

# *Fayetteville Technical Community College*

## STUDENT CLUBS AND ORGANIZATIONS PROCEDURES MANUAL



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# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

## VIII – STUDENT CLUBS AND ORGANIZATIONS PROCEDURES MANUAL

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## **VIII-1 Introduction**

### **VIII-1.1 Welcome to FTCC!**

The college experience should be more than classes and homework assignments. It should also be memorable and fun. And while having fun, the student can learn valuable career skills such as time management, bookkeeping and writing skills through participation in clubs and organizations. These skills will help increase an individual's marketability to future employers.

The purpose of FTCC student clubs and organizations is to enhance the college experience and enrich the quality of life for all students. The total development of students at Fayetteville Technical Community College through a balanced program of academics and activities is strongly encouraged.

There are over thirty active student clubs and organizations at FTCC. The diversity of opportunities available to students through involvement in one or more of these student groups is indeed boundless. Students may become actively involved in verbalizing their interests and concerns, determining their goals and objectives, and sharing with other students who have similar views and interests.

The information contained in this publication is specifically designed to assist club advisors, student members and officers as they work together. Any questions and concerns not addressed by this manual should be directed to the Director of Student Activities, at [studentactivities@faytechcc.edu](mailto:studentactivities@faytechcc.edu) or (910) 678-8385.

## **VIII-2 Club and Organization Procedures**

### **VIII-2.1 Procedures for Student Clubs and Organizations**

Fayetteville Technical Community College is committed to contributing to the personal growth of students by providing resources and guidance for clubs and organizations. The Student Activities Office will provide expertise in assisting new or existing clubs and organizations.

The idea and motivation to form a club or organization must come from the students. The club or organization must be recognized by the College and must abide by the rules and regulations of Fayetteville Technical Community College. The club or organization must have a set of Bylaws and a Constitution and have a faculty or staff employee as its advisor. The advisor for a specific club or organization must be approved by the Director of Student Activities, the appropriate Dean, and the appropriate Associate Vice President and Sr. Vice President for Academic and Student Services.

In order for Fayetteville Technical Community College to recognize, reinstate, or dissolve a club or organization, a request must be submitted in writing to the Director of Student Activities and approved by the Director, the appropriate Associate Vice President, as well as the final approval by the Senior Vice President for Academic and Student Services.

### **VIII-2.2 General Guidelines for Clubs and Organizations**

- (1) All club or organization officers must have and maintain a cumulative major grade point average of 2.5 or better.
- (2) All club or organization members must have and maintain a grade point average of 2.0 or better.
- (3) The club or organization should identify all bank accounts as FTCC sponsored and may obtain and use the FTCC federal tax identification number that may be obtained from the Business Office.
- (4) Two signatures are required for each account. One signature must be the advisor who is an employee of FTCC and the other must be the treasurer of the club or organization.
- (5) All bank accounts must use the college address of the FTCC advisor.
- (6) All accounts by clubs or organizations must be reconciled by the treasurer and advisor upon receipt of the bank statement.
- (7) Financial reports must be reviewed by the advisor and copies sent to the Business Office on a quarterly basis with each monthly or quarterly bank statement attached.

Use the FTCC [Club Quarterly Financial Report](#) (Form C-11). (Note the faculty/staff forms link requires a password.)

- (8) A quarterly financial report must show the activities of the club or organization during the reporting period and must be on file in the office of the Director of Student Activities within thirty (30) days after the fiscal quarter ends. Copies must be distributed at the next club or organization meeting.
- (9) Clubs failing to submit quarterly financial reports by the deadline will be placed on probation and will be unable to participate in club or campus events until the past due reports are submitted. The appropriate academic dean will be notified of the club's failure to submit the report.
- (10) No club or organization monies may be used to buy alcoholic beverages or controlled substances.
- (11) A maximum of \$25.00 petty cash may be held by the advisor.

### **VIII-2.3 How to Start or Reinstate a Club or Organization**

Students must express an interest in starting a club or organization which must be consistent with the purposes and policies of the College.

