



# MHCC Clubs and Organizations Manual

Office of Student Life and Civic Engagement

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## **MHCC CLUBS & ORGANIZATIONS MANUAL PURPOSE**

This manual is primarily for club leaders and advisors involved in student clubs and organizations to use as a resource for helping their organization(s) achieve success. It contains information needed to appropriately lead and guide a campus group. The club leaders and advisors are greatly appreciated by The Office Student Life and Civic Engagement as well as by all students who benefit from their hard work.

Clubs and Organizations are under the leadership of the Associated Students of Mt. Hood Community College (ASMHCC) and The Office of Student Life and Civic Engagement who strive to enrich the college experience of each student; these groups are an integral part of that enrichment.

## **ABOUT MT. HOOD COMMUNITY COLLEGE**

### **Mission**

Transforming Lives, Building Communities

### **Vision**

Mt. Hood Community College is nationally recognized as the choice for life-long education and is a leader in state-of-the-art learning environments and innovation; the College is celebrated by residents for its economic, social, cultural and recreational contributions to the district.

### **Core themes**

#### **Learner Success**

The College provides the necessary state-of-the-art tools so that anyone committed to learning may establish, make progress towards and ultimately accomplish the goals that define their individual success.

#### **Community Pride**

The College continually seeks out educational, economic and cultural opportunities to engage and partner with its surrounding populations in an effort to be a responsive, responsible neighbor, and a college that the community can proudly and confidently support.

#### **Partner Innovation**

The College works closely with businesses, government agencies and nonprofits to proactively reassess current and future trends so that it may provide relevant skills and educational training while eliminating barriers and maximizing efficiencies and service quality.

## **ABOUT STUDENT LIFE**

### **Mission Statement**

To support and advocate for the interest of students by creating engaging opportunities which empowers and connects them to Mt. Hood Community College.

### **Vision**

To lead the campus with diverse, equitable, and dynamic personal, cultural, educational, and professional growth opportunities and services for students pursuing their educational goals.

### **Associated Students of Mt. Hood Community College**

The Associated Students of Mt. Hood Community College exist to enhance the general welfare of students through student advocacy, representation, projects, and initiatives for all students at MHCC. The Associated Student Government (ASG) of Mt. Hood Community College (ASMHCC) is the official governing body and budget authority for the Associated Students of Mt. Hood Community College.

ASG serves as the liaison between the administration and the student body. ASG delegates authority to Student Activities and Student Clubs and Organizations to offer a broad range of programs, events, and activities designed to meet the needs and interests of a diverse student body. All students who are registered at Mt. Hood Community College and have paid their student fees are members of the Associated Students of Mt. Hood Community College (ASMHCC).

Student clubs and organizations provide opportunities to combine various aspects of students' academic and/or vocational learning into practical action outside the classroom. Through participation in a student club or organization, students learn to apply the skills and responsibilities of leadership (communication, team building, problem solving, meeting management, decision making, conflict management, etc.) as well as become involved in the broader community. Participation in clubs and organizations provides a great way to meet other students with similar interests and helps enhance students' educational experience while developing life-long skills.

### **Benefits of Clubs and Organization on Campus**

Student clubs and organizations serve a variety of roles within our College. They are responsible for many of the activities and events that take place outside of the classroom. Involvement in extra-curricular activities is at the heart of the student's college experience and the foundation for the development of the campus culture.

The following factors illustrate how involvement with student clubs and organizations provides development opportunities for students and complements their classroom experience:

- ❖ Develops networks, improves relationships and fosters closer ties between staff, faculty and students
- ❖ Teaches self-discipline, initiative, leadership and responsibility

- ❖ Allows students to apply learned concepts in real-life situations
- ❖ Acts as an arena for testing beliefs, values, attitudes and morals
- ❖ Contributes to the identity and development of student personalities
- ❖ Exposes students to differing, diverse, and conflicting viewpoints
- ❖ Helps students identify with the campus culture, making them more likely to stay and graduate
- ❖ Channels anxiety and stress into positive, enjoyable and productive pursuits
- ❖ Teaches and promotes hobbies, sports and other leisure activities at nominal costs
- ❖ Provides support for students with common needs or interests
- ❖ Motivates students to strive for and maintain academic excellence

Often overlooked are the benefits to the advisor involved with a student club or organization outside of the classroom or work environment, which allows faculty and staff to develop closer relationships with students at MHCC. It is also a unique professional development opportunity for advisors.

Students who make connections to the greater campus community are more likely to stay and graduate from MHCC. As an entity of the College, it is our responsibility to support student endeavors both in and out of the classroom. Through involvement with clubs and organizations, students are offered opportunities to gain hands-on experience that will enhance competencies required of a well-rounded individual in a safe environment. These experiences and programs should be designed to provide students the ability to develop leadership skills: e.g. enhance critical thinking, apply communication techniques, provide service to the community, develop an understanding of the value of living in a diverse cultural environment, and work with the most current technology.

Each club and organization is served by the Associated Student Government (ASG) and The Office of Student Life and Civic Engagement located within the Student Union.

Please stop in to say hello, meet the students and staff, check out Barney's Pantry, see the games we offer and learn about the other resources available.

## **CLUBS & ORGANIZATIONS PURPOSE STATEMENT**

MHCC's Clubs & Organizations exist to unite students of similar interests together and provide them with opportunities to become effective leaders. These groups enhance the quality of student life by fostering social interactions, leadership development, and a connection to the College by promoting clubs, diversity, service, and learning outside the classroom.

### **Student Organizations Council (SOC)**

The Student Organizations Council or known as SOC for short is composed of individual club representatives from each chartered MHCC club and organization. SOC offers opportunities for students to get together to make decisions on funding requests, provide updates and conduct business related to the welfare of the Council.

The Student Organizations Council or SOC is the decision-making body composed of MHCC chartered clubs and organizations presidents and/or representatives. SOC was formed to provide

student club and organization members with the opportunity to democratically vote on issues relating to their clubs and organizations. Matters brought before SOC may include club funding proposals, collaborative opportunities, event announcements, and institutional policy changes that impact clubs. If there are any issues regarding protocol or other concerns, they may also be presented.

