

Lake Superior College
Student Club and Organization
HANDBOOK



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Benefits of Club Involvement

Students involved in clubs on campus have the opportunity to:

- *Network with students with similar interests and career goals
- *Connect with LSC staff and faculty for use as future references
- *Enhance leadership and communications skills
- *Build resume through volunteerism in the community
- *Earn *Student Life Co-Curricular Transcript*

The co-curricular transcript is a document describing a student's involvement in leadership activities at LSC. Membership in a club or organization as well as conference attendance or professional experiences can be highlighted on the transcript.

Student Organization Registration

Organizations that have already been approved for charter must register each year with Student Life. If an organization fails to register, the organization may lose their chartered status. The club will not be eligible for Student Life funding and the organization will not have access to their club account. If a club decides to change the name of their organization, they must complete a new club petition form and meet with the Student Senate for re-approval.

Student Organization Registration Criteria

To remain in good standing, LSC chartered student organizations must adhere to the following:

- Maintain a minimum of six active members.
- Submit the *Student Organization Registration Form* and *Club Constitution/Bylaws* to Student Life by the end of September. These forms will be in placed in your club file in Student Life.
- All chartered organizations must adhere to the procedures as outlined in the Student Organization Handbook.

Writing a Club Constitution

The club constitution/bylaws are an overview of the club's purpose and structure.

Develop your club's mission statement by answering the following questions:

- *Why are you a club?
- *What goals do you want to accomplish?
- *What are your club's values and principals?

Develop your club's organizational structure by filling the following positions with active members:

*President – creates the agendas and runs the meetings.

*Vice President – assists the president with duties.

*Secretary – records the minutes during the meetings.

*Treasurer – maintains the club budget.

Club Meetings

Meetings are important because they give active members a chance to set goals and plan events. They also are a good time to recruit others into your club.

1. Schedule the meeting - find a time that works for most of the members.
2. Prepare an agenda – the list of what you want to discuss and in what order.
3. Run an effective meeting by keeping the discussion on track. Many meetings are governed by using Roberts Rules of Order. You can maintain order by having the president read off the items on the agenda. After the group has finished discussing the issue, the president can then move the group to the next agenda item. If the discussion gets off topic, the president can interrupt the meeting and focus the group back to the agenda items. If the same points are being restated over and over, the president can call for a vote and move on to the next agenda item.
4. Record the minutes of the meeting by stating the time and date, members present, approval of last meetings minutes, summarization of agenda items discussed and what time the meeting adjourned.

Student Life Assistance

Student Life acts as the liaison between student groups and the administration for any assistance that the organization would require. The Student Life staff will assist organizations in the coordination of group activities, fund-raising, community service projects, purchasing items, trip planning and leadership programming.

Meeting Rooms

All organizations are encouraged to use the Student Life Conference Room to hold club meetings. Student Life staff can also reserve space on campus for clubs to meet. Meetings cannot be held in hallways.

Copier/Printing Services

Clubs can have documents/posters printed in the copy center using their club account code.

Club Accounts

Each club has a bank account in the business office that holds the funds members have earned through fundraising and volunteerism. Club members can contact Student Life at any time to obtain the amount of funds in the account. The club funds can be used to purchase items for the club, food for meetings and travel expenses.

Club Announcements

Clubs can add their meeting announcements or other information to the Hawk Talk Student Life email or campus calendar. Contact Heather Grillo, Student Activities Coordinator, heather.grillo@lsc.edu with the details about your club announcement.

Club Tabling

Clubs are invited to host an informational table at LSC during the school year. Please see the tabling guidelines on the Student Life Club webpage for details.

Roles and Relationships of Advisors

Advisors and the student leadership should agree upon certain roles and responsibilities of both the student leadership and the advisor. This will ensure both parties understand what is expected of them in relationship to each other.

