

Club Organization Handbook 2017-2018



Co-Curricular Activities

A MEMBER OF THE FLORIDA COLLEGE SYSTEM

Daytona State College assures equal opportunity in employment and education services to all individuals without regard to race, sex, color, age, religion, disability, national origin, political affiliation or belief, or marital status.

The Mission of Co-Curricular Activities

The Co-Curricular Activities Department promotes student leadership development and education through formal and informal learning experiences. The Department collaborates with faculty to expand the scope of a student's educational experience beyond the classroom.

Why get involved?

...Getting involved in a recognized student organization is a great way to meet new people and develop valuable career skills.

Why become recognized?

...Recognized student organizations enjoy benefits such as a limited use of college facilities, the right to request funds for various activities and opportunities for a stronger voice in college governance.

Daytona State College recognizes student organizations that promote educational, career, leadership, social, recreational and cultural opportunities for students. Organizations seeking to be recognized and desiring to maintain recognition must adhere to the policies and procedures outlined in this handbook, as well as any applicable city, state and federal laws. Student organizations will be subject to disciplinary action for engaging in any activities which disrupt the academic atmosphere at DSC, interfere with the opportunity of other students to get an education, or violate any college policies.

Welcome to Student Clubs and Organizations

Creating and running a student organization at Daytona State can be both challenging and rewarding for those who are willing to put some time and effort into it. Hopefully, this manual will help club officers and Advisors manage the challenges and maximize the rewards.

The purpose of this manual is to provide information and guidance for the formation and operation of student clubs and organizations at DSC. It covers the procedures for forming a new club, as well as how to conduct business once a club is up and running. Use it as a resource. Share it with other club officers. And if you have a question that this manual does not address, feel free to contact any one of us in Co-Curricular Activities. We will be glad to help. Good luck and enjoy your club experience.

CONTENTS

Section A: Advisor

Information for Club Advisors

Section B: Club Information

Club Charter
Forming a New Club
Charter Revocation and Suspension
Membership
Affiliate Membership
Office Use
Meeting Rooms
Disfranchisement
Hazing
Illegal Activities
Emergencies
Audiovisual Equipment

Section C: Activities

Scheduling Activities
Contracts
Bake Sales and Other Fund Raisers
Scheduling Lectures
Inclement Weather
Event Security
Publicity
Bulletin Boards
News4U & Social Media
Use of the College Name &
Speaking for the College

Section D: Funding and Travel

Funding:
Notification of Funding Approval
Funding Limitations
How to Access Funds
Deadlines for Requests
Sources of Funds:
Individual Club "6" Accounts
Co-Curricular Activities Account:
 Eligibility
 Procedure
 Funding Priorities
 Post-Approval Procedures
 Travel Funding
 Club Travel Highlights
 Things to Remember
Funding Activities
Club Fundraising Activities
The Advisor's Role in Club Travel
Use of Co-Curricular Activities Vans
Air Travel
Hotel/Motel Accommodations

Section E: Off Campus Activities

Procedures

Section A

Information for Club Advisors

All student organizations must have a campus Advisor who is a member of the full time faculty or staff at Daytona State College. An Advisor should be someone who has a personal interest in the group as well as the ability and willingness to serve. The Advisor assists students in establishing and implementing club goals and objectives that do not conflict with college policies and procedures. Advisors should be accessible for counseling club members on club matters and be aware of any problems within the organization. Advisors are established by signing the Advisor agreement form and the group's charter request or charter renewal form. Club charter renewal forms are distributed at the beginning of each fall semester. Any changes in the Advisor(s) of a student organization should be noted at this time. If an Advisor chooses to resign at any other time of the year, written notification must be provided to the Co-Curricular Activities Department. Students who wish to change Advisors at any time other than the annual distribution of charter renewals must contact the Co-Curricular Activities Department prior to taking any action. General guidelines for the role of an Advisor are as follows:

What is Expected of the Advisor?

1. Be aware of the goals and functions of the group.
2. Meet with the officers of the group as often as necessary, especially when any changes in the group's policy, purpose, or major programs are being considered.
3. Offer constructive criticism and guidance without domination.
4. Remind the group of the College's rules and enforce them when necessary.
5. Know proper chain of command within the College.
6. When the group's actions are contrary to its general purpose, or it plans a program that is not approved by the Advisor, the Advisor is expected to notify the administration through the Co-Curricular Activities Department immediately
7. Co-sign all of the club's financial transactions.
8. Attend all official club meetings.
9. Accompany students on college-approved travel.
10. Attend as many club-sponsored activities as possible.