SOC is chaired by the Clubs & Organizations Coordinator, a representative of the Associated Student Government or ASG. The Clubs & Organizations Coordinator provides updates to members of ASG on matters relating to clubs and organizations during their weekly meetings. The Coordinator creates SOC's weekly agenda, leads meetings, and is the main point of contact for requests from clubs and organizations. When the Clubs & Organizations Coordinator is unable to attend a SOC meeting, another member from ASG will fill in during their absence. In addition to the Clubs & Organizations Coordinator, an executive assistant (ASG member) and SOC staff advisor attend SOC meetings. The executive assistant takes the minutes (notes) during the meeting, and the staff advisor attends to provide any additional assistance during meetings.

SOC meets every Monday during Fall, Winter and Spring terms from noon – 1:00 PM, excluding the first and last two weeks of each term. When a Monday falls on a day where classes are not in session, the meeting will be moved to the following Monday.

SOC follows modified parliamentary procedure. SOC recognizes and follows the ASMHCC Constitution, Bylaws, and MHCC Student Code of Conduct.

Club presidents/representative at MHCC are the voting members of SOC. If a club president is unable to attend a meeting, they may send a club member to replace them as a voting member of SOC. Representatives can be any active member of a club or organization, and the representative can change whenever necessary.

## **SOC Meetings**

SOC meetings occur weekly, on Mondays from noon – 1:00 PM in the MHCC boardroom. SOC meetings are a time for the Student Clubs and Organizations Coordinator to inform the members of SOC what is going on within The Office of Student Life and Civic Engagement and ASG. This is also a time for SOC representatives to let the Student Clubs and Organizations Coordinator know what their club or organization is doing, such as events, requesting funds, etc.

This is also a space for clubs to ask other clubs, the Student Clubs and Organizations Coordinator and SOC advisor questions about their clubs or other related items.

## **Student Clubs and Organizations Leadership**

Student Clubs and Organizations Coordinator is the liaison between the ASG, clubs and organizations and the Office of Student Life and Civic Engagement. They are responsible for facilitating the chartering/renewing and assisting with the management of events and activities. They are responsible for training, supporting, and interpreting practices for SOC representatives. They coordinate the planning and execution of quarterly club fairs, collaborative events, and

manage the funding process. The Student Clubs and Organizations Coordinator also serves as the Chair of SOC. He/she facilitates and runs the SOC meetings.

## **STARTING A CLUB**

### **How to Start a New Club**

There are few steps to starting a club on Campus:

- ❖ Hold an informal meeting of interested students to determine the club's purpose and objectives. If a faculty or staff member has been identified as a potential advisor, invite them to the meeting. Students interested in forming a club need to ultimately identify an advisor.
- ❖ Complete the Charter Application form, which includes detailed and important information on the purpose and intent of the proposed student club or organization.
- ❖ Gather the names with MHCC student ID numbers of at least five currently enrolled students on the Club Charter Application.
- ❖ Find an MHCC employee (faculty or staff member) who is willing to act as the club's advisor. A student club or organization may have co-advisors, one of whom does not have to be a MHCC employee. However, the "advisor of record" must be a MHCC employee. Have the advisor(s) read and sign the Advisor Agreement form, indicating that they are willing to be the clubs advisor.
- ❖ ASMHCC By-Laws require that each club submit a written constitution in order to be chartered. Create a constitution by following the example and instructions on the Sample Club Constitution Format located in the forms section of this manual. All sections of the sample constitution should be considered when creating your constitution. If you need assistance, contact the Student Clubs and Organizations Coordinator and/or advisor to assist you in the development of your constitution.
- ❖ Submit the charter application form (<https://www.mhcc.edu/Club-Charter-Application/>), the charter application support list, the advisor agreement and the proposed constitution to The Office of Student Life and Civic Engagement. The material will be forwarded to the Student Clubs and Organizations Coordinator who will prepare the material for consideration by ASG. You will be notified when your request will be reviewed by each group, so that you may attend and answer questions that might be posed by them as they review your application.
- ❖ ASG approval is needed to be officially chartered and The Office of Student Life and Civic Engagement will begin the procedures to set-up a club financial account and complete other processes to make the club active.
- ❖ A representative of the club is required to attend meetings of the Student Organizations Council to allow for appropriate planning and the coordination of club and organizations programs, activities and efforts.
- ❖ You will be notified when your application has been reviewed by ASG, so that you may attend and answer questions that might be posed by them as they review your application.

### **New Club Funding (\$50)**



This funding is given to each new club after the approval of New Club Request is processed and approved by ASG, an advisor is in place and signed by Club or Organization Advisor, and the officers have attended orientation.

Baseline funding is to help the new clubs get a good start to serving students.

This funding is available for new clubs **only**. This funding is not available to donate to a charity, pay individual dues to national organizations, or reimburse individuals.

## Club Status

- ❖ **Recognition Renewal** - It is important that clubs get renewal every year, once per year. Failure to renew your club may result in not having access to funds, voting rights, and other priorities.
- ❖ **Active Clubs** - Active clubs get the benefit to request money through SOC and ASG and have voting rights in SOC meeting (while meeting the minimum requirements), access to reserve a room for meetings, ASG and college recognition. To remain active as a club you will need to complete a Club Renewal Form and attend weekly SOC meetings. Each club must complete at least two club events per term (Club Fair DOES NOT count). A club collaborating with another club on an event counts.
  - **Inactive Clubs** - Clubs will lose voting rights, and rights to request money through SOC and ASG. If your club is having trouble maintaining a club, please talk with Student Clubs and Organizations Coordinator and advisor.

To maintain active status, a club must complete an update form on time, participate in two activities or service projects each term, attend SOC meetings regularly, and vote during funding request.

**If a club goes two years without any activity or without updating their information**, they are considered inactive which means that the club is no longer recognized by MHCC and receives no benefits.

To re-activate, a club must update its officers/advisors/etc. and notify The Office of Student Life and Civic Engagement. If a club goes inactive, the club account will be on hold and expenditures may not be made. To help us in tracking club activity, program evaluations from your events, activities, discussions, and club activity outside of meetings, must be filled out. This allows us to credit your activities and provides The Office Student Life and Civic Engagement with assessment information.

