

Student Organization Manual

2017-2018



grcc.edu/involvement

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Introduction

Students, Student Leaders and Advisors:

We're excited for you to be a part of the Student Life team and we're excited for you to take a lead role in shaping your student experience at GRCC. We also believe you have the opportunity to help create a thoughtful, inclusive, and fun environment for your fellow GRCC students to get involved in. We believe that the work student organizations do regularly contribute to GRCC's mission, vision and values.

Want you to connect with student life staff, use the Leadership Hub to get things accomplished, impact campus environment through programming and being visible, get real world experience, develop yourself and others as leaders, learn how to connect to your community, and leave your organization in good shape for future students. If you're a student who has looked at the list of current student organizations and don't see something you're interested in, we want to work with you to start a new one that does.

We hope that this manual will help answer some questions and get you started. This manual represents a compilation of policies, practices, and procedures for s and organizations and acts as a reference for event planning and programming. This manual is a valuable resource for student organizations. It contains detailed information regarding facilities scheduling, organization benefits, posting policies, finances, and funding information. Please reach out to us as well – we want to hear from you and walk you through the process.

We're excited to work with you and excited to help you accomplish your personal, educational, and professional goals during your time at GRCC!

Sincerely,

Student Life Staff

studentlife@grcc.edu

616.234.4160

*Significant parts of this manual were borrowed from Xavier's Student Organization Advisor Manual, Auburn University's Student Organizations Handbook, and Slippery Rock University's Student Organization Manual.

Institution Mission, Vision & Values

Mission

It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

Vision

Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people's lives and contributing to the vitality of the community.

GRCC Values

Excellence – We commit to the highest standards in our learning and working environment as we strive for distinction in all aspects of our work.

Diversity – We create an inclusive learning and working environment that recognizes the value and dignity of each person.

Responsiveness - We anticipate and address the needs of students, colleagues and community.

Innovation - We seek creative solutions to problems through experimentation and adaptation.

Accountability - We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.

Sustainability - We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

Respect - We treat others with courtesy, consideration and civility.

Integrity - We commit to GRCC values and take personal responsibility for our words and actions.

Office of Student Life and Conduct Mission

Through exceptional customer service we deliver timely and needed services to help students successfully navigate the college experience, and provide access to tools and resources so they may reach their academic goals. By developing and empowering student leaders, we promote a wide array of events, activities, and engagement opportunities (both outside the class and in partnership with faculty) that enrich the student experience and improves student learning.

Institutional Learning Outcomes

As you attend trainings and lead your student organizations, Student Life aims for you to obtain a wide range of outcomes. GRCC has created Institutional Learning Outcomes (ILOs) that include the knowledge, skills and competencies embedded within every aspect of the college to inspire and enhance each student's transferable learning skills. The ILOs represent the broad categories of competence that enable students to be successful in further education, careers, as citizens and in their personal lives. They are:

1. Communication Skills – Students will effectively express and exchange ideas through listening, speaking, reading, writing and other modes of interpersonal expression.
 - Effectively organize communications, ensuring there is a clear introduction and conclusion, the content is well-sequenced and there are appropriate transitions.
 - Make effective presentation, formatting and stylistic choices when developing a communication.
 - Understand the role of context, audience and purpose when developing a communication.
 - When communicating, use language that is appropriate to the audience.
 - Use visual representations such as graphs, charts or graphics to enhance the meaning of the message that is being communicated.
 - Use high-quality, credible, relevant sources to support writing.
 - Translate or explain what written information means and/or how it can be used.
 - Create a written summary of the main ideas extracted from information gathered.
 - Use appropriate posture, gestures, eye contact and vocal expressiveness to effectively communicate information.
 - Know and use active listening skills.
2. Critical Thinking Skills – Students will be able to gather and synthesize relevant information, evaluate alternatives and implement creative and effective solutions.
 - Clearly and completely state and describe a problem/issue.
 - Identify quality sources for data and information pertinent to a problem or issue being examined.
 - Use well-designed search strategies to gather data and information.
 - Use rules or frameworks to provide context for and understand problems or issues.
 - Create and/or organize data and information into meaningful patterns in order to interpret and draw inferences from it.
 - Evaluate information to identify limitations and biases.
 - Use creativity and alternative thinking to brainstorm new ideas and possible solutions to problems or issues.
 - Consider the context, costs, benefits and consequences of potential solutions to problems or issues.
 - Identify the best solution to a problem or issue.
 - Develop a plan to implement a solution to a problem or issue.
3. Social Responsibility Skills – Students will be prepared to practice community engagement that addresses environmental responsibility, social justice and cultural diversity.
 - Understand that there are different perspectives on community, national and international issues.
 - Describe how knowledge and learning from the academic study/field/discipline relates to one's

participation in civic life, politics and government.

- Understand the laws, regulations, institutional policies and etiquette related to the access and use of information resources.
 - Describe the ethical and legal restrictions on the use of recorded, published and/or confidential materials, proprietary information and intellectual property.
 - Identify concerns, issues or problems about the local community.
 - Use reflection to examine personal beliefs and values and identify their origins and potential biases.
 - Describe the key elements of citizenship.
 - Discuss how communities, countries or cultures differ in their values, politics, communication styles, beliefs and practices.
 - Articulate the importance of and how to find opportunities to volunteer/serve in the community.
 - Identify ethical dilemmas associated with environmental, social or cultural issues.
4. Personal Responsibility Skills – Students will become independent learners who understand and express the lifelong skills necessary for physical, social, economic, mental and emotional health.
- Complete work accurately, with attention to detail.
 - Work well in teams and with others.
 - Make connections between academic learning at GRCC and the knowledge and skills necessary for careers of interest.
 - Develop specific goals and plans to prioritize, organize and accomplish work.
 - Adapt to change by developing new ideas or finding improved ways of doing things.
 - Manage time effectively.
 - Give and receive constructive feedback.
 - Make informed and effective decisions about personal finances.
 - Make informed decisions about personal wellness (see institutional definition of wellness).
 - Articulate views through persuasive argument.

