

READING AREA COMMUNITY COLLEGE

2018-19
CLUBS/ ORGANIZATIONS
HANDBOOK

Prepared by Student Activities Coordinator
6/04

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By Student Life Coordinator 9/18

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**GENERAL LIST OF CLUBS/ORGANIZATIONS REQUIREMENTS
TO OBTAIN AND MAINTAIN SANCTIONING
(Detailed explanation throughout the handbook)**

1. Constitution/ByLaws – There is a template available – all you need is a preamble and statement of purpose (mission statement) Minimum standards for all clubs are addressed in the constitution. If your club/organization will be part of a national organization, you may increase the minimum requirements for membership according to their bylaws.
2. Executive Board (Minimum GPA 2.5).
3. Voting Member (Minimum GPA 2.0).
4. Membership of a minimum of 7 Voting Members (Exec Board is part of that number).
5. Staff or Faculty Advisor.
6. Establish Voting Member and Associate Member Status as Members Join
7. Two Community Service Activities per Semester
8. Monthly Reports to Student Life Office (Meeting Agendas, Minutes and Treasurer's Reports). If your club/ organization conduct business meeting more than once a month submit after they have been approved at the business meeting.
9. A club representative must attend all Student Government Association meetings.
10. Must hold regular meetings at regular intervals

ROLES AND RESPONSIBILITIES OF CLUB/ORGANIZATION MEMBERS

A. PRESIDENT

1. Preside at club/organization meetings.
2. Facilitate executive board meetings.
3. Be aware of all finances.
4. Assist all executive officers.
5. Provide motivation/encouragement for club/organization members.
6. Prepare for all meetings.
7. Serve on various committees or task forces.
8. Be open to all opinions and input.
9. Provide follow-up to club/organization tasks.
10. Work closely with advisor.
11. Coordinate the executive board transition.
12. Assist at the Club Fair during fall & spring welcome week.. This event provides your club/organization a valuable outreach tool for recruiting new members.
13. Participate in a minimum of one of the two required community service activities per semester.
14. Support all club/organization fundraisers.
15. Vote on any club/organization business **in the event of a tie only.**
16. Maintain a minimum cumulative GPA of 2.5.
17. Perform other duties as needed.

B. VICE PRESIDENT

1. Preside at club/organization meetings in the absence of the President.
2. Direct constitutional updating and revision. Serve on various committees or task forces.
3. Be open to all opinions and input.
4. Provide follow-up to club/organization tasks.
5. Work closely with advisor
6. Serve as liaison to committees.
7. Coordinate updating of monitors, student email, posters & Tissue Issue..
8. Assist at the Activities Fair during fall & spring welcome week.. This event provides your club/organization a valuable outreach tool for recruiting new members.
9. Participate in a minimum of one of the two required community service activities per semester.
10. Support all club/organization fundraisers.
11. Vote on all club/organization business.
12. Maintain a minimum cumulative GPA of 2.5.
13. Perform other duties as needed.

C. SECRETARY

1. Prepare minutes within 48 hours of all club/organizational meetings. Send to executive board members for proofing to finalize at the executive board meeting.
2. Send minutes to all appropriate members two days before the scheduled meeting and to the Student Life Office once they are formally approved.
3. Prepare an agenda with the President and/or the executive board for all meetings. Agenda should be sent to membership two days before the scheduled meeting.
4. Maintain attendance at all meetings.
5. Be open to all opinions and input.
6. Provide follow-up to club/organization tasks.
7. Work closely with advisor
8. Keep the club/organization members informed through correspondence.
9. Maintain a calendar of events.
10. Maintain a telephone and email directory of all members.
11. Assist at the Club Fair during fall & spring welcome week. This event provides your club/organization a valuable outreach tool for recruiting new members.
12. Participate in a minimum of one of the two required community service activities per semester.
13. Support all club/organization fundraisers.
14. Vote on all club/organization business.
15. Maintain a minimum cumulative GPA of 2.5.
16. Perform other duties as needed.

D. TREASURER

1. Prepare club/organizational budget with the assistance of the executive board and advisor.
2. Prepare Treasurer Report monthly from budget report emailed to your Ravens email and distribute to members and the Student Life Office for recordkeeping.
3. Audit books twice per semester with advisor and executive board.
4. Maintain a financial history of the club/organization through reports and documentation.
5. Be open to all opinions and input.
6. Provide follow-up to club/organization tasks.
7. Work closely with advisor
8. Serve as liaison to committees
9. Inform executive board and advisor of all financial matters.
10. Coordinate solicitations for donations.
11. Participate on subcommittees to ensure proper purchasing procedures.
12. Assist at the Club Fair during fall & spring welcome week.. This event provides your club/organization a valuable outreach tool for recruiting new members.
13. Participate in a minimum of one of the two required community service activities per semester.
14. Support all club/organization fundraisers.
15. Vote on all club/organization business.
16. Maintain a minimum cumulative GPA of 2.5.
17. Perform other duties as needed.

E. VOTING MEMBERS

1. Attend all club/organization meetings.
2. Communicate with the President or Advisor when you will not be attending a meeting to be classified as “excused” for that meeting unless you are unable due to extraordinary circumstances such as medical emergency, etc.
3. Maintain a minimum GPA of 2.0 to become a voting member & participate in club activities.
4. Be open to all opinions and input.
5. Provide follow-up to club/organization tasks.
6. Volunteer for subcommittees. You are a vital part of the team and offer valuable insight.
7. Attend and assist at events planned by your club/organization.
8. Assist at the Club Fair during fall & spring welcome week. This event provides your club/organization a valuable outreach tool for recruiting new members.
9. Participate in a minimum of one of the two required community service activities per semester.
10. Support all club/organization fundraisers.
11. Vote on all club/organization business as per club/organization by-laws.
12. Perform other duties as needed.