Clubs may also be put on probation if the club has not fulfilled their two events for the term, have not attended SOC meetings, have not voted in any Funding Requests, do not have an advisor, disregarded policies, or have financial issues, such as overspending in their account. If a club is on probation, they will not have access to their account and are not allowed to schedule rooms until the officers meet with the Clubs & Organizations Coordinator and Advisor.

## Disbanding or Freezing

The Office of Student Life and Civic has the authority to disband a club if the Club fails to abide by:

- ❖ Clubs and Organizations guidelines
- ❖ ASG Bylaws
- ❖ MHCC policies and procedures

- ❖ MHCC Student Code of Conduct.

Additionally, assets of any club may be frozen if it is in the deficit, does not return equipment or receipts, or the account is in question.

## **New Club Orientation**

Once approved, each club must attend New Club Orientation by appointment with the Clubs and Organizations Coordinator and Advisor. In New Club Orientation we will cover the following points.

- ❖ How to Construct a Club Constitution
- ❖ Reserving a room
- ❖ Setting up a Club Financial Account
- ❖ Event Planning
- ❖ Partnerships and Co-Sponsoring
- ❖ Food on Campus
- ❖ Publicity
- ❖ Forms

**If you do not hear from the Office of Student Life and Civic Engagement within seven days after submission, please call 503-491-7269.**

## **Clubs Code of Conduct**

All club members are representatives of Mt. Hood Community College. This brings responsibility to each member of the club. Clubs are required to act sensibly and in such a way as to enhance the mission of the College. They are also required to adhere to all MHCC policies and procedures, MHCC Student Code of Conduct, ASMHCC Bylaws, and The Office of Student Life and Civic Engagement Procedures.

## **CLUB REQUIREMENTS**

All club leadership/officer positions must be filled by currently enrolled MHCC students taking at least 6 credit hours. If a club leader withdraws or discontinues as a student, they must resign from the position, except during the summer term, unless the officer has graduated. It is recommended that students refrain from fulfilling a leadership position in more than one club at a time, instead allowing more students to have leadership opportunities. It is not allowed that anyone in the treasurer position or working with finances to hold another leadership position. The Office of Student Life and Civic Engagement encourages clubs to fill officer positions for the following academic year in April or May of the current academic year. This allows the outgoing club officers to train incoming officers and the club to get a head start on planning events with guidance from current officers.

## **Individual Club and Organization Meetings**

Each club is required to hold meetings on a regular basis, with a minimum of one meetings per month. Meetings may include the membership-at-large and/or specified officers. These meetings need to be documented with minutes taken at each meeting. Clubs are required to schedule all

meetings and activities/projects through 25Live at least one month prior to the meeting date, even if it is not taking place on MHCC campus. Clubs are required to use the MHCC facilities. Club advisors can help reserve rooms for club meetings or activities in 25live, please inform student life staff if you have done so.

## Managing Your Club

- ❖ Clubs are highly encourage to meet regularly, date and time is up to your club and advisor. Please talk to The Office of Student Life and Civic Engagement staff for help.

## Club Responsibility

- ❖ **Club Meetings** - Club meetings will be a group decision, decided within the club. If the club needs a room or space for a meeting, they will have to get in contact with The Office of Student Life and Civic Engagement.
- ❖ **Membership** - Membership is the club's decision prior to the club constitution and club By-Laws of that club and must follow MHCC Student Code of Conduct and Policies.

## Club Advisors Responsibilities

The advisor role is to encourage and support student initiatives and not to dictate personal agenda.

- ❖ Take an active role in advising the student organization.
- ❖ Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and bylaws.
- ❖ Know the officers and the current members of the organization.
- ❖ Meet with the organization's president on a regular basis (at least bi-weekly)
- ❖ Remain informed of all activities sponsored and conducted by the student organization and attend events as possible.
- ❖ Establish with the club or organization president the manner and frequency in which the advisor will participate in the organization's activities, e.g., programs, social events, and meetings.
- ❖ Be knowledgeable about and adhere to campus policies and procedures which pertain to student organization and inform the student organization president of their responsibility to do the same.
- ❖ Offer guidance to the organization on goal setting, organization management, program planning, and problem solving and group evaluation.
- ❖ Know the organization's process for obtaining new members.
- ❖ Serve the organization as a resource person, helping outline strategies on how to successfully accomplish group goals and objectives.
- ❖ Attend group meetings, scheduled events and trips
- ❖ Review and approve club travel requests.
- ❖ Approve expenditure requests submitted by student leaders when required.
- ❖ Attend periodic club advisor training sessions held in the fall.
- ❖ Review and become familiar with the material in the student club and organization manual published by The Office of Student Life and Civic Engagement.

- ❖ Work closely with Student Life staff in resolving problems that may arise with specific organizations, student leaders, and/or student sponsored events.
- ❖ Serve as a leadership role model and mentor to student members of the club or organization.

### **Requirements to be an Advisor**

- ❖ An advisor should be a full-time or part-time employee of MHCC. This staff member serves as the primary advisor to the student organization. It is recommended to have a co-advisor if one advisor is unable to attend their duties.
- ❖ Advisors are required to attend the various club events of the student organizations they advise, held during and after normal business hours.
- ❖ Advisors should be knowledgeable of Check Requests, Purchase Orders, Work order and Room Reservation process. Training provided upon request.
- ❖ Advisors may assist at the door of an event, checking identification of students as they enter and will supervise the cash operation of any event.
- ❖ In the case of an emergency at such an event, the advisor should exercise their best judgment and work closely with the Public Safety.

### **Club Activities**

Each club must host at least two activities each term, one may be Club Fair. Each activity will need to be scheduled through 25 Live: <https://www.mhcc.edu/About/Event-Services/25Live-Help/25Live-Help-Page.aspx> .

All activities must have a Program Evaluation form filled out to count towards the required two activities minimum. This form will be sent to the club and advisor email the day of the event.

### **Attendance at SOC Meetings**

Clubs are required to have a representative at a minimum of five (5) SOC meeting in order to maintain “active” status and be eligible for funding.

Each club needs to be represented for the entire SOC meeting by a student representative of the club. It is recommended that advisors attend as many meetings as possible.

Club members may not represent more than one club at SOC meetings.

If a club is unable to have a representative present, an explanation must be provided in a written document and submitted to the Clubs & Organizations Coordinator in advance or no attendance credit will be allowed to make up.

