



HANDBOOK

Soar, Eagles! TM

POLK STATE COLLEGE
HANDBOOK FOR STUDENT ORGANIZATIONS AND CLUBS
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INTRODUCTION TO THE STUDENT ACTIVITIES AND LEADERSHIP OFFICE

The Student Activities and Leadership Office (SALO) encourages, and fosters student organizations centered on social issues, academic pursuits, community service, political and religious affiliations, as well as other interests. These organizations reflect and benefit the varied interests of the students who attend Polk State College. A group of Polk State students with a common goal can establish an organization that offers opportunities for students to grow individually, explore educational avenues, and develop leadership and professional skills. The purpose of this Handbook is to describe the procedures for organizing and chartering such organizations.

This Handbook is only for chartered student organizations. College policies pertaining to organizations are included, as are procedures for scheduling special activities. Each Club Advisor and organization member should become familiar with the policies and procedures of this Handbook.

Polk State College's non-discrimination statement:

Polk State College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment. The following person has been designated to handle inquiries regarding non-discrimination policies:

Melvin Thompson
Director of Student Development/Title IX Coordinator
3425 Winter Lake Road
Lakeland, FL 33801
Office: LAC 1239B
Phone: 863.669.2903
Email: mthompson@polk.edu

VISION

The vision of the Polk State College Student Activities and Leadership Office is to enrich and enhance the sense of community captured in the motto: ***We are Polk.***[™]

MISSION

The Student Activities and Leadership Office provides qualitative and quantitative outcomes by:

- Providing programs, support services, and college-wide collaboration to increase student success, engagement, and retention.
- Building future community leaders who model an appreciation of the differences in cultures and backgrounds.
- Inspiring students to think globally and collaboratively with other stakeholders to serve the community.
- Fostering a sense of integrity and cultivating lifelong relationships based on learning, community, collaboration, and civic engagement.

STRATEGIC GOALS

The Student Activities and Leadership Office:

- Supports the community by providing quality programming, activities, services, and resources that meet the needs of students, staff, faculty, and visitors at the College.
- Strengthens and builds relationships with students, staff, alumni, and members of the community through activities that promote service, social interaction, learning, leadership, and connection with others.
- Expands the holistic college experience for students.
- Advocates for students and empowers them with the knowledge they need to become successful in the classroom and in the workforce.
- Creates opportunities for personal growth, leadership development, and exploration of varied interests.

THE DEFINITION OF A POLK STATE CHARTERED ORGANIZATION

Polk State's chartered student organizations are those which have been given official recognition by the College administration and the Student Government Association (SGA). The Student Government Association is the governing organization that represents the student body, and its actions supersede those of all other student organizations and clubs.

Chartered student organizations are those that have only Polk State students as members and are not directly funded by the College. No Polk State College organization's charter (or its local, state, national, or international affiliation) may permit exclusion from membership on basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment.

College-funded organizations are considered extensions of the College structure and are governed by policies and rules set forth by the Polk State College District Board of Trustees (DBOT) and the Student Government Association.

Active chartered organizations have certain privileges and responsibilities.

Privileges of a Polk State Chartered Club (or Organization):

1. A chartered club may request the use of College facilities.
 - A. The College determines what constitutes appropriate use of its facilities.
 - B. Extra expenses connected with the use of facilities (e.g., extra security, utilities, media support, cleaning) may be charged to the club.
 - C. Use of available and suitable space during regular College hours is provided at no charge.
2. A chartered club may submit announcements of its events to their campus SALO Coordinator for placement in the Virtual Student Center and digital signage in the Student Center.
 - A. All announcements must be approved by the Club Advisor.
 - B. Announcements may only be used to publicize regular club meetings and activities that have been approved according to the procedure on *Scheduling Activities and Events* that is part of this Handbook.

- C. Any mass student email through the Virtual Student Center must be approved by the Club Advisor and then submitted to the Director of SALO for final review.
- 3. A chartered club may post announcements in designated areas on campus.
 - A. All posters, flyers, and other items must comply with the guidelines of the Polk State College Office of Communications and Public Affairs (OCPA) and the Student Activities and Leadership Office (SALO). Items must be sent through SALO to the College Editor and then OCPA, so a generous timeline (i.e., at least two weeks from the event) should be incorporated when planning for posted material.
 - B. Posters, flyers, and signs must only be placed on designated boards around campus.
 - C. A chartered club may request help from the Student Activities and Leadership Office regarding printing and duplication, as well as the use of phones. These services are only provided when not in conflict with SGA and SALO functions.
 - D. A Club Advisor may request media services for an approved club function. Media expenses may be charged to the club.

