

# Oakland Community College

## Student LIFE



OAKLAND COMMUNITY COLLEGE®

LEADERSHIP

INNOVATION

FUN

ENGAGEMENT



## Recognized Student Organization Handbook



In an effort to help us be environmentally friendly, we ask you not to print this entire handbook and print individual forms only as needed.

# OUR MISSION:

*The Oakland Community College Student LIFE Offices are committed to providing a collaborative environment that enhances academic success beyond the classroom, promotes creative expression, develops leaders and encourages civic engagement for a global society.*

## HOW YOU FIND US

### **Auburn Hills Campus**

Student LIFE Office, Rm. G-108 Phone: 248.232.4290

### **Highland Lakes Campus**

Student LIFE Office, Rm. SC-102 Phone: 248.942.3243

### **Southeast Campuses (Royal Oak, Southfield)**

Student LIFE Office SF, Rm. A-221, Phone: 248.233.2766

### **Orchard Ridge Campus**

Student LIFE Office, Rm. J-153A, Phone: 248.522.3595

E-mail: [studentLIFE@oaklandcc.edu](mailto:studentLIFE@oaklandcc.edu)

Website: [www.oaklandcc.edu/studentlife](http://www.oaklandcc.edu/studentlife)



## JOIN OUR SOCIAL NETWORKS

Auburn Hills Student Life: [www.facebook.com/auburn.occstudentlife](http://www.facebook.com/auburn.occstudentlife)

Highland Lakes Student Life: [www.facebook.com/occhlcampus](http://www.facebook.com/occhlcampus)

Royal Oak/Southfield Student Life: [www.facebook.com/rosf.occstudentlife](http://www.facebook.com/rosf.occstudentlife)

Orchard Ridge Student Life: [www.facebook.com/or.occstudentlife](http://www.facebook.com/or.occstudentlife)

## **TABLE OF CONTENTS** (Items are linked)

|             |   |                  |
|-------------|---|------------------|
| <b>I.</b>   | <b>Starting a Student Organization</b>                    |                  |
| a.          | Benefits of Being a Recognized Student Organization (RSO) | <b>p. 4-5</b>    |
| b.          | Checklist for Registration and Recognition                | <b>p. 6</b>      |
| c.          | Procedures for Becoming and Maintaining an RSO            | <b>p. 7-8</b>    |
| d.          | Membership Eligibility                                    | <b>p. 9</b>      |
| <b>II.</b>  | <b>Leadership Responsibilities</b>                        |                  |
| a.          | Officers  | <b>p. 11-14</b>  |
| b.          | Advisors  | <b>p. 15</b>     |
| <b>III.</b> | <b>Policies, Procedures, and Guidelines</b>               |                  |
| a.          | Open Access   | <b>p. 17</b>     |
| b.          | Facilities Usage  | <b>p. 17-19</b>  |
| c.          | Marketing/Communications                                  | <b>p. 19</b>     |
|             | i. Creating Flyers  |                  |
|             | ii. Bulletin Boards Usage                                 |                  |
|             | iii. Writing a Press Release                              |                  |
| d.          | Financial Transaction Procedures                          | <b>p. 19-24</b>  |
|             | i. Expenditures/Purchasing                                |                  |
|             | ii. Contracts   |                  |
|             | iii. Fundraising  |                  |
| e.          | Travel Procedures   | <b>p. 25</b>     |
| f.          | Disciplinary Procedures                                   | <b>p. 25</b>     |
| <b>IV.</b>  | <b>Forms &amp; Applications</b>                           | <b>p. 27-38</b>  |
| a.          | Activity Request Form                                     |                  |
| b.          | Application for New RSO                                   |                  |
| c.          | Community Service Form                                    |                  |
| d.          | Event Tally Form – Tickets/Raffles/Door Cash or Checks    |                  |
| e.          | Funding Request Form                                      |                  |
|             | i. Student LIFE Committee                                 |                  |
|             | ii. SA3 Student Government                                |                  |
| f.          | Officer Roster/Membership Form                            |                  |
| g.          | Raiders Store Donation Request Form                       |                  |
| h.          | Request for Purchase/Reimbursement Form                   |                  |
| i.          | Travel Liability Waiver                                   |                  |
| j.          | Student Group Contract                                    |                  |
| <b>V.</b>   | <b>Appendix</b>   | <b>p. 41- 46</b> |
| a.          | Sample Snack Table Tally                                  |                  |
| b.          | Sample SA3 Funding Request/Budget Outline                 |                  |
| c.          | Sample End of Year Report                                 |                  |
| d.          | RSO Constitution Worksheet                                |                  |

## **I. Starting a Student Organization**



## I.a. BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION (RSO)



- ✓ **Academics-** Research shows that involved students are more likely to have higher grades! Student organizations offer students the ability to connect with others with similar interests, learn hands on from activities that compliment classroom discussions and get to know the campus- as in “where to go for what.”
- ✓ **Advertising-** RSOs have the ability to post on campus bulletin boards for their organization events, as well as through the campus Student LIFE Office mailing list (all flyers must be approved by your campus Student Development Coordinator). RSOs will also get a listing for their organization on the OCC Student LIFE website.
- ✓ **Awards-** RSOs are invited to the Student LIFE Awards each year where leaders and clubs are honored, awarded and recognized for their contribution to campus.
- ✓ **Campus demonstrations, displays, speakers and similar programs-** RSOs have the privilege of sponsoring and hosting demonstrations, displays, speakers and similar educational or developmental programs.
- ✓ **College Sponsored Activities and Programs-** RSOs have the privilege of participating as a group in all college sponsored activities and programs.
- ✓ **Facilities-** Free use of the College’s facilities and equipment (exceptions apply) for meetings and events within normal operating hours is yet another privilege granted to RSOs. Some campuses have designated “Club Hubs” in the Student LIFE Office or Center with cubicles that contain computers, telephones and fax. These designated spaces are for use on a walk in basis for registered student organizations. Equipment available varies from campus to campus.

*“Before I got involved in student organizations, I just came to school and left after class. My grades were horrible. After I joined Student Mentor Program and then Phi Theta Kappa, I met study partners and my dedication to school improved greatly. I have no doubt it’s because of the support, time management and leadership skills I gained from being a part of Student LIFE.”*

*- David W. (’09)*

---

## **I.a. BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION (RSO) CONT.**

- ✓ Fundraising- Ability to fundraise on campus for your RSO. See [Activity Request Form](#) at the end of this handbook.
- ✓ Leadership Development- Free Leadership Development training and workshops are provided through the Student LIFE Office.
- ✓ Mailbox For Your Organization - Some Campus Student LIFE Offices can provide an official mail-box to each RSO. This should be checked regularly by a RSO Officer for important correspondence.
- ✓ Personal Career Skills- RSO Leaders often enjoy a good rapport with key administrators, faculty and college staff. This most assuredly can lead to reference letters, job referrals, networking prospects and resume building
- ✓ Printing/Copying- Free printing of flyers may be available for RSOs through the Student LIFE Office. Equipment available varies from campus to campus.
- ✓ Social Activities/Parties- RSOs have the privilege of sponsoring and hosting social functions, parties and other similar events.
- ✓ SA3 (Student Government) Membership & Funding- One Officer from each RSO (as designated by the organization President) shall have voting membership on SA3 student government and also have the ability to apply for yearly SA3 funding for your operating budget. SA3 chapters vary.
- ✓ Student LIFE Committee Membership & Funding- Each RSO President & VP will have membership on the Student LIFE Campus Committee, as well as the opportunity to seek funding (granted via budget proposal only- see form at end of this handbook) from said committee for special projects. The committee only exists on campuses without SA3.
- ✓ Well Being- Studies show that students who are active on campus are happier & less stressed, have increased socialization & communication skills, and make LIFElong friendships and support networks- all of which will help you reach your goals!

### **ACRONYM KEY:**

**LIFE** = Leadership, Innovation, Fun, Engagement

**RSO** = Recognized Student Organization

**SA3** = Student Activities & Action Alliance, or student government

**SDC** = Student Development Coordinator, the person that manages the Student LIFE Office

## I.b. CHECKLIST FOR REGISTRATION AND RECOGNITION

**Official recognition of a student organization is granted through the campus Student LIFE Office.  
Please use this checklist to help you complete the steps and gather the documents needed for recognition.**

- ☐ 1. Fully read, download and print a copy of this Student Organization Handbook, Policies and Recognition Process from [www.oaklandcc.edu/studentLIFE](http://www.oaklandcc.edu/studentLIFE). If you cannot print a copy, see the Student LIFE Office for assistance.
- ☐ 2. Schedule an appointment with the Student Development Coordinator (SDC) by stopping in the Student LIFE Office or sending an email to: [studentLIFE@oaklandcc.edu](mailto:studentLIFE@oaklandcc.edu) (be sure to state your home campus) so you can discuss plans for your organization and to get any initial questions answered.
- ☐ 3. Seek out a Faculty or Staff Advisor and obtain their signature on the [Application for New RSO Form](#). If you need help, ask the Campus SDC.
- ☐ 4. Recruit at least 5 students to join your group and fill out the [Officer Roster and Membership Form](#).
- ☐ 5. Hold a Member Recruiting Event/Meeting (if you already have at least 5 members, you may skip to step 6. To hold a recruiting meeting, do the following:
  - Choose a meeting: day/time/location
  - Fill out an [Activity Request Form](#), have your Advisor sign it and turn it in the campus SDC Office.
  - Ask your Advisor to fill out a Facilities Request Form and submit it via email to the Campus Facilities Manager and cc the Campus SDC. This form is located on Infomart (our staff intranet). Advisors should contact Student LIFE for questions on this.
- ☐ 6. Create a flyer for your recruiting meeting/event and prior to printing/posting it, send a copy of the flyer via email to your Campus SDC for approval. Upon request, after approval the campus SDC will also email your flyer to the campus Student LIFE distribution list and print and stamp 40 copies of your flyer to post on campus. Said flyers will be in your Student LIFE Office club mail box within 3 days.
- ☐ 7. No later than TWO WEEKS after your recruiting meeting, TURN IN the following items to Student LIFE (make sure to keep copies for your files):
  - [Application for New RSO Form](#) w/ signatures
  - [Officer Roster and Membership Form](#) with all Officers listed, along with email addresses
- ☐ 8. Create a "Blurb" for your club for the OCC Student LIFE website. See <http://www.oaklandcc.edu/StudentLIFE-AH/clubs.aspx> for examples of what your blurb should contain.
- ☐ 9. Determine with your Officers when you will hold your ongoing regular meetings and then ask your Advisor to submit a Facilities Request via email (to Facilities Manager and copy the Campus SDC) to reserve the room. This should be done each semester.
- ☐ 10. Create a general flyer for your club to use to advertise your regular meetings and email this flyer to the campus SDC for approval prior to posting. He/she will make copies of said flyer upon request.
- ☐ 11. Submit your Constitution or Bylaws to [studentLIFE@oaklandcc.edu](mailto:studentLIFE@oaklandcc.edu) (be sure to state your home campus in the email). For a sample Constitution/Bylaws, please see Appendix B. If linked to a national affiliate, a copy of the national constitution and by-laws must also be submitted. Bylaws/Constitution MUST also have all of the following requirements/information clearly listed within the document: a) Type of RSO, Statement of Purpose/Mission and Elections Process. b) Requirement that all Officers must attend the annual Student LIFE Leadership Summit. c) At least one Officer must attend all of the following yearly recruiting events: Welcome Week Fall and Winter; New Student Orientation; Open House; Student Organization Training Day; SA3 Student Government meetings (if available). Dates for all of these events will vary and will be emailed to you throughout the semester by the Student LIFE Office.

"All growth depends upon activity. There is no development physically or intellectually without effort, and effort means work."