F. ASSOCIATE MEMBERS (NON-VOTING)

1. Attend club/organization meetings when possible.
2. Volunteer for subcommittees. You make a difference to your club/organization.
3. Assist at the Club Fair during fall & spring welcome week.. This event provides your club/organization a valuable outreach tool for recruiting new members.
4. Participate in a minimum of one of the two required community service activities per semester
5. Attend and assist at events planned by your club/organization when possible.
6. Support your club/organization fundraisers.
7. Maintain a minimum cumulative GPA of 2.0.

SUBCOMMITTEE RESPONSIBILITIES

Subcommittees are established based on club/organization needs. Some subcommittees to consider would be Recruiting (to communicate club/organization opportunities for other students), Purchasing (to assist the Treasurer in obtaining information for supplies and services necessary to complete club/organizational goals), Publicity (to get the word out about events you are planning), and Community Service/Fundraisers (to organize fundraisers and support for community service activities).

The following responsibilities describe your role as a subcommittee member:

1. Vote for a subcommittee chairperson unless an executive board member is chair through assigned duties.
2. Accept assignments to research needs and costs for club/organization events.
3. Take full responsibility for assignments that you accept. Meet deadlines established by the subcommittee for completion of assignments.
4. Attend subcommittee meetings.
5. Be an active participant on your subcommittee. Offer ideas, solutions, and questions related to your charge.

6. Support decisions made by the subcommittee as a whole.
7. Ask your advisor if you are in doubt about procedures or policies of the College.
8. Support teamwork. One person makes a difference – when you multiply that person and form a team – the differences are astounding!!
9. Communicate with the chairperson, an executive board member, or the advisor if there are any problems or concerns that you would like to address.
10. Have fun!!! clubs/organizations are an important part of the college experience. You should enjoy the opportunities you are given to make a difference for the students in the club as well as the college community as a whole.

RECRUITMENT/PUBLICITY

Recruitment is a vital role within your club/organization. When you have a larger number of involved students, you can distribute the responsibilities and meet all of your goals. You also need to remember that each student is in school for a certain time limit, some more than others. As members graduate or leave school and/or your club/organization for any reason, you should have a system in place that is constantly replacing them.

A. RECRUITING TOOLS

1. Established Recruitment Events

- a. **Club Fairs** – Tables are set up in the Student Union Building or on the quad for each organization to set up information about your club which provides an opportunity for students who may be interested in membership. Official brochures are a great advertisement. Sign-up sheets should be used to track the interest of prospective members by gathering students' names, phone numbers, and raven's email addresses so the group can contact them to invite them to the next scheduled meeting.

2. Alternative Recruitment Ideas

- a. **Announcements in Classrooms** – Ask instructors to allow designated club/organization members to speak for three to five minutes at the beginning of a class to explain the opportunities available through your club/organization.
- b. **Advertising/Publicity**– as addressed on the next page, there are several advertising opportunities available on campus.
- c. **Brainstorm!** Your members can contribute greatly in this process and all will benefit!
- d. **Word of Mouth** - It is every member's responsibility to recruit. Word of mouth is a powerful recruitment tool!!

B. PUBLICITY TOOLS

1. Publicity On-Campus

- a. **Monitor System** - There are monitors in every building throughout campus. Your publicity chairperson should submit meeting notices and messages about events that your organization is sponsoring to have them posted on the monitors. After your advisor has approved your advertisement email your request for posting to WebRequests@racc.edu.
- b. **RACC Website** – The college supports having web pages for each club on the RACC website. No personal websites are allowed. We are striving to have each constitution, agendas, and approved minutes on each organization’s web page. After your advisor has approved the information email your request for posting to WebRequests@racc.edu.
- c. **Posters/bulletin boards** – Create your own posters or work with the talented staff in the Graphic Arts Department in Berks Hall. All posters must be approved by your Advisor before being posted. Do not post on walls – you may post on established bulletin boards. Some office staff will allow you to post on their door and/or windows. The disability statement must be on all club posters. Disability Statement: RACC welcomes individuals with disabilities to our campus. For individuals needing accommodations for this event because of a disability, please call the Disability Services office at 610-607-6245. Requests for Sign Language interpreters should be made at least two weeks before the event. Requests for enlarged print handouts should be made at least one week before the event.
- d. **Table tents** – The staff in the Graphic Arts Department can assist you in printing table tents which can be placed in the cafeteria and wherever there are tables such as in the Student Union Building, Yocum Library, and Penn Hall student lounge.

2. Publicity in the Community- for all types of publicity off-campus, you must get approval from the Director of Marketing and Communications in Berks Hall room B321.

- a. **Posters** – All posters which will be placed in the community must follow an established format. The Director of Marketing and Communications can guide you through this process and must approve the design before any placement in the community.
- b. **Public Service Announcements** – Radio stations offer public service announcements to non-profit groups for events. If you are interested in PSA’s, contact the Director of Marketing and Communications.
- c. **Newspaper/Television Coverage** – Make sure that the Director of Marketing and Communications is aware of your upcoming events and approves any press releases. There are times that a press release will be submitted and you may receive newspaper and/or television coverage at your event.

