



Student Activities Council Handbook



DMACC
DES MOINES AREA
COMMUNITY COLLEGE
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INTRODUCTION

Student development results from participation in campus activities. There are many opportunities for both new and returning students to become actively involved in extracurricular activities at Des Moines Area Community College. There are approximately 60 student organizations at DMACC.

Des Moines Area Community College considers clubs and organizations to be an integral part of the educational process by giving students the opportunity to interact with faculty, pursue special interests, and learn how to work effectively with others in both formal and informal situations.

THE STUDENT ACTIVITIES COUNCIL at each campus is the primary student representative body responsible for promoting college spirit, providing a focal point for discussions between students and the College staff, and giving students a representative voice in College affairs. This governmental body is responsible for the assessment and disbursement of student activity fees. With these funds, the Council plans activities to enhance the social, personal and professional life of DMACC students. In addition, the Council funds a variety of services and organizations including campus clubs, peer tutoring, intramural sports and child care.

PROFESSIONAL AND DEPARTMENTAL ORGANIZATIONS are designed for students wishing to pursue interests that contribute to their career development.

SERVICE ORGANIZATIONS are designed for students wishing to contribute to the College and/or community.

SCHOLASTIC HONORARY ORGANIZATIONS, such as Phi Theta Kappa, base their membership on academic excellence and performance.

THE CHRONICLE is the student newspaper at the Ankeny Campus. **BANNER** is the student newspaper at the Boone Campus, the **CAMPUS CHATTER** is at the Carroll Campus and the **VIBE** is at the Urban Campus. These publications by students express student opinions, report College events, and relay other information of interest to the College community.

HOW TO START A STUDENT ORGANIZATION AT DMACC—A QUICK OVERVIEW

YOU NEED . . .

- ▶ An advisor who must be a full-time faculty/administrative DMACC employee
- ▶ Five student members in good academic standing (2.0 GPA)
- ▶ Elected officers
- ▶ A constitution on file with Student Activities, Building 5, or with SAC Coordinator at other campus sites
- ▶ An organization account for financial matters in the Business Office, Building 1. (The Assistant Controller, Building 1, assigns account numbers and explains procedures for depositing funds and paying bills.)

Note: Organization membership must be open to all students. New organizations must not duplicate the purpose of an existing organization.

OFFICIAL RECOGNITION

Student organizations must apply for recognition annually (Fall Semester) to the Student Activities Office via the Request for Student Organization Approval and Funding Form. This entitles the organization to funding, facility usage and fundraising opportunities. A new organization may apply anytime during Fall Semester and up to March 15, spring semester, to be eligible for seed money.

ACCESS TO FUNDING AND FACILITIES RECOGNIZED STUDENT ORGANIZATIONS

- ▶ are eligible to receive up to \$150 in seed money per year with annual registration and equity report information submitted to your respective campus (amount may vary by campus)
- ▶ are eligible to receive travel funding for one educational/conference organization-related trip per year
- ▶ may utilize campus facilities for meetings, activities, fundraisers
- ▶ may advertise events on the campus bulletin boards (all advertisements must be approved and stamped prior to posting, by the Student Activities Office, Bldg. 5, Ankeny Campus or through the Student Activities Coordinator at other campus sites)

ACTIVITY APPROVAL FORM

Recognized student organizations may engage in fundraising activities provided such activities are approved. The Activity Approval Form must be completed by the organization and approved by Student Activities 3 days in advance of the activity.

Organizations wanting to hold games of chance, raffles or bingo must complete the Activity Approval Form and report income to the Student Activities Office and pay state sales and local option taxes, if applicable, on this gross income. Check with the Student Activities Office about rules related to using the college raffle license or see *page 11*.

For additional, detailed information about starting a new student organization on the Ankeny Campus or any other questions, contact the Student Activities Office in Building 5, Room 27, on the Ankeny Campus or 964-6359. At the Boone, Carroll, Newton, Urban and West Campuses, contact the SAC Coordinator/Advisor.

RECOGNITION OF STUDENT ORGANIZATIONS

ELIGIBILITY AND MEMBERSHIP POLICY

BEFORE a club or organization can be officially recognized, it must satisfy the following criteria:

A club or organization

- ▶ must not duplicate the purpose of an existing organization
- ▶ must fill a need not currently being met by another organization on campus
- ▶ must make adequate provisions to finance itself and establish a club account in the College business office
- ▶ must have a minimum of five (5) members in good academic standing (2.0)
- ▶ membership must be open to all students enrolled at DMACC
- ▶ must have a Constitution/bylaws on file with the Student Activities Office, Ankeny Campus, or with the SAC Coordinator at the respective campus site
- ▶ must have elected officers
- ▶ must have at least one full-time faculty or staff advisor who is a DMACC employee
- ▶ must be approved by the respective campus student government organization (SAC) and SAC Coordinator on your respective campus
- ▶ must comply with all regulations contained in the Student Services Procedures Manual

Recognized clubs and organizations are entitled to certain privileges such as the use of college facilities, access to various campus services, and Student Activities Council (SAC) funding.

Recognition of a student organization by the Student Activities Council (SAC) does not constitute an endorsement of the organization's program or its purposes. The Student Activities Council reserves the right to deny recognition if the Council determines the proposed organization is not in the best interest of the students' educational, personal or social development.