-Calvin Coolidge (1872-1933), 30th US President

## **I.c. PROCEDURES FOR BECOMING AND MAINTAINING AN RSO**

### **New Organization Recognition**

Recognition does not imply College endorsement of the organization's beliefs, but provides the opportunity for groups to enjoy the privileges of recognition as stated on pages 3-4. Students seeking to start a new student organization must complete the steps on the checklist on page 5 of this handbook and submit the required forms/documents.

### **Student Organization Statutes**

- **Recognized Student Organizations (RSOs):** Refers to both sponsored (SSOs) and voluntary student organizations (VSOs).
- **Sponsored Student Organizations (SSOs):** Sponsored student organizations are student organizations that have a substantial relationship with the college. SSOs must have a mission that is consistent with the college and be recognized as a sponsored organization by a member of Chancellor's cabinet. SSOs agree to be held to the same standards of responsibility as VSOs; however, the level of formal affiliation with OCC, such as use of logo, contracting in the name of the college, etc., varies and is determined at the discretion of the Chancellor. All SSOs are accountable for legal compliance, fiscal responsibility and adherence to established standards outlined in the Recognized Student Organizations Handbook. Examples include SA3 Student Government and Phi Theta Kappa.
- **Voluntary Student Organizations (VSOs):** Voluntary student organizations are student organizations that seek access to certain college controlled benefits and resources. All VSOs are accountable for legal compliance, fiscal responsibility and adherence to established standards outlined in the Recognized Student Organizations Handbook.

### **RSO Categories**

- **Academic:** Based on academics/specific career fields; membership is given solely to students in specific programs of study, based on GPA, or both.
- **Community Service:** A group whose primary goal is to volunteer for projects to give back in the community.
- **Leadership:** A group for those interested in a range of individual, cooperative, and competitive activities to improve their leadership skills.
- **Recreational:** A noncompetitive health or sport group that will challenge you physically and mentally through recreational activities.
- **Religious:** Encompasses any kind of religion and may do events and activities to promote a religion.
- **Social:** Groups are formed based around social/leisure interests or hobbies.

When determining the category of your RSO, please choose the one that best fits your RSO's mission.

### **Organization Recognition Requirements**

To maintain ongoing recognition, all student organizations must:

- Participate in **LEADERSHIP DEVELOPMENT** activities through the Student LIFE Office. Dates vary and will be emailed to each student organization board at least one month prior to the event. This requires sending at least half of your Officers to attend (note: all members are welcome to attend):
  - ✓ Student Organization Training Day (Fall)
  - ✓ Student LIFE Leadership Summit (end of each Winter semester).
- Create one **OPEN ACTIVITY** per year that is open to the entire student body.
- Complete a **COMMUNITY SERVICE PROJECT** each semester in which at least 80% of your Officers participate (general members should also be encouraged). The project should result in completion of 5 service hours, per RSO, per semester. Service hours may also be completed in Student Life Office as a volunteer, by arrangement with the campus SDC. At end of each semester, service hours should be reported by turning in a [Community Service Form](#) in the back of this handbook.



## I.C. PROCEDURES FOR BECOMING AND MAINTAINING AN RSO

### Organization Recognition Requirements Cont.

- Participate in all Student LIFE Office **RECRUITING EVENTS**. This requires sending a minimum of one Officer or General Member to:
  - ✓ Welcome Weeks - Fall and Winter
  - ✓ Student Appreciation Day
  - ✓ New Student Orientation (if available)
  - ✓ Open House (if available)
  - ✓ SA3 Student Government meetings (if available)
- Submit an **END OF THE YEAR REPORT** to the Campus SDC via email by no later than May 3rd. This should be completed before your elections by the exiting Officer board. The End of the Year Report should contain the following information:
  - ✓ List of special accomplishments or service performed.
  - ✓ Prior year Budget and Income Expenditures Ledger, with your 511 account balance, SA3 Allocated Fund balance (if applicable), and Projected Budget for the upcoming year.
  - ✓ Membership Drive Activities - Activities and/or plans made or completed to recruit members
  - ✓ Fundraising activities - List all activities held, fundraising or otherwise and include dates/locations, etc. along with outcome, i.e. dollars raised, number of persons in attendance. A sample End of the Year Report can be found at the end of this handbook.
  - ✓ Social or Non-Fundraising Activities with Turnout & Cost.
- Maintain a current **OFFICER ROSTER, CONSTITUTION, GENERAL FLYER and MEETING SCHEDULE** on display/file in the Student LIFE Office, at all times. Following your elections at the end of each year, all student organizations are required to complete an updated [Officer Roster and Membership Form](#) that lists new Officer names, addresses, phone numbers and email addresses. This form is located at the back of this handbook and should be turned in to the campus SDC after your new officer elections and along with your End of Year Report.
- All members must uphold the **RULES, POLICIES, REGULATIONS and CODES OF CONDUCT** of the Student LIFE Office, the Student Handbook and the Board Policies of Oakland Community College.



To maintain ongoing recognition, all officers of student organizations may NOT:

- Hold a position of President in more than **TWO** student organizations at the same time. In addition, students that hold two Presidential positions must designate someone other than her/himself to participate in SA3 Student Government as the voting member.
- Hold an Officer position (non-President) in more than **THREE** student organizations at one time.
- Students holding an Officer position in any other student organization may not hold an Officer position on SA3 Student Government. They may, however, participate in sub-committees of SA3.

*Failure to adhere to any of the above recognition requirements may result in temporary suspension of an organization's recognition status. Recognition will be considered **temporarily suspended** if any required materials or actions are not submitted to, or resolved with, the Student LIFE Office within 14 days of the date due.*



## I.d. PROCEDURES FOR BECOMING AND MAINTAINING AN RSO



### **Membership Eligibility**

- RSO membership must be open to all OCC students that desire to join, or your criteria for membership must be clearly spelled out in advance in your constitution.
- An RSO may invite non-OCC students to become members (Limited Membership); however, each group must have a minimum membership of five (5) students who are currently enrolled at Oakland Community College, and at no time may the membership exceed a ratio of more than 20% Limited Members. Neither Limited Members nor any OCC Employee may hold an Officer position in a student organization.
- Limited Members in student organizations can include alumni, outside partners from businesses or nonprofit organizations when involved in joint activities, or general community members. Participants deemed “Limited Members” may have restricted access to the college resources in accordance with college-wide policies. These instances may be reviewed on a case-by case basis. Please see your campus SDC to discuss.
- Officers for RSOs must be currently registered OCC students in good academic and social standing (not on academic or social probation). Students who are on academic probation, have been “conditionally” admitted to OCC, or who are early-admit students concurrently enrolled in a high school, may not be offered membership.
- The use of intimidation by either secluding the person being recruited or using inaccurate information to persuade a person to accept membership shall be prohibited.

**Oakland Community College is an affirmative action equal opportunity institution.**

## **II. Leadership Responsibilities**

## II.a. LEADERSHIP RESPONSIBILITIES

### OFFICER DUTIES

**General Duties:** All Officers are responsible for upholding the student organization recognition requirements and completion of leadership development activities outlined on page 5. If it is not outlined in detail in your constitution, it is also the responsibility of the President & Vice President to develop a detailed list of tasks, duties and expectations for each position. All Officers are responsible for keeping an individual calendar to track the events and meetings in which their participation is required. For example, each year in Fall and Winter the Student LIFE Office provides a Student Organization Handbook Training for all RSO members.

**Additional Training:** If RSO members need additional workshop training in specialty areas, please contact the Student LIFE Office to arrange. Examples include: Fundraising, Creating Budgets, Event Planning, Leading a Meeting/Roberts Rules of Order, Taking and Writing Minutes, Drafting a Constitution and Bylaws and Membership Recruiting.

**Recruiting Officers:** All of the Officer positions created by an RSO should be designed to mesh and complement each other. Recruit officers for your leadership team to fulfill roles that may fit their background, experience or program of study. For example, look for a student that is studying accounting when seeking a treasurer. When you notice someone with potential, give them encouragement, get them thinking about taking up a leadership role. One word of encouragement can go a long way, so don't neglect the opportunity to inspire your organization's future. When your term is over, who knows the best person to fill your shoes? You do. Good leaders start early looking for emerging leaders in order to groom them to take their place next term. To give others a chance to lead, it is strongly recommended that you incorporate language into your constitution to limit officer terms to no more than two years per position.

**Your Board:** The most important relationships you will have will be between your board members and your advisor. As an executive board, it is important that you discuss how the positions all fit together into a concentrated effort. At your first meeting, it would also be good to establish some expectations and goals for the organization that year, and how they are to be accomplished. Throughout the year, don't forget to schedule some social activity to bond with your board in order to solidify relationships, ease tension and have fun with each other!



### Administrative Planning Timeline For Officer/Student Leaders

This Timeline can be used to help Officers track the important semester dates/requirements for the Student LIFE Office and determine who will be responsible for completing each task.

#### **Fall**

- Attend Student Organization Training Day
- Attend Welcome Week to set up a recruiting table.
- Before your first meeting, put together a handbook for each Officer which should include a constitution, a membership list, advisor information, a list of duties and expectations for each office, a list of semester and yearly goals, a calendar of meeting times and locations, and a calendar of special events which includes projects, fundraising events, and organization events.

## **II.a. LEADERSHIP RESPONSIBILITIES**

### **Administrative Planning Timeline** **For Officer/Student Leaders Cont.**

#### ***Winter***

- Attend Student Organization Training Day (if you did not already do so in the Fall)
- Attend Welcome Week to set up a recruiting table (date will vary)
- Attend Student Appreciation Day to set up a recruiting table (date will vary)

#### ***Monthly***

- Hold Executive/Officer Meetings for planning, budgeting, etc.
- Attend or send a designee from your leadership team to any/all administrative/officer meetings called by the Student LIFE Office, including SA3 Student Government Meetings.

#### ***End of Each Semester (no later than second week of December for Fall and the third week of April for Winter)***

- Review your goals for the year. Are you on track?
- Schedule meeting times and organize room reservations for next semester with your Advisor
- Create new plans that have been made for the next semester relating to activities.
- Hold elections and provide the Student LIFE Office with a list of new officers. Provide an updated club by-laws if they have changed.

#### ***Yearly (no later than May 3rd)***

- Submit End of the Year report electronically to your Campus SDC
- After your elections, submit electronically an updated [Officer Roster and Membership Form](#) to your Campus SDC

#### ***Summer***

- Write letters or e-mails to the other officers and members to keep them updated; sharing any new information with them.
- Review your goals and make some notes for getting started back up in the fall. Begin to outline some goals for what you want to see your organization accomplish during the first and second semesters.
- Begin to think about Welcome Week and what materials, etc. you will need to have available. Are you planning a recruitment brochure? If so, when will it be printed?
- After receiving the email with the date for Welcome Week (email usually sent in mid-Aug), contact the campus SDC to reserve a table. Start creating your events/flyers/poster boards for your table at Welcome Week.
- Organize your files and discard unusable materials that are not needed.

### **Event Planning Timeline** **For Officer/Student Leaders**

#### ***At least 4 weeks prior to an event***

- Obtain approval for your event from campus SDC and your Advisor by filling out an [Activity Request Form](#) located in the end of this Handbook.
- Ask your Advisor to book your room and other facility/needs via a Facilities Request, Work Order and/or Media Services Request

#### ***3 weeks prior to an event***

- Have your flyer promotion if your event approved and stamped by the campus SDC prior to posting. All event flyers must be emailed electronically in a raw form (i.e. non-pdf, jpeg, or other un-editable format) for approval.

#### ***On the first working day after an event***

- All monies collected at each event must be reported to the Student LIFE office and submitted to the Business Office on the first working day following the event. This is done by filling out an [Event Tally and Deposit Form](#).