- (1) The petitioning group must establish a constitution and bylaws containing the following:
  - a. Proposed name of the club or organization and Acronym
  - b. Purpose of the club or organization
  - c. Officers and duties
  - d. Meeting schedule, how often (i.e. once a month, once per semester, etc.)
  - e. List of standing committees and their duties
  - f. Quorum requirements
  - g. Membership requirement – membership must be open to all curriculum students unless the club or organization is for a specific curriculum, without regard to race, color, national origin, religion, sex, handicap, or political affiliation.
- (2) An interest group must have ten (10) active members in order to be recognized as a club or organization. Members are considered active if they comply with all membership requirements (i.e. paying dues, maintaining GPA, etc.).
- (3) The group must secure an advisor who is a faculty or staff member. The advisor must be approved by the appropriate Associate Vice President and the Sr. Vice President for Academic and Student Services.
- (4) The students and advisor(s) must hold an organizational meeting. The top portion of the FTCC [Petition/Recognition for a Student Club or Organization](#) (Form P-6) is acquired by the advisor. The "Petition/Recognition for a Student Club or Organization" is then filled out and submitted to the Director of Student Activities.

- (5) After approval is granted, the final copy of the constitution and bylaws must be submitted within six weeks along with a completed copy of the Petition/Recognition for Student Club/Organization (Form P-6). Following the final review and approval by the Director of Student Activities, the appropriate Associate Vice President, and the Sr. Vice President for Academic and Student Services, notification of official recognition is made to the club or organization and its advisor.
- (6) Within two weeks after final approval, a list of officers must be submitted to the Director of Student Activities via FTCC [List of Club/Organization Officers](#) (Form C-12). In the event of a change of officers, the Director of Student Activities must be notified by the club advisor within ten (10) class days by submitting an updated Form C-12. In the event of a change of advisor(s), the Director of Student Activities must be notified by the appropriate academic dean within ten (10) class days.
- (7) If recognition is denied, interested students may appeal to the Sr. Vice President for Academic and Student Services through the Associate Vice President for Student Services.

#### **VIII-2.4 Dissolution of a Club or Organization**

FTCC holds the right to dissolve any club or organization for any one or more of the following reasons:

- (1) The inactivity of the club or organization for at least two years
- (2) The buying of alcoholic beverages and/or controlled substances with club or organization monies
- (3) The use of alcoholic beverages and/or controlled substances at any club or organization sponsored function
- (4) Failure to have an employee as an advisor
- (5) Failure to comply with the rules and regulations of the College
- (6) Failure to submit Quarterly Reports

## **VIII-3 Duties of the Club and Organization Advisor**

### **VIII-3.1 Specific Duties of the Club or Organization Advisor**

The advisor plays a vital role in the success of a club or organization. He or she provides the basic orientation and motivation for the activities of the club/organization. The following guidelines are required:

- Must be knowledgeable of all College policies and procedures to give guidance and direction to the club or organization; Must plan, with the officers of the group, any activities scheduled by the group
- Must be present at all functions and meetings (if more than one advisor, at least one advisor should attend each activity in its entirety) and be a resource person(s) for the club or organization
- Must countersign checks of the bank drafts with the treasurer of the club or organization, to be aware of all financial deadlines involving the club or organization, receive and carefully review monthly financial reports, and to assist the treasurer in any financial matters. The advisor(s) must ensure appropriate and accurate record keeping.
- Must sign all purchase requisitions, all [Student Activities Approval Requests](#) (Form S-10), [Field Trip Requests](#) (Form F-7), and [Requests for Absence and/or Travel](#) (Form T-6). Ensure that required financial reports are submitted to the Student Activities office quarterly. These records are reviewed by the Legal Services and Risk management office quarterly.
- Must accompany the club or organization on trips, including overnight travel
- Must promote club or organization activities
- Must obtain minutes of all club or organization meetings for review
- Must be responsible for dissemination of club or organization literature
- Must maintain a complete officer and membership list with student ID numbers
- Must know the Constitution and Bylaws of the club or organization
- Must consult with the Director of Student Activities who serves as an advisor to club or organization advisors
- Must attend interclub meetings with club or organization officers

- Must follow all procedures for securing services necessary in carrying out an event (i.e., requesting use of facilities, work orders, custodial services)
- Must reflect the philosophy of FTCC in all club or organization activities



## **VIII-4 Parliamentary Procedures**

Robert's Rules of Order, New Revised, is a universally accepted reference and is the official parliamentary authority of all FTCC clubs and organizations.