NO campus club or organization shall discriminate on the basis of race, ethnicity, sex, religion, creed, national origin, sexual orientation, disability, veteran status, age, economic or social class, or program of study. Recognition shall be denied or withdrawn for reasons that violate the College policy on human rights.

RECOGNITION PROCEDURE

Official recognition of student organizations is granted by the Student Activities Council (SAC) and Student Activities Coordinator. Some examples of student organizations are the DMACC choir, departmental or preprofessional clubs and special interest groups. Clubs and organizations that are interested in official recognition, funding and various on-campus privileges **MUST** apply annually to the SAC/Student Activities Coordinator for recognition via the Student Organization Annual Registration Form. *(See page 18 for sample form.)*

Applications for recognition and funding are available from the Student Activities Office at the Ankeny Campus and the Student Activities Council Coordinator at Boone, Carroll, Newton, Urban or West Campuses.

When submitting the Student Organization Annual Registration Form, organizations must also submit to the SAC as requested on that form, the following:

- ▶ Name of the organization advisor (who is a full-time faculty or staff member employee of the College)
- ▶ Names of the organization officers
- ▶ List of members with student ID numbers
- ▶ A constitution in accordance with guidelines established by SAC *(see page 7)*

Existing clubs or organizations may carry forward their current constitution on file at the Student Activities Office by so indicating on the application form.

RECOGNITION OF STUDENT ORGANIZATIONS

The Student Organization Annual Registration Form and accompanying information requested must be submitted to SAC each year for existing clubs or organizations; otherwise, the organization's charter will be suspended. Upon suspension, privileges are revoked. The club/organization must then follow the recognition process as outlined to be reestablished as a recognized campus club or organization. Any funds on account in the College's Business Office revert to the Student Activities' account effective June 30 if a club/organization is not recognized and approved as outlined here.

REVOCATION

The Student Activities Council (SAC) and SAC Coordinator shall have the authority to revoke recognition of any club or campus organization if it is found to be in violation of College policies; the SAC guidelines; local, state or federal law. A club or organization found to be in violation will be notified in writing by the SAC Coordinator. The club/organization will be given the opportunity to be heard prior to final action on the revocation. The club/organization will have the right of appeal to the Executive Dean of Student Services or the respective campus Provost.

Sample Format for Constitution

CONSTITUTION FOR (ORGANIZATION NAME)

ARTICLE I	(Name of Organization)
ARTICLE II	(Purpose of Organization)
ARTICLE III	Organization
Section 1.	The (xxx) student organization is associated with (national organization) and is also known as (abbreviation).
Section 2.	The membership year will run the same as the school year.
Section 3.	Advisor (s) will be _____ and they will attend all meetings if called upon.
ARTICLE IV	Officers
Section 1.	Student officers shall be (i.e., president, vice president, secretary, and treasurer) elected by a 2/3 majority of the fall term students. The election will be held at the beginning of the Fall Semester.
Section 2.	Each officer will hold office until the election of new officers.
Section 3.	Vacancies of officers will be filled by a special election and nominations will come from the members. A 2/3 majority vote by the members will be needed for election.
Section 4.	President will preside at all meetings, act as a leader, help with student/instructor relations, appoint committees as needed, work with advisor/instructor on club budget.
Section 5.	Vice president will be at all meetings, preside over meeting in president's absence and assist the president at all times.
Section 6.	Secretary will keep an accurate record of each meeting and assist the president when needed.
Section 7.	Treasurer will keep an accurate record of all receipts and disbursements and report this at each meeting, deposit funds from sales, collect monies for trips and outings.
Section 8.	Impeachment of officers. (i.e., reasons for action and vote required).
ARTICLE V	Membership and Dues
Section 1.	Membership is open to all DMACC students.
Section 2.	DMACC discrimination policy must be added.
Section 3.	Membership is for the length of the school year the member is in.
Section 4.	Dues (if any) are _____.
ARTICLE VI	Voting
Section 1.	(Indicate who are voting members and restrictions if any)
Section 2.	A majority vote shall be 2/3 of the members present.
ARTICLE VII	Meetings will be held on a monthly basis, or as needed.
ARTICLE VIII	Amendments to the constitution can be made by 2/3 majority vote by the members.
ARTICLE IX	Rules and regulations
Section 1.	What rules are necessary for the purposeful functioning of the club?
Section 2.	Are there restrictions to keeping membership status?
ARTICLE X	EMPOWERMENT
Section 1.	This constitution will take effect after it is accepted by both the Student Activities Office and the Student Activities Council of Des Moines Area Community College, and unanimously accepted by the members of _____.

RECOGNITION OF STUDENT ORGANIZATIONS

ACCESS TO STUDENT ACTIVITY FUNDS

As the primary representative of the student body, the Student Activities Council (SAC) is responsible for the assessment and disbursement of student activity funds.

