STUDENT ACTIVITIES ORGANIZATIONAL HANDBOOK

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INTRODUCTION

Florida Keys Community College encourages student and faculty participation in extracurricular activities and organizations. Florida Keys Community College recognizes student clubs/organizations, which exist to promote the growth and overall well-being of its students. Clubs/organizations are formed and recognized by the college when students and faculty have shown an interest in and dedication to specific goals and activities. Goals must be consistent with the philosophy and purpose of the college. All such clubs/organizations are recognized and chartered, in sequence, by the Coordinator of Student Activities, the Director of Student Advisement and Engagement, and the President of Florida Keys Community College.

It is the responsibility of each club, its members, and its advisor, to comply with regulations by which the organization was chartered. Actions of individual members and activities of a club organization reflect on the total image of the college both on-campus and off-campus. Every club is expected to be aware of, and responsible for, the image of the college that it presents to the public.

I. STUDENT ACTIVITIES

A. PURPOSE

Student Activities is designed to plan and promote extracurricular activities that enhance the total developmental processes of each student. Student Activities is charged with assessing the social, mental, physical, educational, and cultural needs of a wide variety of students, and planning a well-rounded program to meet those needs. Student Activities must plan a yearly program considering the ages, cultural variations, economic levels, and interests of a diverse student body.

B. STUDENT ACTIVITIES BUDGET

It is the responsibility of the Coordinator of Student Activities and Student Government Association to propose a tentative budget for the year, estimating the costs for the various programs. This includes allocations to chartered clubs, activity expenses, student publications, equipment, and professional services. Once voted on and approved by the Student Activities Budget Council, this becomes the working budget for the year. Once approved, it is forwarded to the Business Office controller for the new fiscal year.

Students on the Student Government Association have a serious responsibility to see that these funds are allocated fairly and wisely. Consideration has to be given to cost effectiveness, student to dollar ratio, and quality of programs.

The Student Activities Budget Council is appointed by the President of Florida Keys Community College and is comprised of both students and faculty/staff. Council members include Dean of Student Affairs, Director of Student Advisement and Engagement, Coordinator of Student Activities, two student representatives, one faculty representative, Student Government Association Advisor, and Business Office representative.
II. CLUBS AND ORGANIZATIONS

Florida Keys Community College recognizes and supports the need for students with special interests to form clubs or groups for the purpose of combining their skills, talents, and energies into an organized unit. The goals of such clubs may be educational, cultural, recreational, social, or developmental. Their objectives may be to improve certain skills, to raise funds for special projects, to provide civic and/or campus services, or to educate the community about certain topics or issues. Club goals must be in line with the philosophy and mission of Florida Keys Community College.

By joining a club, students enhance their opportunities to meet other students and faculty and to make lasting friendships. There also exists greater opportunities to develop leadership and human relations skills. Clubs provide an outlet for student energies in an organized, faculty-supervised format.

The following pages provide information regarding club chartering, membership, and appropriate college procedures and policies:

A. CHARTERING/RE-CHARTERING A CLUB AT FKCC

All student clubs (those being chartered or re-chartered) must include “Florida Keys Community College” in the name of the club (i.e. Chess Club at Florida Keys Community College).

1. Establish the student club name and determine a club philosophy for the organization. A club can only be charted by college credit students.

2. Identify a FKCC faculty or professional staff member who is interested in serving as an advisor to the club. The prospective club advisor must be approved by his/her supervisor,
Coordinator of Student Activities, Director of Student Advisement and Engagement, and
the Dean of Student Affairs via the *Advisor Approval form. The Advisor must be a
member of the college’s faculty/professional/career staff.

3. The Coordinator of Student Activities will hold a Club Advisor Workshop to review
   Student Activities Handbook, review rules and procedures governing club activities,
   purpose and objectives of the club, and club activity forms. Club Advisors will sign and
   submit *Club Advisor Agreement Form.

4. Recruit a **minimum of eight (8)** currently enrolled students to charter or re-charter a club.

5. Submit the *Student Organization Request for Recognition and Charter/Re-charter,
   signed by all student members and the club advisor, to the Coordinator of Student
   Activities.

6. Write a *Example Constitution* that states the club’s name, purpose, membership
   requirements, officers’ duties, election process, meeting requirements, and amendment
   methods. If re-chartering, review/revise the constitution as needed.

7. Submit the proposed new charter (or re-charter) and constitution to the Coordinator of
   Student Activities.

8. Once the Coordinator of Student Activities has approved the club, the original charter and
   constitution are filed in the office of the Coordinator of Student Activities.

9. Submit the *Notification of Club Officers form* to the Student Activities Coordinator.

10. After completion of the above steps, the student organization will be formally recognized
    and will be eligible for the support that comes with such recognition.

11. Remember that no FKCC student club may discriminate in its membership on any basis.

**B. NOTICE OF NON-DISCRIMINATION**

Florida Keys Community College does not discriminate on the basis of race, color, national
origin, ethnicity, age, sex, marital status, military status, genetic information, sexual
orientation, religion, or disability in its programs, activities, or employment practices. The
following persons have been designated to handle inquiries and grievances regarding the
non-discrimination policies:

- Equity Officer: Lori Kelly, Librarian (305) 809-3501 lori.kelly@fkcc.edu
- Title IX Coordinator: Erika MacWilliams, Dean, Student Affairs (305) 809-3277
erika.macwilliams@fkcc.edu
- Disability Services: Suzy Park, Advisor and Disability Services Coordinator
  (305) 809-3266 suzy.park@fkcc.edu
C. MEMBERSHIP AND OFFICERS

1. All chartered clubs at Florida Keys Community College must be open to all currently enrolled students without regard to race, religion, age, sex, sexual orientation, or physical/handicap or disability.

