members must be involved in meetings, campus and community service projects
- Active Senate Representative (absent no more than 2 consecutive SGA meetings)
- Club must meet at least twice a semester
- Submit accurate club meeting minutes, attendance records, and sign in sheets
- Complete Campus Service Project (4 hours)
- Complete 1 SGA sponsored event
- Raise 10% of funds requested

Travel Grant Documents

All documents listed in this area are required for travel. Documents must be submitted through DocuSign found on the SGA Moodle page.

- Event Registration Form or Conference Agenda
- Event Agenda
- Hotel Reservation Confirmation Form
- W-9 for Sponsoring Organization (Completed & Signed)

Student Meal Allowance

Meals are not funded by travel grants. Only club funds can be used. Students and club advisors must sign form indicating they received the allocated amount for meals not covered by the conference.

HOW TO FIND FORMS

On google drive.



Club & Organization Form

Please complete this form to be recognized as an active 2018 - 2019 Alamance Community College.

*Active student clubs and organizations are required to have 8 ACC active student members. After completion of this form please submit your updated constitution and/or by-laws.

Name of Club/Organization: *

Short answer text

List of 18-19 Executive Board Members: *

Long answer text

Name of Club Representative *

Short answer text

Club Representative Phone Number: *

Short answer text

TRAVEL FORM

ACC-25 TRAVEL AUTHORIZATION / REIMBURSEMENT FOR TRAVEL FORM

Amount Requested from Foundation \$ _____ President's approval required for out-of-state travel or travel exceeding \$200

Foundation (Sign/Date): _____ Will have President's Signature here _____ Date _____

Instruction to Claimant: Attach all necessary receipts and other supporting documents to this form. All reimbursement requests shall be filed for approval and payment within 30 days after the travel period has ended.

Name: John Doe Title Dept: Math Insl Estimated Cost: \$ 500.01
 Destination: Asheville, NC Advance Copy: \$ 25.00
 Purpose: Math Conference Total Cost: \$ 525.01
 Travel Dates: Dec 21-23, 2020 Reimbursed: \$47.15

Budget Code: 11.220.20.031110.8123 Supervisor's Initials needed for expenses over 10% of estimated cost

College Vehicle Available	Yes (No) (please circle one)	TRANSPORTATION		SUBSISTENCE		OTHER EXPENSES	
		Estimated Cost	Actual Cost	Estimated Cost	Actual Cost	Estimated Cost	Actual Cost
12/21/20 ACC Asheville C15 215		Private Car	121.49	121.11	Breakfast		
		Airline			Lunch		
		Taxi			Dinner	17.50	17.50
		Parking			Hotel	63.00	72.00
		TOTAL	\$ 121.49	\$ 121.11	TOTAL	\$ 81.00	\$ 90.15
12/22/20 Asheville		Private Car			Breakfast	provided	
		Airline			Lunch	provided	
		Taxi			Dinner	17.50	17.50
		Parking			Hotel	63.00	72.00
		TOTAL	\$ 0	\$ 0	TOTAL	\$ 81.00	\$ 90.15
12/23/20 Asheville ACC C15 215		Private Car	121.49	121.11	Breakfast	8.00	0
		Airline			Lunch	10.45	10.45
		Taxi			Dinner	10.45	10.45
		Parking			Hotel		
		TOTAL	\$ 121.49	\$ 121.11	TOTAL	\$ 18.90	\$ 18.90
		TOTAL	\$ 242.98	\$ 242.22	TOTAL	\$ 100.00	\$ 109.15

Travel Advance Agreement: I understand that any travel advance made by the College is a loan and that I am personally responsible for all monies so advanced to me. If a travel advance is obtained and the trip is cancelled, I agree to repay the advance immediately. I understand I have up to 10 days following completion of the trip to repay the portion of advance not used. In the event I fail to repay the amount of the advance, then I agree that the College may deduct the amount from the next salary check due to me. (Maximum request \$500 and allow two (2) weeks for advancement)

Advance Requested (90%) YES (NO)

Registration Fee Paid in Advance by the College (YES) NO
 Registration Fee \$ 75 (Registration fee should be over \$50 to be paid in advance)

Will have supervisor's signature here _____ Date _____
 Department Chair/Immediate Supervisor

Will have dean's signature here _____ Date _____
 Dean/President's Designee

Meal Tips: The white copy will come back to you after the trip. Signatures are on the form. After your trip filling out and send to the Business Office.

Breakfast: Must be before 8am. Dinner: Must return later than 5pm. Meals in registration can not be charged.