Responsibilities of a Chartered Club (or Organization):

- 1. The Club Advisor must be involved in all official club activities, whether on or off campus.
- 2. Before an event, the club must fill out an *Event Request Form* at least 10 business days in advance.
- 3. Financial records must be open to the College for inspection and audit. Complete records of income and expenditures must be kept.
- 4. The club must hold meetings at least once a month and keep a written record of the minutes from each meeting. These minutes must be made available upon request to SALO.
- 5. Each club must provide representation at Welcome Week's *Club Rush* event and send participants to at least one SGA leadership event per semester.
- 6. Each club must participate in (or plan) at least one community service event per semester.
- 7. Each club must send representatives to the Inter-Council of Clubs meetings.
- 8. A club must supply any requested information to the Student Activities and Leadership Office.
- 9. Each club activity must comply with the College's policies and procedures, as well as the rules set forth for clubs by the Student Government Association.
- 10. When participating in club activities on or off campus, the club must represent Polk State College in such a way as to enhance the College's standing in the community.
- 11. A club may use the Polk State College name only in connection with approved official club activities.
- 12. A club may hold only those activities that fulfill or address the stated purpose of the club.
- 13. A club must obtain SGA approval for any changes in the club's purpose or constitution.

14. A club must establish practices that in no way discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment

Failure to comply with these responsibilities may result in an administrative review by the Director of SALO, the Senior Vice President for Student Services and Campus Operations, or the Student Government Association. Possible repercussions include action to suspend the organization from any activity on campus and revocation of the organization's charter.

After reviewing the responsibilities and privileges associated with charter status, a group may decide to exist without being chartered. Such a group may not use the College's name in conjunction with any of its activities or as a part of its club name. An unchartered group is not granted any of the privileges of a chartered organization.

THE CREATION OF A NEW CHARTERED ORGANIZATION

A new organization or club may be chartered during the fall or spring term. The procedure for establishing or reactivating an organization or club is as follows:

1. The group must first apply for permission to organize. To do so, an interested party must:
 - A. Obtain the *Handbook for Student Organizations and Clubs* from the Student Activities and Leadership Office.
 - B. Complete the *Polk State Student Organizations: Request for Permission to Organize and Become a Chartered Organization Form*. This form requires information about the name, purpose, and intent of the club or organization, as well as its benefit to the College. This form must also be signed by eight currently enrolled students who intend to be members of the club. Each student signature must be legible and must be accompanied by a printed name and the Polk State College Student ID Number.
 - C. Identify a Polk State College faculty or staff member who is willing to serve as the Club Advisor (**Note: more than one employee can act in the capacity of Club Advisor simultaneously**). The form must be signed by an individual who is willing to accept the responsibility of sponsorship as outlined in this Handbook. The Advisor must be available during anticipated club activities. This availability must not conflict with regular work assignments. An employee interested in advising a club must notify his or her direct supervisor of this intention in advance.
 - D. Propose times and dates for organizational meetings.
 - E. Ensure that the rules set forth by the governing body (i.e., if the organization is affiliated with a local, state, national, or international governing organization) are aligned with the rules set forth by Polk State College.
 - F. Return all information to the Student Activities and Leadership Office. The requested information necessary to create a chartered organization is then submitted to the Director of SALO and the Senior Vice President for Student Services and Campus Operations. These individuals may grant permission to the group to hold organizational meetings.

