

CLUB ORGANIZATION HANDBOOK 2021-2022



DAYTONA STATE COLLEGE
STUDENT
LIFE

A MEMBER OF THE FLORIDA COLLEGE SYSTEM

Daytona State College prohibits discrimination and provides equal opportunity in employment and education services to all individuals without regard to age, ancestry, belief, color, disability, ethnicity, genetic information, gender, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or veteran status.

The Mission of Student Life

The Student Life department promotes student leadership development and education through formal and informal learning experiences. Our 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.

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. It is our hope that 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. If you have a question that this manual does not address, feel free to contact any one of us in Student Life. We will be glad to help. Good luck and enjoy your club experience.

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Section A: Club Advisors

All student organizations must have a campus Advisor who is a full-time faculty employee 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 Student Life Department. Students who wish to change Advisors at any time other than the annual distribution of charter renewals must contact the Student Life 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 Student Life department immediately
7. Co-sign all 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 Coordinator of Student Life and/or 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 Student Life 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 Student Life forms.

Section B: Club Charter

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 Student Life department will submit to the Advisors a form to renew club charters at the mandatory Club Funding Workshops. For a previously existing club or organization to renew its charter, it must complete a Request for Charter Renewal form and forward it to the Student Life department by the deadline provided on the Student Life Course Shell in the beginning of the Fall semester. When new officers are elected, a Club Officer form must be submitted to the Student Life 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 Student Activity Funds 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 Student Life. The Student Life department staff will assist in arranging an organizational meeting on campus. Once 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

These forms should be turned into the Student Life department for review by the Coordinator. Once the packet is reviewed and any corrections made, the Student Life 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 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 based on his or age, ancestry, belief, color, disability, ethnicity, genetic information, gender (unless exempt under Title IX), marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation/transition, pregnancy, or veteran status 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 in Lemerand Student Center (Bldg. 115/218). Mail for all chartered clubs may be sent to the Student Life 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 Student Life department.

Meeting Rooms

Recognized clubs may reserve rooms 218K, 218H and 222 in the L. Gale Lemerand Student Center (Bldg. 115) for club meetings. To reserve a meeting space, please contact the Student Life department. Reservations must be made at the start of each academic semester. Contact the Student Life 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 Campus Safety Office at (386) 506-4444 or extension 4444 on campus.

Emergencies

Medical or other emergencies shall be reported immediately to the Campus Safety Office at (386) 506-4444 or extension 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: Scheduling 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 Student Life 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. Advisors are encouraged to attend and supervise their club's activities. 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 Student Life department. The Student Life 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 Student Life 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 Student Life department. An All-In-One Request form must be completed at least 10 working business days prior to the activity. 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. Pre-approved 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 Coordinator of Student Life.

Inclement Weather

If the college is closed on the day of your activity due to inclement weather, your activity is canceled. Student Life 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 Student Life 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 Student Life 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. Clubs may not use the college logo without approval from the Marketing department.

Bulletin Boards/Campus TV's/Social Media

Student organizations may post approved advertisements on the campus bulletin boards and televisions. All items posted on the bulletin boards and campus TV's must be approved by the Student Life department *10 business days prior to the event.*

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

Televisions: To air on the college in-house broadcasting system, please create a flyer in landscape formatting and attach it along with the Request for In-House Broadcast form. Email them to StudentLife@DaytonaState.edu. If you have questions, contact the Student Life department.

Social Media: Requests to advertise on the official Daytona State College Facebook and Instagram pages should be indicated on the All-In-One Request form.

FACEBOOK: DSCClubhub

INSTAGRAM: @DSC_Student Life

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 & Travel

There are two sources of funding for student organizations:

Fund 6 (non-tax exempt) – A savings account for individual clubs where proceeds from club fundraising activities are kept.

Fund 2 (tax exempt) – Student Life department account that can be used for student club activities, etc. upon approval.

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 Student Life department 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 Student Life department, DSC-Student Life webpage and the Student Life Course Shell) and submit it to the Student Life department 10 working business days prior to the event.

Note: 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 Student Life department.

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 form must be completed 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 Student Life office at the Daytona Beach Campus for processing.