If the president of a club or organization cannot attend a SOC meeting, a student representative of the club must be chosen or designated as a proxy to vote on behalf of the president. The president needs to send an email to the Clubs & Organizations Coordinator to let them know who that designated student is prior to the SOC meeting.

## Club Poster Approval Procedures

All clubs must follow the College Posting Guidelines.

Our ASMHCC footer is required for any posters used on campus. If it is not included, they will not be approved for posting. When creating your poster, please leave 11/4" at the bottom to add our footer to the design.

As simple as it is, please take a moment to look for spelling or grammar errors. Have multiple people review it to ensure nothing slips by. It can be embarrassing for you later, if you don't catch it now.

## SCHEDULING FOR EVENTS & ACTIVITIES

### Scheduling an Event

- ❖ Determine the type of event or activity.
  - **Meeting** – Your advisor will schedule this through 25live (the MHCC scheduling system). They will also need to fill out a room authorization form for the students attending the meeting. This will ensure that the students are able to access the room.
  - **Seminar/Conference** – Fill out an Activity Approval Application and The Office of Student Life and Civic Engagement will book you the room you're interested in or find you a similar room to use.
  - **Tabling** – Fill out an Activity Approval Application and The Office of Student Life and Civic Engagement will book you the room you're interested in or find you a similar room to use.
  - **Receptions/Parties** – Fill out an Activity Approval Application and Student Life will book you the room you're interested in or find you a similar room to use.
- ❖ Choose the location that would be right for your event or activity.
- ❖ Fill out an Activity Approval Application located online under The Office of Student Life and Civic Engagement page located on the portal. These will automatically be submitted to The Office of Student Life and Civic Engagement.
- ❖ Once submitted you should receive a confirmation from The Office of Student Life and Civic Engagement within 24 hours. If the room is unavailable, we will recommend a different room for you and book it if desired.

### Requesting Event Set-Up

- ❖ After filling out an Activity Approval Application, the Student Life Program Assistant will be in contact with you about your event. The Student Life Program Assistant also has premade layouts to help with event requests.
- ❖ When the Student Life Program Assistant is done inputting the information the club advisor will receive an email with the approved application and a work order number if applicable. Please be sure to follow up with the Student Life Program Assistant 48 hours before the event to make sure everything is okay.

## Contracts

When you bring in a group/business/individual to perform a service e.g. magician, musician, speaker, DJ, etc., you must have a contract for these individuals to come onto campus regardless whether they are paid or not. Most entertainment agencies or entertainers have their own contracts; those will be used to fill out an MHCC Contract, which will need to be the contract utilized. To use a contract, bring a W9 or the agency contract to the Student Life Program Assistant.

All contracts should start at least 6 weeks prior to the individual or vendor coming to campus. This approval process takes at least 3-4 weeks to complete as it needs to be reviewed and approved by the Chief Operation Officer.

**DO NOT** start any contract process without working with The Office of Student Life and Civic Engagement as the process may change without notice.

## Showing Films

- ❖ Is this event private or public?
  - Private: Meaning not open to the public. If the film is in a private domain, you do not need to purchase Public Performance Rights for the film.
  - Public: Meaning the film is to be shown in a public domain. Then you'll need to purchase Public Performance Rights for the film.
- ❖ Do you own the film or does the library have a copy?
  - If you own the film then all you'll need is a spot to view the film.
  - If you don't have a copy you can check with the library. If they don't have the film you may be able to get reimbursed for the purchase of the film depending on what the usage is for. Check in with The Office of Student Life and Civic Engagement to be sure.
- ❖ Are you charging for the film viewing?
  - No, then you don't need to worry about licensing.
  - Yes, then you'll need to purchase licensing for the film.

## SERVICES PROJECT

Each club is encouraged to do one service activity/project a term. Service projects are activities where you go and serve the community outside of MHCC. Most fundraisers will not be approved as service. If you want to sponsor an event to make money for your club, that is an event, not a service project. If you want to make money to give to a legal charity, then that is a service project. The Office of Student Life and Civic Engagement can help you with ideas for your service project.

## CLUB FUNDING

One benefit of becoming an officially chartered club or organization from MHCC is the ability to request funding. Clubs and Organizations can request funds for a variety of reasons. Each funding request is reviewed on an individual basis. There is a fund allocated for clubs and organizations, SOC Funds. Student Clubs and Organizations can also request funds from Senate funds (Student Programming Support Fund). Clubs and organizations can request up to \$500 from SOC. If additional

funds are needed, clubs and organizations can request up to \$5,000 from the Senate Fund (Student Support Programming Funds).

All funding is sourced from student fees and is limited in the amount allocated each year from ASG. All funding is limited and based on a first-come first-served basis.

**Any funds allocated by the SOC or ASG may not be:**

- ❖ Donated to a charity or outside organization.
- ❖ Used to pay national dues for individuals.
- ❖ Paid to or for an individual except for an artist or guest speaker.
- ❖ Used to purchase equipment that will not remain property of Mt Hood Community College.

## **Earn Funding Through Collaboration**

The Office of Student Life and Civic Engagement encourage collaboration between clubs and departments. Clubs may earn money by collaborating with other clubs on activities. Each club involved in the activity, up to 3 clubs, who is actively involved in the planning, promoting, and presenting of the activity may be eligible to receive up to \$50 per club for their involvement in the collaboration. Clubs are eligible to receive this funding up to two times a term. Clubs can submit the request for collaboration funds no sooner than three months prior to the activity and no later than 10 college workdays after the activity takes place. No forms will be accepted after the commencement ceremony of the academic year. Collaboration may not be done twice in a row with the same club(s).

Collaborating with one of the departments such as the following could also be eligible for the \$50 collaboration funding.

- ❖ Career and Counseling
- ❖ Multicultural and Diversity Resource Center
- ❖ Athletics
- ❖ AVID
- ❖ Disability Resource Center
- ❖ SOAR

To receive Club Collaboration funding, the event must be scheduled through 25Live, held at a MHCC site, and open to the entire student body. A Program Evaluation must be filled out for each event within two weeks of the event.

To support your request, please attach advertising for the event, photos and any other supporting documentation. Only one club needs to fill out the request and/or evaluation. The Office of Student Life and Civic Engagement will verify the collaboration of each club and then transfer funding.