The Advisor should express his or her views at club meetings, but let the students make decisions within college policy and procedure. The Advisor may be asked to attend occasional meetings with the Director of Co-Curricular Activities and the Vice President of Student Development.

Advisors are responsible for making sure planned expenditures do not exceed the organization's budget. This can be accomplished by contacting the Co-Curricular Activities Department to get balances on club accounts prior to expenditures. The Advisor should share this information with the club treasurer and other officers as needed.

Advisors are responsible for approving and signing all official forms for expenditures from organizational accounts and other financial documents on behalf of the organization. Advisors are also responsible for signing all Co-Curricular Activities forms.

Section B

Club Information

Club charters enable student organizations to be an integral part of the college community. Chartered organizations enjoy certain privileges, such as limited access and use of certain college facilities and the ability to request student activity funds for approved activities. These privileges carry certain responsibilities, such as compliance with college policies, procedures, and local, state and federal laws.

All student organizations are required to renew a club charter each academic year. At the beginning of each school year, the Co-Curricular Activities Department will submit to the Advisors a form to renew club charters at the Mandatory Club Funding Workshops. In order for a previously existing club or organization to renew its charter, it must complete a Request for Charter Renewal form (see appendix) and forward it to the Co-Curricular Activities Department by the deadline provided at the Funding Workshops of the Fall semester. When new officers are elected, a Club Officer form (see appendix) must be submitted to the Co-Curricular Activities Department. All clubs that do not Re-charter within the designated re-chartering period will lose charter privileges. Charters give clubs and organizations the following privileges:

1. Listing as a college club in all appropriate college publicity.
2. May hold meetings in designated college facilities.
3. May earn points in order to request funding for club activities.
4. May sponsor approved club events and activities on campus.
5. May sponsor approved fund-raising projects.
6. May use College facilities such as buildings, equipment and duplicating services for approved purposes.

Forming A New Club

The first step in forming a new club is to schedule an appointment with the Director of Co-Curricular Activities. The Director will assist in arranging an organizational meeting on campus. Once it is established that there is enough interest in the club and an Advisor(s) has been identified, the group should begin to work on the New Club Packet which includes the following:

- Advisor Agreement
- Officer List
- Club Charter
- Club Constitution

The aforementioned forms should be turned into the Co-Curricular Activities Department for review by the Director. Once the packet is reviewed and any corrections made, the Co-Curricular Activities Department will inform the club of the next available date for placement on the SGA agenda for formal recognition. A club representative must be present for this meeting.

Once recognized by the Student Government Association, the club is entitled to the privileges listed in this handbook. All recognized student club/organizations are expected to adhere to all college policies and local, state and federal laws. Student organizations will be subject to disciplinary action for engaging in activities that interfere with the teaching and learning process, or violate college policies, **the Student Code of Conduct**, state or federal laws.

REMEMBER: A club may not represent itself as a student organization of Daytona State College without completing the recognition process and maintaining all of the requirements for recognition.

Charter Revocation and Suspension

If an organization fails to meet the standards and provisions of the bylaws, constitution and requirements of its own charter, all rights and privileges of being a fully recognized organization may be suspended for no less than one full academic year. The organization may reapply for recognition status after one full academic year. However, the college reserves the right to impose an indefinite suspension.

Membership

Recognized student organizations shall be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations. No student may be excluded from membership or leadership in a registered student organization on the basis of his or her age, disability, ethnic origin, marital status, race, veteran status, gender (unless exempt under Title IX), religion, or sexual orientation or as otherwise prohibited by federal or state law. Certain recognized student organizations may limit their membership and leadership to students, who upon individual inquiry, affirm that they support the organization's religious or other legally protected views, consistent with the First Amendment.

Affiliate Membership

Members of the community who are not members of the student body, faculty, or staff of the college are not eligible to hold office or vote in a student organization. This does not prohibit affiliate or alumni membership by non-students, particularly when affiliate members have expertise in subjects related to the main interest of the club/organization.

Office Use

All recognized clubs may use the computers and telephones in the Club Hub on a limited basis for official club business. The Club Hub is located in Lenholt Student Center (Bldg. 130/107). Mail for all chartered clubs may be sent to the Co-Curricular Activities Department. The club should designate a club officer to visit that office on a regular basis to check for any correspondence. Clubs are responsible for maintaining communications with both the Student Government Association and the Co-Curricular Activities Department.