Parliamentary procedure provides a means by which deliberate assemblies, governed by adopted sets of rules, can arrive at the majority decision of those present – accurately, impartially, and in a minimum amount of time.

Parliamentary rules provide:

- Guidelines for sharing ideas, information and opinions
- Means by which fair and open decisions may be made
- Ways of determining action and carrying on a club's or organization's business

Parliamentary rules protect the rights of:

- Each member of the club or organization
- The majority
- The absent member
- The organization as a whole
- All of these together

Proper use of parliamentary procedure ensures:

- Justice and equality for all
- Orderly conduct of business
- Consideration of one thing at a time
- Rule of majority
- Respect the rights of the minority

Ideally, parliamentary procedure is the Golden Rule put into practice. It should be used as a tool and not as a weapon.

## **VIII-5 Club or Organization Meetings – Order of Business**

Members of the clubs or organizations can expect meetings to follow a regular pattern. Various activities are almost always considered in the same sequence, called an “order of business”, and are usually outlined in the club or organization’s rules.

Between the “call to order” and the “adjournment” a typical order of business usually includes:

- Reading and approval of minutes
- Reports of officers and standing committees
- Reports of special committees
- Unfinished business
- New business

Other items that may be included are:

- Opening ceremonies
- Roll call
- Announcements

Members have the right to participate under any heading in the order of business, so long as what they say and do is properly related to that heading. If uncertain as to the propriety or timeliness of contemplated action, they may ask the presiding officer for advice or direction.

## **VIII-6 Club and Organization Officers**

### **VIII-6.1 General Guidelines for the Club/Organization President**

The President is expected to:

- Ensure that the Student Activities Office is provided with a current list of active members each quarter. The list should include members' names and phone numbers.
- Notify the advisor immediately if an officer resigns and if the membership falls below the ten (10) members which are required in order to remain active.
- Be the official representative of the club or organization
- Preside at all meetings of the club or organization
- Refer to him/herself as "The Chair" ("I" is not used)
- Call the meeting to order on time
- Determine if a quorum is present
- Announce, in proper order, the business to come before the meeting
- Recognize members entitled to the floor
- State and put to vote all questions that legitimately come before the group
- Announce the result of each vote and the effect of the action
- Expedite business in every way possible without denying the members their rights
- Enforce rules of debate, order, and decorum
- Decide all points of order
- Respond to relevant questions of members
- Refrain from voting except when breaking a tie
- At the proper time, declare the meeting adjourned
- Stand while calling a meeting to order, when declaring a meeting adjourned or while putting a question to vote

- Carry out administrative and executive duties outlined in the bylaws of the club or organization or as directed by the membership of the club or organization

The bylaws may provide for the President to be an ex-officio member of all committees. This is not a duty of the office, but is a privilege that might be granted by the bylaws. Without such a provision, the President has no more right to attend the meetings of a committee than any other member of the club or organization who is not a member of the committee.

Ex-officio means “by virtue of office” and if given this privilege, the President has all rights which are extended to other members of the committee – to participate in the discussion, etc. The President is not obligated to attend committee meetings and is not counted in the quorum, but it is the duty of the chairperson of the committee to notify the President of each committee meeting.

### **VIII-6.2 General Guidelines for the Club/Organization Secretary**

- Keep accurate minutes of all business meetings
- Handle all correspondence, and send out notices of the meetings
- Work in close harmony with the President
- Prepare the agenda for meetings unless the President prefers to prepare it
- Take to each meeting – previous minutes, bylaws, a list of members, list of committees with the membership of each, the agenda, and any supplies that may be needed
- Call the meeting to order if the President and Vice President are absent, and preside until a temporary chairperson is elected (this should be done immediately after calling the meeting to order)
- Send the President and advisor a copy of the minutes as soon as possible after each meeting and make minutes available to the members
- Transfer, upon expiration of his/her term of office, all material pertaining to the office to the newly elected Secretary
- Carry out any other duties as outlined in the bylaws of the club/organization or as directed by the membership of the club/organization.