2. Each club must elect a slate of officers according to the procedures outlined in the constitution of that particular club. The names, addresses, phone numbers and e-mail addresses of all officers must be submitted to the Coordinator of Student Activities at the time of chartering or re-chartering. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted. *Notification of Club Officers form*

3. Each club is required to elect a member to serve as a Club Representative to the Student Government Association. These members act as liaisons between the SGA and chartered campus clubs. Club Representatives are required to attend the SGA monthly meetings.

D. MEETINGS

1. Clubs are encouraged to follow Roberts Rules of Order and required to keep official minutes of regularly scheduled meetings. *Copies of the minutes should be forwarded to the Coordinator of Student Activities within 48 hours of meeting.* This will help to keep the Coordinator of Student Activities apprised of club activities. Advisors can request a copy of the Roberts Rules of order from Coordinator of Student Activities.

2. It is mandatory for all clubs to turn in dates and times of meetings 2-3 weeks prior to the Coordinator of Student Activities for posting on the Student Activities event calendar. *Request for Student, Club, Fundraising Activity form*

3. All clubs must inform the Coordinator of Student Activities if a meeting is cancelled.

E. REQUIRED EVENTS

1. All clubs must participate in each semester Club Rush event. **Failure to attend required events will result in the suspension of the club**

2. Each club must participate in at least two fundraising events per semester.

F. HAZING

(This is a state law, FS 1006.63(1-10). A copy of the state statute is located in the Florida Keys Community College Student Handbook, which is available online. No hazing activities will be permitted in conjunction with any FKCC organization. FKCC is a state college that does not tolerate hazing at or on any college property or at any college-sponsored or college-affiliated event, on or off any campus or center. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of)
the College, hereinafter referred to as a “College Organization.”

G. REQUESTING FUNDS FROM STUDENT ACTIVITIES

Each year the Student Activities budgets expenditures for all college-sponsored activities, student-sponsored publications, equipment, and professional services. Requests for funding may be submitted by individual clubs for specific functions, and will be considered on an individual basis by the Student Government Association. SGA then recommends approval of the expenditure through the Coordinator of Student Activities.

It is the club’s responsibility to maintain a record of expenditures and remain within the budget. Clubs may assess dues from their members or hold fundraisers to earn additional monies. These monies may be deposited in a special club account. All expenditures must follow the procedures listed. When a student organization is in need of funds for a planned activity or for the purchase of a product or service, the following steps should be followed:

**Clubs must use the money in their own accounts before requesting additional funds from the Student Government Association. A club may appeal by providing a written explanation of how funds in the account will be used in the future.**

Step 1. Outline plans for the proposed activity or purchase. For an activity, include the date, location and budget. For a purchase, survey local vendors for the best price.

Step 2. Complete the FKCC *Student Activities Funds Request form*.

Step 3. Review the plans and Funds Request form with the club’s advisor. If approved, the advisor should sign and date the request.

Step 4. Submit the completed Funds Request form to the Coordinator of Student Activities 3-4 weeks in advance.

Step 5. The Funds Request will be reviewed by the Student Government Association. Student organization officers, members, and advisor may discuss the request with the Coordinator of Student Activities, or attend the meeting at which the request is considered to describe the plans or purchase and to justify the cost.

Step 6. After consideration, the advisor and/or club president will be notified as to the outcome of the funds request (via email).

Step 7. Club advisors that turn in receipts must make sure all the vendor information is provided and what event the purchases were for. If not, the receipts will be sent back to the club advisor. All receipts must be submitted within 30 days of purchase.

Step 8. The Coordinator of Student Activities will then process a purchase requisition through the Business Office and obtain either a purchase order or a check, depending on the specific situation.

H. CLUB BANK ACCOUNTS
Clubs may open an account with the FKCC Business Office. Guidelines for opening and accessing accounts are listed below.

**FKCC Business Office Accounts:**

- Meet with the Coordinator of Student Activities and Business Office representative to obtain a unique organization and fund number for the club’s operating account.

- Funds may be deposited with the Business Office during normal working hours Monday through Friday.

- For funds to be dispersed, a purchase requisition must be completed and submitted with club account information. Please have the club advisor see Coordinator of Student Activities to process.

- Checks are issued from the Business Office once a week, normally on Thursdays. A purchase requisition must be completed and approved 3-4 weeks prior for proper check disbursement.

- The Business Office does not charge service fees for club accounts, and does not pay interest on funds in the accounts.

- Each month the Business Office provides the Coordinator of Student Activities with a statement of the current fund balance for each club account.

- For the purpose of checks and balances, it is important that the club treasurer maintain records for the clubs account. Periodically, the records should be reconciled to the fund balance per the Business Office statement.

- It is the club advisors responsibility to provide a copy of the deposit receipt to the Coordinator of Student Activities

I. **REQUEST FOR ACTIVITIES**

Any club that plans to hold meetings, fundraising events, campus events, or other organized activities on campus and off campus must follow internal procedures for scheduling the event. This process will ensure that activities are not planned at the same time or place as other scheduled activities. It will also serve to inform both the Coordinator of Advertising and Publications and the Director of College and Public Relations of such events so that they may be properly advertised. Club activities should be scheduled outside regular class times.