2. If the request is approved by the Director of SALO and the Senior V.P. for Student Services and Campus Operations, the club has 30 days to get organized. During this time, the club may hold organizational meetings on campus.
 - A. The Club Advisor must attend all meetings.
 - B. If needed, the group must request meeting space through the Facilities Department Office and ask for dissemination of announcements through the Student Activities and Leadership Office; these requests must be made a minimum of two weeks prior to a given meeting.
 - C. The group must obtain prior approval for posters and flyers that announce meetings through the Student Activities and Leadership Office and the Office of Communications and Public Affairs (requests must be made two weeks in advance of the meeting or event). Prospective club members must observe the instructions regarding where these items may be displayed.
3. The approval of a charter request and a group's constitution is based on consideration of the purposes of the organization. The club's purpose and constitution should:
 - A. Enhance student success, retention, and engagement.
 - B. Be in alignment with the College's mission, goals, values, procedures, and rules.
 - C. Not encourage activities that are illegal or in conflict with College policies and goals.
 - D. Not discriminate unfairly against any student on the basis of race, religion, color, national origin, sex, age, disability, sexual orientation, veteran status, or any other factor as covered previously.
 - E. Not threaten the health, safety, or property of members of the student body, staff, or community.
 - F. Not interfere with the effective functioning of the College or that of any other chartered student organization.
4. The group must prepare a constitution for the club. The Student Government Association has provided a sample constitution that can be used as a guide (cf. *Sample Constitution for Polk State Student Involvement Club* at the end of this Handbook). This document is only a suggestion to assist the group with getting started. Each club's constitution must include the following: the club's name, its purpose, membership requirements, officers' responsibilities, the selection process for officers, amendments (or special rules), and procedures for amending the constitution.
 - A. The club's constitution must be typed and carefully proofread. If necessary, the Student Government Association can assist with this process.
 - B. The constitution must then be ratified (i.e., read and signed) by eight prospective student club members and the Club Advisor. It must then be submitted to Student Government Association.

- C. The group must prepare a tentative list of club activities for the term.
 - D. If the constitution is approved by the Student Government Association and Senior V.P. of Student Services and Campus Operations, the organization becomes a chartered club. The constitution is filed through SALO, and this becomes the official reference copy. Changes to the constitution are not recognized without approval from the SGA and the Director of SALO. The club must be active on campus, have regular meetings, and recruit student members.
 - E. The club must be active for one Academic Year before it is eligible for an allocation of Activity and Service fees from the SGA. The club may request money from the SGA at any time after it is chartered to help pay for an event the club is planning.
5. Activity and Service fee requests must be approved by the Student Government Association. Club representatives may be asked to present these requests to the SGA or Director of SALO in person so that any questions related to usage can be answered. If a request is not approved, a written explanation is sent to the Club Advisor. If a request is denied, club members may appeal the decision to the Senior Vice President for Student Services and Campus Operations.

DEFINITION OF AN ACTIVE CHARTERED ORGANIZATION

In order to receive the club privileges described in this Handbook, chartered organizations must maintain active status. To do this, the organization must file a *Current Club Information Form* and a *Budget Request Form* with the Student Activities and Leadership Office at the beginning of each fiscal year. Each fiscal year begins on July 1.

Having filed these forms, an organization is considered active if it is carrying on regular activities and holding regular meetings at Polk State. If an organization has been inactive for more than one Academic Year, it is necessary to go through the chartering process again to reactivate the club. A reactivated club is reestablished as a new club. The Student Government Association, Director of SALO, or an Associate Dean of Student Services may withdraw a charter's active status, put a club on probation, or freeze club funding from Activity and Service Fees based on any of the following situations:

- 1. If a club's activities are in conflict with the stated purposes of the organization or are in violation of the organization's approved constitution.
- 2. If a club's activities are determined to violate Polk State College's procedures or rules; violate local, state, or federal law; or incite individuals to such violations.
- 3. If the club's activities conflict with the requirements of its initial recognition.
- 4. If the club attempts to operate without a Club Advisor.
- 5. If the club fails to send representation to at least two meetings of the Inter-Council of Clubs per semester.
- 6. If the club fails to participate in at least one community service project per semester.
- 7. If the club fails to hold meetings at least once a month.

8. If the club fails to participate in at least one Student Government Leadership event per semester.
9. If the club uses Activity and Service Fees for unauthorized purchases. This is a violation of *Polk State College District Board of Trustees Rule 5.03: Funding of Student Activities and Organizations*.

A club can appeal a decision to freeze its funding to the Senior Vice President for Student Services within 10 business days. The decision of the Senior V.P. is final.

INFORMATION FOR CLUB ADVISORS

The Club Advisor of the student organization must be an active participant. He or she must attend most meetings, ensure that College policies are followed, and work with members of the group to develop an efficient and effective organization. There is no financial remuneration available for the Club Advisor. The approval to become an Advisor is based on expressed interest, availability of time, level of commitment to the club, and past record of club sponsorship. Any staff member, faculty member, or administrator may apply to become a Club Advisor provided such service does not conflict with regular work assignments.

The Club Advisor must be both accessible and interested and provide whatever advice the group and its officers might seek from him or her; however, this must be managed such that the student organization is student-led and operated. The Director of SALO, with input from the Club Advisor's supervisor and or the Senior Vice President for Student Services and Campus Operations, retains the right to remove a Club Advisor from their position if the Advisor is not abiding by or upholding the policies and procedures set forth by the College. SALO may also remove a Club Advisor for negligence of duties or for creating an unsafe or hostile club atmosphere. A Club Advisor is allowed to serve as an advisor no more than two clubs or organizations at a time. Also, for a part-time employee who serves as a Club Advisor, a Co-Advisor is required.