DEVELOPING A CONSTITUTION AND BY-LAWS FOR A STUDENT CLUB/ORGANIZATION

By their very nature, a Constitution and By-laws for student clubs/organizations have several elements in common, even if they differ according to the nature and purpose of each club/organization. **The Student Life Office has the shell constitution that should be updated with your group's mission statement and purpose.** Certain minimum requirements for officers and members as well as RACC policies are standard for all groups, while leaving ample room for clubs/organizations who belong to a national charter to raise the minimum requirements when needed.

A. CONSTITUTION

1. **Preamble:** This is a short statement of responsibility, which defines the overall nature of the club/organization.
2. **Name:** Here the official name of the club/organization is given.
3. **Purpose:** The purpose of the club being formed is set forth.
4. **Membership:** This defines who is eligible for membership to the club/organization.
5. **Governance:** This section defines by who the club will be governed (i.e. officers).

B. BY-LAWS

1. **Article I – Definitions:** This article sets forth essential definitions that will be used throughout the By-laws. This is necessary so that everyone understands what is meant by each term.
2. **Article II – Rights and Responsibilities:** Here the rights and responsibilities of each student member are articulated.
3. **Article III – Officers:** The duties of each officer (President, Vice President, Secretary, and Treasurer) are listed in this article. Your organization may find that other titles are more appropriate for your needs such as Editor, Associate Editor, etc.
4. **Article IV – Members:** This section develops what is expected of the members of the club/organization on a continuing basis.
5. **Article V – Advisor:** This article lays out the duties of the Faculty/Staff Advisor for the club/organization.
6. **Article VI – Qualifications and Terms of Office:** The qualifications for each club/organization officer, member, and advisor and their terms of office/membership are defined here. This section is clear and specific as to these requirements.
7. **Article VII – Nominations, Elections, and Voting Procedures:** This article defines how officers are nominated, how and when elections are to be held, and how voting will take place. It also may define what newly elected officers need to do prior to officially taking office.
8. **Article VIII – Vacancies and Removal from Office:** This article defines procedures for dealing with vacancies in an office seat and how to remove a student holding an office seat. It also includes how appeals will be handled.
9. **Article IX – Meetings:** This section should include when and how often meetings are to be held, as well as defining procedural issues of how a meeting is to be run referring to Robert's Rules of Order as a guideline. Minimal quorum, motions, seconds and votes are required.
10. **Article X – Committees:** If a club/organization has various committees to deal with a particular facet of the club/organization's life or to address specific issues, procedures, and functions, they should be defined here.
11. **Article XI – Amendments to the Constitution and By-Laws:** This article deals with how amendments are initiated and approved.

THE BASICS OF PARLIAMENTARY PROCEDURE*

PURPOSE:

It protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy.

PROTECTS:

- the right of the majority to decide
- the right of the minority to be heard
- the rights of the individual members
- the rights of absentees

BASIC RULES:

- The rights of the club/organization supersede the rights of the individual members.
- All members are equal and their rights are equal (to attend meetings, to make motions, to speak, to debate, to nominate, to vote, and to hold office).
- A quorum must be present to do business. (which is half you voting members plus one.)
- The majority rules.
- Silence is consent.
- 2/3 vote rule when limiting or taking away member rights or changing something already decided.
- One question at a time and one speaker.
- Debatable motions must receive full debate.
- Once a question is decided, it is not in order to bring up the same motion or one essentially like it.
- Personal remarks in debate are always out of order.

*taken from Zimmerman, Doris P. "Robert's Rules in Plain English", New York: HarperPerennial, 1997.

EFFECTIVE MEETINGS

When you should have a meeting

- when you want information or advice from the group
- when you want to involve your group in solving a problem or making a decision
- when there is an issue that needs to be clarified
- when you have concerns that you want to share with the group as a whole
- when the group itself wants a meeting
- when there is a problem that involves people from other groups
- when there is a problem and it's not clear what it is or who is responsible for dealing with it
- when your by-laws call for a meeting (regularly scheduled)

What to watch out for in meetings

- no clear, agreed upon agenda
- leaving the process of the meeting to "fate"
- not planning out details
- mixing purposes
- too many agenda items
- jumping in too soon with a solution
- shifting focus
- unclear and incomplete action items or decisions
- meeting being dominated by one or two people
- not taking time to assure mutual understandings
- premature motions

What makes a successful meeting?

- communicate meeting date, time and location well in advance of meeting
- understand the meeting's purpose (follow your agreed upon agenda)
- exchange information
- solve problems
- make decisions
- share concerns
- explain issues
- pull the members' knowledge. Each member should express their thoughts, react to others' ideas, and combine their skills to reach solutions.

Meeting etiquette

- arrive on time
- observe specified time limits
- avoid unnecessary interruptions
- do not bring children to meetings – this is also a College policy.
- refrain from distractions
- stay until the end

CLUB/ORGANIZATION NAME
AGENDA
MONTH, DAY, YEAR

- I. CALL TO ORDER
- II. ATTENDANCE
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. TREASURER REPORT
- VI. OLD BUSINESS
 - A. RACCY OLYMPICS
 - i. Team name
 - ii. Fundraisers
 - B. ACTIVITIES FAIR
 - C. FOOD DRIVE
- VII. NEW BUSINESS
 - A. TERESA TALKER
- VIII. COMMITTEE REPORTS
- IX. ADVISOR REPORT
- X. MEMBER COMMENTS/OTHER
- XI. NEXT SCHEDULED MEETING: Month, Day, Year in Ravens Perch, Z110
- XII. ADJOURNMENT