Recognized student clubs and organizations are guaranteed an equal opportunity to apply for funds from student activity fees. Upon formal recognition, clubs and organizations are eligible to apply for “organization funding” from the SAC annually, fiscal year July 1 through June 30. SAC allocates “seed” money to assist clubs and organizations in their fundraising efforts or daily operations. A set amount determined by the SAC will be allotted to each organization if their application—**Student Organization Annual Registration Form and Equity Report**. Clubs or organizations applying after Fall Semester will be allocated funding on a prorated basis. **NO FUNDING WILL BE GRANTED ON REQUESTS SUBMITTED AFTER MARCH 15 OF EACH FISCAL YEAR FOR EXISTING CLUBS OR ORGANIZATIONS.**

Returning and existing organizations may receive “seed” money during the first semester if required information is provided to SAC by the deadline each year.

To maintain eligibility for this “seed” money, a club/organization must be active. To be considered active, an organization must:

1. Hold a minimum of six meetings fall and spring semesters
2. Conduct a minimum of two activities/events or community service projects per year

ADDITIONAL FUNDS FOR TRAVEL OR SPECIAL PROJECTS

Organizations interested in obtaining additional funds for travel or special projects held on campus should submit a written proposal to the SAC. Requests will be considered on a case-by-case basis at all campuses.

Nothing in this section shall be construed to guarantee any funding or other benefits from the SAC to a club or organization. Each proposal will be individually considered based on its merit and the availability of funds.

APPEALS

Student organizations may appeal any decision of the Student Activities Council (SAC) to the SAC Coordinator on their respective campus and then to the Executive Dean of Student Services at the Ankeny Campus or at the Boone, Carroll, Newton, Urban and West Campuses to the respective campus Provost.

OFFICIAL LISTING

Only recognized and approved student organizations will be listed in the organization section of the College student handbook and other official College publications or the website.

MULTISITE CLUBS

If a student organization encompasses students from more than one campus site, the club will use the guidelines and practices of the site where the club advisor resides. If the club advisor is a faculty member and teaches at multiple campus sites, the club advisor will select the site that will be considered the host for the group. The club would operate under the host site’s guidelines and practices. A standard travel formula will be utilized when allocating funds for any trip by the club with the members’ funding allocation coming from their primary attendance site. The SAC Coordinator at Ankeny Campus, in cooperation with the SAC Coordinator/Advisor(s) at the affected campus sites, will initiate the transfer of funds to the club upon approval by the respective SAC(s).

RECOGNITION OF STUDENT ORGANIZATIONS

EQUITY REPORTS

To be in compliance with the Department of Education's equity requirements, DMACC must periodically report the makeup of campus clubs/organizations by sex, race and disability. The SAC Coordinator/Advisor, or his/her designee, will gather and enter this information into the *Banner* computer system no later than October 15 for Fall Semester. This will be the information utilized for the school year. If a new organization is formed after October 15, their information will be entered at the time the club/organization is approved. Questions about the process of inputting the information should be directed to the Student Activities Office, Ankeny Campus.

ADVISORS

Officially recognized student organizations must have at least one faculty or staff advisor who is currently a full-time employee of the College. Advisors are responsible for attending meetings when possible, advising the group in the formulation and execution of its policies and programs, and supervising the group's activities or designating an appropriate substitute. Advisors are also responsible for supervising the group's financial transactions. An advisor will not sign any request for expenditures against a student organization's account for an amount in excess of the account balance. Advisors should be both knowledgeable and active in the organization's activities. A spirit of mutual cooperation among the students and the advisor (s) will help the organization prosper and meet its objectives.

TIPS FOR CLUB ADVISORS

1. Set the expectation of your role as an advisor.
2. Be an active advisor—most groups prefer advisors who are active. Remember, be careful not to serve as the “leader” but still be involved with the group. This means attending the meetings and activities, meeting regularly with the officers, being available to members to discuss problems, and helping with the tasks at hand.
3. Serve as a resource person by conveying your knowledge to the group. Don't hoard information—that makes the group become dependent on you.
4. Be honest but tactful by giving feedback effectively.
5. Support the group enthusiastically.
6. Admit any mistakes you make and own them—and also admit when you don't know an answer and need to get more information.
7. Praise often and never underestimate the power of positive reinforcement.

8. Resist the temptation to be a rescuer, unless it is necessary. Sometimes a group needs to experience failure in order to evolve into a stronger and more productive entity. If you always bail them out, they will become dependent—rather than independent.
9. Help the group continually see the BIG picture, so they don't lose sight of their goals.
10. Have fun with the students. Advising can be one of the most satisfying areas of your job.

Some information adapted from *A Handbook for Student Group Advisors* (1985) by J. H. Schuh.

- M** Maintain your standards and expectations and hold your students accountable.
- O** Offer opportunities for your group leaders to succeed.
- T** Tell your leaders, whenever possible, the “why” as well as the “what” to insure that understanding and cooperation become a habit.
- I** Invite your student leaders to continually set new goals, so they can stay focused until the end of the year.
- V** Value your individual student leaders for who they are—in their positions and beyond.
- A** Always set a good example, and through expecting good performance, reap great rewards.
- T** Talk as a group when making decisions, so that everyone feels like they are an important part of the organization.
- E** Evaluate accomplishments on the basis of the results achieved, rather than on the activities engaged in.

REGULATION OF STUDENT ORGANIZATIONS

SPONSORSHIP

Sponsorship is determined by an organization's participation alone or with others in planning, promoting, financing, executing and evaluating an event. An event is considered to be sponsored by an organization when organization members are notified in a regular or special meeting or by an announcement or posting, or when the financial responsibility is met in whole or in part by the organizations, or when specific plans or arrangements are made to conduct an event. Absence of members at an event does not relieve the organization from responsibility as sponsor. In addition, the presence of members of an organization at an event does not automatically qualify that organization as a sponsor.