Records

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

Student Activity Funding

Eligibility

Clubs may request funding from the Student Activities Account (Fund 2) to travel, receive pizza, club t-shirts, etc.! To receive Student Activity Funds, the club will need to stay active throughout the Fall and Spring semesters by participating Student Life events and hosting club events of their own. Please refer to the Student Life Events calendar to pick the Student Life events to participate in (examples: Welcome Backs, Hispanic Heritage Day, Safe Spring Break). Individual clubs will need to host events of their own (examples: Fundraising, Raising Awareness, Beach Clean-Ups). Please keep in mind that individual club meetings will not qualify as participation.

Clubs will need to fill out an All-In-One Request form for every club activity 10 business days prior to the event and email it to StudentLife@DaytonaState.edu for processing. Student Life will tally the All-In-One Request forms during the Fall semester to see which club qualifies for funding in the Spring semester and tally the All-In-One Request forms in the Spring semester to see which club qualifies for funding in the Fall semester.

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 Student Life department. The October deadline will be announced on the Student Life Course Shell. Submitting the Annual Club Packet by the deadline is a club's first opportunity to be in the running to use Student Activities Funds.

Documenting Participation and Earning Student Activity Funds

Student Life will review and tally the All-In-One Request forms at the end of each semester, unless requested otherwise. Once the award is determined, the contact Advisor will receive an email with semester totals and the status will be posted to Student Life Course Shell.

Clubs that participated in Student Life events and hosted club events will become eligible for funding and may submit funding requests to the Student Life department. Requests will be reviewed by the Coordinator of Student Life 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 is requested by submitting the All-In-One Request form to the Student Life department. The request will be evaluated and decided upon only after the activity reports are received.

Deadlines for Requests

Requests more than \$250.00 for any single activity or event must be submitted to the Student Life department at least 30 days in advance of the event/activity. Requests totaling \$250 or less must be submitted to the Student Life 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.

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 Student Life 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 Student Life department.

In-State Travel

- *Clubs applying for in-state travel must schedule a pre-approval conference with the Student Life 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 Student Life department at least 30 days prior to any overnight travel. Consulting with the Student Life department well in advance of travel will facilitate a smoother approval and funding process. The Student Life 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 age 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 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 conferences.
- 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 Student Life. 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 Student Life 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 Advisors' and the club president's signature on all requisitions before submitting them to the Student Life office.
- Turn in all Requests for Funding by established deadlines.
- All funding forms can be picked up in the Student Life department in the L. Gale Lemmerand Student Center (Bldg. 115/218). If you have questions, please contact Jennifer Thomas. Clubs may also request workshops through the Student Life website.
- All original receipts must be turned into the Student Life department no later than two working days after delivery of services or 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 Student Life Vans

Upon Approval, the Student Life department van may be used for official club travel. However, only college employees may operate these vehicles. Contact the Student Life department to inquire about the availability.

Air Travel

Contact the Student Life department before making any airline travel plans for club travel. The Student Life 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 Student Life 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

Procedures

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 Student Life 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 Student Life prior to the off-campus event.
4. No students under the age of 18 may participate in club travel.
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.

DSC Student Life Contacts

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|------------------------|--|
| Cerese Ramos | Dean of Student Development Daytona Campus, Wetherell Center, Building 100, Room 210 (386) 506-3240 Cerese.Ramos@DaytonaState.edu |
| Jennifer Thomas | Student Life Senior Activity Specialist Daytona Campus, L. Gale Lemerand Student Center, Room 218 (386) 506-3131 Jennier.Thomas@DaytonaState.edu |
| Michelle Ray | Student Life Senior Staff Assistant Daytona Campus, L. Gale Lemerand Student Center, Room 218 (386) 506-3366 Michelle.Ray@DaytonaState.edu |
| Campus Safety | Daytona Campus, Bailey Hall, Building 540 (386) 506-4444 |
| SGA | Daytona Campus, L. Gale Lemerand Student Center, Room 218C (386) 506-3567 DeLand Campus, Portable 108 (386) 785-2061 Deltona Campus, Fathi Hall (386) 506-3486 Flagler Campus, James E. Gardner Student Services Center, Building, 2, Room 113 (386) 246-4841 New Smyrna Beach Campus, Student Services Center, Building 1, Room 133 (386) 423-6336 Advanced Technology College (ATC), Room 215V (386) 506-4164 |