## VIII-6.2.1 Club/Organization Minutes

Contents of Minutes:

(1) The first paragraph should contain:

- The kind of meeting – regular or special
- The name of the organization
- The date and time of the meeting, and the location (if it is not always the same)
- A notation of the presence of the regular Presiding Officer and the Secretary, or the name of their substitutes
- Action taken on the minutes of the previous meeting (approved as read or corrected)

(2) The body of the minutes contain, in a separate paragraph for each:

- Reports of officers, standing committees, and special committees
  - a. Officer's reports (at least the Treasurer's report)
  - b. Standing committees (such as membership, etc.)
  - c. Special committees (such as committees to set up fundraising activities)
- Motions
  - a. The final wording of all main motions (with any amendments incorporated and any motion to reconsider, also whether each was adopted, lost, or temporarily disposed of (postponed, etc.) but not if withdrawn
  - b. All notices of motions
  - c. All points of order and appeals, noting whether sustained or lost, and giving the chair's reason for ruling
  - d. The name of the maker of important motions, but not of the person making the second
- Announcements
  - a. The last paragraph contains the hour of adjournment
  - b. The minutes are closed with the signature and the title of the person writing the minutes
- Pertinent points on minutes
  - a. Minutes are the legal record of the proceedings of the club or organization and should never be destroyed
  - b. The Secretary may request, through the Chair, that motions be in writing (see attachment 3)
  - c. Reports of committees are filed by the Secretary with the minutes of the meeting at which the reports were given
  - d. When a count is ordered or a vote is by ballot, the number of votes on each side should be recorded in the minutes unless ordered otherwise by rules or by the group

- e. Nothing is ever erased from the minutes. Corrections are made in the margin. If material is expunged, a line is drawn through the words expunged.
- f. "Respectfully submitted" is not necessary when the Secretary signs the minutes

### **VIII-6.3 General Guidelines for Club/Organization Treasurer**

The Treasurer's report should contain:

- Balance on hand at the beginning of the period for which the report is made (i.e., month of January)
- Receipts (money received, if applicable)
- Disbursement (money paid out)
- Balance on hand at the close of the period for which the report is made

The Treasurer's report, given at each regular meeting, is not adopted but is read for information. All club/organization members should receive a copy of the report.

*Budget Planning.* A budget is an itemized list of probable revenue and expenditures for the ensuing academic year. The budget serves as a guide in planning for the club or organization's financial activities. The annual report of the previous year provides a good guide. Be prepared to be flexible and willing to change the budget as amended if the need arises. For the budget to serve as an authorization for the expenditure of funds, the bylaws or a motion adopted by the club or organization must provide for it.

## **VIII-7 Guidelines for Committees**

### **VIII-7.1 General Guidelines for Standing Committees**

- (1) Standing committees are relatively permanent in nature, with members appointed or elected to carry out specific functions of the club or organization.
- (2) Standing committee members are usually selected after new officers have been elected and serve for a term corresponding to that of the officers, or until their successors have been chosen. The committee itself continues to exist as part of the club or organization until a change in the club or organization's rules eliminates it.
- (3) Authorization for the creation of appointment of standing committees is customarily provided in the bylaws of the club or organization.
- (4) Members of a standing committee should be chosen to provide the strongest possible group to carry out the committee's responsibilities.
- (5) Bylaws frequently provide that chairpersons shall be members of the club or organization's Executive Board.
- (6) The committee may be required at times to report to the Executive Board as well as, or instead of, to the group. Committees usually report at least once a year.

### **VIII-7.2 Special Committees**

- (1) Special committees are created as the need arises to carry out a specific task.
- (2) Committee members are elected or appointed to carry out a specific duty and remain on the committee until that task is completed.
- (3) When the committee has completed its assigned responsibilities and given its final report, the committee automatically ceases to exist.
- (4) Special committees are appointment or elected as authorized by the group that created them.
- (5) Members of special committees should be chosen to best meet the needs of the committee. If it is to take some kind of action, the committee should be small and include only those who favor the work to be undertaken. If it is to study or investigate a question(s), it could be larger and include members with different points of view on the assigned subject.
- (6) Chairpersons are usually not members of the club or organizations' Executive Board.