**Steps for Requesting and Scheduling Events/Activities:**

1. Fill out the *Request for Student, Club, Fundraising Activity form* completely, including the signatures of the club’s advisor and one club officer.

2. Determine if a classroom, conference room, patio area, multi-purpose room, or Student
Lounge will need to be reserved for the event, and inform the Coordinator of Student Activities for assistance in scheduling the facility or room.

3. Submit the Request for *Request for Student, Club, Fundraising Activity form* to the Coordinator of Student Activities as early as possible prior to the event (at least 2-3 weeks). The Coordinator of Student Activities will either approve or deny the request. The original form is filed with the Coordinator of Student Activities.

4. Once approved, if special equipment is needed (projector, TV, tables/chairs, coolers, etc.), the Club Advisor will work with the Coordinator of Student Activities to request such items from the appropriate department. These requests must be made at least 2 weeks prior to the event. *Request for Event Supplies and Materials form*

5. If the event being planned requires early preparations for decorating, club members should work with the Coordinator of Student Activities to arrange for doors to be unlocked as necessary.

J. PUBLICITY AND PROMOTIONS

There are various forms of publicity available for promoting sponsored events. Following these basic guidelines, clubs may use whichever is most appropriate.

1. **Flyers** – Flyers will be allowed on campus for each event. These must be submitted to the Coordinator of Student Activities for approval. It is the club’s responsibility to remove posters once an event/activity has ended.

2. **Banners** – Consult with the Coordinator of Student Activities for available space and supplies.

3. **Faculty/staff memos & invitations** – If the faculty and/or other college staff members are invited to a club-sponsored event, they may be informed by special memos or invitations sent directly to their campus mailboxes or emailed. A typed announcement must be submitted to the Coordinator of Student Activities at least 2-3 weeks prior to the event.

4. **Off-campus media** – If a club is sponsoring an event for the general public, special arrangements can be made to utilize local media, i.e., television, radio, or newspaper. Consult with the Coordinator of Student Activities 1 month prior to the event for such promotions. All such promotions must first be cleared with the college’s Director of College and Public Relations.

5. **FKCC Website** – clubs may submit activity information to the Coordinator of Student Activities to post on the FKCC website under Activities and Events.

6. **FKCC Facebook** – clubs may submit activity information to the Coordinator of Student Activities to post on the FKCC Facebook.

K. FUND-RAISING/SOLICITATION GUIDELINES

- Prior to any fund raising activity sponsored by any student organization, a *Request for Student, Club, Fundraising Activity form* must be submitted to the Coordinator of Student Activities and
subsequently approved.

- A *Solicitation Memorandum form* stating for what purpose the proposed solicitation is to be made and a list of who is to be contacted must be submitted with the Request for Student, Club, Fundraising Activity form. The memorandum should include what the donor will be asked to contribute in merchandise and/or services and the dollar amount or dollar range of the contribution. **A copy of any proposed solicitation letter must also accompany this memorandum.** These should be submitted to the Coordinator of Student Activities 2-3 weeks prior to event.

- Upon receipt of this form and memorandum, the Coordinator of Student Activities will submit a recommendation to the President or his/her designee through the Dean of Student Affairs regarding the granting or denial of permission. The Coordinator of Student Activities will inform the student organization of the decision.

- Approved club activities will be recorded by the Coordinator of Student Activities in the FKCC Approved Club Events folder. Fundraising Events, once approved, will be scanned and added to the “Approved Student Fundraising” folder.

- Once the solicited merchandise, services, or money has been received, the club will provide the Coordinator of Student Activities with a listing of all merchandise received along with the dollar amount noted. This listing will then be forwarded to the President’s Designee (The Dean of Student Affairs) and then deposited in the appropriate club account by the Business Office. A receipt will be provided for each transaction and filed with the Coordinator of Student Activities.

- Clubs must deposit all funds into the Club Bank Account within 7 working business days of receiving funds.

L. ACTIVE OR INACTIVE CLUB STATUS

1. A club or organization is considered to be on active status when it is chartered and conducting regular activities, using college property, and scheduling events and meetings within the community.

2. Inactive status of a club means that a particular club does not have enough student interest to charter and organize activities during a semester. Any student who wishes to place the club back on active status need only to submit a letter to the Student Activities Committee with the names of at least eight students and an advisor. This request is forwarded, to the Director of Student Advisement and Engagement for charter renewal.

3. Clubs must submit *Request for Recognition and Charter/Re-Charter* at the beginning of the Fall or Spring semester before Club Rush event or exactly one week after Club Rush event. Past this time, the club has missed the deadline to charter for that semester and will charter for the upcoming semester.

M. STUDENT PUBLICATIONS

Florida Keys Community College regards student-sponsored publications as a student activity.
The students responsible for the publication are regarded as a club. Therefore, any students who wish to publish any type of publication, be it a yearbook, newspaper, literary magazine, or bulletin, must follow the procedures for chartering a club, as outlined in this handbook. It will be at the discretion of the Coordinator of Student Activities to approve funding for a student publication.

N. STUDENT ACTIVITIES CLUB TRAVEL

Student Activities Club Travel within the United States fall under the supervision of the Coordinator of Student Activities. If active members of a chartered college club plan to travel to a conference or seminar, the club advisor must complete the following Student Activities Club Travel Forms.

Step 1. Complete *Request for Student, Club, Fundraising Activity Form.

Step 2. Complete *Student Travel Agreement Form pages.