Office of Student Life and Conduct

The Office of Student Life and Conduct facilitates student learning and social integration by providing experience with leadership development, student organizations, and campus events. Student Life and Conduct is a department within the Division of Student Affairs, under the direction of the Associate Provost/Dean of Student Affairs, Tina Hoxie.

Any of our Student Alliance and Campus Activities Board staff are willing and able to help you with running your organization, how to get involved, and where to go to find resources. Our Front Desk Staff can offer assistance with Raider Card Readers, Annex access, faxing, printing, postings, etc.

Meet the Staff

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Director of Student Life and Conduct

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The Office of Student Life and Conduct is located in the Student Center Building, room 002, first floor. Staff members are available Monday- Friday 8:00am- 5:00 pm.

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Student Alliance

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Overview of Information

Overview of Student Alliance

Student Alliance is responsible for representing the student body and advocating for their concerns. Members and the Leadership Board are responsible for oversight of the campus activity fee. This includes developing an annual budget, allocating funds to student organizations, and managing ongoing extra allocation requests throughout the year. The Director of Student Life and Conduct has final approval responsibility, however, the Student Alliance Leadership Board has significant input and decision-making authority in regards to spending this fee.

Overview of Campus Activities Board

Campus Activities Board is a student organization at Grand Rapids Community College that has three central aims: 1) Plan and develop large-scale events for the student body's benefit, 2) Build student community by inspiring students to get involved, 3) Empower students to embrace every opportunity to grow, advance, and succeed.

Definition of Campus Activities Fee

Every semester, students enrolled in classes pay a campus activity fee (five dollars for part-time students taking **credit-bearing** courses and ten dollars for full-time students taking **credit-bearing** courses). The campus activities fee is non-academic and should not be for instructional use. The fees go to Student Alliance to be allocated between student organizations for activities and events that contribute to the GRCC student experience. This allows for student input regarding what is happening on campus. These activities and events are intended to be co-curricular.

How Does Student Alliance Allocate the Campus Activity Fee?

The Operations Director will work with the Student Life Office Manager to develop a proposed budget for the Student Alliance Account for the upcoming year. Every year, a set amount of the campus activity fee is set aside for the Allocated Funds Budget, which supports large scale campus programs (i.e. GoSeeGR!) as well as the allocations for all registered student organizations. Thirty three percent of the budget must always be planned to be allocated to Campus Activities Board. This allocation includes the GoSeeGR! program as well as the Student Leadership Banquet. The rest of the campus activity fee is distributed based on status (recognized vs. conditional) and classification of student organizations (academic vs. non-academic). The entire Student Alliance budget will be presented at the first Town Hall meeting of the year for approval. If there are no significant changes suggested, a vote for approval will occur at that meeting.

Organization Recognition & Registration

Starting a Student Organization

Potential new organizations are eligible to apply for activation only within the Student Organization Activation Window each semester (see Important Dates). The purpose of the Student Organization Activation Window is to encourage students to plan ahead with developing ideas for new organizations and to also spend time fully developing their ideas before proposing the organization for recognition. Outside of this window, potential new student organizations are able to express their interest in forming but are not eligible to begin the process. All groups attempting to form a new organization will work with the Office of Student Life and Conduct to go through the activation (formation) process.

Step One: Evaluate Existing Recognized Student Organizations

Before beginning the process, one of the first things that should be considered is whether or not the idea for a new student organization is significantly different from other organizations already existing at GRCC. The potential new student organization should begin by searching through the database of existing student organizations on OrgSync, sorting by potential categories for the organization and searching for keywords in the database to compare existing groups to the potential new group.

Step Two: Recruiting Members and an Advisor

To become a recognized student organization you will need to have at least 7 members (including executive board). Members can only be currently enrolled GRCC students. You will need to collect their name, student ID number, and email.

Each recognized student organization must secure a **full time GRCC employee (faculty or staff)** to serve as an advisor. After the Student Organization Application is submitted, the advisor will be sent a supplemental Advisor Agreement Form that must be completed in order to proceed with the Student Organization Activation process. This form will indicate that the advisor acknowledges the responsibilities that come with being a recognized student organization advisor. In addition, the advisor will be required to verify and approve the Student Organization Application prior to Student Life review.

Step Three: Identify Executive Board

When submitting the new student organization application, each organization must identify at least 2 students who are currently enrolled at GRCC in credit bearing courses; in order to serve on the executive board(e-board), they must be in good academic standing, and conduct standing (not on any type of probation). These e-board members may be temporary until elections are held.

Step Four: Write a Constitution

The Student Organization Application will ask the potential new student organization to initiate writing a constitution or guiding document for the organization. New organizations will not be able to apply until this is completed. A template of a constitution or guiding document for a student organization can be found in Appendix D. Constitutions should include the following components:

- Official name of the proposed organization
- Date of document creation and any revision dates for the document
- Mission Statement
- Explanation of membership requirements as well as expectations for members. Only student members of the GRCC community are eligible to participate. Officers must be currently enrolled, credit bearing GRCC students. There must be a minimum of 7 members at any given time to maintain recognized status.
- Officer roles and associated duties/responsibilities
- Process for election of new officers and for filling vacant positions mid-year
- Decision-making or voting procedures for the group
- Meetings (including types of meetings [committees, e-board], frequency of meetings, who runs the meetings and requirements for attending the meetings)
- Finances (how funds are collected, maintained and disbursed)
- Amendments (process to amend or change the rules/constitution for the group)
- Faculty/Staff Advisor (process for selecting or replacing, expectations for relationship between student organization and advisor)

Step Five: Submit an Application on OrgSync

Students interested in forming an organization should complete the Student Organization Application on OrgSync. The form should include:

- Potential student organization name
- A roster of 7 members currently enrolled in GRCC credit courses (names, emails, and student ID numbers). You will be required to upload this information in an excel spreadsheet.
- Contact information for new organization's executive leadership (e.g. president, vice president, treasurer) and advisor (faculty/staff member) including email addresses and ID numbers for students will need to be specified in the roster
- Statement indicating how this group would be unique and/or different from other similar, existing organizations or opportunities on campus (this statement should clearly demonstrate what needs this new organization would meet that are not currently being met by existing organizations, programs or university services)
- A constitution or guiding document
- If the organization is affiliated with a national organization, there must be proof provided that the national organization is permitting a local affiliated chapter to form at GRCC

After an initial review, the application will be forwarded along with any comments or suggestions to the Assistant Director of Student Life for final review and approval.