## **Funding Requests**

Any active club or organization can apply for ***SOC Funds*** and or ***Senate Funds (Student Program Funding)***. For each request, a club will need to raise at least **40%** of the needed funds. These funds need to be in the club's account prior to a funding request. Clubs may only receive Student Program

Funding once a term. The request must be submitted at least five (5) weeks before ASG meeting. The amount awarded may vary but cannot exceed \$5000.

The event, conference, or competition request must meet the goals and mission of the College and benefit the club as whole, not an individual, and help with club development.

ASG funds are to be allocated for club development, not for individual expenses. They are to be focused on benefiting student at the College as a whole and as many students as possible. Since the ASG budget is limited and allocated from student fees, ASG is responsible and needs to be conscious of any funding decisions. Student representatives at ASG should know the guidelines for funding and what the funding can be applied to. If student representatives do not feel that the presentations and proposed funding meet the standards, they should ask clarifying questions to ensure that the proposal should be funded prior to an ASG vote.

After any event funded by the ASG, a member of the club **MUST** present a review of how the money was spent and how they plan to use what was learned to develop the club and/or help as many students as possible. A Program Evaluation must be filled out within 10 days of the activity. Failure to do so will result in a charge to your club account in the amount of funds applied.

## Requesting Funds

Funding request process goes through SOC and ASG. The club is responsible for drafting a funding request form and providing information about the request and why the funding is needed. Clubs should fill out the funding request form four (4) weeks in advance if only requesting from SOC or five (5) weeks in advance if requesting from ASG as well. Funding is approved by majority vote through SOC (SOC Reps that have voting rights) and ASG meeting when requesting from the Senate Funds (Student Program Funding).

In SOC meetings, clubs can request up to \$500 or less. If clubs would like to request more funds on top of the \$500 from SOC, they will have to request it from ASG. ***(Clubs will have to fill out another form for ASG Funding request).***

## Funding Guidelines

Student Program funding is available for clubs on a first-come-first-served basis with one request, per club, per academic school year.

- ❖ All requests must be completed on the **Funding Request** form through the college website for review at least four (4) weeks prior to the SOC meeting or five (5) weeks prior to the ASG meeting.
- ❖ A club representative is required to formally present the request to ASG and to answer any questions members of ASG may have.
- ❖ A club may not request more than a maximum of \$5000 for a Student Program Funding request. The amount requested by a club may not be the amount they receive, which is due to the limited nature of funding available. The \$5000 cap does not include other requested funds.
- ❖ When submitting a proposal, clubs must complete and submit Program Expenses and Income or Revenue Sheet. All funding requests will be reviewed, and clubs accounts checked to make sure



requested amount is accurate. Over budgeting will not be tolerated and could result in suspension of club privileges.

- ❖ Funding transfers are not immediate. Your account may not be credited for up to two weeks after approval because of processing time.
- ❖ Any equipment purchased with funds from the Student Program Funding Request must stay with the college and cannot go to equipment that is taken by individuals.
- ❖ A club who is in the process of becoming active or has **recently updated their information is not immediately eligible for funding**. The period of ineligibility is 15 business days after approval of the club before a proposal may be submitted.
- ❖ Each club funded will be required to report their summary of funding expenses and evaluation of the event at the next ASG following their event. A Program Evaluation form must be filled out.
- ❖ If multiple clubs are attending the same conference or training, no more than a maximum of than \$6000 will be allotted toward that event. The amount will be split between all clubs attending as approved by ASG.

### **Presentation Criteria at ASG**

Any active club requesting funds will need to present the following information to ASG. The club must turn in a completed ASG Funding Form three (3) weeks prior to the meeting. Each funding proposal will be reviewed for validity by The Office Student Life and Civic Engagement before placing the request on the agenda.

All presentations must include the following details:

- ❖ The purpose of the event for which the money is being requested.
- ❖ A detailed agenda of the event.
- ❖ Who will benefit from this event and how they will benefit?
- ❖ A statement of how this event meets the goals and mission of the College, the club's purpose, and how it will benefit students of the college community?
- ❖ Detailed budget of the event showing the club's 40% and 100% of the amount requested.

### **Club Presentations at SOC**

- ❖ Each club will be allowed up to 5 minutes for their presentation and 5 minutes (pending time allows) for questions. After all presentations have been discussed, ballots will be passed out and each club will be allowed to cast their vote – one per club.
- ❖ All voting within SOC will be by specified ballot and will take place after all petitions and proposals have been heard. Ballots will be counted by two presidents chosen by the Clubs & Organizations Coordinator who are supervised by a third club's advisor and the Clubs & Organizations advisor. No clubs that are presenting that day will be allowed to participate in the counting process.
- ❖ SOC funds are to be allocated for club development, not for individual expenses. They are to be focused on benefiting the College as a whole and as many students as possible. Since the SOC budget is limited and allocated from student fees, SOC is responsible and needs to be conscious of any funding decisions.

- ❖ Clubs that receive funding MUST return and report to SOC during SOC Funding Review at the meeting following the event.
- ❖ If traveling, all proper traveling guidelines need to be followed before, during and after the travel. Failure to do so may result in denial, holding and/or repayment of funds.

## SOC Funding Review

Time is set aside in all SOC meetings for clubs to report on their activities and how any funding they received was used. All clubs given SOC Funding are required to report to SOC on how the money was spent and the benefits received by the club, the student body, and the College. Failure to report may result in the club needing to pay back funds received and will result in a suspension of further funding.

All clubs must fill out the Program Evaluation Form and submit via the MHCC Student Life Homepage no later than two weeks after the event and prior to reporting to the SOC.

All SOC Funding Reviews need to answer these questions in the presentation and submit to SOC a final program budget:

- ❖ *What did you accomplish?*
- ❖ *What was the benefit to your club as a whole?*
- ❖ *What was the benefit to the College as per the mission statement?*
- ❖ *What three things did you learn that would be beneficial to other clubs? How do you plan to share it with them in a way that they can utilize the information?*

SOC will evaluate each request individually and disperse funds based on merit, educational value, MHCC's and a club's purpose statements, and relevance and validity. Budget requests will be investigated to ensure that they are an appropriate use of student fees, the requested money is legitimate, and the budget is accurate.