Step 3. Complete Student Activities Club Travel Forms:
*Complete Code of Conduct Contract Form
*Individual Transportation Release- (if needed)
*Chaperone Form (if needed)
*Notice of Class Absence due to Student Activities pages
*Permission for Emergency Treatment (if needed)
*Emergency Contact Information

O. CHARTERED CLUBS

Club advisors are reminded that all clubs must apply for re-charter at the start of the academic year. The club re-chartering process requires a list of at least eight student members and a roster of the new club officers. Refer to Section IVC, Chartering or Re-chartering a Club at FKCC.

The following clubs were chartered in the 2014-2015 academic year:
Bone Island Athletic Club
Environmental Club
Florida Nursing Student Association
Book Club
Mud-Pi Ceramics Club
Phi Theta Kappa Honor Society
Scuba Club
Sigma Alpha Pi Leadership Society
Student Government Association
National Technical Honor Society
Residence Hall Association
Spanish Club
Community Events Club

P. ADVISOR RESPONSIBILITIES
All campus organizations must have an advisor who is a full-time faculty, full-time professional staff, or full-time Career staff member at Florida Keys Community College. The role of an advisor is to serve as the College’s liaison with the student organization, take an active role in the organization, act as a resource person and referral agent, and see that college policies and procedures are followed. Advisors will not be paid stipend if following duties are not met. Advisors’ number one role at FKCC is maintaining their responsibilities as employees of the college. Students are expected to be responsible for the success of the organization with input from the advisors/co-advisors.

More specifically, an advisor/co-advisor is responsible for the following:

1. Attend all club-sponsored functions, including meetings, Student Activities club travel, and conferences, or make arrangements for another faculty/professional/career staff member to attend. Coordinator of Student Activities must be notified if other arrangements need to be made.

2. Assist club officers to become better leaders through training and informal discussions on the use of the parliamentary procedures, how to lead group discussion, consensus seeking and decision-making.

3. See that the club treasurer has a good understanding of accounting procedures. The advisor oversees the financial matters of the club on a regular basis.

4. Keep abreast of the work and progress of the club, and be a mediator when a problem arises that hinders the club’s progress.

5. Ensure that with the help of club officers, the organization adheres to all College rules and regulations regarding on-campus and off-campus events, travel, the drug-free and substance policies, hazing policy, and Students’ Rights and Responsibilities as outlined in the Student Handbook. All members of the club, the advisor, and chaperones attending events share these responsibilities.

6. See that the organization’s activities and events, including travel, are coordinated in advance to ensure proper planning time, and assist in securing chaperons for event as needed.

7. Must keep open contact with Coordinator of Student Activities by email or phone.

8. Ensure that minutes are taken at club meetings and that the Coordinator of Student Activities receives copies of the minutes following the meeting from Advisor or club Secretary. Mandatory for each club meeting!

9. Mandatory club participation at the semester Club Rush events. Must have club representative or club advisor present.

Q. CLUB OFFICERS’ RESPONSIBILITIES

Officers of student clubs are expected to maintain acceptable standards of academic progress, and to adhere to the College policies and procedures outlined in the Student Activities

President’s and/or Vice President’s Responsibilities:
To represent the student organization and/or the College, preside over the organization’s meetings, assure that all requirements for the organization are met, coordinate, and lead the organization in its business and activities.

Secretary’s Responsibilities:
To keep minutes of all meetings, prepare agendas, and handle correspondence to members.

Treasurer’s Responsibilities:
To provide financial accountability for the organization and maintain/ balance club bank accounts.

Parliamentarian’s Responsibilities:
Keep order of meetings and to act as a median when needed. The Parliamentarian may also use a 3 minute time limit for comments and input from inside and outside members.

R. REMOVAL OF CLUB OFFICERS

Section 1: All officers can be removed from office by two-thirds vote of the Executive Board and club members, with the approval of the Advisor.

Section 2: The Advisor shall preside over all impeachment proceedings.

Section 3: All officers and members of Florida Keys Community College Clubs are expected to act in a lawful manner and with high moral standards of behavior at all times.

Section 5: In the event an elected officer or member of the club is convicted of a violation of criminal law or is found civilly liable for an act of moral turpitude, that person must: report situation to the Advisor and be removed from office immediately pending completion of an appeal through the court system.

III. DRUG-FREE POLICY

It is the policy of FKCC to maintain a drug-free educational institution for its students, and a drug-free workplace for its employees.

S. NO ALCOHOL ON CAMPUS

In accordance with the FKCC Drug-Free Workplace Policy, alcohol is not permitted at college functions held both on and off campus. If a club or department is planning a celebration, no alcohol will be permitted both on or off campus. Exceptions to this policy must be requested by special appeal to the President of FKCC.
Memorandum

TO: Coordinator of Student Activities

FROM: _____________________________ at Florida Keys Community College

Club Name

DATE:

SUBJECT: Student Activities Club Advisor Request Form

The faculty/professional staff member listed below is being recommended to serve as advisor for the following Student Activities-sponsored college club:

_________________________________________

Name of Requested Club Advisor

_____ Approved  _____ Not Approved

______________________________
Supervisor of recommended club advisor

_____ Approved  _____ Not Approved

______________________________
Coordinator of Student Activities

_____ Approved  _____ Not Approved

______________________________
Director of Student Advisement and Engagement

_____ Approved  _____ Not Approved

______________________________
Dean of Student Affairs
B. ADVISOR ROLES AND COMMITMENT TO STUDENT ORGANIZATIONS

Student club and organization advisors must be a faculty, professional or staff member of the college. It is the responsibility of the advisor to facilitate and assist students in the effective operations of their clubs or organizations. The role of the advisor is an important function of a club/organizations’ success. It is important that the advisor communicates with their students and provides important information about programs to the Student Activities Coordinator. The Student Activities Coordinator is a resource for all student clubs/organizations and is willing to attend club/organization meeting and to work within their group to resolve a problem.