USE OF COLLEGE SPACE AND FACILITIES

Recognized student organizations may use College space and facilities subject to College regulations. Student organizations are required to comply with Business Services Procedure Number BS5501, which identifies who may reserve space at DMACC, availability of space and limitations thereof, services available, fees to be charged and rules to be followed when space is utilized. Recognized student organizations using College space or facilities for the benefit of, and incidental to, direct College functions, shall not be charged a rental fee. If conducting functions for off-campus groups where no specific benefit to the College is gained, the organization will be assessed rental fees at the regular hourly, daily or weekend rate.

ANKENY CAMPUS

Requests for the use of the Student Center, Building 5, facilities and space should be submitted to the Student Activities Office. Request for the use of the Gymnasium should be directed to Campus Recreation. Requests to use the Conference Center facilities, Building 7, and the auditorium, Building 6, should be directed to the Conference Center personnel. Requests for permission to use classrooms or other facilities should be directed to the College Scheduling Office, Building 1.

BOONE, CARROLL, NEWTON, URBAN & WEST CAMPUSES

Request for the use of space or facilities at these campuses should be directed to the Provost or his/her designee.

FUNDRAISING

Recognized student organizations may engage in fundraising activities provided such activities are approved. An **Activity Approval Form (see page 20 for sample)** must be completed and on file with Student Activities 3 days prior to the event. These forms are available from Student Activities, Building 5. At the Boone, Carroll, Newton, Urban and West Campuses, student organizations should contact the Student Activities Council Coordinator to sign up on the master calendar. Fundraising activities involving food must comply with Business Services Procedure Number BS5504, which specifies those areas in which food and beverages may be consumed. If planning a food-related activity, obtain a copy of Procedure Number BS5504 from Student Activities and complete a **Request of Food or Beverage Form. (See page 19 for sample. Please see page 11 for Bake Sale Guidelines.)**

REGULATION OF STUDENT ORGANIZATIONS

Bake Sale Guidelines

1. Bake sales may be held at DMACC by recognized student organizations for the purpose of raising funds to support organizational activities.
2. Bake sales are defined as and limited to events at which home or commercially prepared dried bakery-type items are sold.
3. An Activity Approval Form must be completed and on file with Student Activities 3 days prior to the event. You will receive confirmation that your date is available.
4. Organization representatives must be present throughout the activity and are responsible for setup, cleanup and removal of bake sale items, tables, chairs and signage.
5. Organizations conducting bake sales must agree to hold the College harmless in the event of any legal action resulting from the bake sale. Furthermore, the organization must agree to abide by the following food preparation and labeling guidelines:
 - a. All food must be individually wrapped as to product identification and price.
 - b. Food must be able to be kept safely at room temperature. Items requiring heat or refrigeration to reduce spoilage are not allowed; for example, items containing custard, creams, meringues or cheesecake products.
 - c. Ingredients known to cause allergic reactions in some individuals, including the use of nuts, nut oils, dairy, gluten flour or artificial sweeteners should be clearly marked on products. It is particularly important to review ingredients when using "box mixes" where trace or "hidden" ingredients may be present.
 - d. It is recommended that two organizational representatives be present throughout the bake sale, one to handle money and one to have contact with the food.

RAFFLES, BINGO AND GAMES OF CHANCE

Recognized student organizations at all campus sites wishing to hold games of chance, raffles or bingo as a fundraiser must complete an Activity Approval Form and receive written consent from the Ankeny Campus Student Activities Office, which administers the Des Moines Area Community College license covering these types of events. *(See page 20 for sample of form.)*

RULES FOR RAFFLES

1. For a small raffle (which is generally what is allowed at DMACC), the aggregate (total) value of the prizes awarded may not exceed \$10,000.00 in value, and the cost of a ticket is not limited.
2. You can offer raffle tickets for sale at a discounted rate if the discount is applied in a nondiscriminatory manner. The discount must be available to all persons throughout the duration of the raffle and must be posted on all promotional material. For example, a ticket is \$1.00 each or six tickets for \$5.00.
3. **No presence required**—Iowa law prohibits organizations conducting raffles from requiring participants to be present at the drawing in order to win prizes.
4. The prize may be a single item or several items.
5. Prize winners must pay income tax on their winnings of any dollar amount.
6. Withholding tax applies to all cash prizes of more than \$600.
7. State and local option sales tax (if applicable) must be paid on the gross receipts of all gambling activities. The value of the prizes cannot be deducted from the receipts before calculating sales tax. Clubs conducting a raffle at DMACC **must complete an Activity Approval Form 3 days prior to starting the raffle and must report gross receipts to the Ankeny Campus Student Activities Office, Bldg. 5, Room 27**, immediately following completion of the raffle. The Student Activities Office will deduct the sales tax from the club's account, make payment to the State of Iowa, and submit the appropriate gambling reports to the State.

If you have additional questions, please contact the Student Activities Office, Building 5, Room 27, or phone 515-964-6359.