The responsibilities of the membership to the advisor should include the following:

- Advisors must be recognized as an integral part of the organization, even though the advisor is not a voting member. Advisors should be welcomed at all meetings and social events.
- Meetings should be planned with the advisor's schedule in mind. Advisors should be able to attend most meetings of the organization.
- Ensure the advisor receives copies of the meeting minutes.
- The presiding officer of the organization should meet regularly with the advisor to discuss all matters pertaining to the organization and provide an informational update on ongoing plans and activities.
- Members should ask the advisor for advice when problems arise within the organization.

Civic Engagement/Volunteer Opportunities

Volunteering with your club on campus or in the community is a great way to earn student life funds and enhance your resume.

To participate in community activities, email Student Life prior to the event. This will ensure that the activity or event is within guidelines set forth by LSC and Minnesota State.

Examples of club participation in the community include:

- Set-up light displays or serve snacks at Bentleyville
- Hand out candy at Boo at the Zoo
- Serve food or organize clothing at the Damiano Center
- Wrap gifts or ring the bell at a Red Kettle for the Salvation Army
- Read, tutor or mentor a student through the United Way

Campus volunteer opportunities will be sent to your LSC email account. The Campus Activities Board and other departments need help each semester with many on campus activities.

Examples of club participation in campus activities include:

- Welcome Week greeters and game hosts
- Memorial Blood Drive registration tables
- Constitution Day popcorn makers
- Student Success Day club information table hosts
- Halloween Party caramel apple servers and costume contest judges

Clubs can earn funds for their account by submitting the *Event Evaluation Form* after each event in which they have volunteered.

The forms are in Student Life and on the LSC website. The amount of funding earned will depend on the number of members participating in the event, the length of the event, and services provided. If services are approved, funding will range from \$50.00 to a maximum of \$200.00.

Each student organization will be responsible for the individual and collective conduct of its members at all of its organization sponsored activities and functions. This applies to both on and off-campus events. All participants of the activity are expected to act in accordance with LSC and Minnesota State policies.

Fundraising

All fundraising plans must be approved by Student Life and the LSC Foundation.

LSC Clubs are bound by MN State fundraising regulations. If your club would like to participate in a fundraiser, contact David Kline, LSC Foundation, david.kline@lsc.edu for guidelines.

Please do not solicit donations from external companies without the consent of the foundation. If you have an outside connection with a business, please contact the foundation so that they can communicate with the business regarding the club's need. All funds collected must be deposited with the Foundation. The foundation will deposit the funds in your club account in the Business Office.

Examples of Fundraising with Local Businesses:

- Earning funds from a sponsored night at a restaurant like Buffalo Wild Wings or Texas Roadhouse. Clubs obtain coupons to be distributed to the public in turn for a percentage of the profit of the food sold on that night.
- Volunteering at the Duluth Airshow. The sponsors will send a check to the club after the event.

Financial Procedures - Use of Funds

1. Student Life activities shall be consistent with M.S. 136F.01, subdivision 5. **Student life fees shall be used for** lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics, and such other **activities of any nature as in the opinion of the board contribute to the educational, cultural, or physical well-being of the student body.** All funding decisions shall be made in a viewpoint neutral manner which are in accordance with the allocation model approved by the Student Life Committee.
2. **Student life funds shall not be used for the purchase of alcohol or drugs.**
3. Student life fees shall not be used as **donations** to college or university foundations or to other external charitable organizations.
4. Student life fees shall not be used to provide **individual scholarships** or grants.
5. Student Life fees shall not be used to **promote or support political parties** or individual candidates for public office. Student Life fees may be used for activities or events that promote civic engagement which does not provide a benefit to any individual political party or candidate.
6. Student organizations may use their allotted funds for expenditures that are in accordance with the club's mission that do not conflict with the restrictions listed above.