- (7) A special committee normally reports to the body that created it. If created by the club or organization, it reports to the club or organization. If created by the Board, it reports to the Board. The motion creating it can direct to whom it reports.
- (8) Examples of special committees are: a committee to plan an activity; to investigate a situation; to purchase a gift; to carry out a particular action for the club or organization.
- (9) Special committees are sometimes called “select” or “ad hoc” committees.

### **VIII-7.3 Checklist for Planning an Activity**

If clubs or organizations plan ahead, members get a sense of anticipation and purpose, the event will run smoothly, and everyone will enjoy participation.

#### **Planning:**

- (1) Who will be in charge? Who will participate?
- (2) Nature of activity: Educational, social, recreational, service or fund-raising?
- (3) Is the event open to club members only, campus-wide or community?
- (4) Outcome: increased knowledge, membership recruitment, increased revenue?

#### **Arrangements:**

- (1) Reservation of location and facilities: conference rooms, auditorium, gym?
- (2) Resources needed: chairs, tables, etc.?
- (3) Media needed: sound system, speakers, microphone, overhead, etc.?
- (4) Special arrangements: lighting, food, drinks, notify security, etc.?

#### **College Procedures:**

- (1) Authorization from Students Activities Office\* and other offices as applicable
- (2) Check for possible violation of policies
- (3) Complete any necessary paperwork from Faculty/Staff fill-in forms:
  - [Student Activities Approval Request](#) (Form S-10)
  - [Professional Services Agreement](#) (Form P-16)



**Finance:**

- (1) Where will necessary monies come from?
- (2) Who will pay: members, students, etc.

**Publicity:**

- (1) Flyers/posters sent to Director of Student Activities for approval and posting?
- (2) Advertising through Blackboard, FTCC Approved Social Media, bulletin boards, etc.?
- (3) Telephone, email, or personal invitation?

**Before the Activity:**

- (1) Check to see if facility is arranged as requested
- (2) Resources complete: food, drinks, handouts, etc.?
- (3) Special arrangements: nametags, water for speaker, etc.?
- (4) Who will be working for the event?

**Clean up:**

- (1) Facilities left in good condition? Trash removed?

**Evaluation:**

- (1) What was the response from the participants?
- (2) Planning: Was it adequate?
- (3) Recommendation for follow-up events

**Follow-up:**

- (1) Complete financial obligations
- (2) "Thank-you's" if necessary

## **VIII-8 Special Guest Procedures**

Over the course of a year, a club or organization may wish to invite guest speakers or performers to campus. A club or organization must notify the Student Activities office and the appropriate Associate Vice President before issuing any invitations and allow at least four weeks prior to the event for approval by Fayetteville Technical Community College.

If a speaker or performer is to be paid from club or organization funds, a [Professional Services Agreement](#) (P-16) must be completed and approved through Student Activities and the Business Office at least four weeks prior to the scheduled event. The tax identification number (FIN/Federal Identification Number) and complete mailing address of the speaker or performer are required on this form. Prior to *any* FTCC signature, the Business Office must approve the Professional Services Agreement.

The following guidelines relate to political candidates appearing on campus, especially during a campaign period. The term “campaign period” is generally related to that part of the semester during an election year which precedes the election. These guidelines also apply to primary campaigns.

- In instances when a national, state, or local politician is to be invited to speak on campus, specific attempts should be made to similarly invite his or her opponent(s). The invitation to the opponent(s) should be made well in advance of the first candidate’s visit, but the opponents do not necessarily need to be invited for the same time period. These invitations must be approved by the appropriate Associate Vice President and Senior Vice President for Academic and Student Services through appropriate offices with the invitations being issued by the president of FTCC.
- Booths or tables for candidate’s campaign material will be restricted to the week of the election. Those candidates not on the official election ballot will need to be sponsored by a campus club or organization to set up a display. Meetings which could conceivably have an adverse effect on the welfare and reputation of the College must be discussed with the Director of Student Activities and the appropriate Associate Vice President. The appropriate Associate Vice President will determine these cases and will inform the club or organization of his or her decision before the event is scheduled.