Commitment to the Club/Organization:

- Assist the students in setting realistic goals and objectives each academic year.
- Participate in community volunteer events.
- Be well informed about all of the plans and activities of the group.
- Be aware of college policies and should insure compliance with the policies.
- Encourage members to accept responsibility for specific officer positions and help them recognize the importance of their roles in relationship to the club/organization.
- Work with students to help them plan programs that are beneficial and consistent with educational objectives of the college.
- Attend all clubs/organizations meetings.
- Attend all on-campus and off-campus events and travel.
- Meets deadlines for requests and approvals.

Mandatory Club/Organization Events:

- Attend Fall and Spring Club Rush events
- Phi Theta Kappa, Sigma Alpha Pi, and NTHS must participate in the Student Awards Banquet.

*I have read the Advisor’s Expectations and agree to do what is expected of an advisor. Advisors will not receive stipend pay unless all mandatory event/meetings/minutes have been met.*

_______________________  ________________________________
Club/Organization      Advisor’s Signature       Date

______________________  ________________________________
Club/Organization      Co-Advisor’s Signature     Date

*I have read and understand the importance of the advisor’s role and I am supportive of the faculty/staff members’ commitment to this position.*

____________________________________________  ________________
Coordinator, Student Activities                      Date
C. REQUEST FOR RECOGNITION AND CHARTER/RE-CHARTER

2015-2016

I. Name of the Club/Organization: ______________________________at Florida Keys Community College.

II. Purpose of the Organization (attach new or updated constitution):

_____________________________________________________________________
_____________________________________________________________________

III. Proposed meeting days/times:

_____________________________________________________________________

IV. Date and time when the Coordinator of Student Activities may visit your organizational meeting (Required):

_____________________________________________________________________

V. Dues (if any): ___________

VI. Required copy of constitution attached? _____Yes _____No

VII. Name and signature of FKCC faculty/professional/staff advisor:

_______________________ _________________________ __________
Print Name           Signature                   Date

VIII. Names of charter student members and Student ID # (minimum of eight (8) students is required):

_________________________  _________________________
_________________________  _________________________
_________________________  _________________________

IX. This request submitted by (student):

____________________________    ________________________ __________
Print Name              Signature       Date

Charter and Re-Charter Paperwork deadline: One week following Club Rush
Constitution of _________________________________ (Club/organization name)

ARTICLE I

The name of this club/organization will be _______________________ at Florida Keys Community College

ARTICLE II

Purpose

The purpose of this club/organization is to provide an opportunity for students of Florida Keys Community College _____________________________________________________________

(reason for existence, goals of the organization, examples may include: Provide a sense of community; maintain academic freedom; promote leadership skills)

ARTICLE III

Membership

A. The club is open to all currently enrolled students of Florida Keys Community College.
B. The club shall not discriminate against any student on the basis of race, color, religion, sexual orientation, national origin, creed, age, disability, marital status, political affiliations, or veteran status.

C. Membership dues (if applicable)
   1. The amount of $____ will be charged every semester/year for membership dues.
   2. The dues will be paid the first month of the semester the student becomes a member.

D. Membership will be renewed by registration and dues (if applicable) at the beginning of each school year (fall term).

ARTICLE IV

Election of Officers

Elections shall be held each year at the beginning of Term I-Fall. Each club member shall be entitled to vote. A simple majority will prevail for each position. Term of office will be for one year commencing at the beginning of Term I or upon establishment of the organization.
All officers must be a registered and enrolled student with a GPA of 2.0 or above during the term of office. Incoming students (those who have not previously attended a post-secondary institution or have no existing FKCC grade point average) shall be exempt from the following qualifications requirements during the first academic semester in office or until a cumulative FKCC grade point average has been established.

ARTICLE V
Vacancy of Office

In the event that the president position becomes vacant, such vacancy shall be filed by the succession of the Vice-President. In the event that the positions of the Vice-President, Secretary, or Treasurer become vacant (choose A or B):

A. The members elect the new officer, or
B. The President appoints the officer and the members will need to approve

ARTICLE VI
Meetings

All meetings of the club shall be governed by Robert’s Rules of Order (recommended, not required). Meetings shall be held on a weekly, monthly, or as needed basis.

ARTICLE VII
Amending Constitution

After deliberation of a proposed amendment it shall be tabled until the next meeting, at which time it will be brought up for vote. A 2/3 majority will be required to pass an amendment. Any amendments will be added following Article IX. If there is a change of earlier articles, they will supersede the previous conditions. There is no need to continually change the document.