- a. In addition to the restrictions set forth by Minnesota State, Lake Superior College and Student Life Business Practices, student organization **funds may not be used** for the following:
 - b. Personal **dues or memberships fees** are not allowed. Student organization dues to a parent organization may be allowed.
 - c. Personal **recreation equipment** rental or purchase.
 - d. **Items that are for personal use.**
 - e. Expenses during travel status which would be considered recreational.
 - f. **Salaries or stipends** for holding a position in a student organization. Requests for a student to receive leadership stipends must be submitted to the Dean of Student Affairs.
 - g. Student organizations are not authorized to maintain a petty cash account.
 - h. **Gambling and raffles** are prohibited.
 - i. **Club apparel or other item purchases over \$30. Club members are limited to one \$30 apparel item or other items per member/per school year. If using club funds, all apparel items must be purchased through the LSC bookstore.**
7. All activities must be approved by the Dean of Students.

Alcohol or drugs are not permitted at any organization sponsored function.

The consumption of alcoholic beverages (regardless of age), use of illegal substances and abusive or inappropriate behavior is in violation of the LSC Code of Student Conduct and will warrant disciplinary actions.

Movie Copyright Policy:

Due to copyright laws, organizations cannot show a movie publicly on campus unless it is a documentary.

Purchasing Items for Your Club

All club funds belong to the State of Minnesota and must be encumbered before they can be used. Encumbering funds means to set aside money using a purchase order to buy the products needed.

Please remember: LSC does not reimburse for any purchases made without a purchase order.

To use your funds, communicate with the Student Life Assistant, Shannon Fries, shannon.fries@lsc.edu. Shannon will look up your club account through the Business Office website and tell you how much money is available for you to use.

Please be prepared to answer the following questions regarding your purchase:

- What would you like to buy?
- What is the name of the company you would like to buy the item from? Do you have a quote stating the cost of the item?
- When do you need the item?
- Does the item fit into to the Student Life Guidelines for fund usage stated on page 11?

Shannon will ask you to complete the Student Life Special Expense Form and have your advisor sign it. All special expense forms must be in Shannon's office two weeks prior to the date of the purchase.

If you would like to order t-shirts with your club funds, please communicate with the bookstore. They also require a signed special expense form from Student Life.

If you are planning on ordering food for an event, please communicate with the IceHawk Café. They will work with Shannon to provide food for you. If they are not able to take your order, Shannon will create a purchase order for you to purchase food from another source.

LSC does not encourage student clubs to collect money from members of their organization, other students, or other entities.

For any questions or concerns regarding club funding, please stop in and visit with Shannon, email her at shannon.fries@lsc.edu or call her at 733-7621.

Student Travel Guidelines

Give yourself *at least* three (3) weeks prior to any booking deadlines to get paperwork, signatures and PO's in place.

What to do first?

- Get permission – advisors complete your **Professional Leave Form**.
- Check funds in club account (know your account numbers) – complete **travel request form** and email it to shannon.fries@lsc.edu.

What to do next?

- Gather **documents needed**, including quotes, Agenda, Roster, etc.
- Request funds via email to Shannon Fries, using the **PO Request info sheet**. Please, keep in mind that Student Club funds can *only be used* for student travel. Advisors and Chaperones must request funds from other sources, Perkins or Department funding.

When PO's are in place?

- Time to book! Advisors do all the booking, registering, etc. If you need access to an LSC Credit Card, you can schedule an appointment with a card holder, usually Shannon Fries.
- KEEP ALL RECEIPTS! Plus, email all receipts to the Purchase Order creator/Cardholder.

What to do after the travel?

- Turn in all receipts to Purchase Order creator/Cardholder.
- Turn in Employee Expense Report to the Business Office for any meals, miles, etc. **reimbursement**. Students use the same form. Include all receipts.

Miscellaneous FYI:

- If renting or driving a High Occupancy Vehicle, you will first need to complete HOV Training as well as a Vehicle Use Agreement form. Contact Shannon Fries to book HOV Training.

Clubs: Your advisor can request Perkins funding to pay for their approved travel expenses. Contact Jill Murray, Perkins Coordinator, jill.murray@lsc.edu for more information.