Step Six: Begin Conditional Status

Once the first five steps have been satisfactorily met, the organization can be granted Conditional status by the Office of Student Life and Conduct. When an organization has reached conditional status, the group is eligible for some of the rights and privileges granted to a student organization (see page 13). Conditional status student organizations are ineligible for conducting any business on behalf of GRCC and may not travel. Student Organizations must serve on a conditional status for **one semester**. This time period is to

allow the organization to focus on recruiting members, developing their goals, and to create a plan of action for how the organization will remain active and successful for future years. Due to the number of organizations that are established and quickly dissolve, this time period is to ensure that there is a committed group of students that will successfully push the organization to meet its goals.

Step Seven: Complete Conditional Status

Throughout the conditional status, the Student Life and Conduct staff will check-in with the organization and also may attend a general meeting to ensure progress in developing the organization and recruiting membership. At the conclusion of the conditional status, the organization must **apply for Recognized Status on OrgSync**. If during the conditional status period the organization does not work to continue its development and to grow and expand the group, there is a risk of losing the opportunity to become a Recognized Student Organization. Factors that contribute to recognized status:

- An organization representative present at all Student Alliance meetings during the semester of conditional status (Only one absence is excused per semester)
- Student Organization has demonstrated a commitment to recruiting new members
- Student Organization has not overspent their budget allocation
- Student Organization has maintained an accurate OrgSync portal (calendar, roster, constitution, etc.)

After an initial review, the application will be forwarded along with any comments or suggestions to the Assistant Director of Student Life and Conduct for final review and approval.

Step Eight: Receive Recognition from the Office of Student Life and Conduct

If the organization is found to have completed all of the conditional requirements within their semester with conditional status and the group has been approved by the Office of Student Life and Conduct for full recognized status, the Student Organization is eligible for all of the privileges and responsibilities of a Recognized Student Organization at GRCC.

If the Office of Student Life and Conduct does not endorse the potential student organization, it will contact the group with an explanation as to why it does not meet the requirements. The potential student organization may request to meet with the Director of Student Life and Conduct to discuss concerns regarding the decision. In addition, conditional student organizations that do not receive recognized status must wait at least one year to reapply (e.g. If a student organization is denied recognized status in the Winter semester, they cannot reapply for conditional status until the following Winter semester).

Statutes of Student Organization

Conditional Student Organization Status

A new organization that is given one semester of conditional status before applying to become an officially recognized GRCC student organization. The conditional status is non-renewable; organizations that are denied recognized status must wait one year from the date the conditional status was approved to reapply.

During the Conditional period, the organization must meet the following criteria in order to apply for recognized status:

1. Have a representative at each Student Alliance meeting (one absence is excused)
2. Student Organization has demonstrated a commitment to recruiting new members
3. Student Organization has not overspent their budget allocation
4. Student Organization has maintained an accurate OrgSync portal (calendar, roster, constitution, etc.)

Recognized Student Organization Status

Organizations are considered recognized at the expiration of their conditional status, pending approval of their application. A recognized student organization at GRCC:

1. There are two types of recognized student organizations: Academic and General. See “Student Organization Responsibilities” for more information about the distinction between the two and requirements for each.
2. Have a representative at each Student Alliance meeting (one absence is excused)
3. Is any group whose membership consists of at least 7 students currently enrolled at GRCC
4. Is formed in order to contribute to the student's' educational growth, recreational needs, or personal development
5. Has properly filed all needed forms and documents with Student Life.

Inactive Status A status given to any previously recognized student organization. The Office of Student Life and Conduct reserves the right to remove recognition and deactivate an organization at any time. Organizations can appeal decisions to the Director of Student Life and Conduct. Organizations can be placed on inactive status due to any of the following reasons, including but not limited to:

1. Violation of policies, processes, and regulations.
2. If the organization president or advisor report that the student organization is no longer functioning
3. Maintaining less than 7 active members

Maintaining a Recognized Student Organization

Once an organization has been approved and recognized by the Office of Student Life and Conduct, they are considered activated. Student Organizations are required to maintain an active membership of at least 7 currently enrolled students as members, hold meetings on a consistent basis, produce activities and events that are complementary to their mission statement, and comply with Institutional policies and procedures as well as those from the Office of Student Life and Conduct.

Throughout the academic year, there are various steps that are required to maintain active status for both general and academic student organizations. This includes the following:

1. Update your student organization's OrgSync profile with calendar, roster, newly elected officers and advisor(s), constitution, etc.
2. Complete an Application for Student Organization Renewal at the end of each semester – found under the Applications for Student Organizations form on the Student Life OrgSync portal
3. Advisor must complete an Advisor Agreement Form each year and when a new advisor joins the group
4. For Fall renewal, student organizations will also be required to complete a Year End Report (to be uploaded in the Application for Student Organization Renewal)

NOTE: Student Organizations with fewer than four semesters of inactive status may utilize the process outlined above to reinstate their status as an active Recognized Student Organization. After four semester see section above titled “inactive status”.