## II.a. LEADERSHIP RESPONSIBILITIES



### Planning For Leadership Transition/New Board Members

Making the transition from the old (outgoing) to the new (incoming) board of officers is the responsibility of both the outgoing and the incoming officers. The passage of knowledge, experience, accomplishments and goals for student organizations will help current officers gain a sense of completion and bring closure to their terms. At the same time, the transition gives the new officers valuable information, advice, and confidence for the future. Leadership transition should be customized to fit your organization; however, these key points should be noted:

**Joint First Meeting:** Make sure the first meeting with the new officers is a joint meeting with the outgoing officers. This allows the members-incoming and outgoing- to interact and share information about the organization to help facilitate a smooth transition. Ask someone in the Student LIFE Office or your Advisor to attend and/or help facilitate the leadership transition meeting if you feel you might need extra guidance.

**Meet With The Campus SDC:** Make sure the new officers schedule an appointment with the Student LIFE Office to become familiar with existing and new policies concerning student organizations.

**Training Sessions:** Everyone gets busy at the end of the semester so it's important to schedule training sessions with your new Officer. It's great to hand them a binder and tell them to read it, but interacting with the person who last held the position is much more beneficial. Be proactive and schedule a couple hours with your successor before the officer transition period to answer the questions that will undoubtedly be asked.

**Establish Relationships:** Every leadership role is not all-inclusive. You must work with other people to get your job done. Before transitioning out of your position, make sure to introduce your successor to the people you worked closely with. It would be advantageous to establish these relationships as you train the new officers. Make sure to include the contact information for these important people in the informational binder.

#### Other Suggestions

- Hold a retreat at which new and outgoing officers can help plan for the upcoming year and better facilitate the transition. Speak to Student LIFE for help with planning and facilitation of the retreat.
- It is often helpful to break up the transition process to avoid overwhelming the incoming officers. Refer to the included sample leadership transition (Meeting One, Meeting Two, and Meeting Three).

## II.a. LEADERSHIP RESPONSIBILITIES

### Planning For Leadership Transition/New Board Members cont.

#### ***Sample Leadership Transition Meetings***

##### Meeting One

- A. Review purpose/objectives of the position, and/or committee.
- B. Review past programs and services.
- C. Evaluate the position and the organization including its responsibilities and expectations.
- D. Share problems, helpful ideas and recommendations.
- E. Give new leader reading materials and appropriate files for his/her review before the next meeting.
  - a. Job descriptions and responsibilities
  - b. Status reports on continuing projects
  - c. Evaluations of past projects
  - d. Meeting minutes/agendas
  - e. Calendaring and plans for planning
  - f. Members list
  - g. Committee list (if any)
  - h. Resource and contact list
  - i. Financial books and records
  - j. Historical records (scrapbook)

##### Meeting Two- with Advisor

- A. Review the organizational manual and officer binders which should include:
  - a. Organizational Structure (bylaws, constitution, etc.)
  - b. Resources
  - c. Policies and Procedures
  - d. Committee Development
- B. Review the resources most often used by that position/committee.
- C. Be sure to keep the meeting an information-sharing session and not a 'how to' seminar; the membership elected the incoming leader for a reason and she or he should be allowed to decide how to carry out the position in the organization.
- D. Introduce the incoming leader to the people important to carrying out the tasks of the position (i.e., Office of Student LIFE, SA3 Student Government)



## II.b. LEADERSHIP RESPONSIBILITIES

### ADVISOR DUTIES

The role of Advisor may vary from organization to organization based on the organization's needs and goals. The Advisor of a student group should never be considered just “a signature” in order to receive recognition. The student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

**Advisors must complete online training within 30 days of accepting their role. Contact the Student LIFE office for more details.**

Characteristics of a good advisor:

- ✓ Outgoing, friendly and student centered
- ✓ Supportive of the RSO mission and helps recruit members, advertise events, etc.
- ✓ Has a general knowledge of the policies and procedures of the college. \*Advisors should thoroughly read and understand the policies, procedures and guidelines starting on page 4 of this handbook.
- ✓ Can be present for at least two Officer Meetings per semester and at ALL on-campus events held outside of normal business hours. \* If an Advisor cannot be present at an afterhours event, he/she should contact the campus SDC to check availability of a “stand-in” site supervisor for the event.
- ✓ Dedicates a mutually agreed upon amount of time per month for the group. Time varies and is usually decided between the group and its advisor, based on need.

Most advisors generally perform the following tasks:

- ✓ Assist the group with the formulation and/or revision of the organization’s constitution and bylaws, if needed.
- ✓ Serve as a liaison between the college and the student organization when/if appropriate. Serve as a resource person at meetings with the Officers, as well as at on-campus events of the organization, as needed.
- ✓ Encourage and assist the organization to carry on an active and significant program. Assist in orienting new officers to their positions and developing leadership skills of members.
- ✓ Mentor the officers and promote efficient and effective administration of the organization.
- ✓ Open a Student Generated Fund (511) account for the RSO if they intend to do any fundraising activities. This can be done via email. The Advisor should email the campus SDC for approval.
- ✓ Co-sign deposit and expense forms with President/Treasurer. Assist Treasurer in maintaining accurate accounting procedures, creating an annual or event budget and creating expenditure reports, if necessary.
- ✓ Reserve campus facilities for student organization meetings or events. To do so, an Officer must ask the Advisor to fill out and send an Internal Facilities Request Form via email to the Campus Facilities Manager. Most Advisors should be familiar with where to find this form; however, should they have questions, please direct them to contact the campus SDC.
- ✓ Request tables/chairs, special room seating arrangements, or other maintenance. To do so, an Officer must ask the Advisor to fill out and send in a Work Order Form. Most Advisors should be familiar with where to find this form; however, should they have questions, please direct them to contact the campus SDC.
- ✓ Request special use of media services/technology equipment. To do so, an Officer must ask the Advisor to fill out and send in a Media Services Request Form. Most Advisors should be familiar with where to find this form; however, should questions arise, please direct them to contact the campus SDC. If requests are made for afterhours support, fees may be charged.

Advisors should/do NOT:

- ✓ Have to attend all student organization meetings
- ✓ Handle fundraised or other money for the RSO, at ANY time
- ✓ Sell tickets, goods or services to fundraise on behalf of the organization unless the payment transactions are handled separately

### **III. Policies, Procedures, and Guidelines**

### III.a. POLICIES, PROCEDURES AND GUIDELINES



The purpose of these guidelines is to assist RSOs in holding events and/or raising monies for their professional, charitable, or social activities that will contribute something worthwhile to the College and, when appropriate, to the community. All activities are expected to conform to recognized standards of good taste and conduct, preserving integrity and respect for human dignity.

#### Open Access

Participation in Extracurricular Activities for Students with Disabilities: The importance of extracurricular activities in the overall learning experience is not disputed; a great deal of learning occurs outside the classroom, in the living situation, and through participation in spontaneous activities and organized student groups. Under the law, students with disabilities have a right to equal access to these activities. The program or group offering an activity (e.g., party, meeting, trip, or athletic event) must ensure that such activities are accessible to students with disabilities who desire to participate. This legal requirement covers student groups receiving "significant assistance" from the College. "Significant assistance" includes, but is not limited to: provision of a faculty or staff advisor, use of college facilities for activities at no charge, provision of a campus account, on campus advertising, or college assistance collecting funds. Further, the college's Anti-Discrimination Policy clearly prohibits discrimination against students with disabilities in the conduct of "programs and activities sponsored by student governing bodies, including their constituent groups, and by RSOs.

#### Facilities Use

So far as its facilities permit and in accordance with board policy, the College will allow each registered organization the ability to reserve meeting places without charge, and will endeavor to encourage and protect complete freedom of expression within the law in meetings of such organizations. The responsibility for any views expressed in such meetings is solely that of the individuals concerned; and the College is not to be held to approve or disapprove such views, whatever their nature, but to be concerned exclusively with the discharge of its educational obligation to facilitate free expression of all points of view, to the extent guaranteed by the Constitution of the United States and of the State of Michigan. The College does not pass upon the qualifications of speakers whom registered organizations invite to address them, nor, except as to the availability of space, on the number or size of meetings which may be held. The following facilities rules and procedure, however, should be observed by all student organizations.

**Alcoholic Beverages:** Not permitted at any time. Violation of this rule constitutes a major infraction.

**Caterers:** OCC Dining Services should be used whenever possible. Food/beverages should not be sold through outside vendors without prior approval of the campus SDC.



### III.b. POLICIES, PROCEDURES AND GUIDELINES

#### Facilities Use Cont.

**Communication with Campus SDC:** Student organization leaders or representatives are responsible for maintaining open communication with the campus SDC in order to maintain smooth operations and successful programs. All OCC forms, such as facilities requests, work orders, etc., are required to be filled out and submitted by your advisor and cc'd to the campus SDC.

**Event Requests:** An RSO that wants to hold an event on campus must first fill out an [Activity Request Form](#) located in this packet. This form should be signed by an appropriate Officer and Advisor, and then turned in to the Campus SDC. This is the first step in your process. If room reservations, special equipment or set up needs are also needed, please see the section below, titled Facilities/Room Reservation and Maintenance/Room Setup for the procedures required.

**Facilities/Room Reservation:** An RSO that wants to reserve meeting space on campus must ask their Advisor to fill out and email a Facilities Request form. Most Advisors should be familiar with where to find this form; however, for questions, please direct them to contact the campus SDC. The campus SDC should be cc'd by the RSO Advisor on all Facilities Requests. If a RSO cancels an event or project, the facilities and Student LIFE Office must be notified through the RSO advisor. For all events in which external (non-OCC students or staff) will be invited, an External Facilities Reservation request should be filled out and signed by RSOs President and advisor.

**Game and Other Meeting Room Rules:** These rules apply to all students, including registered student organizations for use of all rooms for gaming or otherwise. 1. Absolutely NO DRUGS, ALCOHOL, TOBACCO OR GAMBLING (this includes charging for gaming tournaments). 2. Tournaments involving fees may ONLY be held for fundraising and by registered student organizations, with PRIOR approval. Please see Student LIFE Office for more information. 3. Hours of Operation: Mon-Fri 9am-9pm, no exceptions. 4. You are expected to be considerate of all people who use these rooms by practicing good hygiene, as they are small spaces with little ventilation. The use of an air freshener is highly recommended for long meetings. Groups that leave a room with an odor will be disciplined for a rule violation. 5. If you notice any items or equipment that are damaged, please alert the Student LIFE Office immediately. 6. Respectable and courteous scholastic behavior is expected- i.e. no shouting or foul language, no fraternization on a romantic level/sitting on laps, no jumping on furniture, etc. 6. Students who enter MUST tidy the room before leaving, especially if eating, moving furniture, etc. 7. Nothing may be hung on walls, windows or cabinets without first obtaining permission from the Student Development Coordinator in the Student LIFE Office 108. Shoes and full clothing (top and bottom) must be worn at all times. 9. Equipment Policy: Student LIFE may have equipment for student use such as board games, remote control or gaming systems. To check out items, you will be required to leave your Driver's License. Equipment may be signed in and out only during the office hours of Student LIFE. If available, a student LIFE office worker will retrieve the equipment prior to his/or her shift ending. If the Student LIFE Office is closed, Public Safety will NOT open the Student LIFE Office for you to return the equipment and retrieve your license. If any piece of equipment is returned broken or damaged, your student account will be charged for the replacement or repair. No eating or drinking while using OCC equipment. Violation of these rules will be cause for the following procedures: Rule 1. The college has a zero tolerance policy on these matters. If this rule is broken, you will be asked to leave campus pending further disciplinary action by the Dean's Office. Rules 2-9. You will receive first a verbal warning from Student LIFE Office. If the rule or rules continue to be broken, you or your student group will be suspended from the Game Room for a one month period. Chronic abuse of these rules may result in suspension of all meeting room privileges.