REGULATION OF STUDENT ORGANIZATIONS

SALES AND SOLICITATION ON CAMPUS

Sales or solicitations by student organizations conducted on campus must be approved by the Student Activities Office or a Student Activities Council Coordinator at the other campuses and comply with Board Policy Number 2011, Management of the College Section, which states:

Des Moines Area Community College facilities, employees and students shall not be used in any manner for the promotion or sale of products or services of outside organizations or agencies operating for profit. The Council specifically forbids such typical activities as:

1. Distribution of pamphlets urging students and others to purchase services or products sold for profit by outside organizations.
2. The sale of products or services, except in relation to production by students as part of their program of study.
3. Any other sales promotion activities that would involve the students and staff and that would interfere with the normal activities of the College.

Specifically exempted from the provisions of this policy is a student insurance program and fundraising activities of student organizations if the fundraising activities have received prior approval from the Student Activities Office or the SAC Coordinator/Advisor at the other campus sites. In addition, any use of on-campus buildings or facilities must be approved by the staff person directly responsible for the use of that building or facility.

On campus, recognized student organizations may only solicit (1) at reasonable times and places, (2) in a manner consistent with the educational purposes of the College, (3) under reasonable conditions imposed by the College officials charged with control of the areas involved, and (4) under any rules prescribed by the Office of Student Activities and the Scheduling Office. To solicit, a student organization must first file an Activity Approval Form, and permission must be granted before solicitation occurs.

POLITICAL SOLICITATION

Solicitation by and on behalf of candidates for political office is subject to guidelines that can be obtained from the Media Liaison Office, Ankeny Campus, (515-965-7029).

POSTERS, ADVERTISING AND INFORMATION TABLES

All posted notices, flyers, promotional banners and advertisements must be APPROVED FOR POSTING and stamped in the Student Activities Office, Building 5, Room 27, or they will be removed. Staples are not allowed on the bulletin boards. At the Boone, Carroll, Newton, Urban and West Campuses, the Student Activities Council Coordinator or designee will approve items for posting. Chalk advertising on sidewalks should be preapproved through Student Activities or respective Provost Office.

The following rules apply to posting:

1. Recognized clubs and organizations may advertise for educational or social events.
2. Advertisements of events should include: nature of event, time, place, sponsor and admission fee, if any.
3. Posters may not exceed 11x14 inches in size.
4. Posters will be removed by Student Activities two weeks after approval or at the expiration date, whichever is first.
5. Posters/flyers/banners are only allowed on DMACC Bulletin Boards.
6. Posters/flyers/ banners are NOT allowed on painted walls, glass, brick or wood.
7. Information tables for distribution of materials must be pre-approved by the Student Activities Coordinator/designee and the date/time reserved on the master calendar in the Student Activities Office.
8. Posters/flyers/promotional materials may NOT be placed on windshields of cars on campus.
9. Distribution or display of materials will be denied if they interfere with the requirements of appropriate discipline, advocate illegal acts, or would create imminent threat to orderly conduct.
10. Violators of the College poster policy will be held responsible if damage occurs to College property because of improper placement of materials.
11. No advertising or publicizing of any commercial product or trade name is permitted.
12. All posters not approved or displayed improperly will be removed immediately.

REGULATION OF STUDENT ORGANIZATIONS

Off-campus Groups procedures and policies for advertising on campus

1. Posters or advertisements from off-campus liquor establishments or private groups advertising alcohol or private parties will not be allowed.
2. The advertising of credit cards distributors or companies will not be allowed.
3. Posters advertising for employees must contain the name of the company, the address and phone number, the type of employment opportunity offered and the nature of the services expected from the prospective employee.
4. Posters, signs and notices of off-campus events from individuals or organizations will be permitted on designated boards only with the approval from the Student Activities Office or the appropriate SAC Coordinator/Advisor at other campuses.
5. DMACC or its employees does not endorse or accept responsibility for any product, event or activity of political or religious persuasion advertised on campus.
6. Student Activities reserves the right to refuse posting or distribution of any advertising it deems inappropriate.

INFORMATION TABLES

Tables in the foyer in Building 5, Ankeny Campus, may be used for the following reasons: businesses looking to recruit students for full-time or part-time jobs, colleges or universities recruiting transfer students, other recruiters/organization representatives and DMACC clubs, organizations or departments. These tables must be reserved through the Student Activities Office, Building 5, Room 27, where a master calendar is maintained. Information tables at the other campus sites must be reserved through the Student Services Office on the Boone, Carroll, Newton, Urban and West Campuses. All requests must be made at least three (3) College business days prior to the requested activity. Please refer to procedure ES4890 for more information.

COLLEGE SOCIAL POLICIES

Recognized student organizations are required to adhere to College-wide social policies when sponsoring a club activity or campus-wide event.

First, all campus organizations desiring to sponsor an event on campus or off campus must receive approval from their respective Student Activities Coordinator prior to the event. Organizations based at the Ankeny Campus must also complete and submit an **Activity Approval Form** to the Student Activities Office at least 3 days prior to the event.

Second, at on-campus social events sponsored by organizations, the organization itself and all students involved are expected to adhere to College policies.