The Club Advisor must assist with the finances of the organization. All fundraising activities should first be approved by the Director of SALO. Fundraising events and sponsorship requests need final approval from the College's Foundation Vice President of Institutional Advancement/Executive Director and the College President. All monies that are raised must be deposited into a Fund 6 Account set up by the Student Activities and Leadership Office.

1. The Club Advisor must make sure the Club Treasurer keeps accurate receipts for all fundraising activities. No monies should be deposited in an off-campus account. All fundraising dollars must be deposited to the club's fundraising account through the Foundation Office or via the Cash Management Office. (**Note:** *The Coordinator of Student Activities can assist the Club Advisor and Treasurer to set up a fundraising account through the Business Office.*) A Club Advisor is not allowed to move money allocated to the club by SGA into a fundraising account.
2. The Club Advisor may help find extra staff and campus security for special events if needed, and he or she may help students plan activities far enough in advance to avoid difficulties.
3. The Club Advisor, with the help of the organization, is responsible for ensuring adherence to the College rule prohibiting possession or consumption of alcoholic beverages or illegal drugs, as well as prohibiting hazing at any function. The Club Advisor, club members, and any employees attending a club's function share this responsibility.

4. The Club Advisor should be aware that problems might be encountered from persons who are not members of the College community, but who attend functions held by the organization. Members of the student organization should be reminded that they are directly responsible for the conduct of their guests at any function.
5. The Club Advisor should monitor the content and currency of information on webpages and social media sites. Content of webpages should be appropriate and in keeping with the mission, values, and brand of Polk State College.
6. The Club Advisor must ensure that activities and events sponsored by the organization are cleared through the Student Activities and Leadership Office in accordance with established procedures. If any issues or questions arise, the Advisor should consult with the Director of SALO.
7. The Club Advisor must be assigned as an authorized Polk State College driver and attend driving safety training before he or she transports students as part of a club activity. In addition, the Club Advisor must attend other related safety trainings.

SOCIAL MEDIA

Opinions expressed by students on a club's social media site(s) do not necessarily reflect the opinions of Polk State College, but students should be aware that they are responsible for what they post. Each post (and any other content) is bound by and subject to the College's policies and procedures, including—and without limitation—Polk State College Procedure 4.01: *Code of Conduct for Students and Student Organizations*, Procedure 5028: *College's Student Code of Conduct: Sanctions and Assignments of Penalties for Violations*, Procedure 5001: *Code of Conduct for Student Participants*, Procedure 5029: *Student Code of Conduct Violation Procedure--Student Groups and Organizations*, District Board of Trustees (DBOT) Rule 3.27: *Harassment/Sexual Harassment*, DBOT Rule 4.02: *Admissions Policy*, DBOT Rule 4.33: *Hazing* and the College's procedures relating to harassment, sexual harassment, and discrimination (i.e., Polk State Procedure 5027, 6052, 6076, 6086, and 6091). Accordingly, the College prohibits the transmission of any material that is deemed intimidating, harassing, or disruptive, or is otherwise in violation of applicable laws, regulations, rules, and policies regarding public communications. Polk State College reserves the right to remove content from a club's social media account(s).

BRANDING, LOGOS, AND MARKETING MATERIALS

A club's logo or name must be present on all promotional items and marketing materials for events that are funded with Student Activities and Service Fees (SALO dollars). This includes (but is not limited to) freebies (e.g., stress balls, candy, lanyards, pins, highlighters, sticky notepads), shirts, websites, letterhead, presentations, fliers, brochures, and other such items. On brochures, the Polk State College *Equal Opportunity/Equal Access Statement* must be present at the bottom of the brochure. On posters and fliers, the SALO footer is required at the bottom.

All event fliers and posters must be approved by SALO and sent to the Office of Communications and Public Affairs (OCPA) for review and approval. For this reason, an organization should plan time prior to the event for this process—up to three weeks is preferred; two weeks is mandatory. All promotional items and marketing items produced must be approved by SALO and OCPA before any items can be ordered for publication, printing, or distribution. If the organization is located on various campuses, all affiliates are required to use the same club logo. The organization may use any design company or select from a list of vendors provided by SALO.