Privileges & Responsibilities of Student Organizations

Student Organization Responsibilities

As a student organization affiliated with Grand Rapids Community College, your actions, events and standards of operating should best reflect the mission of the College and the mission of your organization. In addition, a student organization should accept the following responsibilities, including:

- Adhering to all Student Organization policies and procedures as outlined in this manual.
 - o All student organizations shall maintain a Faculty/Staff Advisor.
 - Faculty/Staff Advisors must be registered with the Office of Student Life and Conduct.
 - Faculty/Staff Advisors must be knowledgeable of all policies and procedures listed in the Organization Manual.
 - Faculty/Staff Advisors must be full-time employees of Grand Rapids Community College.
 - Non-College employee volunteer advisors must complete a background check prior to serving as an advisor. All volunteer advisors must contact the Office of Student Life and Conduct in order to proceed.
 - o Maintaining registration throughout the year by keeping officer information and membership roster updated and current in OrgSync and by completing a bi-annual re-registration/reactivation for the organization during the Student Organization Activation Window twice per year (see Important Dates).
 - If at any time your organization has a change in officers or advisor prior to regular yearly elections, the organization is required to inform the Assistant Director of Student Life and Conduct of this change.
 - o Organization files and student organization status will be reviewed each semester. During the Student Organization Activation Window, organizations will be notified by the Office of Student Life and Conduct.
 - o All organization e-board members are required to attend and participate in mandatory officer training each September. Organizations that do not attend the training will not receive their budget allocation.
- General student organizations must have at least one representative regularly attend Student Alliance Town Hall and Collaborative meetings. Academic student organizations are not held to this requirement.
- All student organizations are expected to comply with College Policy, local, state, and federal law, as well as the Code of Conduct

- Fulfill an obligation to maximize the use of funding allocated from the Student Activity Fee to best benefit the student body.
- All organizations must ensure continuity from year to year by training new leaders and keeping good records.

Student Organization Privileges**

- Access to an OrgSync Portal
- Eligible to obtain an annual budget allocation from Student Alliance
- Eligible to request storage space in the Student Life Storage Annex and Cage
- Access to the Student Organization resources and check-out equipment
- Eligible to reserve space on campus
- Eligible to hold outdoor events and reserve outdoor space
- Eligible to participate in involvement Day on the Commons and Winter Welcome Week Club Day
- Ability to submit events to the College Calendar
- Access to College Staff for student organization assistance, advising, and resourcing
- Eligible to fundraise
- Inclusion in the official List of Student Organizations directory, as registered in OrgSync*
- Leadership Hub use
- Eligible to request from the Extra Allocation Fund*

*These privileges do **not** apply to Conditional Student Organizations

**Inactive Student Organizations do not receive any privileges

OrgSync Overview

OrgSync creates an online community for campus that helps departments, programs, and all member-based organizations streamline processes and drive engagement. The platform reflects GRCC's unique structure and helps you connect and engage with your student organizations and potential members, improves information sharing, minimizes paper usage, tracks co-curricular involvement, and allows you to generate reports on all data collected for annual reports and accreditation.

For GRCC student organizations specifically, this is where you will want to go for specific forms such as travel, check, and event requests. This is where you can publicize your events and also see what other students organizations are planning. Your OrgSync portal can serve as archives for your organization by posting attendance, meetings agendas, minutes, and useful resources.

Molly Maczka Leadership Hub Purpose and Use

The Leadership Hub was created by Student Alliance and provides a welcoming and open space for student leaders to conduct student organization business and to collaborate with members in their student organization as well as with members of other student organizations. Specifically this space has been created for student organization members to hold office hours, business meetings and accomplish tasks related to their student organization. The Leadership Hub is open during normal business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.). There are several services available to student organizations including mail, printing, computer access, butcher block paper, die-cutting machine, meeting space, and consultation with Student Life and Conduct staff

members.

Sources of Funding

Allocated Budget

Allocated budgets are given to student organizations to support events, meetings, conferences, and activities. These activities should be open to all GRCC students and only be used for GRCC students. The amount of the allocation will be proposed by the Student Alliance Leadership Board at the first Town Hall Meeting each year and must be voted on for approval. Recognized Student Organizations receive an allocation from Student Alliance, which is split into two disbursements. The first disbursement is given at the beginning of the fall semester. The second disbursement is given at the end of the Fall Semester and is contingent upon the group's attendance and Student Alliance Town Hall Meetings. Please see the Student Alliance Guiding Document for more details. Any amount of unused Allocated Funds will be returned to the Student Alliance Budget at the end of the fiscal year (June 30). See the section below about

Recapturing Funds and Rollover Funds.

Extra Allocation Funds

Student Alliance allocates extra funds to support the efforts of student organizations implementing new programs, traveling to conferences, and other initiatives that require money beyond the allocation. Extra allocation requests can take up to two weeks to be reviewed and processed. Requests of \$1,000 or more must be submitted by each monthly **Collaborative meeting**. Requests submitted after the second Thursday of each month will not be considered and voted on at the next **Town Hall meeting**, so organizations must plan accordingly. Requests for extra allocations should include a detailed budget and demonstrate value to the educational/social experience. The organization requesting additional funds must show commitment to funding the activity on their own (through allocated, fundraised, or personal funds) and submit their request via OrgSync. Groups that over-utilize the extra allocation fund process will not be considered. Extra allocation funds can only cover student expenses. Advisor expenses are not to be covered by extra allocation funds. See the Student Alliance Guiding Document and OrgSync for complete deadlines.

August 10 th	– Student Alliance Eboard ¹	Nov. 30 th	– Student Alliance Town Hall
August 24 th	– Student Alliance Eboard	Dec. 7 th	– Student Alliance Eboard
August 31 st	– Student Alliance Town Hall	Dec. 14 th	– Student Alliance Town Hall
Sept. 7 th	– Student Alliance Eboard	Jan. 11 th	– Student Alliance Collaborative
Sept. 14 th	– Student Alliance Collaborative	Jan. 18 th	– Student Alliance Eboard
Sept. 21 st	– Student Alliance Eboard	Jan. 25 th	– Student Alliance Town Hall
Sept. 28 th	– Student Alliance Town Hall	Feb. 1 st	– Student Alliance Eboard
Oct. 5 th	– Student Alliance Eboard	Feb. 8 th	– Student Alliance Collaborative
Oct. 12 th	– Student Alliance Collaborative	Feb. 15 th	– Student Alliance Eboard
Oct. 19 th	– Student Alliance Eboard	Feb. 22 nd	– Student Alliance Town Hall
Oct. 26 th	– Student Alliance Town Hall	Mar. 1 st	– Student Alliance Eboard
Nov. 2 nd	– Student Alliance Eboard	Mar. 15 th	– Student Alliance Collaborative
Nov. 9 th	– Student Alliance Collaborative	Mar. 22 nd	– Student Alliance Eboard
Nov. 16 th	– Student Alliance Eboard	Mar. 29 th	– Student Alliance Town Hall
		Apr. 5 th	– Student Alliance Eboard
		Apr. 12 th	– Student Alliance Collaborative

¹ Submissions for early September should be submitted by.