Third, the use of alcohol and other controlled substances specified in the Code of Iowa is prohibited with the exception for educational purposes at College-approved functions. College-sponsored events must meet the guidelines established by the College. Because of stiff legal consequences to DMACC and your organization, the College DOES NOT allow student organizations to buy or dispense alcoholic beverages. The Ankeny Campus Student Activities Office or the Student Activities Council Coordinator at Boone, Carroll, Newton, Urban or West Campuses will advise you on approved procedures utilizing off-campus facilities with an alcohol license so that your organization and the College will not be legally liable in case of an accident or injury.

If you have any questions or desire further information, contact the Ankeny Campus Student Activities Office, Building 5, 515-964-6359, or the designated Student Activities Council Coordinator at the Boone, Carroll, Newton, Urban or West Campuses.

TRAVEL

STUDENT ORGANIZATION TRAVEL

As stated in Des Moines Area Community College Educational Services Procedures ES4030, students may participate in intercollegiate contests or events sponsored by the College and directed or guided by professional personnel according to procedures, rules and regulations established by the College. At the Ankeny Campus, organizations that annually attend conferences for the educational benefit of members must submit a Budget Request Form for Organization Travel (*see page 23*) in the spring to the Student Activities Council for the succeeding budget year. This form is emailed to all organizations, and anticipated travel and expenses for the upcoming year should be submitted.

When requesting actual funds for the trip/conference, the organization should submit an Organization Travel Request Form (see page 20) to Student Activities for review by the SAC Coordinator. At the time this form is submitted, the advisor:

- A. Must be able to verify the students' intention to attend and eligibility for funding;
- B. Must submit the names and ID numbers of the students attending on the Organization Travel Form;
- C. Must include a program/itinerary of the conference including registration fees, transportation and accommodation costs;
- D. Must certify that the list of names submitted is accurate to the best of his/her knowledge.

**Advisors and guests other than students are not eligible for Student Activities Council funding.*

At the Ankeny Campus, funds are allocated per student based on a set formula designating regions in the country. Amounts vary from \$25 per student in the Des Moines area, to a maximum of \$75 per student for areas farthest away. A stipend of \$20 per student per night is added to offset the cost of motel rooms. Check with the Student Activities Coordinator for the allowable amount for your destination.

Any student cancellations after the transfer of money from Student Activities will necessitate a transfer of monies back to the Student Activities Council organization travel account for the student(s) not attending.

At the Boone, Carroll, Newton, Urban and West Campuses, organizations may request funds for travel that involves intercollegiate contests or events that are directed or guided by professional personnel (*see Procedure Number ES4030*) from SAC. No funding for travel social in nature will be awarded. These requests should be in writing and will be considered on a case-by-case basis and according to the availability of funds

When overnight is involved, a copy of the hotel bill with rooming list must be provided to Student Activities within five days after returning from the trip/conference. Failure to do so may jeopardize future travel funding.

TRAVEL

At the Ankeny Campus, if an organization does not submit the required budget request form in January, it has the option of petitioning the Student Activities Council for travel funds a minimum of four weeks prior to the conference. An explanation of the conference with program, itinerary and estimated costs, i.e., registration fees, accommodations and travel, must be presented. Funding will be contingent upon availability of funds, with Student Activities Council making the determination. If funding is approved, clubs must submit an Organization Travel Form to Student Activities. At the time this form is submitted, the advisor:

- A. Must be able to verify the students' intention to attend and eligibility for funding.
- B. Must submit the names and ID numbers of the students attending on the Organization Travel Form.
- C. Must include a program/itinerary of the conference including registration fees, transportation and accommodation costs.
- D. Must certify that the list of names submitted is accurate to the best of his/her knowledge.

NOTE: Student Activities Council does not guarantee funding to any student or student organization. Each proposal/request will be considered individually based on its merit and the availability of funds.

All travel of DMACC student organization members MUST include at least one College staff/instructor/advisor and must be preapproved by the appropriate Campus Dean at Ankeny Campus, or Provost at the other campuses.

PRIVATE VEHICLE USE

The College's insurance does not cover student operation of private vehicles even when operated in conjunction with DMACC activities. Use of private vehicles is strongly discouraged. If, in the discretion of the advisor and Dean/Provost, there are genuine extenuating circumstances for student use of a private vehicle, the advisor MUST have the student complete and sign the "Notice Regarding Use of Private Vehicle and Acceptance of Personal Responsibility" Form prior to the trip. (*See page 25.*) This form is available in the Student Activities Office or from SAC Coordinators at other campuses. No reimbursement of expenses associated with use of a private vehicle will be made to students. All personal side trips/activities beyond, before or after the legitimate original purpose of the trip are PROHIBITED. The trip is considered complete upon return to the site where the trip originated.

FINANCES

FINANCIAL RECORDS & FORMS

Any recognized student organization funded in whole or in part by an allocation from student activity fees is required to transact business from those funds through an account in the College business office. There is no charge for this service, which offers the advantages of a permanent record of transactions, a monthly statement of account, and the purchasing power of the College.

After a new student organization has been officially approved by the Student Activities Council, the advisor and student officers for the group must contact the Assistant Controller located in Building 1 to arrange for an account number. In addition to assigning account codes for the group, the Assistant Controller will fully explain the accounting procedures for depositing income and requesting checks for payments from the business office.