THE INTER-COUNCIL OF CLUBS

The Inter-Council of Clubs (ICC) is a standing committee established by the Student Government Association. It is composed of a representative from each chartered organization on campus and is chaired by the Student Body Vice President. The group's main function is to coordinate the efforts of all clubs, inform other clubs of activities, collaboration of student leaders and share ideas between clubs. ICC also will advise SGA on student issues and concerns at the College and in the community.

SCHEDULING ACTIVITIES AND EVENTS

The following procedure must be followed when a chartered student organization is planning any event other than a regular club meeting. The activities of all clubs must be coordinated through the Student Activities and Leadership Office so as not to conflict with other College programs' events and activities.

Requests must also be screened for compliance with College policies. Any activity or event that has a campus-wide impact or College-wide impact requires submission of an *Event Request Form* to SALO at least 10 business days (i.e., generally, two full weeks or more) in advance.

Note: *If an activity concerns only club members, approval from the Club Advisor is sufficient. The Club Advisor has authority to determine whether an activity should be sent for further approval to SALO based on this information.*

When scheduling an event through SALO, the following steps must be followed:

1. Upon approval of the activity by SALO, the Club Advisor must fill out a *Facilities Request Form* and *Room Reservation Form* indicating the room requested, special needs, AV services, and any other requirements for the event. These forms should be sent to the Facilities and AV Services departments at least two weeks in advance of the event.
2. After obtaining approval and receiving confirmation of the room and other facilities, the club may publicize the event by:
 - A. Preparing, obtaining approval for, and distributing posters and flyers according to the regulations described in the Publicity section of this Handbook.
 - B. Placing a notice of the event on the College Bulletin Board.
 - C. Announcing the event on the club's social media site(s) after obtaining approval for this material from the Club Advisor.
3. After the event has been publicized, the club must arrange for tickets, security guards, and law enforcement (as needed) through the Coordinator of SALO.
4. If the club has any questions, problems, or special requests, these should be addressed with the Director of SALO.

PUBLICITY

Posters and Signs

An active chartered student organization is authorized to distribute posters, flyers, and other materials to publicize an approved event as long as the organization complies with the standards listed below.

1. No publicity for any special club activity may be distributed off campus until that activity has been approved by the Student Activities and Leadership Office.
2. All posters must clearly indicate which chartered organization is responsible.
3. Flyers and posters shall receive approval by SALO, must be reviewed by the College Editor, and must include the standard Polk State College logo and SALO footer, as well as the College's Equal Opportunity Statement. Items should be submitted at least two weeks in advance.
4. All posters must indicate the date and time of the event.
5. Products that have been determined to be harmful or possibly injurious to health (e.g., tobacco and alcohol) cannot be advertised or promoted in any way on distribution materials.
6. Once approved, posters may be displayed on bulletin boards or in appropriate areas as aforementioned.
7. Posters may not cover any part of another poster or sign.
8. Posters should not be taped to glass doors. These must not be placed in such a way as to block viewing through the door. Posters on such doors should be placed considerably above or below eye level. Items should not be taped to wooden, metal, or bathroom doors. Plexiglass signage holders, official corkboards, and advertisement boards may be used when not in use for other purposes.
9. The club is responsible for removing its posters and cleaning off all tape as soon as the posters are out of date (within 24 hours). No items should be posted for more than two weeks.
10. An activity sponsored by an uncharted or off-campus group is not approved for public distribution on campus if the activity or publication:
 - A. Is essentially commercial in nature.
 - B. Interferes with regular College programs.
 - C. Is judged to be in poor taste.
 - D. Permits or encourages games of chance or gambling.
 - E. Presents only one side of a controversial issue.

SMOKING AND DRINKING ALCOHOLIC BEVERAGES

Smoking is not allowed on campus. Alcoholic beverages are not permitted on the campus or at any student activities-sponsored function.

CHARGING ADMISSION TO SPECIAL ACTIVITIES

If a student organization charges admission to an activity, the amount of admission and the purpose of the fee must be recorded, along with the amount of money received. Accurate receipts must be kept and maintained for all events where an admission price is charged. An organization must deposit its funds with the Polk State College Foundation Office or Cash Management Office. The Club Advisor must deposit the money into the club's Foundation account through the Polk State College Cashier. An organization is not allowed to charge students for admission to an event if the organization is using money allocated from SGA to hold the event. A final written report of revenue must be provided to the Director of SALO within three business days of the conclusion of the event.