**Liability:** The college does not assume responsibility for any damages, loss or injury that may occur to the participant or named minor, while attending or participating in any and all off-site field trips, Student LIFE activities and /or other activities, athletic events; or while using equipment or facilities of Oakland Community College or any entity affiliated with it. Medical insurance along with any and all medical expenses are the responsibility of the individual participant or recipient of the services.

**Maintenance/Room Setup:** An RSO that wants to use space on campus that requires special room seating or other arrangements/maintenance must ask their Advisor to fill out and email a Work Order to the appropriate campus department (Facilities Mgr. Superintendent of Maintenance- depending on the campus. The campus SDC should be cc'd by the RSO Advisor on all Work Orders. Most Advisors should be familiar with where to find this form; however, should they have questions, please direct them to contact the campus SDC.

### III.b – d. POLICIES, PROCEDURES AND GUIDELINES

#### Facilities Use Cont.

**Media Service/AV requests:** An RSO that wants to use space on campus that requires special computer, audio or video equipment must ask their Advisor to fill out and email a Media Services Request (charges may be applicable for services if requested after hours). The Campus SDC should be cc'd by your Advisor on all Media Services Requests. Most Advisors should be familiar with where to find this form; however, should they have questions, please direct them to contact the campus SDC.

#### Marketing/Communications

**Advertising/Bulletin Board Usage:** All posters and flyers must be emailed to the campus SDC for approval prior to printing and posting and must be stamped with Student LIFE approval stamp before posting. Posters shall be no larger than 17"x 23" without express consent from the campus SDC. All postings will be removed after 30 days, and any postings not approved will be removed immediately. Posters must be removed immediately following the event or program. Contact the campus SDC for a list of bulletin boards that may be used for postings. No organization may display signs, poster, or advertisement in any place other than the provided bulletin boards. No posting is to be taped on a printed or glass surface. Failure to comply with these regulations may ban student organizations from bulletin board use.

**College Logo:** RSOs are not official components of the college under our non-profit incorporation and are therefore prohibited from using the College name/logo in any of its flyers, promotional materials or handouts. A student organization's unique logo cannot incorporate the official Oakland Community College logo unless expressly approved through the Chancellor or other member of a Chancellor's Cabinet first.

**Press Releases:** Press releases should be emailed to the campus SDC. A press release is a fast and accurate way to get information from your group to the people via the news media. Write the article in the inverted pyramid style. This means try to get the most important information in the "lead" or in the first sentence or two. Less important information should follow to support the "lead". The copy (news article) must be typed (double-spaced) and submitted via email to the Campus SDC, who will review for edits and send it on to the OCC Communications Department. OCC Communications Department will reserve the right to edit all releases.

When writing your press release, ask yourself the following questions:

- ✓ WHO? Your organization, contact person and telephone number.
- ✓ WHAT? Pasty sale, Bike-A-Thon, or whatever.
- ✓ WHEN? 8:00 a.m., Tuesday, October 28.
- ✓ WHERE? Oakland Community College Auburn Hills Campus, Student Center, G-240
- ✓ WHY? To raise money for the United Way, Salvation Army or Easter Seal Society.

Once you have completed writing your "lead" paragraph, you can complete the news release with additional information such as: A quote from a leader of the event or organization, the purpose of your organization, the results of past charitable events or community service, and the merits of the charitable organization.

*Press Release Example text: The Oakland Community College student organization Writers Block will sponsor a charity car wash between 10:00 a.m. and 7:00 p.m., Saturday, November 1 at the Auburn Hills Branch of the National City Bank. A donation of \$4.00 will be requested with proceeds going to Meals on Wheels.*

#### Financial Transaction Procedures

RSOs should strive to be self-supporting and are therefore expected to fund raise for any operating costs needed to run the organization. All student organization monies (whether allocated or student generated) must be deposited into and maintained through the campus Business Office, and are subject to the guidelines set forth herein.

**Advancement of Funds:** Funds cannot be advanced from student generated fund (511) accounts for anything other than deposits for services such as DJ's, external room rentals, etc. Please see campus SDC if you would like to discuss an advancement of funds (check requests).

**Dues:** To assist your financial sustainability, all RSOs should assess dues to each member per year. We recommend a minimum of \$5 per member.

### III.d. POLICIES, PROCEDURES AND GUIDELINES

#### Financial Transaction Procedures cont.

**Fundraising:** Only RSOs may host or sponsor fund-raising activities on Oakland Community College campuses. RSOs seeking to hold a fundraiser on College property must submit an [Activity Request Form](#) to campus SDC at least two weeks prior to initiating the fundraiser. The request must contain a statement describing the project/event and the name and address of the beneficiary of the funds raised. Student generated funds may only be donated to 501(c)3 organizations, used by the RSO in a manner allowed by OCC, or donated to the 511 of another RSO at OCC.

**Fund Forfeiture:** A derecognized or suspended student organization that has accrued a 511 account balance shall have its balance forfeited and transferred to the 511 account of campus SA3 Student Government, or Student LIFE Activities Committee account after 3 semesters of the date of suspension/recognition.

**Petty Cash:** Student Organizations may keep no more than \$25.00 in their petty cash till. All funds exceeding this amount must be deposited into the organizations 511 account by an Officer on the first working day following collection of the funds.

**Purchasing Goods or Services:** Please note that both the Student Organization Advisor and Campus SDC **MUST** approve all purchases/withdraws for goods or services for a student organization from your RSO account (allocated or student generated). Please use the [Request for Purchase/Reimbursement Form](#) at the end of this handbook. Once a Request to Purchase is approved by the campus SDC, the following steps should be taken: For services such as entertainment, the vendor contract should be signed by the RSO President and Treasurer only. All contractors must sign the Student Group Contract form at the end of this handbook.

**Student Generated Funds Account (511):** RSOs must deposit all funds raised into a student generated funds account (511 account). To request a 511 account, your RSO Advisor must email the Campus SDC for information. All RSOs generating 511 income shall maintain a ledger to record the income and expenditures for any funds raised or spent by the organization. The ledger should be submitted with your year-end report. Travel is allowed using this type of funds; however, prior permission is required from Advisor and Campus SDC via the [Travel Liability Waivers](#) located in this Handbook.

**Student Generated Funds (511) Reimbursement:** Following the purchase of goods or services, the purchaser completes the Reimbursement portion of the [Request for Purchase/Reimbursement Form](#) (at the end of this Handbook) and presents it along with the receipt to the campus SDC. A check request form is then filled out and signed by the campus SDC and the both forms are taken to the Business Office by the student organization President or Treasurer.

**Student Government/SA3 or Student LIFE Activities Committee Funding:** When funding is available, if an RSO seeks funding assistance to complement its fundraising efforts, the group may apply for Allocated Funding in July of each year by presenting a proposal form to SA3 or to the Student LIFE Activities Committee requesting funding. The proposal form should include a complete projected budget outline and/or product quote attached. These funding forms are called [Student LIFE Funding Request Form From SA3 Activities Committee](#), which is to be used if an SA3 Student Government operates at your campus, and/or a [Student LIFE Funding Request Form From Student LIFE Activity Committee](#) if there is no student government at your campus. Please check with your Campus SDC to verify which form you should use. Note: If funds are granted through this route, the College requires the Purchase to be made through an approved vendor and using a requisition process generated by the Campus SDC. Purchases of equipment over \$150.00 are not allowed per college policy.

**Student LIFE Committee or SA3 Reimbursement:** Following the purchase of goods or services, the purchaser completes the Reimbursement portion of the [Request for Purchase/Reimbursement Form](#) along and presents it along with receipt to the campus SDC. A check request form is then filled out and signed by the campus SDC and the both forms are taken to the Business Office by the student organization President or Treasurer. For purchases over \$25 or that require a contract, College Purchasing Department procedures must be followed. Please see the campus SDC or your Advisor for further information. When an invoice is received, it should be forwarded and submitted to your Advisor. Purchases of equipment over \$150.00 are not allowed per college policy.

### III.d. POLICIES, PROCEDURES AND GUIDELINES

#### Financial Transaction Procedures cont.

**CONTRACTS:** Contracts can be oral or written instruments that illustrate legal duties and/or rights. As such, student organizations should act with care and should always get a contract in writing. Student organizations commonly encounter contracts when booking DJs, dance instructors, performers, musicians, amusements & games, caterers, and many more. All contractors must sign the [Student Group Contract](#) form at the end of this handbook.

#### **IMPORTANT TIPS**

- The OCC Student Group Contract is effective immediately upon signature by both parties. This standard contract does not require a signature by OCC personnel.
- Student organizations signing contracts for acts, goods, or services on campus, may contact their Student life Coordinator for advice, but must sign those contracts themselves. This means that the individual that signs the contract may be personally liable for the organization's duty under the contract.
- DO NOT SIGN any contracts or agreements on behalf of Oakland Community College. Your signature does not represent the College and all liability will fall on the unauthorized signatory.
- If it is intended that the College should be contractually liable, then contract must be signed by the appropriate College representative.
- If the student organization is signing the contract on their own, it should be clear that the student organization is not signing on behalf of the College.
- Never agree to a deposit prior to an event or performance. Some exceptions may be made.
- The College will not, and cannot, pursue any recourse against an outside vendor if the contract is not signed by an official representative of the College.
- Contracts are negotiable. If a term does not fit your needs, work with the other party to make an agreement that works for all involved.
- Contracts can be complex and confusing. Consult an attorney to review any contracts you are considering. College offices can offer advice, but this is not legal advice and should not be taken as such.

***For questions regarding contracts with a vendor please contact your Student Life Office.***



### III.d. POLICIES, PROCEDURES AND GUIDELINES



#### **Fundraising Guidelines & Rules**

**General Fundraising Guidelines:** The Office of Student LIFE will only approve activities which are:

- For the benefit of the student organization as a whole, or a licensed tax exempt/nonprofit entity. No funds shall be distributed to the officers or members of an organization for personal profit or gain (making house payments, paying rent).
- Not in conflict with established auxiliary department of the College (e.g., Raiders Store or The Galley).
- Held by an officially recognized student organization registered with the Office of Student LIFE.
- Not offering or distributing alcohol and/or other controlled substances as prizes or awards.
- Not impeding the flow of traffic or creating congestion in a building, parking lot, or on campus streets or sidewalks.

**General Fundraising Rules:** RSOs doing fundraising events must adhere to the following rules:

- Only RSOs may sponsor fund-raising activities for themselves, nonprofits or other tax exempt entities on Oakland Community College campuses.
- Each student organization may host a maximum of four (4) fundraisers per semester (unless special permission is granted by the SDC). It is the responsibility of the student organization to keep the lines of communication open with the SDC and to fill out the appropriate forms for all events held at least two weeks prior to the event.
- The name of the RSO sponsoring an event must be posted at the site of the fund-raising event and must be clearly identifiable to passersby.
- All monies collected by student organizations must be reported by filling out an [Event Tally and Deposit Form](#) that is signed by the campus SDC or your Advisor, and then deposited at the Campus Business Office on ***the first working day following collection*** of the funds.
- The RSO Treasurer/Financial secretary should check out a cash box and zippered deposit bag from the Student LIFE Office if they do not already have these items.
- RSOs are responsible for cleaning the area where the fund-raising or other activities are held. Failure to do so will result in a billing and a possible prohibition from holding future fund-raising events.
- OCC prohibits students and student organizations from approaching an external company or organization for the purpose of fundraising without explicit approval from the Office of Student LIFE and the Oakland Community College Foundation. The reason for this requirement is that the OCC Foundation has many funding requests out to various organizations. Typically these are endowment requests which exceed \$5000 and are closely aligned with OCC's academic master plan. A funding request from a student organization is confusing to a donor organization and generally the request is for an amount far less than the official OCC Foundation request, so it is very easy for the entity to approve your request and set aside the larger, strategic request. Further, as student organizations are not official components of the college under our non-profit incorporation, they are prohibited from using the nonprofit status of the College in the leveraging/solicitation of donations from any individual or organization.
- RSOs may not sign contracts if the funds are Allocated Funds from SA3/Student LIFE Activities Committee. The SDC should be consulted in any situation that requires complicated purchasing or fund generating procedures (above \$25). This should ALWAYS be done well in advance of your event (6-8 weeks minimum), so that an appropriate course of action may be determined.