The club's business office account has separate account numbers for deposits and withdrawals. However, instead of writing checks, campus departments and organizations prepare a Request for Payment Form instructing the business office to make payments. Appropriate backup (bills, invoices, etc.) should be submitted with the Request for Payment. *(See page 26 for sample form.)*

Following is a list of forms frequently used by student organizations. See your organization advisor or Student Activities Coordinator for forms.

- A. **Cash Receipt Form**—All monies collected by a club at a fundraiser or other activity should be deposited into the club account at the business office. The form should contain the club name, the index and account number and the amount of the deposit.
- B. **Purchase Orders**—The advisor/treasurer of each club or organization must prepare a Purchase Requisition if required by the business where a purchase is desired. An approved Purchase Order indicates to the vendor that money has been set aside to pay for the purchase. The Requisition is prepared on the computer and must be approved by the respective Dean or Provost and Purchasing Department before a purchase is made. Student Activities will provide assistance with this process. If the exact cost is unknown at the time the Purchase Requisition is prepared, estimate the final cost.

- C. **Request for Transfer of Charges or Receipts Form**—

Transactions between organizations and/or College departments are made by a Request for Transfer of Charges or Receipts, also known as Journal Transfer. Journal Transfers are prepared by the organization or department. Copies of Journal Transfers are distributed to both parties and the business office. They are recorded by the treasurer in the same manner as any other transaction, and must be signed by the treasurer, the advisor, and by Student Activities if more than \$200.

Request for Payment Form—The Request for Payment Form (*see page 26*) is used to make withdrawals from the organization's account with the College business office. The original copy of the Request for Payment is given to the business office and one copy is retained for the organization's records. The following information must be included on the Request for Payment form: name and address of payee, date, club index and account number, description of what the payment is for, justification of the disbursement in funds, supporting paper such as an invoice, and the appropriate signatures including Student Activities if more than \$200.

FINANCES

When possible, payments to individual members should be avoided. Third-party transactions are more difficult to verify.

When necessary to reimburse an individual in the organization, a paid bill or receipt from the original supplier must be secured along with a signed statement by the person who is to receive the disbursement that the amount claimed is due. If a cash settlement is required, a check is made payable to the organization or individual that rendered services and arrangements are made for the check to be cashed once endorsed. For payment of dues to a national office, a Request for Payment is prepared with a list of the names of each member and amount due per member.

SPENDING CONTROLS

Spending controls are enforced to prevent overspending and to ensure that organizations maintain a credit balance. Advisors will not approve any request for expenditures against the organization's account in excess of the account balance. All student organizations expenditures exceeding \$200 must be approved by the Student Activities Office or respective SAC Coordinator. Organizations with a deficit balance will be placed on an "expenditure hold" list until their account displays a positive balance.

TAX-EXEMPT STATUS

Recognized organizations transacting all business through the College business office are permitted to use the College tax-exempt number to make purchases. The tax exempt number may only be used on purchases made with a purchase order or paid for with a College check. To obtain the College tax-exempt number and further information regarding tax-exempt purchases, contact Student Activities.

FUND BALANCES

If, at the end of the year, an organization has excess funds in their account, as a result of their fundraising efforts, they may authorize these funds be spent to enhance their program, hold a recognition/end-of-year event, or carry the funds forward for the benefit of succeeding organization members. Members or advisors may not deplete an account by making direct payments to individual members.

Student Organization/Club Annual Registration Form

Please check the appropriate box:

☐ **New Student Organization/Club**

Please submit a copy of your constitution with this registration form.

☐ **Annual Registration Renewal**

If you have made changes to your constitution in the past year, please submit a current copy along with this registration form.

Organization Name _____

☐ Affiliated with a National Organization _____

Membership Dues _____

Number of Active Members _____

OFFICER (MEMBER) AND ADVISOR INFORMATION

If you do not have five officers, please list members.

Advisor _____

Phone _____ Email _____

Officer 1 (President) _____ Email _____

Officer 2 _____ Email _____

Officer 3 _____ Email _____

Officer 4 _____ Email _____

Officer 5 _____ Email _____

Please attach a typed list of all members of your organization. This list must include student's name and DMACC student ID number. If you do not have four additional officers, please list members.

FOR OFFICE USE ONLY
SAO Approval _____ SAC Approval _____

Activity Approval Form

Date _____

Organization or Class Sponsoring Activity _____

Nature of Activity _____

Building Number/Exact location in building or off-campus location _____

Date and time of activity _____

Explain activity in detail _____

Bake Sale Please list items being sold (If items are perishable, refrigeration must be provided) _____

Raffle Price of tickets _____ Cost Item/Prizes _____

Prize/Item to be raffled _____

Selling dates _____ Drawing place/time _____

☐ Yes We are planning to use the College raffle license (Total value of all prizes must not exceed \$10,000 in value and cost of a ticket is not limited. You must report proceeds to SAC Advisor so sales tax can be paid to the State of Iowa.)

☐ No If no, seek assistance from Student Activities regarding obtaining your own license before you sell any tickets.