ARTICLE VIII
Rules

The club rules shall comply with the Student Activities Handbook. Those rules and guidelines are hereby incorporated in total. No drugs or alcohol on-campus or promoted by any club off-campus.
E. NOTIFICATION OF CLUB OFFICERS

2015-2016

The information below is to be provided at such time as the club/organization has been chartered or re-chartered

The following officers were elected at the club's meeting:

Name of Organization/Club: __________________________ at Florida Keys Community College

Club Advisors Name: ___________________________________________________________

Date of Meeting: _______________________

President: ____________________ ____________________ _______________
Print Name   Signature   E-mail

Vice President : ____________________ ____________________ _______________
Print Name   Signature   E-mail

Treasurer: ____________________ ____________________ _______________
Print Name   Signature   E-mail

Secretary: ____________________ ____________________ _______________
Print Name   Signature   E-mail

Parliamentarian: ____________________ ____________________ _______________
Print Name   Signature   E-mail

Submit completed form to the Coordinator of Student Activities after first club meeting or at the time of club charter!
F. STUDENT ACTIVITIES FUNDS REQUEST

Please complete and submit 3-4 weeks in advance to the Coordinator of Student Activities when funds are being requested for a planned activity/event or for purchase of a product or service.

Date: ______________________________
Name of Club: ___________________________________ at Florida Keys Community College
Description of planned activity/event: _____________________________________________________

OR
Description of product or service: ______________________________________________________

How will this activity/event or purchase benefit the students? The college?
__________________________________________________________________________________
__________________________________________________________________________________

If planned activity/event, what is the estimated total expense? ______________________________

If purchasing a product or a service, what is the estimated cost? ______________________________

- Vendor’s name: ______________________________________________________________
- Vendor’s address: ____________________________________________________________
- Vendor’s phone: _______________________ Vendor’s fax: __________________________

Actual amount being requested: $__________________ Date Needed: _________________________
Advisor’s Name: ______________________________ Signature: _____________________________
President’s or Treasurer’s Name: ________________________ Signature: ______________________

Please submit this form to the Coordinator of Student Activities

__________________________
Received By: ______________________________ Date Received: __________

Date Reviewed by the Student Government Association: _________________
Amount Approved: $_________________ Reason if Not Approved: __________________
G. REQUEST FOR STUDENT, CLUB ACTIVITY OR FUNDRAISING ACTIVITY

All student club activities, whether held on-campus or in the community must be scheduled and approved by the Coordinator of Student Activities. Scheduling activities in this manner prevents overlap between club functions. This completed form should be submitted to the Coordinator of Student Activities for approval 2-3 weeks prior to the event date.

1. Name of Club Sponsoring Activity: ______________________________ at Florida Keys Community College

2. Type of Activity: (i.e. meeting, club event, off campus events, etc.)

3. Type of Fundraising Activity: (i.e. fundraising, solicitation, bake sale, raffles, etc.)
   *Must be approved prior to event by FKCC Presidents Designee.

   Date of Activity/Event: ______________________________
   Begin and End Time: ______________________________
   Location: ______________________________

   (If you will need a room on campus or special equipment or supplies, contact the Student Activities Coordinator for assistance).

   *Request for Event Supplies and Materials form

4. Admission Charge: ___________ per FKCC student
                          ___________ per non-college person

5. Number of Persons Expected to Attend: ________________________

6. A faculty member/professional staff chaperon must be present at all college-sanctioned activities/events. The individual(s) listed has agreed to chaperon this activity/event. No club can hold an activity unless they have a chaperon. Please be sure that the chaperons are available for the entire event.

   Faculty Member/Professional Staff in Charge: ______________________________

7. Student Submitting Form (required): ______________________________ Date: __________
   Signature

8. Club Advisor Approval (required): ______________________________ Date: __________
   Signature

   Process for Signatures:

1. ________________________________  ______Approved   ______Denied   Date: _______
   Coordinator of Student Activities

2. ________________________________  ______Approved   ______Denied   Date: _______
   FKCC President’s Designee-Dean of Student Affairs

3. Return to Michelle Cherry, Director of Student Advisement and Engagement with all final signatures
H. EVENT SUPPLIES AND MATERIAL REQUEST

Club Event_____________________________________

 o **Student Club Activity Form** (Must be requested 2-3 weeks prior to the event)
   ➢ Activity approved on ______________

 o **Event Location Request** ________________

 o **Using Club funds**
   ➢ Club Approval Yes or No

 o **Maintenance Work Order**
   ➢ Work order completed on ________________ and requested the following:
   ➢ ( ) Tables
   ➢ ( ) Chairs
   ➢ ( ) Ice chests
   ➢ ( ) Tents
   ➢ Other:_________________________________________________________________________

 o **IT Request** completed on ________________
   ➢ Projector cart
   ➢ Speakers
   ➢ Laptop

 o **Food for the event**
   ➢ Club selected food item(s)
     • ______________________________________________________
     • ______________________________________________________
     • ______________________________________________________
   ➢ Food Items ordered on ________________

 o **Additional items supplied by student activities:**
   ➢ ( ) Plates
   ➢ ( ) Napkins
   ➢ ( ) Table clothes
   ➢ ( ) Silverware/person
   ➢ ( ) Specialty Paper (i.e. parchment, construction...etc)
   ➢ ( ) Other

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Note: A copy of this form must be submitted to the Student Affairs Generalist
Memorandum

TO: Coordinator of Student Activities

FROM: _____________________________ at Florida Keys Community College
       
       Club Name

DATE: 

SUBJECT: Student Activities Request for Solicitation

This memorandum is for club solicitation/fundraising within the community. Please complete the following below for club solicitation/fundraising:

<table>
<thead>
<tr>
<th>Business/Contact Name</th>
<th>Phone</th>
<th>E-mail Address</th>
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NOTE: A copy of the solicitation letter must be attached to this form for each business.
I. Student Travel Agreement

Conference Name:______________________________________________________

Student Organization:___________________________________________________

1. Agree to abide by the policies as stated in the Student Handbook.
2. No use or possession of alcoholic beverages or illegal drugs.
3. No participant is to be in or operate any vehicle unless a staff member in charge
is present and gives permission for such use.
4. Leave the emergency contact information with a relative or friend.
5. Pack and travel light.
6. Transportation must be by the college vehicle, when applicable.
7. There is no smoking allowed in the vehicle.
8. HAVE A GREAT TIME!!