Claimant: _____ Date: 12/20/2020

Yellow-Purchasing Technician Pink-Foundation

TRIP/MEDICAL FORM

ACC-200-C ACC FIELD TRIP/MEDICAL EMERGENCY AGREEMENT

PART I. I, _____, a student at Alamance Community College, do hereby agree to participate in a day and/or overnight field trip for which I may receive academic credit and/or other educational benefit.

Field trip destination/purpose: _____
 Field trip date: _____

ACC Curriculum/Division sponsoring field trip: _____

In consideration of the learning experience provided by Alamance Community College, I agree to the following terms:

- My participation in this field trip is of a student nature and I shall not be considered an employee or agent of Alamance Community College.
- I waive for myself, my heirs, administrators or assigns, any and all claims, and causes of action against Alamance Community College, its faculty, staff, agents, and employees, for any injury or damage which I may incur while I am participating on this field trip. I further agree to any risks associated with traveling and I will indemnify the college for all losses or costs incurred by the college as a result of a claim by me.
- I will abide by all regulations, dress codes, etc., that are explained to me by my supervisor on the field trip.

Medical Emergency Information
 PART II. I, _____, authorize any representative of Alamance Community College to obtain emergency medical care on my behalf. I will be responsible for all costs or charges associated with my medical care. I agree to disclose any/all of my medical conditions or concerns in the space provided below.

List of medical conditions and medications taken for each: _____

List any additional special needs here: _____

In case of an emergency, contact (Name, relation to you, home & work phone number)

1st contact: _____
 2nd contact: _____

Student Signature _____ Date _____

Students under the age of 18 must have the following section completed by a responsible parent or guardian.

We/I have read the field trip/medical emergency agreement above and we/I wish for our child to participate in the day and/or overnight field trip. We/I hereby release from liability Alamance Community College, its faculty, staff, agents, and employees for any damages that my child/ward, may incur and agree to indemnify the college from all losses or costs incurred by the college as a result of any claim made by or on behalf of my child or ward.

Parent/Guardian Signature _____ Date _____

Witness Signature _____ Date _____

Fillable Version

Copy as needed to Instructor and Department Head

CLUB DEPOSIT FORM

Alamance Community College Student Government Association Club Fund Deposit Form

Club/Group Name: _____

Name of submitter: _____

Event: _____

Date of Event: _____

Total Cash/Check: _____

Total Coin
 Total Currency
 Total Check

Total Cash & Check _____

Less Authorized Change _____

Deposit Amount: _____

Account code: _____

Receipt Number: _____

Comments: _____

Date _____ Club Representative _____
 Date _____ Club Advisor _____

CLUBS FUND FORM

ACC-41: 7-14-18 ALAMANCE COMMUNITY COLLEGE REQUESTION CLUB FUNDS-ACTIVITIES

DATE: _____

Requestion No. _____

Requestion	Requestion
09-775-00-235901-67600	Marketing Club
09-775-00-235902-67600	History Club
09-775-00-235903-67600	Creative Writing Club
09-775-00-235904-67600	BEET Club
09-775-00-235905-67600	Asian Pop Culture Club
09-775-00-235906-67600	Music and Dance Club
09-775-00-235907-67600	Automotive Club
09-775-00-235908-67600	Math Club
09-775-00-235909-67600	Electric Vehicle Club
09-775-00-235910-67600	Sustainable Energy Club
09-775-00-235911-67600	Historical Club
09-775-00-235912-67600	Christian Outreach
09-775-00-235913-67600	Sigma Delta Mu
09-775-00-235914-67600	National Society NSLS
09-775-00-235915-67600	Arts Club
09-775-00-235916-67600	Debate Club (Mock Trial)
09-775-00-235917-67600	Marshall Arts Society
09-775-00-235918-67600	Phi Beta Lambda
09-775-00-235919-67600	Strategic Gaming Society
09-775-00-235900-67600	

Source of Supply _____ Vendor No. _____
 Address _____

Item Number	Quantity	Unit	DESCRIPTION	Price	Total Amount

Approved: _____ Subtotal _____
 Author of the Operation Requesting Payment/Units _____ Tax Total _____
 Treasurer of the Student Government Association _____
 Considered _____ Requisitioned by _____
 Vice President of Student Services _____ Date _____
 Distribution: Original - Business Office Duplicate for your records - Student Government Association

IMPORTANT DATES

THE ADVENTURE BEGINS

Lined writing area for notes.

YOU GOT THIS

IN THE MIDDLE OF DIFFICULTY LIES OPPORTUNITY.

**YOU'RE NOT ALONE ANYMORE; YOUR
GOAL, YOUR IDEA, IS YOUR COMPANION.**

**THE DIFFERENCE BETWEEN ORDINARY AND
EXTRAORDINARY IS THE LITTLE EXTRA.**

Lined writing area with horizontal lines.

BELIEVE IN YOURSELF