At the end of each SOC meeting, club representatives may meet with the Clubs & Organizations Coordinator to review a request or discuss activities and events and to answer any questions.

***Any club found misusing, over-spending, not accounting for spent funds, and/or not turning in all required receipts or documentation at the end of the term funded will be billed for any funds for which are unaccounted. All privileges will be suspended until accounts are settled. An audit may be called at any time from an MHCC administrator. The current club members, presidents, and/or advisor will be held responsible for paying back the funds, not the next year's club members.***

Any items or supplies that are bought with MHCC SOC funds are property of MHCC and must be stored at the College.

## Voting

Voting on the requested funding will be open to all club presidents or student representative from each club. Only active club presidents or designated student representatives from clubs who are members of SOC are allowed to vote.

### **Voting choices are:**

- ❖ Yes – Fund the entire request
- ❖ Yes – Though only fund this amount
- ❖ Club representatives will be allowed to write in another specified amount.
- ❖ No – Do not fund

When a funding request is proposed, SOC needs a quorum of 51% of active club presidents/representatives present to vote on financial proposals.

SOC recognizes only one vote per club. If you are a member of multiple clubs, you cannot vote more than once.

## **CLUBS FINANCES**

### **Club Accounts**

- ❖ Each club should have two account numbers. They should look similar to the below example.
  - Payments (outgoing): 50-3510-00-7649-1234
  - Deposits (incoming): 50- - -4510-1234

### **How Clubs Access Money**

- ❖ A Clubs Financial Request Form must be filled out and submitted by your club's treasurer or advisor.
- ❖ An email will be sent to your Club Advisor and Club President upon completion of this form for their approval.
- ❖ Advisor approval is mandatory to receive access to any funds.
- ❖ Office of Student Life and Civic Engagement Program Assistant will then check the club's account to ensure they have funds to cover the check. If there are funds in the account, the program assistant will approve your request.
- ❖ Bring the original itemized receipt and the two bottom copies of the check back to the Program Assistant, or the Office of Student Life and Civic Engagement within 24 hours of using the check.
- ❖ If a club purchase exceeds \$500, the club will need a purchasing order for these purchases.
- ❖ If payment for an individual is necessary, the club will need to get an invoice from them.
- ❖ It is required to obtain a legible itemized receipt that shows the same amount for which the check is written.

### **Expense Reimbursement**

A reimbursement is referred to as "RK" standing for a Request for Check. This is typically when a club makes a purchase with their personal money going towards approved club activity.

- ❖ Before making a purchase, you **MUST** check your club balance first. If you do not have adequate funds you will not be reimbursed for your purchase.
  - Before technology purchases please seek approval from Joe Stoehr.
  - Before furniture purchase please seek approval from Candice Teague.
  - **DO NOT** use a rewards card or a credit card that gives you points. If you use anything that may directly benefit you, you will not be reimbursed.
- ❖ **RK** – Reimbursements will take a couple of weeks to process. You will drop off receipts to the Student Life Program Assistant who will complete the RK process. You will receive an email when the request has been submitted.

## Request for Payment

A “Request for Payment” or “RP” is when you need to pay for services your club rendered.

- ❖ Before doing an RP, you must check your club balance first. If you do not have adequate funds you may need to request funds through SOC or through ASG.
- ❖ know what kind of service you are purchasing and the cost.
  - **Performer** – You’ll need to receive a contract or write up a personal service contract (PSC). For help with a PSC contact the Student Organizations and Council Advisor.
  - **Service** – Shirts, supplies, refreshments, etc. You’ll need an invoice. If the company has not worked with the college before we’ll also need a W9.
- ❖ Once you have received the invoice or contract send them to the Student Life Program Assistant will then begin the RP process. You will be notified when payment goes through. Document this so that you are aware of the amount in your club account.

## Depositing Money

- ❖ To deposit money into a club account you should use a “MHCC Cash Deposit” slip and an envelope. You can acquire these from the Student Union Front Desk. We require that at least two people count and confirm the amount of money in the envelope.
- ❖ **Drop off the deposit at the Student Union in the black safe.**
- ❖ Deposits are done by the Student Life Program Assistant. After the deposit is made the club advisor and treasurer will receive an email with a receipt.
- ❖ **After hours**, if the Program Assistant is not in the office, please deposit the money in the Drop Box located next to in Student Union (in hallway by the ASG Office)

## Cash Box

- ❖ If the cashbox is for an event or fundraiser, make sure that you have approval for the event via the activity approval form.
- ❖ You will have to add the cashbox request form. Once all forms are turned in the Student Life Program Assistant will turn it into the business office and receive the cash box when it is available.
- ❖ You will pick up the cash box an hour before your event begins and the Student Life Program Assistant will confirm with you the amount in the cash box.

- ❖ When the cash box is returned the Student Life Program Assistant will confirm the amount that is in the cash box with you. They will then deposit what was earned into the club account.
- ❖ Cash handling tips:
  - Always confirm the amount that was handed to you.
  - When giving change the best way is to count up from your posted price.
  - Always state what the change is to the customer.
- ❖ Cash box security tips:
  - Always have one person with the cash box at all times.
  - If possible, have a place to lock up the cash box when not in use.
  - Always transport the cash box with an additional person for safety.
  - If you feel uncomfortable with the amount of cash in the cash box, you can always deposit some of the cash.

## Account Basics

- ❖ If you are a new club, you will need to fill out a form for account creation. Not all clubs want or need an account. This should be decided amongst the executive club members. If you decide you want a club account this can be done at a later date.
- ❖ Each new club can apply to receive the \$50 new club start up fund. This paperwork can be found online.
- ❖ You should keep track of your account balance. For tips or help with this you can ask the Student Life Program Assistant.
- ❖ **ALWAYS** check your account before making any purchases. If you do not have funds you will **NOT** be reimbursed.
- ❖ For additional funding you can make a funding request. Look at the funding request page to learn how.
- ❖ Fundraisers and donations are an option to raising club funds. See the fundraising and donation page for additional information.