Student’s signature:  __________________________________________________

Print Name:  __________________________________________________________

Telephone:  ____________________ Student I.D. #:_________________________

Date:  _______________________    Campus:   ____________________________
I. Student Travel Agreement

I. DISCLOSURE:

The Florida Keys Community College Student Activities Department involves a variety of activities that often include warm-ups, games, group initiative problems, low and high challenge course elements and other rigorous physical activities. The level of participation in all programs and activities is at all times completely up to the individual. Yet there are risks which must be assumed by each participant, that he or she may suffer an emotional or physical injury and disability. Certain health/medical information must be known to the instructor(s) conducting programs so that they are prepared to respond appropriately if the need arises. This information will be held in confidence. Please complete the form and return it to Florida Keys Community College Student Activities Coordinator.

II. GROUND RULES:

You are representing Florida Keys Community College and in order to participate in this event, every participant is expected to adhere to the following guidelines. Please sign below to acknowledge that you have read these rules and agree to abide by them.
I. Student Travel Agreement

WAIVER OF HEALTH INSURANCE

Florida Keys Community College Student Activities strongly encourages students who participate in Student Activities Travel events to provide proof of health and accident insurance. If you have insurance, please provide a copy a photocopy of your health insurance card with this packet. If you do not have health insurance, you may purchase coverage through “Insurance for Students” at a discounted rate.

I understand that Florida Keys Community College encourages students to provide their own health care coverage. I also understand that the cost of treatment for any injuries while on this college sponsored trip will be my responsibility.

________________________   __________________________
Student’s Name – Print                                       Date

________________________
Student’s Signature

(Parent must sign if participant is under the age of 18)

________________________   __________________________
Parent/ Guardian’s Name – Print                         Date

________________________
Parent/ Guardian’s Signature
I. Student Travel Agreement

PERSONAL HEALTH AND MEDICAL FORM
(Please print)

1. IDENTIFICATION

Name: ________________________________________________  Sex: _________

Address: _________________________________________ Phone: _________________

City, St: _________________________________________  Zip: ___________________

Date of Birth: _________________________________

2. IN CASE OF EMERGENCY

Name: ___________________________________  Relationship:______________

Address: _____________________________________  City/State/Zip: ____________

Home Phone: ___________________ Business Phone: _____________________

3. EMERGENCY MEDICAL INFORMATION

Has or is subject to: (check all that apply)

☐ Allergies to medicine, food, plant, animal, or insect toxin
☐ Any condition that may require special care, medicine, or diet
☐ Asthma ☐ Bleeding disorders ☐ Heart trouble
☐ Convulsions ☐ Diabetes ☐ Fainting

Explain:__________________________________________________________

_________________________________________________________________

_________________________________________________________________
PERMISSION FOR EMERGENCY TREATMENT

☐ Key West       ☐ Middle Keys       ☐ Upper Keys

Student Name: _____________________________________________________

Student Number:____________________________________________________

I / We hereby authorize the appointed representatives of Florida Keys Community College to obtain and authorize medical treatment as is necessary to protect the well-being of my child including authorization for emergency treatment, anesthesia, and/or surgery as deemed necessary. Further, I/ We do hereby release and agree to hold harmless Florida Keys Community College and its representatives from any and all claims which may arise from said medical treatment.

_______________________________________________ ___________________
Signature of Student              Date

_______________________________________________ ___________________
Signature of Parent or Guardian               Date

NOTE: On rare occasions an emergency requiring hospitalization, surgery, and/or other medical treatment develops. Since in some countries/ states students under the age of 21 years of age might not be administered an anesthetic or operated without the written consent of a parent or guardian, we request that the parent of guardian sign this document in order to prevent a dangerous delay in the administration of emergency medical attention.

Emergency medical information:

Do you suffer from any of the following conditions?

☐ Allergies       ☐ Asthma       ☐ Convulsions       ☐ Heart Trouble
☐ Diabetes       ☐ Fainting Spells       ☐ Bleeding Disorders

☐ Other (______________________________________)

Do you wear?

☐ Contact Lenses       ☐ Dentures

Please list any medications you are currently taking? ________________________
I. Student Travel Agreement

PERSONAL OR PARENT STATEMENT

To the best of my knowledge, the information on this form is true and accurate. I give my permission for full participation in the retreat, subject to the limitations noted herein. In the event of illness or accident in the course of such activity, I request that measures be instituted without delay as judgment of medical personnel dictates.

________________________________   ____________________________
Student’s Name – Print                    Date

________________________________
Student’s Signature

(Parent must sign if participant is under the age of 18)

________________________________   ____________________________
Parent/ Guardian’s Name – Print                         Date

________________________________
Parent/ Guardian’s Signature

Facility Rules Agreement

I understand that the facility is a non-smoking facility. I have been told that I must follow the State law and the rules of the facility. If I do not follow the State law and the facility rules then I will be subject to discipline by the Dean of Student Affairs on my campus and exclusion from future FKCC Student Activities sponsored trips. I respect the rules of the host facility and will abide by them.