Apr. 19th – Student Alliance Eboard

Apr. 26th – Student Alliance Town Hall

Fundraised Funds

Student organizations may complete the Permission to Raise Funds form on OrgSync two weeks prior to fundraiser. Students must also complete the Event Registration Form (which will also allow you to reserve a table/space if you need it and/or manage other event details). If you are seeking to raise funds through off campus solicitations (asking persons, organizations, or businesses for funds), you **MUST** attach a list of who will be asked along with a copy of the solicitation letter to your form. (**This requires 4 weeks** prior planning, as Student Life must consult with the Foundation Office prior to determining approval). Any allocated funds used to support fundraising efforts must be repaid to the allocated account before a profit is made and deposited into the organization’s earned account. Groups are allowed to sell food and/or items with the GRCC logo, so long as it is a “one-time” event, not something that is in direct competition long term with on-campus food venues or the bookstore.

Recapturing Funds and Rollover Funds

Each year, in an effort to ensure greater financial discipline, The Office of Student Life and Conduct reviews each student organization budget at the close of the fiscal year (June 30) to determine if the student organization has any remaining allocated funds to be recaptured*.

- Any unspent allocated funds will return to the larger budget for Student Alliance to re-allocate the following fiscal year.
- Any fundraised money will rollover from year to year
- If the student organization receives an extra allocation, any unspent funds from that extra allocation will be returned to the pool available for use that current year. (e.g. student organization receives \$1,000 extra allocation to support event, but only uses \$700. The remaining \$300 will be returned to the Student Alliance Extra Allocation Budget after the event.)

*Campus Activities Board is exempt from recapture due to summer programming expectations set by the College.

Funding Eligibility

	Allocated Budget	Extra Allocation Funds
Recognized Student Organizations	Yes; amount to be determined by the Leadership Board at the start of Fall semester	Yes; amount varies per request
Conditional Student Organizations	Yes; amount will be less than Recognized Student Organizations and determined by the Leadership Board at the start of Fall semester	Yes; amount varies per request
Inactive Student Organizations	Ineligible for funding	Ineligible for funding

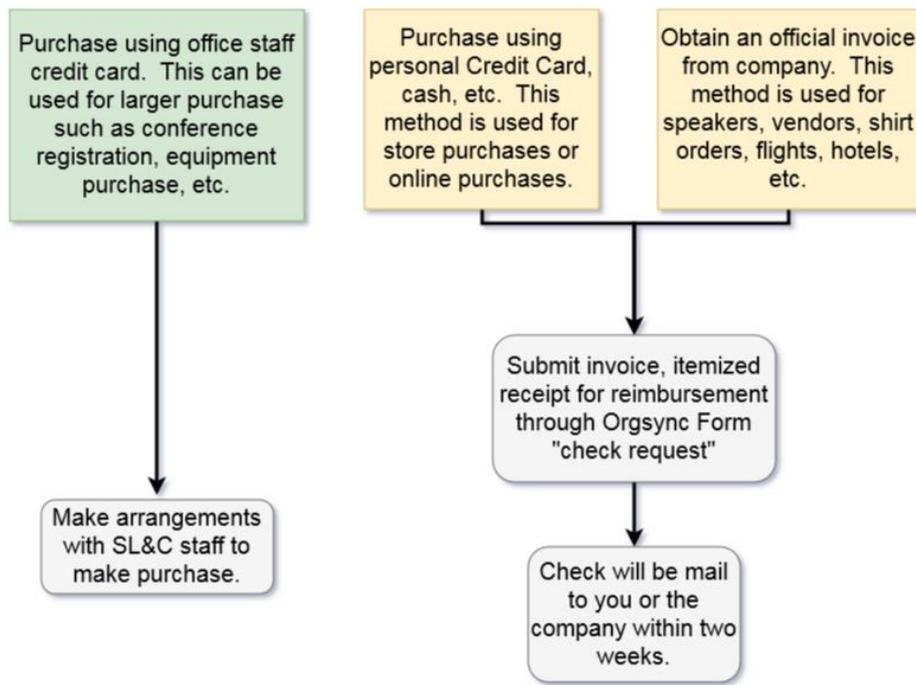
Utilizing Funds

NOTE: For more detailed information on spending guidelines and rules, reference the Budget section under Policies and Procedures (p. 18). All spending must be in accordance with the Purchasing Policy (http://www.grcc.edu/sites/default/files/docs/policies/11-15_purchasing_policy.pdf) and may not be in violation of any other college policies. Organizations are expected to be good financial stewards of student activity fee money. We trust that our student organizations at GRCC will spend the funds allocated and raised in a moral and ethical manner. Funding for student organizations is provided through the Campus Activity Fee that is charged to all credit-bearing students.

Approved Expenses	Needs Permission*	Not Permitted
<ul style="list-style-type: none"> ● Expenses to support events, programs <ul style="list-style-type: none"> ○ Supplies, advertising costs, equipment, speaker/artist fees ● Food for a special meeting or celebration* ● Up to 20% tip on food purchases (restaurants, delivery, etc.) 	<ul style="list-style-type: none"> ● Gift cards ● Apparel ● Movie pass purchases that exceed \$50 ● Food for members working/participating in events (event needs to be a minimum of 5 hours long for consideration) ● Parking Passes ● Other incentives and giveaways ● Student Organization Travel and Transportation Costs <p>*Fill out form in OrgSync</p>	<ul style="list-style-type: none"> ● Alcohol ● Food for every meeting ● Items that benefit individual members ● Gifts for employees; for students or 3rd party, not allowed unless using fundraised money (includes flowers) ● Stipends or scholarships** ● Campaign contributions

*Organizations are required to utilize campus catering services any time they are serving food during a meeting or at an event. (Creative Dining – www.grcc.edu/campusdining/catering OR Catering for the ATC – www.grcc.edu/secchiabanquetscatering).