CLUB/ORGANIZATION NAME
MINUTES
MONTH, DAY, YEAR

- I. CALL TO ORDER: The meeting was called to order at 4:00 p.m.
- II. ATTENDANCE: Present – Paul President (P); Vicky Vice President (VP); Steve Secretary (S); Tanya Treasurer (T); Annie Advisor (A); Bill Budget; Carol Committee; Dan Decision; Alex Action. Absent: Lizzie Lawson; Mike Missing.
- III. APPROVAL OF AGENDA: Motion to approve the agenda was made by Bill Budget; seconded by Dan Decision; All in favor: unanimous; motion carried.
- IV. APPROVAL OF MINUTES: Motion to approve the minutes of 9/4/12 was made by Tanya Treasurer; seconded by Bill Budget; All in favor: unanimous; motion carried.
- V. TREASURER REPORT: The ending balance for September was \$6,482.00. Fundraiser netted \$350.00. Report attached.
- VI. OLD BUSINESS:
 - A. RACCy OLYMPICS:
 - i. The Team name will be Gladiators. A motion was made by Bill Budget, seconded by Dan Decision; All in favor: unanimous; motion carried.
 - ii. We earned \$85 for our team through selling baked goods in the SUB.
 - D. ACTIVITIES FAIR: Out of thirty students who requested additional information about our club, four have committed to joining at our next meeting.
 - E. FOOD DRIVE: We collected a total of 435 canned goods which were donated to the Food Bank. Bill Budget commended everyone for their hard work in this effort.
- VII. NEW BUSINESS
 - A. TERESA TALKER. Carol Committee reported that our speaker will be here on Wednesday, Month, Day, Year, at time and all students, staff, and faculty will be invited to attend. Discussion was held on cost to the general public. A motion to charge \$5 to the general public was made by Bill Budget; seconded by Alex Action. All in favor - unanimous; motion carried.
- VIII. COMMITTEE REPORTS: None
- IX. ADVISOR REPORT

Annie Advisor told us that the school is hosting a picnic lunch for the students on Friday to celebrate its 35th anniversary. The event will begin at 11 a.m. on the quad until 2 p.m. Annie Advisor also reported that Paul President has been asked to speak at the picnic to represent all of the clubs on campus.
- X. MEMBER COMMENTS/OTHER: None
- XI. NEXT SCHEDULED MEETING: Month, Day, Year at 2:00 p.m. in Ravens Perch, Z110.
- XII. ADJOURNMENT: Motion to adjourn at 5 p.m. was made by Dan Decision; seconded by Tanya Treasurer; All in favor – unanimous, motion carried.

**ABC CLUB
TREASURER REPORT
JUNE 20XX**

ACCOUNT: 30-75XXX-

Beginning Balance **\$500.00**
(ending balance from the month before)

Revenue:

47501 \$150.00
(Current Period Totals, 2nd column)

Total Revenue **\$150.00**

Expense:

64500 \$225.00
(Current Period Totals, 2nd column)

Total Expense **\$225.00**

Ending Balance **\$425.00**
(must match with To Date Totals, 2nd column)

A budget report will be run monthly for the treasurer to prepare this report – reports will be email to the treasures Ravens email and advisors will be copied.

2017-18 FUNDS REQUEST FORM

Club/Organization _____ Date _____

Total Funds Requested _____

REQUEST GUIDELINES

Each club/organization must be sanctioned by Student Government Association at Reading Area Community College and in good standing to apply for funds. This request form is intended for established clubs/organizations only. “Good standing” means:

- Having a minimum of four (4) elected officers (President, Vice-President, Secretary, & Treasurer). For literary organizations, the minimum will be Editor in Chief, Secretary, & Business Manager (or editor who will prepare treasurer reports).
- Holding regular meetings (minimum four per semester) and copying minutes to the Student Life Office studentlife@racc.edu. Guidelines for minutes can be found in the organization handbook. For literary organizations, a minimum of two (2) business meeting is required with official minutes per semester (other business meetings could be called if a vote is required to conduct business).
- Depositing all money received into the club/organization’s budget line created by the College. All expenses will be processed through the official budget. A monthly treasurer’s report must be copied to the Student Life Office studentlife@racc.edu.
- Appointing the President/Editor to attend the Executive Council meetings once a month. These meetings will be held as information sharing sessions so that all the students can be supportive of each other and all college activities. The President/Editor may appoint another executive board member to attend the meeting in their absence when needed. These meetings are set on Tuesdays from 4:00pm to 5:00 p.m. in the Ravens Perch (Z112)
- Participating in a minimum of four (4) community service/ service learning opportunities per year (two per semester*). These activities can either be initiated by the club/organization or in conjunction with community service activities planned by the Student Life Office. *Community service activities do not include events sponsored by the club as part of their mission. Any organization that registers a RACCy Olympics team in the fall and begins to raise funds may count that as one of their activities for fall semester in addition to the credit for spring semester.

Failure to comply with procedures established for a RACC club/organization could result in a freeze on funds and/or loss of sanctioning by the Student Government Association.

Please complete each page of this budget request form. Each event/ publication must have a scheduled date in order to be listed on a master calendar of events available to students/staff and faculty. Fundraisers can be listed for “week of” until 4 weeks before the event.

Membership: Please attach a roster of current members including the four officers and advisor. Indicate office held for officers and voting member or associate member status for members. Please include student ID# for club members.

Activities: (include all activities planned) including but not limited to speakers, field trips, conferences, fundraisers, community service activities (designated by an “X” under “CS”).