## **VIII-9 Club and Organizational Funds**

### **VIII-9.1 Club and Organization Financial Reports**

All club or organization monies except petty cash must go into a bank account that is set up by the club or organization's Advisor and Treasurer. A maximum of \$25.00 petty cash may be held by the club or organization advisor. Records of expenditures and income, including petty cash are submitted to the Business Office through quarterly reports (attachment 5) with the bank statements attached. Quarters end on March 31st (January, February, March), June 30th (April, May, June), September 30th (July, August, September) and December 31st (October, November, December). Deposits *must* be notated with the source of the money. Checks written or expenditures *must* be notated with the check number, who the payment is to, the amount, and the reason for the payment. Copies of deposit slips, checks written, receipts, etc. must be forwarded with the report. The originals but should be kept on file with the club.

Monies or other awards won by club participants belong to the club or organization, not to the individual participants. The Student Activities Office makes funds available for support of club or organization activities provided to all students. All recognized clubs or organizations may request up to \$150.00 of matching funds per calendar year using the FTCC [Student Club/Organization Request for Student Activities Funding for Special Events](#) Form (S-4). Administrative approval will be based on the merit of the request.

### **VIII-9.2 Sales and Solicitations**

#### **VIII-9.2.1 Board Policy**

The sale of commercial products and services is the exclusive right of the College and its agents.

Refer to the **FTCC Administrative Procedures Manual** section titled *Sales and Solicitations* for this policy.

#### **VIII-9.2.2 Club and Organization Sales**

All club or organization sales must have three weeks prior written approval by the Director of Student Activities. The [Student Activities Approval Request](#) (Form S-10) will be handled on a first come, first served basis.

Prepared food sales are limited, by the Cumberland County Department of Health, to one per month, not to exceed two consecutive days. The Director of Student Activities, with recommendations from the Club or Organization Advisors, will choose the two consecutive days for each month at least one month in advance. This policy does not include *pre-packaged food* sales. "Pre-packaged food" includes food items that are packaged by the manufacturer and are not 'prepared' by the students. Examples include microwave popcorn, individually sealed muffins, packages of gum, canned

drinks, etc. Food sales that would fall under the Health Department policy would be hot dog and hamburger sales, fish sales, etc.

Food items may be sold in Horace Sisk, Cumberland Hall, on the lower level of Paul H. Thompson library, Lafayette Hall, in the lobby of the Advanced Technology Center, in the Cosmetology building, the lobby of the Health Technology Center and the central lobby area of the General Classroom Building. Note: Food items may be sold in Continuing Education areas (Center for Business and Industry, Continuing Education Center, etc.) with their permission.

According to North Carolina state law, no club may have more than two raffles per year. The Director of Student Activities will approve raffles on a first come, first served basis. The North Carolina Department of Revenue, Taxpayer Assistance Division, Corporate Tax, should be consulted to determine the current procedure to be approved to run raffles. The web address is [www.dorncc.com](http://www.dorncc.com).

As a non-profit college, commercial vendors are not allowed to participate in club or organization fundraising activities.

Other money-making ideas for clubs and organizations that appear to be successful are:

- Popcorn sales
- T-shirt sales
- Ice cream sales
- Pizza sales
- Doughnut and coffee sales
- Candy sales

### **VIII-9.3 Special Funding**

The Student Government Association (SGA) has provided an additional way to handle special funding requests from clubs and organizations. The [Special Funding Request Form to Student Government Association](#) (Form S-7) should be completed and submitted to the Director of Student Activities at least four (4) weeks in advance of the date the funds are needed.

- Only requests from FTCC recognized clubs/organizations will be considered.
- Clubs may only receive funding every three years.
- An accepted application does not automatically equal an approval of funding.

Special funding from the SGA is not the same as the (up to) \$150 that clubs/organizations can request from the Student Activities Office.