**Organizations wishing to award stipends or scholarships may set up an account with the GRCC Foundation Office using their earned dollars. A minimum of \$500 must be deposited and award criteria developed in conjunction with the organization, their advisor, the Director of Student Life and Conduct, and the Director of the Foundation.



Payment Requests

- If you are requesting payment for services, contracts, etc., Student Life will need an invoice in order to process payment. (Note: A Quote is NOT the same as an Invoice).
 - Invoice must include at minimum Name (who it is payable to), address, amount, and detail of service.
 - If the College has never paid this individual and/or company (and they are not a GRCC student), they will need to complete the Supplier Application on the Purchasing website (<http://www.grcc.edu/purchasing/supplierinformation>) before we can process payment. (If you are unsure if they need this, ask the Office Manager to look it up for you early in the planning process.)
- Complete Check Request Form on OrgSync and attach the Invoice
- Checks are printed twice per week. We will not be able to make exceptions for emergency payment due to poor planning. Businesses are often mailed payment at month end, individuals are typically paid within two weeks.

Reimbursements

- Complete Check Request Form on OrgSync. Attach a copy of the itemized receipt.
- Receipts must be the itemized, in order to verify what was paid for.
- Handwritten receipts will not be accepted
- Must list the name of event/activity/travel/etc. for which it was purchased
- Please allow 10 business days to process a check request.
- Reimbursement requests must be completed within 60 calendar days of expense and within the same fiscal year (July 1-June 30) or they will not be processed.

NOTE:

If we are reimbursing an employee, the employee must scan a completed Employee Reimbursement Form and their itemized receipt, THEN attach that scanned document to the Check Request Form submitted through OrgSync. Student Life will then sign it and submit it to Financial Services. (When using using a

Student Life student organization account, the Director signs the documentation, NOT the direct supervisor).

Gift Cards/Purchasing Permission Form

- You MUST have permission from the Provost's Office prior to purchasing any gift cards.
- You MUST have permission from the Provost's Office prior to purchasing other incentives (movie passes, parking passes, etc.) for members or giveaways, if the total purchase is over \$50.
- Incentives/gift cards/raffle prizes/etc. may ONLY be given to **students**.
- All raffle prizes MUST be tracked with the Office of Student Life and Conduct. For each incentive, we must know the following information:
 - Name of Student that received incentive
 - ID number of student
 - What incentive he/she received
- Student Organizations must work with the Office Manager to track incentives.
- Complete the purchasing permission form in OrgSync to receive the approvals noted above from the Provost's Office: <https://orgsync.com/24422/forms/84807>

Consequences of Overspending Budget

- If student organization is less than \$150 over, that amount will be subtracted from the following year's allocation.
- If student organization is \$150 or more over, the student organization will be placed on suspension (made inactive) for one semester.
- If a student organization is over budget in any amount for two consecutive semesters, the student organization will be made inactive/suspended for one year, with required budget training prior to renewal.

Special Notes on Various Spending Levels

- If purchase is less than \$1,000, you can work with the Student Life Office Manager to use a GRCC credit card.
- If purchase is \$1,000 or over, it will require a purchase order.
- If \$5,000 or more, you must solicit 3 bids. You will have to justify selection if the lowest bid is not chosen. Additionally, you will need to complete a Rationale Form (Found on the Purchasing web page, under Resources, available under Forms – <http://www.grcc.edu/purchasing/resources>)
- If \$10,000 or more, the student organization will need to work with Purchasing directly for this process.
- If a student organization will be purchasing significant product from one source throughout the year, please discuss the option of establishing a blanket purchase order with the Office Manager for easier check processing throughout the year.

Student Life and Conduct Policies & Procedures

Event Planning

Event Registration

- Use of space for events without a reservation is prohibited.
- An event registration form must be completed on OrgSync a minimum of 6 weeks prior to any event.
- Reservation confirmation will be emailed following verification that the space is available.
- The Office of Student Life and Conduct reserves the right to change and/or cancel a reservation at any time.
- For questions regarding this policy and the reservation procedure, contact the Office Manager.

Amplified Sound

- You must complete the Amplified Sound request form on OrgSync for any event that will involve amplified sound (DJs, music through speakers of any kind, etc.)
- Amplified Sound requests take time to approve.
- Requests should be made at least 4-6 weeks prior to any event.

RaiderCard Wireless Reader

- Complete the RaiderCard Wireless Reader Request form on OrgSync at least 2 weeks in advance.
- Each reader is valued at \$1,500. If equipment is lost, stolen, or damaged, the organization will be billed for replacement/repair.
- Wireless readers must be returned by end of business day or 9 am the day after an evening event.

Cash box Requests

- Organizations can reserve a cash box for any event when money will be collected and you will need to make change
- Complete the **Cash box Request** form in OrgSync at least 3 days before the event
- A student organization representative must sign the box out from the Student Life Office the day of the event
- When returning the cash box, the representative must split up the original start up cash that started in the box from any additional funds that should be deposited into the student organization account.
- A Student Life employee will sign the box back in and provide a receipt. Cash boxes must be returned by end of business day or 9 am the day after an evening event.

Technical Support and Sound Equipment

- Media will NOT provide equipment for DJs; all DJs must provide all necessary equipment (speakers, mics, etc.)
- Organizations may check out the following type of equipment for their event: A/V carts, laptops, portable projection screens, VHS/DVD combo unit, LCD TV/Monitor on cart
- Equipment check out must be indicated on the Event Registration form on OrgSync

- Once event registration is approved, Equipment Checkout form on the Information Technology webpage must be filled out.