### III.d. POLICIES, PROCEDURES AND GUIDELINES



#### **Fundraising Guidelines & Rules cont.**

**Ticket Sales:** RSOs may also hold events in which admission tickets are sold for fundraising purposes. If you choose to do so, all of the above fundraising rules above apply, in addition to the following:

- **Ticket sales:** for any event in which an admission price is charged must be done through use of pre-numbered tickets. Before beginning to sell tickets, the starting ticket number should be recorded on an [Event Tally and Deposit Form](#). Once the Treasurer provides the cash box and [Event Tally and Deposit Form](#) to the Cashier, both the ticket taker and the cashier should initial the form acknowledging receiving the cash box.
- **Pre-event sales:** Unless authorized by the campus SDC, the RSO's Treasurer or Financial Secretary should be the only persons distributing tickets to sellers, and this individual must keep a record the sequential numbered tickets given to each student in the organization that sells tickets. Each organization should have a policy in place for lost tickets by members who sell them.
- **At the event:** The sale (Cashier) and collection of tickets at the event (Ticket Taker) must be done by separate people. On the day of the event, all event personnel should review the physical outlay out to ensure proper crowd control and security. At said events, hands should be stamped when people leave the activity and desire to return; or show ticket stub for re-entering.
- **After the event ends:** Both the Ticket Taker & Cashier should be present in a secure area to verify the counting of cash and reconciliation. The steps to reconcile event proceeds are: 1) Remove original change (if any) from the total event proceeds 2) Count the event proceeds 3) Complete the Ticket/Head Count Reconciliation form at the end of this handbook 4) Match the cash sales from event to the calculated sales from tickets. 5) Compute the variance if any and explain variance. 6) The Advisor (or campus SDC), cashier and ticket taker must ALL sign the cash tally sheet reconciliation form. 7). No cash should be left in the school overnight. Contact Public Safety to escort you to the Business office to make a deposit. After hours, please use the Business Office drop box and your zippered bag. Please see the campus SDC if you would like to check out a zippered deposit bag.

“Donors don’t give to institutions.  
They invest in ideas and people in whom they believe.”  
-G.T. Smith

**Raffles and/or Gambling:** The Office of Student LIFE will only approve raffles or gambling activities which are legal and licensed by the Michigan Bureau of State Lottery: <http://www.michigan.gov/cg>. Michigan state laws specifically prohibit college student organizations from conducting gambling activities (Act 382) and this includes raffles or charity poker tournaments, without a license. Student organizations may request to hold raffles or charity game nights as fund-raising projects only after they have secured a proper license in their own name from the Michigan Bureau of State Lottery in Lansing. To secure a license, an application must be made after being approved as a “qualified organization” by the State of Michigan. Usually, unincorporated RSOs, such as most student organizations, will not be eligible for “qualified organization” status, as generally OCC does not allow student organizations to be recognized as an “educational subordinate” of the institution ([http://www.michigan.gov/documents/BSL-CG-1452\\_1345\\_7.pdf](http://www.michigan.gov/documents/BSL-CG-1452_1345_7.pdf)). If the RSO is incorporated, or is a chapter of a larger nonprofit organization, however, it may qualify. For more information see: [http://www.michigan.gov/documents/BSL-CG-1824\\_26045\\_7.pdf](http://www.michigan.gov/documents/BSL-CG-1824_26045_7.pdf). After obtaining the license, the RSO must then present it to the Office of Student LIFE the proper authorization showing that they meet the qualifications for conducting the event. Raffles for which the law does NOT require a license must have ALL of the following elements present: 1) There is no presale of tickets; all the tickets are sold at a single gathering. 2) The drawing is conducted at the same gathering that the tickets are sold. 3) The total aggregate market value of all the prizes given does not exceed \$100.

### III.d. POLICIES, PROCEDURES AND GUIDELINES

#### Fundraising Tips

Developing a fund raising strategy allows student organizations to cover operating expenses, complete projects and programs, and create a small reserve or cushion for the future. Many student organizations discover that the success of their fundraising may be attributed to the following general principles:

- Think positively: As you plan for the year, think big; dream a little. Ask yourself, “If money were not an issue, what would the group do?” Use your imagination. It is generally easier to scale down your organization’s plans than to scale up mid-year. After you have identified the ideal group activities for the year, you can begin to assess the feasibility of these goals in light of resources. A dose of realism is necessary at this stage in your thinking, but be positive- do not permit a lack of available funds to stifle your plans.
- Establish financial goals: If you do not know where you are going, you will never know if you have arrived. Organizations must establish an annual budget. The development of a budget should follow, not precede, the establishment of your organization’s positive, but realistic, goals for the year. (Making the group’s plan fit the budget rather than making the budget fit the plan is the common error characteristic of stifled organizations). Once a budget of proposed expenses is developed, it must be reviewed against existing resources. The specified dollar figure beyond existing resources that will be required to operate and complete the group’s program for the year becomes the group’s fund raising target. If the figure is large, do not panic; it is time to be creative and realistic.
- Develop creative fund raising alternatives: Once you have established a fund raising target, identify all potential sources of funds and develop creative ways to tap these sources. Successful organizations utilize multiple approaches to fundraising.
- Establish a fund raising plan: Fund raising is like any other group project; it cannot happen successfully if left to chance. Successful fund raising requires careful planning. Answer the basic planning questions: Who? What? When? Where? Why? As you creatively explore approaches to fund raising, it is important to balance the costs to the organization (required outlay of time and/or human effort, material, and existing financial resources) with the risks involved in fund raising (potential liability and the possible loss of resources or goodwill).
- Follow College procedures: Fund raising activities require prior College approval, particularly for sales and solicitation activity. Some activities are restricted and prohibited under the college policy or state law. You should be familiar with both the approval procedure and limitations before you undertake a fund raising activity. See [Activity Request Form](#) at the end of this Handbook.
- Evaluate fund raising activities: In order to determine your level of success, maximize learning opportunities, and advise future leaders of the organization, it is necessary to evaluate your fund raising activities. This evaluation should go beyond simple comparison of the dollar goal with the amount raised. It should include a qualitative analysis and conclude with recommendations for future fund raising activities.



### III.e – f. POLICIES, PROCEDURES AND GUIDELINES



#### Travel

RSOs that seek to travel in the name of their RSO, whether they are using funds allocated by the college, 511 (student generated) funds, or funds sponsored by a national affiliate or an outside organization must fill out and sign a [Travel Liability Waiver](#) and return it to the Student LIFE Office at least one month prior to the intended travel date. In addition, RSOs receiving funding for travel from the Student LIFE Committee, SA3, or other College Department must fill out the following documents for every student traveling and return them to the Student LIFE Office at least one month prior to the intended travel date:

- ✓ Budget Proposal Form
- ✓ Travel Rationale Form FS06
- ✓ Team Trip Request Form FS06A Liability Form

Travel funds whether the property of the student organization or allocated through Student LIFE Committee/SA3 may not be used to pay for non-member and/or non-OCC students. Allocated Travel funding requests that are separate from yearly allocation requests (in April) are awarded on the basis of academic merit relevance and availability of travel funds.

#### Disciplinary Procedures

Unless otherwise specified in this document, the Student Handbook Code of Conduct or OCC Board Policy, any violations of the rules contained herein shall result in the following:

- a. First violation: RSO will receive a verbal warning by campus SDC
- b. Second violation: RSO will be reprimand by campus SDC by loss of RSO's privileges via written announcement (to include facilities, flyering and event) until the misdemeanor is resolved with campus SDC.
- c. Final and Third Violation: RSO will be recognized by campus SDC for the period of a full school year (Fall and Winter Semester).
- d. Violations relating to Board Policy or the Student Handbook Code of Conduct shall be punishable according to the Disciplinary Policies contained therein.
- e. A deregistered student organization that has accrued a 511 account balance shall have its balance forfeited and transferred to the 511 account of SA3 Student Government after 3 semesters of an organization's deregistration date.

#### **IV. Forms and Applications**

## Student LIFE Activity Request Form

**This form must be completed and returned to the Student LIFE Office AT LEAST two (2) weeks prior to the proposed event.**

Name of RSO \_\_\_\_\_

Name and Title of Person Requesting Activity \_\_\_\_\_

Type of Event (check one): ☐ Fundraiser ☐ Solicitation/Sale ☐ Drive ☐ Social Activity ☐ Forum/Lecture/Workshop ☐ Other

|   |                                    |                             |
|---|------------------------------------|-----------------------------|
| Advisor Name  | Advisor Contact Phone Number       | Advisor Contact Email       |
| RSO President Name  | RSO President Contact Phone Number | RSO President Contact Email |
| Other Officer Name and Title                                      | Other Officer Contact Phone Number | Other Officer Contact Email |
| Event Name/Description  |                                    |                             |
| Location of Event (if off campus location: Where, Contact Person) |                                    |                             |
| Space Needed for Event  |                                    |                             |
| Equipment to be Used  |                                    |                             |
| Dates of Event  |                                    |                             |
| Time of Event (see your SDC for time frames availability)         |                                    |                             |

Will you be working with an external or internal organization? ☐ External ☐ Internal

Will you be contracting an outside vendor for this event? ☐ Yes ☐ No

If yes, please attach a copy of your contract with this form and provide vendor contact information \_\_\_\_\_

Telephone No. \_\_\_\_\_

In consideration of Participant being permitted to participate in the Oakland Community College Program(s) named above, I, Participant/Participant's Parent or Guardian, hereby release, discharge and covenant not to sue Oakland Community College, its trustees, officers, agents and employees from all liability for any and all claims, damages, costs or causes of action I/we have or may in the future have as a result of injuries (including death) or damage to property sustained or incurred by Participant while in any way participating in the above Program(s). I UNDERSTAND THAT I AM RESPONSIBLE FOR: ANY DAMAGE TO THE FACILITIES OR EQUIPMENT, CLEAN UP OF THE FACILITIES USED AND FOR RETURNING ANY LOANED EQUIPMENT TO OCC. **By signing this Release, I certify that I have read the Release and understand its terms.**

President Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature

Date \_\_\_\_\_

| Coordinator of Student Development Use Only – Do not write anything here |                                   |                                       |   |
|--|-----------------------------------|---------------------------------------|---|
| Copy of Facilities Reservation Form                                      | <input type="checkbox"/> Received | <input type="checkbox"/> Not Received | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved |
| Copy of Work Order Form  | <input type="checkbox"/> Received | <input type="checkbox"/> Not Received |   |

Date Request Received

Campus SDC Signature





## Student LIFE Application for New RSO

Proposed name and acronym of organization: \_\_\_\_\_

Organization, Purpose or Mission Statement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how members are to be chosen:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of organization (See page 6 of this handbook): \_\_\_\_\_

Do you have affiliation with state, local or national organizations? ☐ Yes ☐ No

If yes, please provide name and website of the affiliate organization:

\_\_\_\_\_

\_\_\_\_\_

Is the state, local, or national organization a tax exempt entity? ☐ Yes ☐ No

If yes, please provide the tax exempt ID of the affiliate organization: \_\_\_\_\_

Will dues be collected? ☐ Yes ☐ No

If yes amount and frequency of collection: \_\_\_\_\_

Will the group be involved in fundraising activities on campus? ☐ Yes ☐ No ☐ Don't Know

If so, briefly explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the group be participating in off-campus activities, like trips, conferences, etc.)? ☐ Yes ☐ No ☐ Don't Know

If so, briefly explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Oakland Community College recognizes the right of any group of students to form a voluntary organization for any purpose not forbidden by law. If an organization composed chiefly or exclusively of students desires to hold meetings in College buildings, it is required to have an advisor who is a member of the professional staff of the College and to file required documents with the Student LIFE Office. Information may be required about its purposes, officers, memberships, dues, etc. and shall be uniform for all organizations. An organization which has fulfilled these requirements is called a Recognized Student Organization (RSO). The College assumes no responsibility for recognized organizations or their programs; however, some organizations, if closely connected with the activities of academic departments of instruction, honor societies and/or student government may in some cases receive special help and supervision.*

**We have read and understand** the procedures for forming a new student organization, the responsibilities of a student organization and the policies guidelines and procedures for student organizations at Oakland Community College. We are aware that our recognition may be revoked if we do not adhere to student organizational policies and procedures outlined by this document.