Fall Semester Activities & Community Service	Date	Projected Cost*

Spring Semester Activities & Community Service	Date	Projected Cost*

*Please list your expenses for each semester broken down by event, i.e., – speaker fee, hospitality, posters for a speaker, music, accompanist, hospitality, etc. on a separate paper to account for each activity’s projected total cost.

(Please use a separate paper, if needed, to list additional events planned)

The following request is being submitted by _____ for the upcoming academic year _____.

Fall Semester Expenses \$ _____

Spring Semester Expenses \$ _____

TOTAL PROJECTED EXPENSES \$ _____

If your club/organization is planning on raising money towards the cost of speakers, field trips, conferences, fundraisers, community service activities please list an estimate of revenue below.

Fall Semester Revenue

Charges for attending an event _____

Sale of advertising _____

Other Income _____

Spring Semester Revenue

Charges for attending an event _____

Sale of advertising _____

Other Income _____

TOTAL PROJECTED REVENUE \$ _____

REQUESTED STUDENT ACTIVITY FEE ALLOCATION* \$ _____

(Please deduct your Expenses from your revenue and list the difference)

Fundraising

Fall Semester Goal \$ _____

Proceeds to: _____

Spring Semester Goal \$ _____

Proceeds to _____

*The advisor will receive confirmation of funds allocated as soon as possible. In a case where there are not enough funds to cover the request, advisor will be notified to have the organization prioritize the funding that they are requesting.

Verified as a sanctioned club/organization in good standing:

Coordinator of Student Life

Reading Area Community College - Student Activities
CLUB ACTIVITY REQUEST FORM

Club Sponsoring Activity: _____

Type of Activity: _____

Activity Date: _____ Activity Time: _____

Location of Activity: _____

Brief description of Activity: (if needed, please attach additional documentation)

Advisor or staff person who will supervise activity: _____

Contact person: _____ Phone: _____

Price for admission/Price for sale of items: _____

Approximate Cost of the Event: _____

Funds for this event have been approved ____ Yes ____ No

Certificate of insurance on file ____ Yes ____ No ____ Not required

Will proceeds be shared with any other person or group? Yes No N/A

If yes, please attach a brief description of how the funds will be divided and with whom

Facility Use Form Submitted: Yes No *(if needed, please attach copy)*

Does the activity involve travel? Yes No

If yes, have the following required forms been completed?

Waiver form Yes No

Emergency Notification Form Yes No

Does the activity involve off-campus donations or fundraising? Yes No

If yes, please contact the Foundation Office and obtain signature

Foundation Office: _____ Date: _____

Required Signatures:

Club Officer: _____ Date: _____

Club Advisor: _____ Date: _____

Coordinator of Student Activities: _____ Date: _____

Dean of Student Affairs: _____ Date: _____

BUSINESS SERVICES FORMS

(All advisors & executive board members must be familiar with these forms.)

There are procedures at RACC that need to be followed in order to ensure that funds are spent within the policies established by the Board of Trustees. RACC is tax exempt so you must give a tax exempt form whenever making a taxable purchase. You will not be reimbursed for taxes paid. If you are purchasing something for resale for a fundraiser, it is not tax exempt. When you become aware of a needed purchase or an upcoming event, make sure that all forms are properly completed. In the absence of the Treasurer, two executive board members or your advisor may initiate the proper paperwork. The advisor is required to sign each form to authorize the transaction. All purchases must be approved by the Coordinator of Student Activities also. All requests will be approved by the club funds accounting assistant before being forwarded to Purchasing and/or Accounts Payable. Make sure you give enough time to process paperwork and receive authorization so that services will be paid in a timely manner. With the proper documentation you will be assured payment of incurred expenses and continued access to the funds allotted to your club/organization. **Without the proper documentation you may be required to cancel or postpone an event or purchase until a later date, to pay out of pocket for an unauthorized expense incurred, or to lose access to your club/organization account.** Some of the forms you will encounter are:

PETTY CASH FORM

Whenever you need to transact business that will total equal to or less than \$50, you should use this form. Although it is preferable for you to submit receipts and receive reimbursement by submitting this form to the Cashier's Office, the College recognizes that there are times when you may need an advance to complete your transaction. If you request an advance, you should do so early enough in the day so that you can return with the receipt and complete the process on the same day. If needed, you may request an advance and reconcile the transaction no later than the following business day for the cashier's office. Anyone not following these procedures could place their club/organization in jeopardy of losing funding. These forms are on the intranet.

CHECK REQUEST FORM

For transactions higher than \$50, you will use either a check request form or request data input into the Datatel purchase requisition software (advisor responsible for this). Some examples for use of a check request form are: submitting membership or dues (attach an application with the request so they are sent together); registering for a seminar, workshop, or conference (attach the registration form with the request); and when contracting with a guest speaker or other contracted individual (attach any contracts with the request). Contracts must be signed by the Purchasing Director to be valid – you and/or your advisor are not authorized to sign a contract.

STUDENT ACTIVITIES DEPOSIT FORM

Whenever your club/organization collects money (cash or check), the Treasurer (or other officer in the absence of the Treasurer) must deposit the receipt into the club/organization's revenue account (30- club#-47501) for fundraiser and miscellaneous income by the end of the business day the money is received. If the cashier's office is closed before the event or fundraiser is over, you may deposit the proceeds no later than noon on the next business day. Remember that the information that you write on the form should be clear and concise. A year from now a new officer should know exactly how much was deposited and the source of each deposit. All coins that can be wrapped must be wrapped. These forms are available in the Graphic Arts Department.