Catering and Food Service

- Food service purchased for events **must be purchased through college food service options*** (Creative Dining – www.grcc.edu/campusdining/catering OR ATC - www.grcc.edu/seccibanquetscatering)
- These on-campus catering bodies have “first right of refusal” for food service. This means that food may ONLY be purchased using a vendor outside the college if our campus-catering bodies have denied the request
- Bringing in food prepared by anyone other than an on-campus licensed catering (such as potlucks or ordering from off-campus restaurants) carries potential liability. If a group incurs this risk, they automatically release the college of any liability in the case of illness, etc.
- Please provide Office Manager with an invoice from Creative Dining once received

**Once per semester a student organization is permitted to order pizza or other food from an external vendor for a meeting/event without getting permission to bring in food from an outside source. Please contact the Office Manager for payment details.*

Guest Speakers

Student organizations should be permitted to host public speakers but are expected to follow the procedures as outlined in this manual. The speakers hosted or events held on campus present their own points of view and do not necessarily represent GRCC. Illegally harassing speech or anything regarded as in violation of the law will not be tolerated or permitted.

Process:

The notification process should start by submitting the Event Registration form in OrgSync at least 4 weeks in advance with the following information:

- Name of speaker or entertainer
- Date, time, and location
- Description of the purpose of the program, presentation, or demonstration
- Campus sponsor(s)
- Off-campus sponsor(s) – if applicable

Screening Movies or TV Shows on Campus

- To show a movie or TV show on campus, the group must purchase the public viewing rights (copyright) – costs typically range from \$300-\$600
- Student organizations may NOT use a DVD rented, purchased, owned by someone in your organization
- Contact the Assistant Director of Student Life and Conduct to gain assistance or information about this process

Frequently Used College Licensing Agencies:

- Swank Motion Pictures www.swank.com/college 1-800-876-5577
- GRCC’s Campus Agent: Matt Pierson
mpierson@swankmp.com

- Criterion Pictures USA www.criterionpicusa.com 1-800-890-9494

Time and Place Limitations

- Weekday, daytime events:
 - Must submit request 4-6 weeks prior to event
- Evening events**:
 - MUST be concluded AND cleaned up by 10:30 pm Monday – Thursday
 - Police coverage is required – request must be submitted by the 15th the month prior to the event
- Weekend events**:
 - Must be submitted 4 weeks in advance
 - Friday night events must be concluded by 9:30pm, with building completely vacated by 10 pm in order to avoid overtime costs
 - Saturday/Sunday events will be determined based on staffing availability
 - Police coverage is required – requests must be submitted by the 15th the month prior to the event

** Events that require Facilities and/or Police coverage may require paying overtime costs

Contract Negotiation

- ALL contracts for service must be signed by the Director of Student Life and Conduct
- Any questions should be directed to the Office of Student Life and Conduct
- In order for us to pay any provider, please note details listed in budget section under “payment requests”

Advertising and Promotion

Social Media

All student organizations are able to have their own social media accounts. Students must represent their organization and the institution in a positive, and professional manner. Students are encouraged to promote events, engagement opportunities, and recruitment events via social media.

Chalking

Sidewalk chalking is another form of advertising that is open for student organizations to take advantage of. Students may chalk the sidewalks of GRCC advertising events, and recruitment opportunities. All chalking MUST include the name of the student organization. All information written on GRCC sidewalk property must be appropriate and professional. Profanity, vulgar language, and inappropriate drawings are not allowed and will be subject to disciplinary action with the office of Student Life and Conduct. All chalking MUST include the name of the student organization.

OrgSync

Events that are registered through OrgSync will automatically be posted on our Student Life and Conduct website.

Word of Mouth/Tabling

Tabling reservations can be made via OrgSync. Student organizations are encouraged to publicize their events and recruitment opportunities via tabling and word of mouth. Students are encouraged to make appropriate announcements in, after, or before class.

Digital Displays

All registered student events have the option of having their event promoted on digital displays. This requested can be made via the OrgSync “Event Registration” form.

Table Tents/Napkin Holders

Table tents and napkin holder flyers can be used for advertising events, and recruitment opportunities. Requests, design, and copies can be made through GRCC EPrint. Table tents and napkin holder flyers can be used at dining facilities across campus (Winchester Alley, Art and Bevs, Raider Rally, and Quiet Cafe).

Posting Policy

Provide 25 copies to Student Life. All posted materials must go through Student Life for approval. Please allow 3 business days for posting. Posters will be posted on designated bulletin boards across campus and removed after the event. No materials may be taped or posted on walls (or areas outside of the yellow boards designated for Student Life) – if posted in this manner, they will be removed. All posters must state the name of the student organization(s) sponsoring the event in order to be approved.

Raider Buzz

- Raider Buzz is an electronic, blog-style news source located at <https://grccraiderbuzz.wordpress.com/>
- Student Organizations interested in advertising in Raider Buzz must email the advertisement information to the Office Manager at least five business days prior to the day you’d like it to be posted.

Printing

- Student organizations have the ability to utilize GRCC ePrint services to help create posters, banners, and other marketing materials.
- All requests must be submitted through the online printing order form found on their website (<http://cms.grcc.edu/grcceprint>)
- All requests should be submitted 2-3 weeks prior to when you need the project completed. Requests that do not allow that time will be reviewed by their staff to determine if completion is possible. Student organization requests will not be prioritized over other requests because of poor planning.
- If you require additional work beyond 3 proofs/changes, you will be billed \$45/hour
- Members working with their staff to complete a project are expected to be professional and respectful. If Student Life receives complaints about group members acting outside of this expectation, the privilege to utilize the service may be revoked for a set amount of time.

Student and Student Organization Travel

- Must be currently enrolled student to be eligible to travel. If organization is traveling over summer semester, students must be enrolled for summer or fall semester
- College travel is defined as an organization event that is off campus for a half day or more, or includes travel of 50 miles or more (round trip)
- Travel approval forms must be completed and submitted on OrgSync **one month prior** to departure date. The travel approval forms must be approved prior to formal travel plans being initiated.