Meeting Rooms

Recognized clubs may reserve rooms 122 and 154 in the Lenholt Student Center (Bldg. 130) for club meetings. Contact the Co-Curricular Activities Department. Contact the Co-Curricular Activities Department regarding other possibilities for building use.

Disenfranchisement

Upon disenfranchisement of a student organization, the organization's funds may be distributed to the current membership of the club with the approval of the president of the college or his designee. The funds of an organization that has no Advisor or current membership and has made no deposits or withdrawals for a period of two full fiscal years may be disenfranchised by approval of the president of the college or his designee. In this case, any remaining club funds may be disbursed according to college procedure 704b.

Hazing

Daytona State College prohibits hazing on or off campus of any individual, club or organization. Hazing includes, but is not limited to:

Any brutality of physical nature, including whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, drink or any other substance; any forced physical activity which could adversely affect the physical health or safety of an individual.

Any activity, which would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity, which could affect the mental health or dignity of an individual. Any activity described above shall be considered a "forced" activity and the willingness of an individual to participate in such activity is not withstanding.

Illegal Activities

Thefts, fights or other illegal activities within the student organization shall be reported immediately to the Safety Office at 386-506-4444 or ext. 4444 on campus.

Emergencies

Medical or other emergencies shall be reported immediately to the Safety Office at 386-506-4444, or ext. 4444 on campus.

Audiovisual Equipment

All student requests for A/V equipment must be made through the Advisor. Allow at least ten working days for all requests. A/V equipment may be used for on campus activities only.

Section C

Activities

To hold any activity or event that is sponsored by a student club or organization, the All-In-One Request form must be completed and returned to the Co-Curricular Activities Department at least 10 working days before the activity. When deciding to hold an event on campus, the club should consult with the club Advisor and decide on goals for the event. The Advisor should direct the group to complete the proper paperwork and advise the group to seek the necessary approval and information. The college reserves the right to supervise on-campus activities, but does not assume any obligation to do so. Campus activities should be consistent with the purpose and goals of the club. (Please refer to your Constitution and/or Club Charter)

Contracts

Hiring entertainers, speakers, performers, artists, etc. for a club event usually involves a contract or agreement with the college prior to the service. Most will have their own contract. However, an entertainer's contract does not exempt an individual from completing any documents required by the college. Club Advisors and or officers should complete the contract details, but may not sign a contract for the college. Once the contract has been completed by the club it should be submitted unsigned to the Co-Curricular Activities Department. The Co-Curricular Activities Department will make sure the contract is signed by the appropriate college officials. A signed contract and all other college paperwork must be on file in the Co-Curricular Activities Department before a check can be processed.

Bake Sales and Other Fund Raisers

Bake sales and other club fund raisers must be approved in advance by the Co-Curricular Activities Department. An All-In-One Request form must be completed at least 10 working business days prior to the activity. Tables and chairs must be requested through the Co-Curricular Activities Department. All proceeds from club fund-raisers must be promptly deposited in a college club account by the end of the day after the sale took place. **Student Activities funds (Fund 2) cannot be used for any fund raising activities.** Preapproved reimbursements can be received through your Club Account (Fund 6) after purchasing fund raising items.

Scheduling Lectures

The scheduling of lectures for a campus-wide forum must be coordinated with the Director of Co-Curricular Activities.

Inclement Weather

If the college is closed on the day of your activity due to inclement weather, your activity is canceled. Co-Curricular Activities will help you reschedule. If inclement weather threatens to disrupt your activity, your organization should consider rescheduling. If you choose to reschedule, attempt to contact all parties with whom you have contracts. A mutual decision to cancel may alleviate any misinterpretations of contracts.

Event Security

Campus safety personnel are on duty during student events. However, if a student organization needs additional security for an event, contact the Co-Curricular Activities Department at least 10 working days prior to the event.

Publicity

Student organizations are responsible for their own publicity. Any publicity must be approved by the Co-Curricular Activities Department. Off campus publicity must be approved by the Marketing and Communications Department. Clubs are responsible for submitting their own releases to the Marketing and Communications Department.

Bulletin Boards

Student organizations may post approved notices on bulletin boards listed in the Co-Curricular Activities Department and on New4U televisions. All items posted on the bulletin boards must be approved by the Co-Curricular Activities Department.