Request form submitted by _____

Activity will be supervised by _____

(Signature of Supervisor, full-time college staff person)

Approved by _____

DMACC OFFICIALS PRINTED NAME

TITLE

SIGNATURE

DATE

**This request should be submitted at least 3 DAYS prior to event for approval.
This permit entitles bearer to conduct above described activity on the aforementioned date.**

☐ THIS PERMIT ENTITLES BEARER TO CONDUCT ABOVE DESCRIBED ACTIVITY ON THE AFOREMENTIONED DATE

STUDENT ACTIVITIES COUNCIL STUDENT ORGANIZATION TRAVEL BUDGET REQUEST

(Please type)

Department/Organization _____

Submitted by _____ Date _____

Purpose and Goals of the Student Organization:

How has SAC travel funding benefited your student organization in the past?

If a decrease in funding occurred from SAC, how would that affect the operation of your student organization?

How will funding your organization's travel benefit the current DMACC student population?

What is the current amount in your student organization on-campus account? _____

Does your organization collect membership dues from members? _____ Yes _____ No
If yes, how much and how often?

What types of fundraising plans does your organization have in place for the next academic year?

Total _____

Organization Travel Funding Form

Club Name _____ Account No. _____

Advisor _____ Extension # _____

Purpose of Trip _____

Location of Trip _____
(City) (State)

Date of Trip _____ Number of Overnights _____

Please list names of students attending trip or conference. (Attach additional sheet if necessary)

Name	Student ID
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total students attending _____

I certify that the above-named are students at DMACC, that they have committed to attending said trip/conference, and that they are eligible to receive said travel funding. I understand and agree that any cancellations made after funds are received will be reimbursed to the DMACC Student Activities Council club travel account, CLTRAN. If overnight travel is involved, I understand that a copy of the motel bill with guests' names will be provided to the Student Activities office within five days after returning from the trip/conference. Failure to do so may jeopardize future travel funding.

Advisor _____ Date _____

Dean/Provost _____ Date _____

FOR OFFICE USE ONLY

_____	x	_____	= \$	_____
Total Attending		Region Rate		Region Allocation
_____	x	_____	x \$20.00 =	_____
Total Attending		Number of nights		Hotel Allocation

				Total Allocation
Approved	_____	Initials	_____	Date
	_____		_____	_____

NOTICE REGARDING USE OF PRIVATE VEHICLE AND ACCEPTANCE OF PERSONAL RESPONSIBILITY

I understand and am hereby informed that DMACC insurance **does not** cover me or any passengers when operating any private vehicle even if operated in conjunction with DMACC activities. I further state I am utilizing my own vehicle for this DMACC field trip/club trip at **my own risk** and I hereby agree to defend and hold DMACC harmless from any and all claims, costs or damages including attorney fees, arising directly or indirectly from any accident or injury to myself, passengers, or other parties resulting there from.

I understand no reimbursement of travel expenses associated with using my private vehicle for this trip will be made to me.

I agree to conform to the itinerary and purpose of said trip and participate in activities/sessions as set forth.

Student's Name	Date
----------------	------

Club Name	Student
-----------	---------

Date of Trip	Location
--------------	----------

ACKNOWLEDGED:

Advisor	Date
---------	------

Dean/Provost	Date
--------------	------

REQUEST FOR PAYMENT

****Document is used to pay vendors or individuals when transaction does not go through Purchasing****

****Payments for services require the "Agreement for Contracted Services" (Form P-15) to be attached****

 Date

 Amount of Check to be Issued

(Calculates Automatically when in Excel)

 Name

 DMACC ID or SSN, if paying an Individual
 Federal Employer ID, if paying a Vendor

 Address 1

 Address 2

 City State ZIP

 Mail

Deliver Check to if Different from Above

(Note: All checks will be mailed unless they are issued from Fund 4 Student Activities, or have the approval of the VP-Business Services, per Business Services procedure 5814.)

Invoice Date	Vendor Invoice #	Description	Index	Account	Amount

****Please attach all receipts (originals) to the Request for Payment****

 Requester Signature Date

 Approved Signature Date

 Grants' Office Signature Date
(required for transactions involving grants)

Business Office Use Only	
Business Office Approval	Date
BANNER INVOICE # -	

DES MOINES AREA COMMUNITY COLLEGE CAMPUS LOCATIONS

ANKENY CAMPUS

2006 S. Ankeny Blvd.
Ankeny, Iowa 50023
515-964-6200

CARROLL CAMPUS

906 N. Grant Road
Carroll, Iowa 51401
712-792-1755

URBAN CAMPUS

1100 7th Street
Des Moines, Iowa 50314
515-244-4226

BOONE CAMPUS

1125 Hancock Drive
Boone, Iowa 50036
515-432-7203

NEWTON CAMPUS

N. 2nd Avenue W.
Newton, Iowa 50208
641-791-3622

WEST CAMPUS

5959 W. Grand Ave.
W. Des Moines, Iowa 50266
515-633-2407



DMACC
DES MOINES AREA
COMMUNITY COLLEGE

Life's Calling™

800-362-2127
www.DMACC.edu

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URBAN/DES MOINES • WEST DES MOINES**

CAPITOL MEDICAL OFFICE BUILDING | DMACC CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT AT SOUTHRIDGE | DMACC TRANSPORTATION INSTITUTE
DMACC CAREER ACADEMY, HUNZIKER CENTER, AMES | EVELYN K. DAVIS CENTER FOR WORKING FAMILIES | DMACC AT PERRY VANKIRK CAREER ACADEMY

Nondiscrimination Policy: Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean's office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at 515-964-6857. For Title IX questions and concerns, contact 515-964-6850.