Reading Area Community College
Petty Cash Reimbursement

[Must be ≤ \$50]

Initiator: seg

Date: 8/15/20XX mm/dd/ yyyy

Cash Received \$35.00

Description / Reason: leadership prizes

Account Number 30-XXXXX-64500

Instruction: Fill out this form up to this point, print it out, have the Budget Manager sign and date this form, then take to cashiers office. Please attach receipts.

Budget Manager Signature: _____

Date / /
 mm / dd / yyyy

Reading Area Community College - Check Request Form

Employee Reimbursements for \$50 or less must be processed through Petty Cash

Type of Request:

Make Check Payable to: Name and Address:

For Travel: Start Date: End Date:

Travel Purpose and Destination:

	Description:	GL Account #:	Amount:
Item 1:	<input style="width: 200px; height: 30px;" type="text" value="Entertainment for Multicultural/International Festival"/>	<input style="width: 100px;" type="text" value="30-xxxxx-64500"/>	<input style="width: 60px;" type="text" value="300"/>
Item 2:	<input style="width: 200px; height: 30px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 60px;" type="text"/>
Item 3:	<input style="width: 200px; height: 30px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 60px;" type="text"/>
Payment Method:	<input style="width: 200px;" type="text" value="Check to be mailed by AP"/>	SUBTOTAL	<input style="width: 60px;" type="text" value="300"/>
Additional Instructions:	_____	Original Travel Advance	<input style="width: 60px;" type="text"/>
	_____	CHECK AMOUNT	<input style="width: 60px;" type="text" value="\$300.00"/>

_____ ORIGINATOR	Date _____
_____ BUDGET MANAGER	Date _____
_____ AREA VP (if \$5000 or above)	Date _____
_____ ACCOUNTING	Date _____

READING AREA COMMUNITY COLLEGE
Reading, Pennsylvania

STUDENT ACTIVITIES DEPOSIT FORM

STUDENT ORGANIZATION: ABC Club DATE: 10-12-XX

BUDGET ACCOUNT CODE: 30-75XXX-47501

SOURCE OF FUNDS: Bake Sale - Elderly Gift Bags

INSTRUCTIONS: The following amount is to be deposited in the designated Activities account for the above Student Organization:

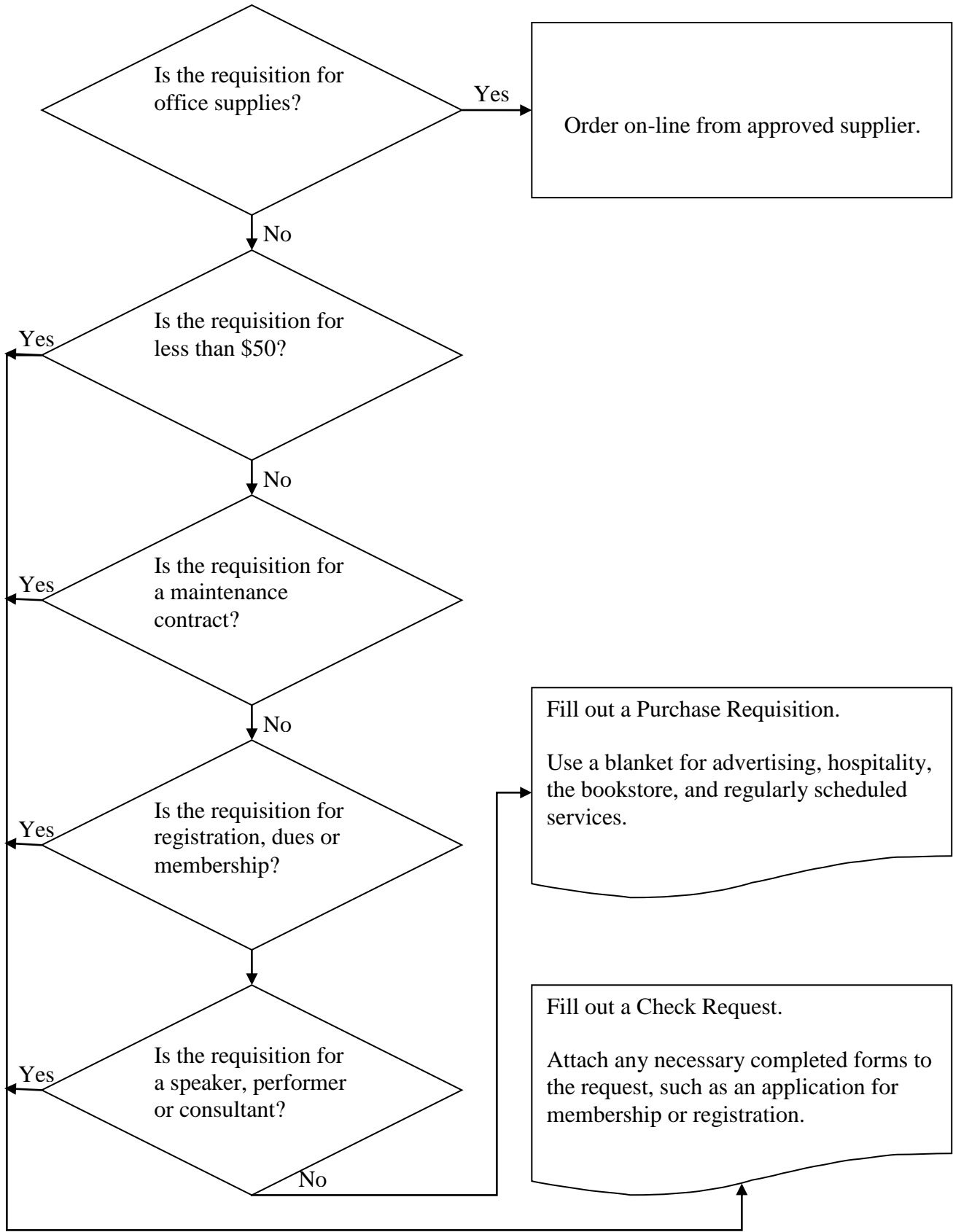
AMOUNT TO BE DEPOSITED: \$ 205.00 ^{183.00} Currency ^{22.00} Coin Check