COLLEGE POLICIES PERTAINING TO STUDENT ORGANIZATIONS

Details about the College's policies relating to student organizations can be found in the following Polk State Procedures and District Board of Trustees (DBOT) Rules located on the College website. (<https://www.polk.edu/about/procedures/> and <https://www.polk.edu/about/rules/>).

- District Board of Trustees Rule 4.25: Recognition of Student Participation in College Decision Making
- District Board of Trustees Rule 4.33: Hazing - Must be included in club's bylaws, constitution or rules.
- Polk State College Procedure 5001: Code of Conduct for Student Participants
- Polk State College Procedure 5029: Student Code of Conduct Violation
- Polk State College Procedure 5021: Student Media
- Polk State College Procedure 6057: Distribution of Literature, Solicitation on Campus & Campus Free Speech
- Polk State College Procedure 5033: Funding of Student Activities and Organizations
- Polk State College Procedure 6070: Fundraising Activities
- District Board of Trustees Rule 5.04: Fundraising for Student Clubs and Polk State College Related and Community Nonprofit Organizations

STUDENT ACTIVITIES-BASED TRAVEL PROCEDURES

SALO involves students in a variety of state and national conferences, workshops, and conventions; this enables students to network, learn best practices, and represent the College throughout the state and country. To participate in travel, each student must submit the required documentation and adhere to the terms and conditions of these documents. Any student involved with SGA (or any club recognized by the SGA and Polk State College) must fill out a *Student Agreement Form* and an *Absence Request Form* before they are allowed to travel outside of Polk County on behalf of the College. A student who wishes to travel to a conference, workshop,

convention, or similar activity with an organization must be accompanied by and travel with an approved faculty member, staff sponsor, or Club Advisor; be in good academic standing with the College; and maintain an overall grade-point average (GPA) of 2.0 or greater.

Each Club Advisor and sponsor accompanying students on a trip must complete a *Pre-Travel Authorization Form* and attach the documentation for the trip. Documentation includes: the agenda for the trip, the room prices for the host hotel, and mileage documentation (i.e., if the advisor is driving their personal vehicle). Polk State Procedure 6049: *Travel and Subsistence for Authorized Persons* provides a detailed listing of the travel rules and regulations. The Club Advisor must keep a copy of the *Student Leave Form*, *Student Agreement Form*, and *Absence Request Form* for each student who is planning to travel. The *Pre-Travel Authorization Form* (with documentation) and *Student Advance/Leave Form* must be submitted to the Club Advisor's supervisor for approval; these are then forwarded to SALO at least 15 business days prior to the scheduled dates of travel. An individual who needs assistance with filling out these forms should contact the Student Activities and Leadership Office. When driving a personal vehicle for club activities, the Club Advisor's personal driver's insurance serves as the primary insurance and is the extent of the driver's protection. The Club Advisor must have a valid driver's license. The Club Advisor must ensure that each student fills out all the appropriate forms any time he or she leaves campus on a College-sponsored trip.

Note: *If the participating student is a minor who is under 18 years of age or dual-enrolled, the form(s) must be filled out by the student's parent or guardian. If the student is a high school dual-enrolled student, the student's parent must also fill out the Polk County School Board Permission Slip Form in addition to the Polk State College Travel Form.*

If the Club Advisor chooses to include a cultural dinner while traveling, he or she must get approval from the Director of SALO before the trip. The dinner counts as a meal, and individuals cannot receive per diem funding for dinner for that day. A club that travels is allowed one cultural dinner per conference, per semester. If travel is outside of Polk County, the restaurant cannot be a chain restaurant located in the County (e.g., Olive Garden, Red Lobster, Applebee's), and it must serve a broad array of cultural foods. The student and Club Advisor can allow expenditure of up to \$55 per person for dining at the event. Anything in excess of this value must be paid for personally by the student and advisor or use the club's fundraising account. An educational club-based discussion must occur after dining so that students can explore the differences in culture and food noted during this experience (i.e., in comparison to those of the United States and Polk County).

Consumption of alcoholic beverages is not permitted during any College-sponsored activity. Each student (regardless of age) must be under the direction of the Club Advisor at all times while on trips away from campus. The Club Advisor must ensure that each student's behavior and decorum honor the responsibility held by the student as a representative of Polk State College. The Club Advisor must ensure that students are aware of the appropriate attire and requirements during the event. Each student is responsible for adhering to all other provisions of the *Student Rights and Responsibilities* contract and the *Polk State College Student Code of Conduct* while participating in College-sponsored activities.