News4U & Social Media

Student clubs may submit information and/or advertisements for publicizing as follows:

News4U: To air on the college in-house broadcasting system email the Request for Broadcast to studentactivities@daytonastate.edu if you have questions contact the Co-Curricular activities department.

Social Media: Requests to advertise on the official Daytona State College Facebook, Instagram and/or Twitter Pages should be indicated on the All-In-One Request form.
FACEBOOK: Daytona State Clubs & Organizations
INSTAGRAM & TWITTER: @DSC_ClubHub

Speaking for the College & Use of the College Name

Members of Student organizations, including their Advisors, have no authority to speak for the college or commit the college to any contractual agreement, financial, or other obligation.

An individual or student organization may use the college name and/or logos only with the expressed authority of the college.

Section D

Funding and Travel

There are two sources of funding for student organizations: Fund 6 and Student Activities funds. Proceeds from Club Fundraising Activities are held in individual club accounts (Fund 6) and Student Activities funds are distributed by the Co-Curricular Activities Department. Regardless of the source of funds, all clubs must keep accurate accounting records. These records are subject to review by the SGA, the college and state auditors. There are some important distinctions between these two sources of funding.

Club Fund 6 Accounts

INDIVIDUAL CLUB ACCOUNTS - All clubs that raise funds must open an individual club account with the college. Clubs are prohibited from opening club accounts at any other private or public financial institution or holding cash assets. A completed Club Account Signature form must be submitted to the Co-Curricular Activities Department in order to open a club account. The college's tax-exempt status does not apply to Individual Club accounts.

FUNDRAISING ACTIVITIES - Clubs planning a fundraising activity on or off-campus must complete an All-In-One Request form, available in the Club Hub or on the Daytona State Website, and submit it to the Co-Curricular Activities Department 10 working business days prior to the event.

Student Activities Funds cannot be used to purchase products or services to be resold for fund-raising purposes.

DEPOSITS: - All money raised by the club during the year must be deposited into the club account in a timely fashion. Deposit forms are available in the club hub and in Co-Curricular offices.

Collections should be itemized on the deposit forms. No club fund-raising money should be kept in a club office or any club member's home. All checks must be made payable to Daytona State College. The driver's license number of the person issuing the check must appear on any personal check to be deposited in a club or college account.

WITHDRAWALS: Expenses drawn from individual club accounts (Fund 6) must be consistent with the club's decision-making procedures and college policy/procedure. A Direct Pay Request must be completed in order to make a withdrawal. The Club Treasurer or President **and** Club Advisor must sign the Direct Pay Request. Completed Direct Payment Requests, along with club approval minutes and related documentation for the purchase (such as invoices from the vendor or a receipt if it is a reimbursement) should be submitted to the Co-Curricular Activities Office at the Daytona Beach Campus for processing.

RECORDS: Each club treasurer must maintain financial record of expenditures and deposits.

Co-Curricular Activities Funding

Points System:

Clubs may request funding from the college (Student Activities Funds) by participating in a points system. Points earned during the Fall and Spring Semesters qualify clubs for funding eligibility during the semester following the attainment of points. The points system is described in detail in the College Portal and the Co-Curricular Activities website.

http://www.daytonastate.edu/student_act

Procedure:

Funding Request and Approval Process:

The first deadline for clubs that wish to be considered for funding occurs in October. This is when the Annual Club Packet (Advisor Agreement, Club Officer List, Updated Constitution, and Club Charter Renewal) must be submitted to the Co-Curricular Activities Department. The October deadline will be announced at the mandatory Club Funding workshops in Daytona or DeLand. Attending the Club Funding Workshop and submitting these documents by the deadline is a club's first opportunity to earn points. Additional points can be earned by documenting participation in various activities listed on the College website, as well as posted in various locations at each campus.

Documenting Participation and Earning Points

Activity Report forms will be reviewed and corresponding points awarded at the beginning of each month by the Co-Curricular Activities staff. Once the award is determined the Advisor of record will receive an email with semester point totals.

Clubs that earn enough points to become eligible for funding may submit funding requests to the Co-Curricular Activities Department. Requests will be reviewed by the Director of Co-Curricular Activities or designee.

Funding Priorities:

The following priorities will be taken into consideration during the evaluation of a club's funding request.