DEPOSITED BY: Terry Treasurer
SIGNATURE OF STUDENT OFFICER OR ADVISOR

ACCEPTED BY: _____
SIGNATURE OF CASHIER'S OFFICE STAFF

White Copy - Cashier's Office Canary Copy - Student Officer or Advisor Pink Copy - Restricted Funds Accountant GAP 07/09

PURCHASE REQUISITION OR CHECK REQUEST?



PROJECT PLANNING

Project planning is the effective use of resources to meet an end goal by a designated time frame. Five steps to effective project planning are:

1. Set expectations.

- Establish deadlines
- Identify deliverables
- Discuss expectations with project leader (President, advisor, chairperson)

2. Identify the major steps.

- Do not get bogged down by details
- Review the project from an overall level
- Generalize and group

3. Add subtasks.

- Get detailed
- Break down the major tasks into smaller steps necessary to complete the project

4. Chart project tasks.

- Utilize a project planning chart to map out tasks and time resources
- Use a calendar as part of this planning
- Start with project deadline and work backwards
- Although deadlines are meant to be firm, Murphy's Law is lingering, so build some level of cushion into your timeframe that you establish

5. Assign resources.

- Time – essential to meet established deadlines
- Money – what is your maximum expenditure and what is your expected income, if any?
- People – form subcommittees and assign subtasks established. At minimum you should have a purchasing committee and publicity committee to research supplies/ services needed as well as to get the word out on campus.
- Places – an area appropriate for the event or a destination for a trip or a space to use the completed project must be assigned. For an event on campus: use a room reservation request form which must be signed by the advisor and forwarded to the Information Technology Administrative Assistant. For a trip: after the destination is established, reservations should be made through the Purchasing Department – you may not authorize reservations. For space to use the completed project – such as donating equipment, furniture, software, etc. to the College, you must get permission from the Student Activities Coordinator (who will determine if you need permission from a higher authority).

READING AREA COMMUNITY COLLEGE EVENT PLANNING GUIDELINES

Any event that is initiated and planned by students must be sponsored by a sanctioned club/organization on campus or through a grant program that includes such activities. All students planning an event on campus must follow the following guidelines and all policies of Reading Area Community College and the Student Life Office procedures.

1. Whenever possible, events should be calendared for the upcoming academic year during the spring semester of the year before. Fund requests should reflect all events being organized.
2. All events and their dates must be approved through the Student Life Office to prevent conflicts in schedules.
3. If the event is a benefit for a fundraiser, ticket sales expenses charged may be funded through the fund request form and should be included when turning in the form each year. The recipient of the proceeds must be clearly advertised for the event.
4. Any events that are ticketed such as skating parties must run the ticket sales through the Cashier's Office. Individual students are not allowed to sell tickets for any event. Your organization may, however, choose to sell tickets at a location set up on campus by having the sale and date approved and ensuring that a staff or faculty member is present during the sale. All money collected must be deposited into the organization's RACC account clearly marked as ticket sales for the event and the recipient of the proceeds that day or the next business day if the cashier's office is closed.
5. You must get room reservation availability before submitting your event plan – once approved, your advisor should authorize the room reservation as soon as possible.
6. Contracts may NOT be signed by students, staff and faculty. Only the Purchasing Director or Vice President of Business Services may sign a contract. If anyone signs a contract, they will be held personally liable for that contract.
7. Whenever equipment is involved in an event such as DJ equipment, instruments, sound system, inflatable novelties, etc. as well as when interactive performances are scheduled, the vendor must provide a Certificate of Additional Insured naming RACC as additional insured.

EVENTS CHECKLIST

The majority of events should be calendared in spring semester when preparing your budget request and setting your calendar for the following year. On occasion, an event may be planned during the academic year that is not on the calendar.

- _____ All sub-committees needed to plan and follow-through until the conclusion of the event are arranged (such as set-up, purchasing, publicity, and volunteer coordination).
- _____ Sub-committees will report at every meeting thereafter on the progress of the event. Sub-committee chairs will schedule meetings with Advisor and executive board members to assure that everything is on schedule and to receive any support needed.
- _____ Treasurer will automatically sit on purchasing committee to prepare and distribute necessary paperwork required by policy. She/he will work with the advisor.
- _____ Written quote from selected vendor. If the event will cost more than \$10,000, the Purchasing Director will procure these quotes. Requests for quotes must be made for the exact same item such as for food, the exact same menu must be requested of each vendor; for equipment/furniture, the same model and make will be quoted.
- _____ Room reservation requests for events must be done immediately. There is very limited space on campus for events. This form also includes a request for what set-up you are requesting for the event.
- _____ Events should be published throughout campus. Advisors may communicate with the college community through the email system. Events should be submitted for the monitor system on campus through your publicity chairperson. Publicity committee will meet with advisor for all on-campus advertising and may request assistance in Graphic Arts Department in designing posters. Committee will meet with their advisor and Marketing Director when advertising outside of the college.
- _____ All volunteers for the day of the event are expected to be there except in an extreme emergency. A club/organization is a team and the only way to find success is for each person on the team to do his/ her part. You **DO** make a difference.