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date



## Student LIFE Community Service Form

RSOs completing hours to fulfill Student Organization Handbook Service Requirements should turn this form into the Student LIFE Office after each completed service project in order to receive credit.

\_\_\_\_\_  
RSO Name\_\_\_\_\_  
Campus\_\_\_\_\_  
Name and Title of Person Completing Form

**Service Guidelines:** Only recognized, established institutions and organizations are approved for community service, such as OCC Student LIFE Office, general nonprofits, grade schools, libraries, hospitals, nursing homes, churches, social service agencies, community service groups, government entities, etc. Examples of service projects that will NOT be approved: chores like mowing lawns, babysitting, shoveling snow for neighbors, friends or family; working for your parents for free; donating time to a for-profit business; tutoring in an unstructured environment. Community service hours reported may NOT be granted for RSO related activities, such as attendance at Student Government meetings, Welcome Week, other club events, etc. Only site supervisors for nonprofit organizations, governmental agencies or K-12 schools may sign this form to verify service performed.

| Date of Service | # of Hours | Name of RSO Members Performing Service | Institution/Organization and Description of Service Performed | Authorizing Signature and Title | Phone # |
|-----------------|------------|--|---|---------------------------------|---------|
|                 |            |  |   |                                 |         |
|                 |            |  |   |                                 |         |
|                 |            |  |   |                                 |         |
|                 |            |  |   |                                 |         |

\_\_\_\_\_  
President Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Advisor Signature\_\_\_\_\_  
Date



# Student LIFE

## Event Tally and Deposit Form

(for tickets, raffles, door cash/checks, etc.)

RSO Name \_\_\_\_\_

Officer Name and Title \_\_\_\_\_

Event Name \_\_\_\_\_

511 Acct. # \_\_\_\_\_

Cash Box Start Balance \_\_\_\_\_ Received by (initials) \_\_\_\_\_ Cash Box End Balance \_\_\_\_\_

|  |       |   |
|--|-------|---|
| \$100.00   |       | <b>Deposit Date</b> _____<br><br><b>Total Deposit</b> _____ |
| \$50.00  |       |   |
| \$20.00  |       |   |
| \$10.00  |       |   |
| \$5.00   |       |   |
| \$1.00   |       |   |
| \$0.50   |       |   |
| \$0.25   |       |   |
| \$0.10   |       |   |
| \$0.05   |       |   |
| \$0.01   |       |   |
|  |       |   |
| <b>Total Door Sales</b>                                      | _____ |   |
| <b>Head Count</b>  | _____ |   |
| <b>Ticket Beg. Number</b>                                    | _____ |   |
| <b>Ticket End Number</b>                                     | _____ |   |
| <b>Price Per Ticket</b>                                      | _____ |   |
| <b>President/Treasurer Signature</b> _____ <b>Date</b> _____ |       |   |
| <b>SDC or Advisor Signature</b> _____ <b>Date</b> _____      |       |   |



# Student LIFE

## Funding Request Form

From Student LIFE Activity Committee

*This form is used by students or faculty who seek funding from the Student LIFE Activity Committee. Campuses with a student government should use the SA3 Funding form in the RSO Handbook, not this one. Please complete one form for each program, service or activity you would like support for and return the completed form to your campus SDC with a copy of a budget outline (example provided in the appendix of the RSO Handbook). This proposal will be submitted for consideration to the campus Student LIFE committee and you will be notified within 30 days of the Committee's decision. Work with your campus SDC as needed for assistance with filling out this form.*

1. Name of Person and Club/Department Requesting Funds \_\_\_\_\_
2. Name of Program/Service/Activity \_\_\_\_\_
3. Fiscal Year Funds Requested For \_\_\_\_\_
4. Date(s) of Program/Service/Activity \_\_\_\_\_  
Coordinator/Contact Person Email/Name \_\_\_\_\_
5. Description of Program/Service/Activity  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Budget Amount Requested (Please attach an itemized budget) \_\_\_\_\_ Revenue Projected (if any) \_\_\_\_\_
7. What contribution will you or your department provide for this project? Example: funding, volunteer, staff or marketing/promotion.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How will the Program/Service/Activity be marketed?<sup>1</sup>  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. For faculty use only: which General Educational attributes are addressed with this event? (See assessment and effectiveness department website from OCC website)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What are the specific goals of the activity?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. How will the outcomes of this activity be measured?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
President Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Advisor Signature\_\_\_\_\_  
Date

<sup>1</sup> Please note all funded projects should be marketed under the Student LIFE masthead unless justified, and expressly permitted otherwise by the campus Student LIFE committee. Requests for exception should be made in writing using the "other comments" request section.



# SA3

Your Student Voice

RSO Name &amp; Campus \_\_\_\_\_ Date \_\_\_\_\_

Person Submitting Funding Form &amp; Title \_\_\_\_\_

Is your Org. up to date and fully registered with Student? ☐ Yes ☐ No

Date RSO Become Recognized by Student LIFE \_\_\_\_\_

**Complete your P.A.C.E.S. and S.C.O.R.E. funding!** SA3 student government determines the funding eligibility of your RSO using a set of criteria such as leadership, professionalism, services, etc. Please detail and demonstrate how your organization has accomplished and implemented the criteria for each letter category below. If the criterion requires a specific number of projects, please indicate all for full points. Your ending score will help SA3 in determining whether to fund your proposal. Please note this scoring is based on objectives derived from General Education Outcomes listed in the College catalog. This form is to be used only by student organizations and faculty at campuses with an SA3 Student Government.

## GUIDELINES

**Points:** Each category is worth 20 points. A minimum of 100 points is required for funding consideration.

**Limitations:** Requests over \$500 will also require SA3 Advisor approval prior to presenting to SA3. Cumulative awards cannot exceed 25% of annual SA3 budget.

**Submission Instructions:** Use additional paper (typed) if necessary. Submit this form, along with the Budget Outline (page two of this form) to [occsa3ah@gmail.com](mailto:occsa3ah@gmail.com) at least one week prior to the monthly SA3 Open Meeting. Please visit [www.oaklandcc.edu/studentlife-ah/sa3](http://www.oaklandcc.edu/studentlife-ah/sa3) for the SA3 Open Meeting Schedule. Note: proposals are funded Sept-March, with the last proposal of the year accepted at the March SA3 Open Meeting.

## P.A.C.E.S / S.C.O.R.E WORKSHEET

**Professionalism** – RSO demonstrates organizational skills, reporting docs. submitted on time, follows rules, professional courtesy, participate in leadership conferences.

**Academics** – Club officers all maintain 3.5 GPA.

**Collaboration/Communication** – Group works collaboratively with others.

**Engagement/Personal Development** – Actively participates and promotes Student LIFE.

**Service-Oriented** – Group performs three or more Community Service projects.

**Social Responsibility** – Example: RSO recognized a need in the campus community and developed a program to correct it.

**Critical Thinking/Problem Solving** – Example: Officers participate in annual Leadership Workshop and recruit members for Debate Workshop.

**Outreach/Diversity** – Recruiting for and welcoming diversity into group and recognizing value of global viewpoints are RSO hallmarks.

**Resourcefulness/Fiscal Responsibility** – RSO has a history of fundraisers to match Student LIFE funding and financial reporting accuracy.

**Expand Aesthetic Awareness** – Example: Create an event (concert, play, art exhibit) for students to display their talents.

\_\_\_\_\_  
President Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Advisor Signature\_\_\_\_\_  
Date

(continued)

**Student LIFE**  
**Funding Request Form**  
*From SA3 Activities Committee (page 2)*

OCC 140 4/15  
p.2 of 2

*(This form is to be used only by student organizations at campuses with an SA3 Student Government)*

**Budget Outline** *(attach this form to your Funding Proposal Form with copies of your vendor quotes)*

Name of Club/Organization \_\_\_\_\_

Provide a brief description of your club and what you will use the funding for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Items to Be Purchased with Funding**

List the items you seek funding for and attach any printed quotes received. Note: For each item, you MUST FIRST try to acquire a quote from the campus bookstore, prior to seeking the item from an outside vendor.

| Quantity             | Unit                 | Precise Description of Material Required | Price                | Total                |
|----------------------|----------------------|--|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>                     | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                     | <input type="text"/> | <input type="text"/> |

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Address, City, State and Zip

\_\_\_\_\_  
Estimated Cost (attach quotes if over \$50)

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date





Name of RSO \_\_\_\_\_

## OFFICERS

[illegible]**ADVISOR(S)**

| Name (Print) | Position Title | Email | Telephone Number |
|--------------|----------------|-------|------------------|
|              |                |       |                  |
|              |                |       |                  |

## ACTIVE MEMBERSHIP

(use another sheet if necessary)

[illegible]

## Student LIFE RSO Donation Request Form

We support our campus community! Need sponsorship for a student organization special event? Complete this form, get the appropriate signatures, and return to the Raiders Store Manager or Assistant Manager.

Name of Activity/Organization \_\_\_\_\_

Printed Name of Person Requesting Donation \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Student Org. President Signature \_\_\_\_\_ Advisor Signature \_\_\_\_\_

Student LIFE Coordinator Signature \_\_\_\_\_

### TYPE OF EVENT

Name of Event \_\_\_\_\_

Is This Event Open to the Public? ☐ Yes ☐ No

☐ Recruiting ☐ Social ☐ Fundraiser ☐ Community Service ☐ Other

1. Briefly describe the event and reason for your request.

---

---

---

2. Expected number of participants at the event \_\_\_\_\_ Date and time of the event \_\_\_\_\_

3. Date the donation is required by and who will pick it up (1 week notice required) \_\_\_\_\_

4. How will the event be marketed?

- Event T-shirts
- Event flyers or posters on campus
- Banner or table tent in Student Center
- Marquee announcement
- Press release
- Interviews

5. How will the Raiders Store's donation be acknowledged?

- Logo on event T-shirts
- Logo on event flyers, posters, or other print material
- Promo table at event
- Marquee announcement
- Mentioned in press release
- Mentioned in interviews

### RAIDERS STORE POLICY

- Store will only donate twice per academic year per registered student organization. Exceptions will be evaluated on a case by case basis. Please see SDC to discuss.
- Form must be turned in, in person.
- RSO imprint item (non-stock item) funding special orders will be evaluated on a case by case basis.