1. To plan and implement activities which promote student success.
2. To plan and implement activities which support or enhance student success and cultural diversity.
3. To expand opportunities for greater club collaboration and cooperation.
4. To enhance relations between the college and the community.
5. To give students opportunities for academic and social growth.
6. To provide services to the community.

The college's budget year begins on July 1 and ends on June 30. All approved club expenditures may occur from July 1 until the year-end deadline established by the college Finance Office.

Funding Limitations:

Although every effort will be made to fully fund student clubs, the college reserves the right to limit approved funds due to unforeseen budget conditions.

How to Request Funds:

Funding can be requested by submitting the All-In-One Activities Request form to the Co-Curricular Activities Department. The request will be evaluated and decided upon only after the activity reports are received.

Deadlines for Requests:

Requests in excess of \$250.00 for any single activity or event must be submitted to the Co-Curricular Activities Department at least 30 days in advance of the event/activity. Requests totaling \$250 or less must be submitted to the Co-Curricular Activities Department at least 15 days in advance of the event/activity. Please be advised that funds may not actually be available until 10 working days after approval. Please see the Travel Funding section of this handbook for travel-related requests, as they require additional information, longer processing time and strict deadlines.

Post-Approval Procedures:

Once a club has been approved for funding, it is the club's responsibility to follow up with any necessary paperwork and arrangements with vendors. All necessary forms for funding are located in the Club Hub (Bld. 130 Room 107).

Club treasurers should maintain a file of copies of all requests for funds, invoices, etc. This file should be maintained as part of the club's permanent records.

Travel Funding:

Club travel requests are considered in two categories: In-state and out-of-state travel. The following requirements apply to both categories of travel:

- Students wishing to go on college-sponsored trips must have a minimum cumulative GPA of 2.0.
- Student Travel Agreement/Release forms must be completed prior to all travel.
- The college's Student Code of Conduct applies to all students engaged in college-sponsored travel.
- Funds raised by the club are subject to state limitations on food reimbursements for club travel.
- A college-approved Advisor or employee must accompany students on travel.
- Only a college-approved employee may drive a college vehicle.

Out of State Travel:

Funding for out-of-state travel will be evaluated on a case-by-case basis. The evaluation will be based primarily on available funding at the time of the proposal, the club's financial contribution toward travel expenses and the potential benefit to the college.

- **Clubs applying for out-of-state travel must schedule a pre-approval conference with the Co-Curricular Activities Department before any overnight travel arrangements are made.**
- Clubs applying for out-of-state travel are expected to fund a portion of the total travel expenses out of their own funds.
- Out of state travel funding from the college (Fund 2) excludes meals and gas.
- Airline reservations should not be made without first consulting the Co-Curricular Activities Department.

In-State Travel:

- **Clubs applying for in-state travel must schedule a pre-approval conference with the Co-Curricular Activities Department before any travel arrangements are made.**
- Clubs applying for an in-state trip may request up to 100% (excluding meal expenses and gas) of the trip's cost.
- Non-refundable, pre-registration fees will not be paid in advance through the club funding process.

Club Travel Highlights:

Before the trip:

Contact the Co-Curricular Activities Department at least 30 days prior to any overnight travel. Consulting with the Co-Curricular Activities Department well in advance of travel will facilitate a smoother approval and funding process. The Co-Curricular Activities Department needs the following information at least 60 days in advance for an out-of-state trip and 30 days in advance for an in-state trip:

- Names and Student ID Numbers of all students traveling (Dual Enrollment and students under the of 18 are not permitted to attend overnight trips)
- Hotel rooming list.
- Advisor's travel authorization submitted (including foreseen reimbursements)
- Hotel confirmation. Obtained by contacting the hotel and reserving rooms on a credit card. Confirmation should include room rate (tax exempt) (+ number of rooms + number of days = total cost.
- Hotel federal ID number. Hotel confirmation, federal ID and approved advisor travel authorization through the PeopleSoft System are necessary in order to request a check to be hand-delivered to the hotel upon arrival.
- Conference registration fee per student and advisor, as well as federal ID number of conference.
- Conference or field trip agenda
- Car or van rental request form (if needed)
- Please do not make your own airline reservations

After the Trip:

Expenses that were not approved prior to departure may not be reimbursed. Meal expenses for club members are not eligible for reimbursement from Co-Curricular Activities. Club Advisors on overnight travel will be reimbursed for their own meals according to the state funding formula for travel. College funds cannot be used to reimburse students or employees for meals during day trips.