Event: _____

Date of Event: _____

BUDGET CREATION WORKSHEET

Event: _____

Goals of Event: _____

Budget Worksheet

Anticipated Expenses: \$ _____

Food	\$ _____
Decorations	\$ _____
Equipment Rental	\$ _____
Entertainment/Speaker Fee	\$ _____
Giveaways	\$ _____
Publicity	\$ _____

Total Expenses
Anticipated: \$ _____

Anticipated Income (if any) \$ _____

_____ \$ _____

Attendance Charge:

Estimated Attendance X Ticket Charge \$ _____

Other Sources of Funding:

Sponsorship \$ _____

Activity Fee Allocation \$ _____

Gross Income: \$ _____

Actual Expense (after event is over) \$ _____

GUIDELINES FOR CLUB/ORGANIZATION SPONSORED BUS TRIPS

Most bus trips that are planned by a club/organization should be made available to other students, staff, and faculty at RACC. **No bus trips without your advisor or a substitute faculty or staff member are allowed.**

Trips should be preplanned when you submit your funds request form. Students, staff, and faculty should be offered a discounted price for the trip (the organization to subsidize the unpaid portion). Non-RACC participants should be charged full price (cost of bus divided by number of seats available plus full price for any admission and/or food charges). Cost will be calculated by the club with assistance from the Advisor.

Whenever possible, please plan your trips with an itinerary. The club/organization advisor (or substitute) has the right to leave for your destination based on times published for departures. It is the responsibility of all participants to be at the bus at the appropriate time or call the emergency number supplied by the advisor to let them know your situation. Advisors are encouraged not to hold up a group that followed the rules to accommodate the few who are late – it will be the responsibility of the late parties to find transportation home if the departure they miss is at the trip destination to return home.

All participants must sign a field trip waiver form at the time they purchase their seats. Your advisor must contact the Purchasing Director at RACC with the exact itinerary and time frames to receive quotes for your trip. This should be done at least three months before your trip (some dates will require more than three months to confirm a bus for your date and destination depending on the time of year).

A copy of the field trip waiver form should be given to the Student Life Office as well as the office of the Dean of Student Affairs.

COMMUNITY SERVICE

The administration at Reading Area Community College supports community service. We believe that the **Community** in Reading Area Community College is there for a reason – to give back to the community that has helped us to grow and become an established participant in our community. Your club/organization must participate in a minimum of two community service events per semester. Each voting member must participate in a minimum of one community service event per year. Student Activities sponsors at least two community service activities per year – it is your group’s choice to participate in these events (it is strongly encouraged) and/or events planned specifically by your group. Those four events are:

1. Gift Bags for Seniors – each December, we gather donations to give to the residents of the Reading Senior Housing building at Front and Washington Streets. Staff and faculty donate boxes of tissues, and clubs/organizations solicit donations or fundraise to purchase items for the bags (we need a total of 200 of each item given) to try to give some nice gifts to our neighbors. In prior years the students collected mittens/gloves, mouthwash, wash clothes, puzzle books, chapstick, ornaments, scarves, hot chocolate, pens, playing cards, etc. We are always looking for new ideas or donations of items suggested such as hand sanitizer, soup, boxes of tea, etc. The clubs/organizations then come together to assemble these items in a gift bag made up for each apartment.
2. Holiday Caroling for the Elderly - Everyone (club members, staff, and faculty) is invited to go caroling and distribute the aforementioned gift bags while singing holiday carols from the top floor to the ground floor of the Reading Senior Housing building at Front and Washington Streets – the residents look forward to this event which the staff of RACC started in 2001.
3. RACCy Olympics – This is an annual event held on campus. Students, staff, and administrators create teams of 5 to 10 members to join in a fundraising competition featuring crazy games like cookie face and Frisbee throws as well as unique and original ideas. These teams raised funds for the event throughout the year. Teams established and fundraising in the fall may use this as community service for the fall as well as for the spring.

If your group does any community service activities on their own, please submit a Activities Request Form to the Student Life Office. Any support that can be, will be given as well as communicating to the students, staff, faculty and, if appropriate, to the community. These activities should be scheduled when you do your calendar.

STUDENT PROFESSIONAL DEVELOPMENT AND LEADERSHIP PROGRAM

Leaders of organizations on campus are encouraged to apply to the Student Professional Development and Leadership Program. This program is an excellent opportunity to continue to develop your leadership skills and network with the other leaders on campus. All students must have a minimum cumulative GPA of 2.5 in order to apply to the leadership program and/or attend professional conferences.

Leadership Program Mission Statement

The mission of the Student Leadership Program is to provide students with educational opportunities to explore, identify, develop and enhance their leadership potential. Students will work to attain the skills needed to fulfill their responsibilities as citizens of the college community. Additionally, students are encouraged to seek positions within the community at large where their leadership skills can continue to be developed and used to advance the mission and goals of any organization, thus contributing to the process of lifelong learning.

Leadership Certification

Students in the leadership program have the opportunity to apply for leadership certification. There is a process including attending a set number of leadership components & events on campus as well as putting together a leadership portfolio within the guidelines for that year. Once students attain certification, they are able to wear leadership cords at graduation and be recognized for their accomplishment.