EMERGENCY PROCEDURES; INJURY AND INCIDENT REPORTING

For club-related incidents that occur on campus, an individual should immediately call the Security Office at 863.297.1059 (or extension 5059 from a campus phone) and then the Director of SALO. For incidents that occur off campus, a student or Advisor must use discretion in how to handle the

situation. In the case of a serious injury or life-threatening event, an individual should always call 911. Every incident, regardless of the severity and whether it occurs on or off campus, must be reported to the Campus Security Office. The advisor must contact Campus Security within 24 hours of the event. The College representative who responds to the situation (e.g., a Security Officer, Club Advisor, trip chaperone, or coach) should take responsibility for filling out the *Accident-Incident Report Form*.

Listed below are some guidelines for how to respond to different types of incidents. All incidents and injuries must be documented through an *Accident/Incident Report Form*. In case of Injury, the individual should first calmly evaluate the situation. If someone has a head injury, is unconscious, or is experiencing life-threatening injuries or sickness, it is appropriate to call 911 along with the Security Office. For any non-life-threatening injury, the individual can simply call the Security Office. If alcohol or drug use is suspected as related to an injury or loss of consciousness, an individual must call 911 before calling the Security Office. If the individual is behaving unusually or erratic, the incident should be immediately reported to any staff member who is present before calling the Security Office. If the subject is intoxicated or under the influence of drugs, it is important to make sure someone stays with this individual at all times until help arrives.

In the case of a threatening event, it is important to calmly evaluate the situation. If someone is acting unruly or is making people feel uncomfortable, this should be immediately reported to any staff member who is present. If this occurs on campus, the Security Office should also be informed of the situation. In the event of a crisis (e.g., the presence of gunfire, weapons, or an explosion) the individual must call 911.

RISK MANAGEMENT

Insurance coverage for approved College-sponsored events that are held on campus is provided through the College's general liability policy. This coverage exists for events that are normal activities for student organizations, including meetings, fundraisers, speaking engagements, and other general activities.

There are exceptions where certain kinds of events are not covered by this policy. For sporting events such as tournaments, inter-club sports activities, and other activities with higher risk, the student organization is required to address the risk exposure. This is done in consultation with the Risk Management and Safety Office, and may include the use of participation waivers, special-event insurance, or some combination thereof. Special event coverage must be arranged through the Risk Management and Safety Office at the sponsoring group's expense, and evidence of the purchase of coverage must be provided to the Student Activities and Leadership Office.

The College's general liability policy does not necessarily extend to activities that are conducted off campus. All events sponsored by and promoted as a SALO event must be submitted and approved by the Director of SALO. Student organizations holding off-campus events assume the responsibility and liability for such events and activities.

The College strongly recommends that a student organization wishing to host an off-campus activity consider obtaining liability insurance to protect the organization and its members. If a student organization has a national affiliation, student representatives of the organization may want to inquire with the organization's national office to see what insurance coverage (if any) is extended to the group.

WAIVERS

Everyone (employees, students, and approved volunteers) who joins or participates in a club at Polk State College must sign a *Release and Assumption of Risk Form* at the beginning of the fall semester. This waiver serves as a student's acknowledgment of the risks and hazards that can arise from participation in, and travel associated with, Polk State College's student club-based activities. This waiver releases Polk State College from any liability associated with a club activity. A waiver form must be submitted to SALO at the start of each Academic Year. A student who is under the age of 18 must obtain a signature from his or her parent or guardian

POLK STATE STUDENT ORGANIZATIONS:

REQUEST FOR PERMISSION TO ORGANIZE AND BECOME A CHARTER ORGANIZATION

Note: Please Attach a signature page with eight student signatures, along with printed names and Polk State Student ID Numbers.

Date: _____ Name of Organization: _____

Name of the Student Submitting Organization Paperwork: _____

Student ID: _____ Email: _____

Organization's Purpose:

How does this organization align with the strategic goals of the College?

Club Advisor:

I request approval to become the Club Advisor of the proposed organization. I understand the responsibilities of club sponsorship as described in the current Polk State College Handbook for Student Organizations and Clubs, and I agree to accept those responsibilities.

Print name: _____ Signature: _____

Signature of the Club Advisor's Supervisor: _____

REQUEST TO ORGANIZE: APPROVED DENIED

Director of SALO: _____

*Senior V.P. for Student Services and Campus Operations: _____

Note: If the organization is a College-wide entity, it requires final approval from both the Director of SALO and the Senior Vice President for Student Services and Campus Operations.