Return documents, hotel receipts, etc. to the Co-Curricular Activities Department

- Advisor's travel reimbursement form
- Original hotel room receipts
- Original conference registration receipts
- Car or van rental receipts

Things To Remember:

- The college is exempt from Florida taxes. Therefore, price quotes for goods or services should not include state tax. Daytona State College club "6" accounts, however, are **NOT** tax exempt.
- Have Advisor's and the club president's signature on all requisitions before submitting them to the Co-Curricular Activities Office.
- Turn in all Requests for Funding by established deadlines.
- All funding forms can be picked up in the Club Hub in the Lenholt Student Center (Bldg. 130/105). If you have questions, please attend the monthly Club Management Workshops TBA on the Club Information Board located in the Lobby of the Lenholt Student Center.
- All original receipts must be turned into the Co-Curricular Activities Department no later than two working days after delivery of services of goods.

The Advisor's Role in Club Travel:

A club Advisor or an approved college representative must accompany students on college-funded overnight trips. The advisor's role during club travel is essentially the same as it is while on campus: to assist and support the club in pursuing its mission and purpose consistent with college policies and procedures.

Use of Co-Curricular Activities Vans:

Upon approval of the Co-Curricular Activities Department vans may be used for official club travel. However, only college employees may operate these vehicles. Contact the Co-Curricular Activities Department to inquire about the availability.

Air Travel:

Contact the Co-Curricular Activities Department before making any airline travel plans for club travel. The Co-Curricular Activities Department, in consultation with the Purchasing Department, will determine the most affordable means of transportation for student clubs. Do not make airline reservations without prior approval from the appropriate college officials.

Hotel/Motel Accommodations:

The college will determine the most affordable and appropriate accommodations for club travel. Most hotels and motels will not accept a purchase order from the college or a student organization. Contact the Co-Curricular Activities Department for instructions on how to request a college check for hotel/motel accommodations. On college-funded trips, the college is not responsible for incidental room charges, such as room service or telephone use.

Section E

Off-Campus Activities

Recognized student organizations may engage in off-campus activities, which are consistent with the goals of the organization and comply with all college policies and procedures. However, only college employees, when acting within the scope of their duties, are insured under the liability coverage provided by the Florida Risk Management Consortium. Students are not covered in this manner.

Students planning an off-campus activity must complete the following steps:

1. Submit a completed All-In-One Request Form to the Co-Curricular Activities Department at least 10 business days prior to the event.
2. If the off-campus activity involves travel, see the travel section of this manual.
3. Complete a Release of Liability Form and return to Co-Curricular Activities prior to the off-campus event.
4. If a student is under the age of 18, he or she must have his or her parent (s) or legal guardian(s) sign the Release of Liability Form.
5. If a club member plans to miss class due to a club-sponsored activity, he or she must contact the appropriate instructors prior to the activity to request an excused absence. Only your instructor can excuse you from class.
6. If college funds are being used for the off-campus activity, make sure all applicable college policies and procedures are followed.

Daytona State Co-Curricular Activities Contacts

Bruce Cook	Daytona Co-Curricular Activities Director cookb@daytonastate.edu	386-506-4417	DB 130/116
Jennifer Thomas	Daytona Co-Curricular Activities Senior Staff Assistant/ Club Events thomasje@daytonastate.edu	386-506-3131	DB 130/113
Lori Lemoine	Daytona Co-Curricular Activities Coordinator/ Club Accounts/ SGA/ PTK LemoinL@DaytonaState.edu	386-506-3486	DB 130 /110
Richarde Anderson	Daytona Co-Curricular Activities In-house broadcast system/ Intramural Sports Richarde.Anderson@DaytonaState.edu	386-506-3366	DB 130/111
Philip Rogers	Regional Co-Curricular Activities Social Media/ SGA rogersp@daytonastate.edu	386-785-2022	DL-P108
Campus Safety	Campus Safety	386-506-4444	DB 540
SGA	Daytona Campus	386-506-3567	DB 130/151
	DeLand Campus	386-785-2061	DL-P108
	Deltona Campus	386-506-3486	DB 130/110
	Flagler Campus	386-246-4841	FPC 2/113
	New Smyrna Campus	386-423-6336	NSB 1/133
	ATC	386-506-4164	ATC 1/215V