Note: GRCC employees traveling must also complete their Leave of Absence Form and receive approval prior to initiating plans as well. (www.grcc.edu/loa)

- The complete college sponsored travel policy and related documents can be found online at <http://grcc.orgsync.com/clubforms>

Fill out all necessary forms on OrgSync:

- **College sponsored Travel Approval Form** – Must be completed by the advisor and submitted for approval BEFORE making any travel arrangements. This will require attaching a list of participants.
- **Risk and Release Form** – Print and complete for each trip participant (form can be found on OrgSync). A copy should be taken on the trip and a copy must be on file with the Office of Student Life and Conduct. Collect and submit the form to the Director of Student Life and Conduct two business days prior to departure. The Student Life office will provide a copy to Campus Police. **A parent/guardian must sign the Risk and Release Form for student's that are 17 or under.**
- **Emergency Contact Form** – Print and complete for each trip participant (form can be found on OrgSync). A copy should be taken on the trip and a copy must be on file with the Office of Student Life and Conduct. Collect and submit the form to the Director of Student Life and Conduct two business days prior to departure. The Student Life office will provide a copy to Campus Police.

Other things to consider when traveling...

- Participants are allowed to drive personal vehicles so long as all participants are 18 or older and understand that there is no insurance coverage from the College should there be an accident.
 - Recommendations for personal vehicle use:
 - Drivers must not operate electronic devices while operating the vehicle
 - Insurance policy with public liability minimum of \$100,000 per person and \$300,000 per accident
 - Insurance policy with property damage minimum of \$5,000 per accident and \$10,000 aggregate
- Drivers of personal vehicles must abide by all College policies as well as local, state, and federal laws
- Advisors cannot assign personal vehicle or lodging arrangements
 - Rooming arrangements must be determined by those traveling in a consensual and voluntary manner

- Advisors and students **CANNOT** share lodging under any circumstances
- Requests or concerns about lodging can be directed to the Director of Student Life and Conduct
- Prepare your travel budget. The College does not issue advances. Options for covering costs:
 - Pay for costs out of pocket and submit reimbursement requests within 60 days of your return (Itemized receipts will be required for payment!)
 - Schedule a time to meet with the Director of Student Life or Assistant Director to cover registration costs in advance, to establish hotel payment, and/or to purchase tickets (flights, train, bus, etc.) Call 616.234.4160 to schedule an appointment.
- Direct any additional questions about budget to the Student Life Office Manager.

While you're away...

- Have all medical forms in case of emergencies – All students are responsible for their own health insurance. Participants should bring necessary information to prove their coverage.
- College personnel are responsible for ensuring the safety of participants and exercising reasonable precautions to avoid risk or injuries. Participants disregarding the directives of the college employee/advisor, and/or violating the Code of Conduct, may be sent home at the participant's expense and/or subject to disciplinary action through the college judicial system.
- All college policies and rules are in effect during trips. Students and staff can be held liable for violations.
- Keep ALL itemized receipts and note tips. You can tip up to 20%, but cannot be reimbursed if receipts are lost.
- Academic organization trips must go through Study Away approval if group is attending as part of a class and receiving credit of any kind.

Institutional Policies & Procedures

Use of College Name, Seal, Emblem/Logo

- The use of the Grand Rapids Community College name, seal, and emblem/logo is restricted to official business of the college. Any entity requesting to utilize the name, seal, and/or emblem/logo for anything other than official college business, must direct their requests in writing to the President's office. All student organizations that wish to utilize the college name, seal, and/or emblem/logo in their student organization name and/or marketing materials must abide by the following format: "Student Organization Name at GRCC" i.e. Student Alliance at GRCC.

Sexual Harassment

- At GRCC, our primary concern is the safety of our students, faculty, and staff. We are committed to maintaining a positive learning and working environment. Sexual misconduct includes rape, sexual assault, sexual battery, sexual harassment, sexual coercion, domestic

violence, dating violence, sexual exploitation and stalking. Sexual misconduct, a form of sex discrimination, detracts from a positive environment, is wrong, will not be tolerated and is prohibited. See the [Sexual Misconduct Policy](#) for complete details and definitions.

Code of Conduct

- Student Organizations are expected to adhere to the same standards of conduct applicable to individual students as outlined in the Student Code of Conduct. Specific violations of these standards include, but are not limited to:
 - Violating or permitting members or their guests to violate, or failing to prevent when prevention was possible, the violation of the Code of Conduct or any applicable, city, state, or federal law or regulation.
 - Violating or permitting members or their guests to violate, or failing to prevent when prevention was possible, the violation of any contract or other agreement between the student organization and the College.
 - Committing any act in violation of any policy, procedure, or agreement, including the policies described in the most recent version of this manual or another agreement between a student organization and a College official and department, as well as rules promulgated by appropriate College officials, and any other rules made applicable to student organizations.
 - See the [Student Code of Conduct](#) for complete details and definitions.

Equal Opportunity and Nondiscrimination Statement

- All student organizations must follow and adhere to the GRCC Equal Opportunity Statement. Membership and Executive Leadership in a Student Organization may not be restricted on the basis of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.
- A student may not impede or obstruct the College's suspension of a Student Organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the College.

Application of Policies

- Any violation of above policies by one or more members of a student organization may constitute a violation of the organization itself. Where those administering the Student Code of Conduct conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending member. Conversely, when an organization has been found guilty of a Code offense, those administering the Student Code of Conduct may impose sanctions on some or all members of that organization depending upon the degree of general participation in the offense.
 - In the event that a student or group is charged with an offense under the Code, it shall not be a defense that the organization in question is one which is no longer recognized by the College

as a result of its status being rescinded, revoked, or suspended.



Mission

It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

Vision

Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people's lives and contributing to the vitality of the community.

Values

- R esponsiveness
- A ccountability
- I nnovation
- D iversity
- E xcellence
- R espectfulness
- S ervice

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Equal Opportunity and Non-Discrimination Statement

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College's policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Equal Employment Opportunity and Americans with Disabilities Act information may be obtained from the Director of Human Resources/Labor Relations & EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3201. Telephone (616) 234-3972. GRCC is a tobacco free campus. 2/14 1314-18521

This publication is available in alternative formats upon request. Please contact Student Life for more details.