Student’s signature________________________________________________
I. Student Travel Agreement

PHOTO MEDIA RELEASE:

I, the undersigned, grant Florida Keys Community College, Student Activities Department, and persons acting through them, the right to use reproduces, assign, and/or distribute photographs, films, videotapes, and sound recordings of myself for use in materials they may create.

________________________________   __________________________
Student’s Name – Print                    Date

____________________________________________________________________
Students’s Signature

(Parent must sign if participant is under the age of 18)

________________________________   __________________________
Parent/ Guardian’s Name – Print                         Date

____________________________________________________________________
Parent/ Guardian’s Signature
II. Code of Conduct Contract

I, ____________________________, hereby agree to fulfill all the terms listed below as a representative of Florida Keys Community College to _______________________________.

Student Name

Name of Trip

Date(s) of trip: __________________________.

1. I understand that, as a representative of Florida Keys Community College, I will not leave the hotel or property that we are registered in unless given permission from the advisor.

2. I will attend all aspects of the conference/trip (including pre-conference/trip, on-site, and post-conference/trip meetings) unless excused by the advisor.

3. I realize that I am a representative of Florida Keys Community College, and that I have been chosen by my organization to represent it and its interests. As such a representative, I understand that any actions I take at the conference/trip will positively or negatively affect opinions of others about our organization and Florida Keys Community College, and will conduct myself in an appropriate, professional manner. This also includes following appropriate dress code and wearing business casual attire when attending events unless otherwise informed.

4. As a representative of Florida Keys Community College, I will engage in behaviors that are responsible and mature. The consumption of alcoholic beverages (regardless of age), intoxication, use of illegal substances, and abusive and/or inappropriate behavior is in violation of FKCC’s Student Code of Conduct and may result in dismissal from the delegation and the conference/trip. If I am asked to leave, I understand that I must reimburse the organization and/or Florida Keys Community College for any expenses they incurred for my participation at the conference.

I understand that by signing this agreement I am making a commitment to attend this conference/trip. If I should cancel, I will reimburse Florida Keys Community College for any expenses incurred.

Signature: ________________________________

Student ID #: ________________________________

Date: _______________
III. Individual Transportation Release

If approved by the Dean of Student Affairs, a student may be allowed to travel in his/her personal vehicle within Monroe County or outside Monroe County. This request must be completed at least 4 weeks (Business Days) prior to the trip.

Legal Name:_______________________________________________________________________

Club/Organization:__________________________________________________________________

Type of Activity:____________________________________________________________________

Date of Activity:____________________________________________________________________

Location:___________________________________________________________________________

Guidelines:
- They will receive no reimbursement for a rental car, mileage, gas or meals during transportation.
- They (and their insurance) assume the risk and liability if anything were to happen while driving.
- Students may ride with one another – but the driver assumes all risk and liability for passengers.

Documentation required:
- [ ] Letter of request
- [ ] Documentation (doctor’s note, employer’s letter, etc)
- [ ] Copy of driver’s license
- [ ] Copy of insurance

I, the individual, have each chosen of my own free will to provide my own transportation to and from ____________________________________ (destination) on ______________________ (dates). I understand that I am individually responsible for all aspects of this transportation including any personal injury or loss that may occur. I further acknowledge that Florida Keys Community College and its board members, and employees are not responsible, either monetarily or legally, for any aspects of said transportation.

__________________________                          ______________
Student Signature                                      Date

[ ] Approved  [ ] Disapproved

__________________________                          ______________
Dean of Student Affairs                                     Date
## CHAPERONE FORM

### Key West

| Organization Name: __________________________________________________ |
| Event: _____________________________________________________________ |
| Date(s): ________________________ Location ____________________________ |

### Chaperones:

1. ____________________________________
2. ____________________________________
3. ____________________________________
4. ____________________________________
5. ____________________________________

______________________________________________    _________________
Club Advisor or Lead Faculty/Staff Chaperone           Date

______________________________________________    _________________
Department Supervisor                              Date

______________________________________________    _________________
Dean of Student Affairs or Designee                  Approval Date
NOTICE OF CLASS ABSENCE DUE TO STUDENT ACTIVITIES

Student Name: _____________________________________________________

Student Number:_____________________________

Reason for Absence (25 words or less)

________________________

Dates of Absence

Permission to make up class work missed during absence.

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Instructor</th>
<th>Approved</th>
<th>Denied</th>
<th>Signature of Instructor</th>
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Instructions to Students:

1. List the classes by reference number and instructor that you will miss during your absence.

2. Contact your instructor(s) for class assignments and to secure permission to make up class work missed. Note: Instructor must provide a deadline when missed work shall be completed by and include this with their approval of absence.

3. Obtain the signature of your Club Advisor or Faculty/Staff Chaperone for the event.

4. Return the completed form to the Coordinator of Student Activities no later than two weeks prior to the date of absence.

__________________________________________________________________________
Student Signature                                           Date

__________________________________________________________________________
Club Advisor or Faculty/ Staff Chaperone                                           Date
EMERGENCY CONTACT INFORMATION

☐ Key West   ☐ Middle Keys   ☐ Upper Keys

Student Name: _____________________________________________________

Student Number:____________________________________________________

Address:___________________________________________________________

Email:_____________________________________________________________

Home Phone:___________________ Alternate Phone:_____________________

EMERGENCY CONTACT:

NAME: _____________________________________________________________

Relationship: ___________________ Home Phone: ______________________

Alternate Phone: _________________

Address: ________________________________

Email: ________________________________

I herby certify that all of the above information given is true and accurate.

____________________________  _________________
Student Signature        Date