## Purchasing Supplies

- ❖ Try asking other clubs or co-curricular to see if they might be willing to share some supplies.
- ❖ If your advisor or department has access to an office depot account through the college that is an option as well.
- ❖ If the above did not help you may go purchase the needed supplies out of your own pocket. Please review the “Reimbursement” page for additional details.

## Misuse of College or Club Funds

It is expected that advisors/instructors and students traveling on College-sponsored programs will act responsibly, comply with all college policies, and behave in a manner that brings respect and honor to the College. It will be the responsibility of the College advisor/instructors to conduct a **mandatory** organizational meeting with all participants, outline the group leadership and their duties, cover the itinerary, and answer questions related to the Travel Conduct Agreement, Waiver and Release form required for each participant. They also need to outline the risks associated with any activities they will be participating in.

The advisor/instructors are the responsible agents of the College. Their leadership will be paramount in maintaining organization, appropriate behavior, and suitable expectations. Therefore, the College advisors must be professionally prepared and present at each required group event. No personal distractions should avert their responsibilities from the group's safety.

College advisors/instructors and students are considered adults and are charged accordingly with the responsibility of regulating their own conduct and behavior in meeting these expectations. Failure to show respect and appropriate behavior for these travel regulations may be cause for suspension or dismissal from the College or future College-sponsored activities or both. In the event claims are brought against the College, and employee, or both, relating to these or other standards, the College and Business Office retain the right to determine whether they will be responsible for the defense of the employees.

## TRAVEL

### Student Travel Information and Procedures

Participation at a conference, class field trip, retreat, sporting event, or other College or Club-related travel with MHCC students **requires travel authorization form.**

There are several items a club should know when planning travel. All travel must be reviewed by the Director of Student Life and Civic Engagement, and this is initiated by submitting a **Travel Authorization and Account Report Form (TAAR)** for any group or individual student traveling for College related business. Travel forms and details are reviewed for liability and safety reasons as well as to ensure that all travelers are current students and the advisors are full-time employees who are both available and authorized to travel.

All participants who travel must submit a **MHCC Travel Conduct Agreement, Waiver and Release** form. This form instructs travelers to understand their travel responsibilities and expectations. It also seeks emergency contact information and insurance coverage for all travelers. The TAAR must be accompanied by MHCC Clery-Act-Student-Travel-Form.

Prior to the trip, **it is required that each traveling group holds a pre-travel meeting covering all aspects and expectations of the travel.** This meeting should include reviewing the travel agenda, travel times, hotel information, primary contact information, safety issues, and purpose of trip. All groups are representatives of the college while they are traveling under college business and while using any club/organization funding. Please report the day you complete this meeting to the Student Life Program Assistant to add to your travel information.

The Travel Conduct Agreement, Waiver and Release form as well as the pre-travel meeting are designed to ensure that MHCC Students and Advisors are safe when they travel. All travel must be approved through the Director Office of Student Life and Civic Engagement. **Failure to comply with this policy and the MHCC Travel Conduct Agreement, Waiver and Release form may result in students and/or advisors not being funded or reimbursed for expenses by the college.**



- ❖ Turn-in paperwork to the Student Union Front Desk and the Student Life Program Assistant will get the remaining signatures and submit to Travel for a trip number.
- ❖ Begin STEP 2 of the TAAR. See below for an example.
- ❖ To calculate the “Per Diem” rate visit the website listed on the TAAR or go to the MHCC intranet and look under travel and follow the steps.
- ❖ Booking hotel must be done via WSCA at the recommended rate **UNLESS** the conference is in the hotel.
- ❖ Booking flight must be done through CTM. You can find this link in the Intranet under Travel. All travelers will need to have an account set-up with CTM to use the online service, if they are a one-time traveler they will need to call CTM versus using the online system.
- ❖ Do a “Van Trip Itinerary Form” and attach this to the TAAR as well

### STEP 2 : Prepayments (Please Print)

Registration  ☒ Whose P-Card?  or ☐ Check Request \$   
 Lodging  WSCA Booking? Yes ☒ No ☐

[www.ustravel.com/wscs](http://www.ustravel.com/wscs)

Per Diem: 75% First/Last Day of Travel. Visit [www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877) to learn more.

Per Diem Rate is  Number of Days at Event, Plus First/Last Day of Travel at 75% = Per Diem Amount \$

Airline: Visit [www.azumano.com/clients/?client\\_id=oregon](http://www.azumano.com/clients/?client_id=oregon) Azumano Booking? Yes ☒ No ☐ \$

Complete Travel Instructions May be Found on the MHCC Intranet, Travel Forms & Policy (<http://home.mhcc.edu/Travel/index.htm>)

- ❖ Do any last minute planning with your students. This may include providing a list of things they may need for travel or even a travel contract.
- ❖ After the trip is completed complete STEP 3 of the TAAR. Make sure that all receipts were saved. See below for an example. The Total Cost section should also be completed with the same info.

### STEP 3 : Complete this Section After Trip (Please Print)

Item	Total Cost	Pre-Paid by MHCC P-Card	Pre-Paid by Business Office	Amount Due Traveler
Registration	500.00	500.00		0.00
Lodging	500.00	500.00		0.00
Per Diem	600.00		600.00	0.00
Transportation (Car, Train, Enterprise)	1,000.00		1,000.00	0.00
Private Vehicle: <input type="text"/> Miles@ <input type="text"/>				0.00
Taxi/Shuttle	100.00			100.00
Miscellaneous				0.00
<b>Trip Costs / Traveler Reimbursement</b>	<b>2,700.00</b>	<b>1,000.00</b>	<b>1,600.00</b>	<b>\$ 100.00</b>

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Area Administrator \_\_\_\_\_ Date \_\_\_\_\_

Travel Coordinator \_\_\_\_\_ Date \_\_\_\_\_

PD Chair \_\_\_\_\_ Date \_\_\_\_\_

- ❖ Return this to the Student Union Front Desk and the The Office of Student Life and Civic Engagement Assistant & Program Assistant will get needed signatures and close out the TAAR.

## MHCC Travel Conduct Waivers



The MHCC Travel Conduct Agreement, Waiver and Release Form outlines expectations for MHCC travelers, which they must agree to before participating in any travel-related activities. If someone does not submit a form, they may not travel with the group.