## Student LIFE RSO Request for Purchase/Reimbursement

***This form is required for any request for purchase or request for reimbursement of funds related to your student organization (regardless of whether funds are from 511 account or allocated by SA3/Student LIFE Committee).***

☐ Request for Purchase      ☐ Reimbursement Requested      ☐ Advance Deposit Requested

Date \_\_\_\_\_

RSO Acct. #

RSO Name

Requestor Name

Requestor Email Address

## REQUEST FOR PURCHASE

Purchaser Name

Purchaser Title in RSO

Vendor Name

Vendor Address, City, State and Zip

Estimated Cost (attach quotes if over \$50)

## OFFICE USE ONLY

PO

SDC APPROVED?

☐ Yes      ☐ No

Comments:

| Quantity | Unit | Description of Material to be Purchased | Price | Total |
|----------|------|---|-------|-------|
|          |      |   |       |       |
|          |      |   |       |       |
|          |      |   |       |       |

TOTAL AMOUNT

## REQUEST FOR REIMBURSEMENT/ADVANCE DEPOSIT

Payee's Name

Payee's Title in RSO (if vendor, state this)

Amount for Reimbursement/Deposit

Payee's Address

Payee's City, State and Zip Code

Purchase Date  
(if deposit, state the date required)

| Quantity | Unit | Description of Purchase | Price | Total |
|----------|------|-------------------------|-------|-------|
|          |      |                         |       |       |
|          |      |                         |       |       |
|          |      |                         |       |       |

TOTAL AMOUNT

President Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature

Date \_\_\_\_\_



## Student LIFE Travel Liability Waiver

---

Name of StudentOCC Student? ☐ Yes ☐ No If yes, please provide student ID number: \_\_\_\_\_

---

Event/Trip

---

Date(s) of Event/Trip

---

Emergency Contact Person

---

Contact Phone Number

I acknowledge that there are risks associated with making any trip, and that these risks include, but are not limited to, accidents associated with travel, transportation or vehicular traffic, while a passenger in or on a vehicle or while a pedestrian; illnesses related to food, weather, or other causes; and actions of other people. I hereby assume all the risks of participating on this trip.

I understand that Oakland Community College strongly discourages any deviation from the itinerary and accepts no responsibility, if I elect to leave early or extend my visit. I also accept liability for any financial obligations, damage or injury I may incur.

I understand that medical insurance – along with any and all associated medical expenses – are my individual responsibility. It has been strongly recommended to me by Oakland Community College that I have valid health insurance enforce during travel.

I further understand that I am responsible for making sure that my health insurance is valid in \_\_\_\_\_ State (or country if outside the USA).

In consideration of my application and permitting me to participate on this trip, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assign to:

A. Waive, release and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me from any cause whatsoever, including as to my traveling to and from all destinations associated with this trip, the following entities or persons:

1. The College, its elected and appointed officials, employees, students, and volunteers working on behalf of the College

B. Indemnify and hold harmless the entities or persons mentioned in the above paragraph "A" from any and all liabilities or claims made by other individuals or entities as a result of or relating to my attendance at or participation in this trip.

I hereby certify that I have read this document and understand and agree to its terms and content.

---

Signature

---

Date

---

Signature of parent or guardian (if student is under 18 years of age)

---

Date

---

Witness

---

Date



## Student LIFE Student Group Contract

This contract form is to be filled out and used exclusively by recognized student organization officers who wish to contract with an outside vendor for an event.

**Prior to signing this form, you MUST read the section of this RSO Handbook that discusses contracts and your liability by entering into one.**

### 1. STUDENT GROUP INFORMATION

Student Group Name \_\_\_\_\_  
Student Contact \_\_\_\_\_ Contact's Email \_\_\_\_\_

### 2. CONTRACTOR INFORMATION

Company/Organization Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_  
Fax \_\_\_\_\_ Federal Employer ID# **OR** Social Security # \_\_\_\_\_

Is the contractor presently affiliated with OCC?

☐ No – no current affiliation

☐ Yes – if yes, indicate affiliation: ☐ Employee/Faculty ☐ Full-time student ☐ Part-time student

### 3. EVENT LOGISTICS

Type of Event \_\_\_\_\_  
Event Location \_\_\_\_\_  
Brief Event Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set-up Requirements and Equipment Needs (examples include tables, chairs, podium, microphones, electricity, staging, food/beverage, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Date/Period of Service:

Date(s) \_\_\_\_\_ Event Time \_\_\_\_\_

Equipment Set-up Time \_\_\_\_\_ Disassembly or Pick-up \_\_\_\_\_

### 4. SERVICES PROVIDED BY CONTRACTOR (please describe)

Catering \_\_\_\_\_  
Entertainment \_\_\_\_\_  
Equipment Rental \_\_\_\_\_  
Other Service \_\_\_\_\_

### 5. COMPENSATION

Compensation Rate \_\_\_\_\_

Additional Fees (please explain \_\_\_\_\_

Total Cost for Services \_\_\_\_\_

If Services are Recurring:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Breakdown Per Lesson or Event \_\_\_\_\_

If you have any additional requirements, please explain below or attach a rider.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continued on back)

## **INDEMNIFICATION**

Contractor agrees that any personal injury to Contractor or third parties or any property damage incurred in the course of the performance of services shall be the responsibility of the Contractor, except to the extent caused by the sole fault or negligence of the College.

Contractor shall indemnify and hold harmless the College, its board members, officers, employees, agents and students from and against any direct costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Contractor's performance of services as outlined herein, or which may arise out of the infringement of the copyright patent, or other proprietary rights of third parties

## **INSURANCE**

Contractor agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1,000,000 per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of Michigan. Company agrees to have the Board of Trustees of Oakland Community College its elected and appointed officials, employees, students, agents, and volunteers included as additional insureds on the Company's certificate of insurance with respect to comprehensive general liability and provide the College with 30 days prior written notice of any material changes in the above insurance. Company shall provide the College with a certificate of the above insurance coverages and amounts upon execution of this Agreement.

## **RELATIONSHIP OF PARTIES**

The Contractor shall not, by virtue of this contract, become an employee or agent of OCC, and shall not be entitled to the rights, benefits, or privileges of the College's employees. The Contractor and its agents and members are solely responsible for their own actions and have no relationship to OCC.

## **PERMITS AND LICENSES**

Prior to the event, Contractor shall obtain any required work permit, visa, approval, license, etc., and make the required filing or notice to the proper governmental authority.

## **LEGAL COMPLIANCE**

Contractor must comply with all applicable state, federal and local laws, regulations, etc., as well as with Oakland Community College policies and guidelines.

## **SECURITY**

OCC Public Safety determines security requirements. OCC reserves the right to refuse and forbid requested service or arrangements as being impermissible on the grounds of safety, security, and/or caution in the operation of any equipment.

## **SOUND & PYROTECHNICS**

OCC reserves the right to control sound levels during the Event. Pyrotechnics and haze/fog machines may not be used.

## **OPERATION**

Contractor will provide at least one qualified employee to be responsible for the correct and proper setup, operation, and disassembly of the equipment and other items provided under this contract.

## **DAMAGE TO OCC**

Contractor agrees that it will not alter, modify, attach, append, or in any way or manner affect any of the property, fixtures, or real estate of OCC or the Event location. If, in the opinion of OCC this clause is violated, any payment due will be fully withheld pending settlement for damage.

## **TERMINATION**

(i) Breach by Contractor – If there is a breach by Contractor, or material breach in services provided under this contract that threatens the safety, health, or well-being of any person, OCC may terminate this contract immediately.

(ii) Termination– Either party may terminate this agreement at any time with thirty (30) days prior written notice. This Agreement can be terminated for breach of any of the terms and conditions of the referenced documents of this Agreement if such breach is not cured within ten business (10) days after receiving written notice of the breach.

## **FOR CONTRACTOR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **FOR STUDENT GROUP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## V. Appendix

V.a. SAMPLE SNACK TABLE FUNDRAISER TALLY FORM

| CJSA Snack Food Table                       | 11am-2pm   3:30pm-8pm  | Item Total<br>Sold                         |
|---|------------------------|--|
| Assorted Chips<br>\$1                       |                        |  |
| Assorted Candy<br>\$1                       |                        |  |
| Brothers All-Natural<br>Fruit Crisps<br>\$1 |                        |  |
| Entenmanns Little<br>Bites<br>\$0.75        |                        |  |
| Granola Bars<br>\$0.75                      |                        |  |
| Snyder's of Hangover<br>Pretzels            |                        |  |
| PowerAde / Iced Tea<br>\$1.50               |                        |  |
| Bottled H2O / Soda<br>\$1                   |                        |  |
| Person Responsible                          | Total Amount Collected | Signature _____<br><br>Date ____/____/____ |

**Club Name: Phi Theta Kappa**

**Date: June 3, 2009**

**P**rofessionalism – Organizational skills, report documents submitted on time to Student Life Office, follows Student Org rules, displays professional courtesy, and participates in OCC Leadership Conferences

- Phi Theta Kappa presents organizational skills through many different sources, such as functioning well and making due dates imposed on us from 3 to 4 different governing sources.
  - Having always setup functioning yearly budgets, and calendars.
- Whenever presented with a request for information or any other documentation Phi Theta Kappa has always submitted as promptly as possible.
- Phi Theta Kappa has always followed Student Org rules and has been previously the creator of a few of them in our 15 years at OCC
- Phi Theta Kappa always displays professional courtesy through all of its workings within the college, and within Phi Theta Kappa some of these officials include The OCC Board of Trustees, Campus Presidents, Deans, Faculty, Staff, Phi Theta Kappa Regional Coordinator, Regional Board, International Board, and International Headquarters. We try to keep people informed as much as is possible through our year end reports, hallmark programs, 5 star programs, Honors Study Programs, as well as our Service Learning Projects.
- Phi Theta Kappa has participated in almost every leadership conference in OCC and has even held a few of them, i.e. Salsa and Chips leadership conference, where there were a total of 3 OCC campuses in representation, the Peer Leadership Academy for all of the groups on campus and many others throughout the years.

**A**cademics – Club officers all maintain 3.5 GPA

- In Phi Theta Kappa not only must our officers have a cumulative GPA of 3.5 but our members must as well, its mandatory.

**C**ollaboration/Communication – Works within team and collaboratively with others

- Phi Theta Kappa is involved in many collaborative measures at many different levels.
  - At the college level we collaborate with the Board of Trustees, Campus Presidents, Deans, Faculty and Staff on many different initiatives throughout the year
  - At the state level we collaborate with our Regional Coordinator, Regional Board, Relay for Life, Better World Books, Keep America Beautiful, and many other organizations that we work with and through to reach our goals
  - At the national level we collaborate with the International Board, International Board of Trustees, Keep America Beautiful, Trek for Trash, and many other organizations.

**E**ngagement/Personal Development – Actively participates and promotes Student LIFE

- The goal of Phi Theta Kappa is to engage students in service projects, scholarly endeavors, leadership trainings, and many many other avenues of self and group development.
- Phi Theta Kappa has always promoted Student Life on campus before there even was a formal Student Life on campus.
  - This has been accomplished presently through attending and assisting in the setup of student orientations, student open houses, and many other activities.

**S**ervice-oriented– Group performs 3 or more Community Service projects- Please list 3 examples of service projects you've completed.

- Well if I must keep it to 3 projects I will have to stick to:
  - Elmo Day – An event where we went to the child care center and taught the kids, through a video hosted by Elmo, fun recycling projects, why it is important to recycle, and how it benefits them specifically



## **V.b. SAMPLE SA3 FUNDING REQUEST**

- Clean-Ups – Phi Theta Kappa always does cleanups throughout the year at many different locations, some on campus, some at local parks, and some at rivers that run through our community
- Habitat for Humanity – For a number of years we have been participating in Habitat for Humanity which is a service organization builds homes for needy people and families.