Special funding from the SGA should only be requested after a request has been submitted to the Student Activities Office for the funding (\$150) set aside for clubs/organizations.

Complete the application (Form S-7) and submit to the Director of Student Activities. Direct any questions to the Director of Student Activities.

## **VIII-10      Publicity**

### **VIII-10.1 Publicity Procedures**

After Student Activities Office approval, advisors may use campus email to submit information to the Marketing and Public Relations Office for listing on the Campus Events Calendar, college marquee, and social media.

Posters, no larger than 8½" x 11", 11" x 17", and/or 24" x 36", may be submitted to the Director of Student Activities to publicize activities, fundraisers, etc. The posting and removal of all materials will be done by the Student Activities Office.

Note: Any large item that needs to be displayed from a building, such as a banner or flag, needs to be attached by FTCC maintenance personnel after gaining permission of the Director of Facility Services.

## VIII-11 Travel Guidelines and Procedures

### VIII-11.1 Travel Guidelines

All club or organizational travel must follow the procedures below:

- (1) Requests to attend a function such as a club or organization conference must be approved by the appropriate administrators at least four weeks prior to the function utilizing the [Travel/Virtual Event Request](#) (Form T-6).
- (2) Students will be reimbursed for their expenses not to exceed in-state or out-of-state limits (see below). Receipts for registration fees, lodging, and meals must be attached to the [Travel Reimbursement Request](#) (Form T-7).
- (3) If possible, transportation should be provided by the club or organization via the advisor's personal vehicle. No state monies can be used to transport students to student club or organization activities. If an FTCC vehicle is used, the club or organization must reimburse the College for the use of the college vehicle.
- (4) The advisor or other college designee will accompany club or organization members on trips as approved by the Senior Vice President for Academic and Student Services through the appropriate Associate Vice President.
- (5) When students share lodging, each student must obtain a receipt for his or her portion of the lodging expense with their name listed on the receipt.
- (6) Students may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return.
  - Breakfast: Depart FTCC prior to 6:00 AM
  - Lunch: Depart FTCC prior to 12:00 Noon (day of departure) or return to FTCC after 2:00 PM (day of return)
  - Dinner: Depart FTCC prior to 5:00 PM (day of departure) or return to FTCC after 8:00 PM (day of return)

**Note:** Receipts are needed for each meal reimbursed. If continental breakfast is noted on the agenda or hotel information, reimbursement cannot be made for that meal.

When the cost of the breakfast, lunch or dinner is included as part of the registration fee for a formal congress, conference, workshop, etc., such assembly must involve the active participation of persons other than the students of the Community College System and must be necessary for conducting official FTCC Student Club/Organization business.

- (7) Tips for handling baggage at common carrier terminals and tips for handling baggage when arriving or departing from the place of lodging are allowed and must be itemized under “other expenses” on the reimbursement form.
- (8) Expenses for travel for official business at the point of destination is authorized for actual cost of taxi, bus, or limousine service when commercial transportation is used for travel from FTCC.
- (9) All school travel for advisors or College designees on behalf of student clubs/organizations will be approved on the basis of only one privately owned vehicle per four (4) or five (5) students per travel regulations.
- (10) Advance travel allowance, not to exceed the maximum state allowances for subsistence, registration, and other expenses to be incurred by students of the College for official travel may be made to such students upon request if the allowance expenses – subsistence and registration – equal or exceed \$200. Students will be expected to pay all required expenses and fees including registration from such advances. Settlement on any advance travel allowance received must be made within two (2) weeks of completion of travel for which advance was received. The advance request should be made on the [Travel Advance Worksheet, Estimated](#) (Form T-3).
- (11) Travel reimbursement forms must be submitted by club or organization members to the club or organization treasurer and advisor for reimbursement. The procedures end here for members; however, the club or organization advisor’s travel reimbursement must follow the procedures outlined in the **FTCC Administrative Procedures Manual** section titled *Procedures for Travel Allowances*.



## **VIII-12      On-Line Link to Forms for Club Use**

Forms for club use are updated periodically and may be obtained on-line via the Faculty/Staff Forms webpage.

<http://www.faytechcc.edu/faculty-staff/faculty-staff-forms/>