- ❖ Every student and advisor traveling with the group **MUST** complete a Travel Conduct Agreement, Waiver and Release form prior to traveling. This includes the traveling advisor or instructor.
- ❖ The Instructor or Advisor **MUST** also accompany the club or class on the trip. In the event that a full-time advisor cannot travel, another full-time College employee must travel and complete this Travel Conduct, Waiver and Release form.
- ❖ Students also need to provide emergency contact information in case of emergency. It is required that the traveling advisor keep a copy of the completed waivers in case of an emergency. Please request them from The Office of Student Life and Civic Engagement prior to travel day.
- ❖ A parent's signature required if the student is less than 18 years of age and participating in an in-district activity or travel.

### **Eligibility of trip participants and travel**

Anyone traveling on a Student Life sponsored trip must be a registered student, MHCC staff member, or be officially identified as a volunteer with specific duties essential to the trip. Guests are allowed on trips at the discretion of the advisor, but no club, district, or student fee money may pay for any part of the guest trip. All trip participants, including guests, must sign trip release forms.

### **Traveling with Personal or Motor Pool Vehicles**

- ❖ Only approved MHCC drivers may operate vehicles (personal, MHCC, or rental) when traveling. In order to become a MHCC approved driver, a traveler must provide or accomplish the following:
- ❖ It is mandatory the driver watch the Driving Certification Training Video.
- ❖ It is mandatory the driver watch the Driving Training Video and answer correctly the test questions before driving a college or personal vehicle for travel related to a position or school business. They also need to submit the appropriate forms including the test prior to receiving approval for travel
- ❖ Provide a copy of their valid driver's license and proof of insurance to the College.
- ❖ Vehicles may be reserved through Enterprise
- ❖ In summary, before you can operate a vehicle on your trip you must do the following:
  - **Complete Driving Certification Training**
  - **Provide proof of current driver's license.**
  - **Have travel pre-approved**

### **Travel Conduct for MHCC students and advisors**

The following rules apply for travel conduct for MHCC students and advisors:  
Advisors/Instructors and students traveling as part of a College-sponsored activity, program, conference, or class are considered adults and are representatives of the College. Inappropriate

behavior includes but is not limited to any activity that could lead to 1) criminal or civil liability; 2) charges of unethical conduct; or 3) a violation of the Student Conduct Code.

Some examples of inappropriate behavior include, but are not limited to, the following:

- ❖ Violation of College policy regarding drugs, alcohol, and sexual discrimination (including harassment)
- ❖ Illegal activities or purposeful deception
- ❖ Violation of Student Code of Conductor MHCC Policies and Procedures
- ❖ Any form of sexual assault or sexual harassment. (Any form of harassment, must be reported within 24 hours.)

### **Purchasing Airline Tickets**

You can either book your flight through the State Travel Office (CTM); or purchasing airline tickets online via Orbitz, Kayak, etc. If you chose to purchase your ticket online, you must use a personal credit card for this purchase. A reimbursement will be processed up to the max allowed as long as a comprehensive receipt and a quote from CTM accompany the receipt and reimbursement form. You can stop into The Office of Student Life and Civic Engagement and fill out the form in the office. Reimbursements can take up to 10-14 business days.

### **Making a Hotel Reservation**

- ❖ For in-state lodging (outside 100-mile radius of MHCC or other approved duty station location or upon special approval), travelers should reserve lodging at federal pricing rates for the area you are traveling to, or provide evidence on why a federal travel rate was not available. When reserving an out-of-state hotel room, you may use the internet to search for the best rates and accommodations. However, when either in-state lodging is not at a federal rate, or out-of-state lodging is reserved, this amount should be pre-approved by the College.
- ❖ Reservations can be made with either a personal College P-card. The Student Life Program Assistant can help book the hotel for your group. You will need to provide the following information:
  1. Hotel you are staying at
  2. Check in date
  3. Rooming list
  4. Types of room (double queens, kings, suites etc.)
  5. Check out date
- ❖ Hotel costs can be paid by the College prior to your trip, however, a personal credit card, (preferably owned by the advisor) will still be needed for check-in at the hotel.
- ❖ An actual receipt is needed for the reimbursement of hotel expenses. MHCC will only pay for the cost of the room and taxes. All other hotel expenses are paid by the advisor or student participant.

- ❖ While MHCC can prepay hotel charges for a group travel, a personal credit card will be needed to check in to the hotel and for incidentals.
- ❖ Clubs **MUST** have a travel advisor for the entire trip, conference, or overnight retreat, unless prior approval has been arranged through the Director of Student Life and Civic Engagement have been made. Advisor/Instructor(s) need to stay in the same accommodations as the students as to accompany them; although they should not share rooms with students.
- ❖ For travel-related questions, please contact The Office of Student Life and Civic Engagement.

## Ground Transportation Expenses

For local travel and in-state travel, you can contact Enterprise to reserve a vehicle. You can find information on how to contact Enterprise through the MHCC intranet under travel. It will be necessary to complete a Travel Authorization and Account Report. Furthermore, you will also need to complete and submit a passenger list. For out-of-state travel, rental cars can be reserved through the State Travel Office. Only persons who are drivers **approved by the College** will be allowed to drive College, rental or personal vehicles on College related travel. Only persons who are drivers **approved by the College** will be reimbursed for travel related costs such as mileage. If an advisor uses their personal vehicle for college related travel, the College will pay them a mileage reimbursement rate which is established by the college. The advisor will not be reimbursed for the gas purchases or other travel related car expenses.

Students may be reimbursed for mileage or for gas purchases up to the amount equivalent to the mileage reimbursement. This reimbursement decision will be in the discretion of the Director of Student Life and Civic Engagement who will evaluate the needs of the club, purpose of the travel, and availability of club funds.

## ATTACHED FORMS

Forms are attached based on the order they should be filled out in.

- ❖ Activity Approval Form. This form is needed for all activities
- ❖ Request for Facility Use Form. This form is needed if you are using a room on the MHCC campus.
- ❖ Work Order Request Form. This form is needed if you need special equipment, need extra tables or chairs, or need a special layout.
- ❖ Student Life Audio/Visual Equipment Request Form. This form is needed if you require sound or a projector. The day of you will have to sign a contract to borrow the equipment.
- ❖ Cash Box Request Form. This form is needed if you are doing a fundraiser or charging for the event.