

Student Organization Procedures

Cheat Sheet

Travel Procedures

- Submit a Student Organization Proposal form with the appropriate documents included in the travel section by August 30th or 6 months prior to trip.
- The appropriate Dean or VP will review the proposed trip for approval.
- **After trip is approved**, advisors must complete a Travel Form which can be located on the MCC Sharepoint site (select Forms, Business Office, Travel, then Travel Form). *This must be completed at least two weeks (14 business days) prior to travel.* This must be signed by the person completing the form, the supervisor or person with budget authority of advisor(s) attending and Student Life Coordinator or Director, Student Engagement (if 60 account monies will be used).
- Advisor(s) should hold a trip orientation to discuss departure/trip details, expectations of participants, and complete the Student Travel Agreement Contract.
- **Note:** Prior to any travel off campus, all participants must complete a Liability form which can be found on the Student Life website. This form is good for the entire academic year.

Planning an Event

- After the organization has decided on an event, it must first be approved by the advisors and then a Student Organization Proposal Form must be completed at least **two weeks (14 business days)** prior to the event. The form can be found online on the Student Life website.
- The organization **cannot proceed** with the event until a confirmation is received from the Student Life office. The confirmation will state whether or not the event was approved and possible further instructions for the organization.
- To ensure a good event, verify with Student Life that the location is booked, all facility needs are requested.
- If the organization plans on spending money from their fundraising account (60 account) on the event, please see the section below for **Money**.
- After the event, it is beneficial for the organizations to have a recap at the next meeting of what went well and what did not so that they are better prepared for future events.

Planning a Meeting

- Some organizations meet weekly, biweekly, monthly, or periodically. However often your organization meets, a Student Organization Proposal Form must be completed (**and approved**) prior to the meetings.
- If you know the dates of all or most of your meetings, you can include that in one Student Organization Proposal Form. This the preferred method.
- If there is a change to the meeting time and locations you must notify Student Life. Having up to date information prevents any confusion for attendees.
- For productive meetings, some groups may find it useful to use Parliamentary Procedure. There are many websites that help with this if your group is not familiar with it.
- The Student Life office is to be used as a resource.

Fundraising

- Some groups fund raise more than others. Emails will be sent when fundraising opportunities become available. (local restaurants, sales of any type, etc)
- All fundraisers must be proposed on a Student Organization Proposal Form and **approval must be received prior** to the start of any fundraiser.
- If the fundraiser involves food/drink, it must also be sent for further approval which may take more time. Please plan accordingly.

T-shirt Orders

- All t-shirts must be approved by the Student Life Coordinator.
- If the organization would like to use any of the MCC logos, they must contact our MARCOM department. They will provide any guidelines as well as the correct image file to the t-shirt company.
- Suggestion for organizations is that pre-orders are done to ensure that you do not have a surplus of old t-shirts left over. This is also a responsible use of your organization funds.

Money

- Any money going in or coming out of the 60 (fundraising) student organization accounts must be approved by the Student Life Coordinator or Director of Student Engagement. Transactions not approved will be returned by the Business Office or rerouted for approval. This could result in a delay of deposit or funds requested.

- If money is needed from the account then you may contact the office to request funds. Documentation will need to be provided with all requests even though this is fundraising money.
- If the funds are needed for supplies, then you have two options:
 - If the organization would prefer to pay out of pocket and then get reimbursed, then all detailed receipts will be needed with a check request form and the address and student/employee ID number of the person receiving the reimbursement. This must be received by Monday at 5pm in order to receive reimbursement by the following Friday afternoon
- If advisors are making the purchases, the purchase needs to be tax exempt. Students purchasing items and seeking reimbursement can have the cost including the tax reimbursed.

Catering/Food at Events/Meetings

- **Please see the Food Service Guidelines.**
- If your organization requires catering from Food Services, you must complete their Catering Request Form.
- After a quote has been given, you must forward this to Student Life. This is to ensure that funds are available and to complete a requisition. Food Services cannot proceed with the order until the requisition is complete and a purchase order number has been issued.

Soliciting Businesses

- **Organizations may not solicit businesses without approval from Student Life and the MCC Foundation.**
- Businesses may not be contacted under any circumstances unless approval has been received.

Student Life Center

- Student organizations are encouraged to use the Student Life Center.
- A bulletin board for promotion of events with a calendar is available. Board is developed and maintained by Student Life, but ideas for the board's theme are welcome.
- A rotating office is available if the student organization officers need a space to work on student org projects. This space is reserved on a first come first served basis. Speak with a member of the Student Life staff about reserving this space.
- The Student Life Center (space and games) can be reserved for an event. Speak with the Student Life Coordinator to cover the requirements.