**Social Responsibility – Example: Club recognized a need in the campus community and developed a program to correct it.**

- Our entire service learning program is based on Social Responsibility.
  - Through Habitat for Humanity, people need homes to live in and we helped create those homes for those families.
  - The fundraiser for the Detroit Zoo, kids need to be able to go to the zoo and learn about the animals, so we participate in the annual fundraiser for the Detroit Zoo
  - Better World Books, Children all over the world need to learn but often don't have the books to learn from so we collect donated text books to be sent to people all over the world to promote world education.
- I could keep going for pages and pages but I will spare you a little bit.

**Critical Thinking/Problem Solving – Officers participate in annual Leadership Workshop and recruit members for Debate Workshop**

- Yes, our officers participate in Student Life's leadership workshops, when they are offered.
- We also hold our own series of leadership workshops for our officers, members, and other groups around school
- We also participate in leadership conferences held by the Michigan region and International conferences held by international headquarters.

**Outreach/Diversity – Recruiting for and welcoming diversity into group and recognizing value of global viewpoints**

- Phi Theta Kappa always takes a global view point because many nations are involved in Phi Theta Kappa as it is an International Honors Society.
- Example, some of the countries that have chapters of Phi Theta Kappa are
  - Federated states of Micronesia
  - Germany
  - Republic of Palau
  - Republic of Marshall Islands
  - United Arab Emirates

**Resourcefulness/Fiscal Responsibility – Fundraisers to match Student LIFE funding, historical financial reporting accuracy**

- Phi Theta Kappa fundraises ALL year long,
  - This is done through popcorn sales, Membership Dues, Bowling fundraisers, Max and Erma's fundraisers, Scrap Booking fundraisers, and MANY others

**Expand Aesthetic Awareness – Example: create an event (concert, play, art exhibit) for students to display their talents**

- As far as aesthetic awareness I would refer back to the whole campus cleanups and community cleanups, no one likes a dirty campus
- As far as talents go we are always looking for students with talents to create events using those talents to teach other people these talents

International Youth Fellowship: Request for Funding

Budget Outline

Amount Being Requested: Five Hundred Dollars (\$500)

For:

1. Event: English Speech Competition
2. Club Materials



**English Speech Competition:** This will be a competition held for international students or any student whose first language isn't English. Contestants will prepare a speech according to topics chosen by the IYF (4 topics to choose from) and will present their speech on a different day in front of a panel of judges and their fellow contestants on three different days. Contestants will be evaluated according to the following criteria: Speech Development and Organization, Effectiveness and Relevancy, Speech Value, Physical Aspects, Vocal Aspects, Stage Manner, Word Choice, and usage. Contestants who qualify will move up to the next round, eventually leading up to the finals. **The top three scoring contestants will receive prizes, which is where this proposal comes in.** The IYF greatly appreciates the consideration of our Student Government in this matter and hopes we find favor and support as we take on this endeavor.

Outline of Requests

Total: \$500

|  |       |
|--|-------|
| 1 <sup>st</sup> Place Prize- External Hard Drive         | \$150 |
| 2 <sup>nd</sup> Place Prize – Digital Camera             | \$110 |
| 3 <sup>rd</sup> Place Prize- Raiders Bookstore Gift Card | \$50  |

The remainder of the funds would be used to purchase new materials for the club as it conducts its normal activities:

|  |       |
|--|-------|
| Office Supplies (ex. Notebooks, pencils)         | \$90  |
| Club Banner (For putting on tables, walls, etc.) | \$100 |

*Quotes from the OCC Bookstore for the purchase of these items is attached. If unable to be purchased from the campus bookstore, another vendor quote is attached.*

## V.c. SAMPLE END OF YEAR REPORT



### End of Year Club Report (2009/2010)

The college year of 2009-10 gave the opportunity for COMPAS to reinvent itself by giving the club a new name & successfully conclude four events in total- all of which carried the goals of Promoting Friendship, Social Support and Sharing Different Cultures. These events consisted of: Game Night, Bowling Night, Volunteer Work at the Baldwin Center, Giving for The Living, and the Annual Dance. Working through these events by chronologic order, the first one is the name change from the Student Mentor Program to COMPAS (Campus Organization for Moral, Personal and Academic Support). The organization felt that the name Student Mentor Program turned people away because they assumed they would have to take a lot of time out of their schedules to mentor other students. The club felt the name COMPAS was more inviting, because it is Spanish for "friends".

In late November through early December 2009, one of the biggest annual events done by COMPAS was realized all across the Auburn Hills Campus. This event was "Giving for The Living". This event focused completely on social support from the community, for the community. COMPAS simply works as a short cut for this support to happen. Every year we make boxes and set them throughout the campus for donation collection from the college community then we donate them to a Social Organization we choose. Last year, COMPAS choose the organizations StandUp For Kids, Lighthouse, and Grace Centers of Hope. StandUp For Kids helps homeless children from the Metro Detroit Area and we collected food supplies for them. The Lighthouse and Grace Centers of Hope organizations help the less fortunate people in Oakland County with food and clothing supplies to which we donated a little of each. The event was successful due to the organization and team work of eight COMPAS members and two Student Life office workers to make the boxes, collect them, and turn them in to Jessica Newman, Auburn Hills/Student Life Coordinator, who is also involved in the StandUp For Kids organization and was kind to take our collected supplies to them.

The Bowling Night concluded on February 19th 2010 at Classic Lanes in Rochester Hills. Thirteen students and members came together to promote friendship in this event. As with most of the events we did this year, this event did not use any of our organization's 511 funds. The Game Night was done March 12th 2010 at Dave & Buster's in Utica. The event was a simple attempt of promoting friendship and trying to boost the number of members, which has been down since September of 2008. The event was not as successful as we expect gathering only three students and members at it. No money was spent or raised in this event since all students paid for their own entrance at the door. The Baldwin Center event, which happened in March 2010, involved four members of the club. We spent the day helping the Center move stuff around the church so they can operate their organization with more ease. We were there for about three hours and they were thankful for our help and hope to see us around in the near future. The last event to come about was the COMPAS Annual Dance, held on April 16th 2010 at the G-Building in the Auburn Hills Campus. This by far is one of COMPAS's biggest events, side-by-side with Giving for The Living, and brought eighty-five students together to celebrate the end of the school year and promote friendship.

As far as funds raised and spent, the Annual Dance raised approximately \$371.24. Generous funding of \$500.00 from SA3 Student Government allowed us the ability to fund the food, decorations, and DJ, saving us a considerable amount of money so that the dance was mostly profit. The funds were achieved by selling tickets, five dollars anticipated and ten at the door. The price of the ticket included entrance and food. Our total 511 balance at the end of the year was \$1647.49. Our petty cash balance was \$22.16.

2009-2010 was full of activities for the COMPAS and we had a moderately successful year. The drop in the number of members hurt us a little, but we filled our officer positions over time and kept participating in helping OCC and the community in any way we could. Looking on to next year, COMPAS is planning to continue to be active-in-campus attitude to relate, help and encourage student life organizations (aka clubs). We will continue to plan events to promote friendship, social support and share cultural diversity by participating in these events so far: Bowling Night (June 18th 2010), Game Night at Dave & Buster's (July 16th 2010), COMPAS BBQ (Aug. 7th 2010), International Student Orientation (Aug. 26th 2010), COMPAS Open House (Sept. 2010), Battle of the Bands (Oct. 2010), Giving for The Living (Nov. 2010), Cold Water Forum (Mar. 2010), and the COMPAS Annual Dance (Apr. 15th 2010).

As of the date of this report, we have already held the Bowling Night which was a success with five active members, two former members, and three acquaintances joining us. The Game Night, BBQ, and Battle of the Bands that we are planning for 2010-2011 will hopefully obtain the same kind of success by once again promoting friendship and making the OCC experience a memorable one. Our plans for the coming year include joining the International Student Orientation as a speaker and sponsor of food. This will be great way to introduce the program to the international students. We from that moment on can welcome them to OCC and let them know that we are here as the voice to OCC and Oakland County and their friends.

The COMPAS Open House will also be a great way to attract new members to the group through a social gathering with food and music from a diversity of cultures. It's being planned to happen sometime in September 2010 of this year in the G-building of Auburn Hills Campus. Giving for The Living, the Cold Water Forum, and the Annual Dance still keep their same values with new dates. Giving for The Living, still without an organization to donate in mind, will be occurring sometime in November 2010. The Annual Dance will be one of the events of next year, being planned to take place April 15th at G-building.

Through this revision of our mission and organization name, it will be easier to see how COMPAS will continue the traditions of the SMP, and also continue to be the Mentoring Program of Oakland Community College – Auburn Hills. COMPAS will also continue to keep its main goal of creating a friendship environment for students help each other to succeed in college life and beyond.

Submitted by, Ray Devone, June 26, 2010, 2009-2010 Webmaster/Historian, 2010-2011 President



## **V.d. RSO Constitution Worksheet**

### **Article I: Name**

This section should appear like:

The name of this organization shall be \_\_\_\_\_

### **Article II: Purpose**

Write a general statement of the purposes and the scope of the organization.

### **Article III: Membership**

1. State specific qualifications...any student, any traditional aged student, alumni for special membership?
2. How is the membership maintained? Attendance at meetings? How many? Dues? Others?
3. Termination of membership and reinstatement (state the conditions under which membership is terminated and how reinstatement is accomplished).

### **Article IV: Officers**

List officer positions and what the purpose of the committee of officers is.

### **Article V: Qualifications and Election of Officers**

Write the policies for officer election. Things to include may be:

1. Qualifications: Every member of the organization shall be eligible for office? A student elected President may only serve a one-year term? Other Officers can succeed themselves in office? No individual may hold more than one elective office? Other?
2. Elections: Officers must be elected by **April 1st** for the following year. This language must be included. How will balloting be done? Voice Secret?
3. Replacement of vacancies: Vacancies due to whatever reasons will be replaced by? Ballot of Membership? Executive Committee makes appointments? Executive Committee suggests appointment to membership and they approve? Other?
4. Removal of Officers?

### **Article VI: Duties and Powers of Officers**

Write a description of the powers and responsibilities of each officer position. Things to include may be:

College Policy: Officers will attend Leadership Day. This must be included.

*President:* The President shall call and preside at all meetings? Shall appoint committees as needed with approval of Executive Committee?

Sets agendas for all meetings?

*Vice-President:* Shall perform all duties of the President in the absence or disability of the President? Shall act as a student representative to the Community Senate? Shall do any other duties as deemed necessary by the Executive Committee?

*Secretary:* Shall keep accurate minutes of all meetings. Shall keep a correct roll of all members, to keep all records (with exception of financial records {unless position is secretary/treasurer}. Conduct all correspondence of the organization. Others?

### **Article VII: Advisor (See attached College Policy on Advisors)**

### **Article VIII: Meetings**

Describe how often meetings occur, and how they are held. Possibilities include:

1. Annual meetings: There shall be an annual meeting of the organization each year in the month of \_\_\_\_\_ at a time established by the Executive Committee?
2. Regular meetings are usually held weekly, bi-weekly or monthly as deemed necessary for organizational purposes. How often meetings are held will be decided by the organization.
3. Special meetings of the organization may be called by the organization.
4. Notice: will be posted for annual and special meetings \_\_\_\_\_ prior to the meeting. (We suggest one week).
5. Quorum: we suggest that this be more than ½ of your membership

### **Article IX: Parliamentary Authority**

All meetings shall be conducted according to the procedures specified in most recent edition of Robert's Rules of Order. The presiding officer shall appoint a parliamentarian to advise on parliamentary matters.

### **Article X: Dues**

The annual dues for membership shall be \_\_\_\_\_ (if there are dues). Also list the due dates for membership.

### **Article XI: Committees**

Standing Committees shall be established and their functions determined by the Executive Committee.

Members shall be appointed by the President with the approval of the Exec. Committee. All committee action must be approved by the Executive Committee.