Final approval to become a recognized, chartered organization within SALO:

Student Government Association: _____

Note: Copies of this document must be provided to the Student Activities and Leadership Office (SALO), the Vice President for Student Services, and the Organization's Club Advisor.

Sample Constitution for Polk State's Involvement Club

Note: Items marked in bold font are required in each organization's constitution.

Article I—Organization Name

The name of this organization shall be the Polk State College Involvement Club.

Article II—Purpose

[Insert the club's Mission Statement or Statement of Purpose here.]

Article III—Membership

[List any membership requirements such as meeting attendance, special interests, volunteer service, GPA, etc.]

Article IV—Officers

Section 1: Eligibility

All officers and members of the Polk State Involvement Club shall be students in good standing at Polk State College. (List any special membership requirements for officers such as meeting attendance, prior leadership experience, volunteer service, GPA, etc.)

Section 2: Titles and Duties

The officers of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer is permitted to hold more than one officer position at a time. All officers have voting rights; however, the President is only eligible to vote in the case of a tie.

Any officer may be re-elected, however, he or she may not serve the same position for more than two consecutive terms. An officer cannot reappoint himself or herself for a second term; each officer must be re-elected as described in Article V of this Constitution.

The President shall:

- Supervise the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with *Robert's Rules of Order* to conduct meetings.

The Vice President shall:

- Assist the President in his or her duties.
- Assume the President's responsibilities in the case of his or her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Keep accurate records of all meetings.
- Maintain an accurate list of members and their contact information.
- Perform a roll call of all members and maintain an attendance record.

- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be responsible for creating budget reports at the beginning of each fall and spring semester.

Article V—Selection of Officers

Term of Office

SECTION 1. Any student who meets the membership requirements may participate and serve as an active member of the club. Any active member has the right to vote on issues discussed during the weekly meetings and thereby influence student legislation involving the club.

SECTION 2. To serve as an Executive Officer, a club member must meet the requirements described in Article IV Section I and be elected by a plurality of the students in the club. An eligible and interested student may campaign for only one office per term. Equal monetary resources are made available to each campaigning student before the official start of the campaign, as agreed upon by the SGA and the club.

SECTION 3. A student may run for only one office in a given election period.

SECTION 4. Elections shall be held during April so that a newly elected Executive Board takes office no later than July 1. Campus elections may be extended or moved up with a two-thirds vote by the Executive Board.

SECTION 5. The length of the term of an officer shall be no longer than one calendar year. Each newly elected officer shall take office immediately after July 1 for the fall semester, or December 1 for the spring semester.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Any officer may be removed from office upon a two-thirds majority vote of eligible members.

Section 2: Resignation

An officer who no longer wishes to serve on the Executive Board must submit his or her resignation to the President at least two weeks in advance.

Section 3: Filling Vacant Officer Positions

In the event that an officer is removed or resigns, the nomination process (as stated in Article V Section 2) shall take place at the next scheduled meeting. During the following meeting, an election is held and the newly elected officer is sworn in.

Article VII—Meetings

Section 1. Meeting a Quorum of Participants: A quorum is required to conduct business. A quorum for the Executive Board is fifty percent of the officers. Fifty percent of the organization's active members constitutes a quorum. The President is in charge of calling meetings, and the

Secretary is responsible for notifying all members of the upcoming meetings. The President shall preside over all meetings and shall follow *Roberts Rules of Order* to conduct the club's business.

Section 2.

[Any other rules related to meetings, participants, and meeting operations.]

Article VIII—Amendments

[Insert any amendments specific to the club or any special requirements of members, events, or attendees.]

Article VIII—Hazing

[See the District Board of Trustees Rule 4.33: *Hazing* regarding what to include in the bylaws.]



Your Name:	Phone#: () -	E-mail:
Organization/Club Name:	Advisor Name:	
Event Name:	Date: / /	
Is this event Education/Leadership/Cultural/Social/Other?		
Is this a Joint Event? _____ If so, with what organization or department.		
Event Description:		
Estimated Attendance: _____		
What is the desired learning outcome you hope to achieve from this event or activity:		
Before you submit please included the following documents:		
Quotes	<input type="checkbox"/>	
Location	<input type="checkbox"/>	
Facilities and Av Service Set-up	<input type="checkbox"/>	
Flyer Approval	<input type="checkbox"/>	
Total cost for event:_____		

Event Date and Start Time:	Event End Time:
Estimated Number Attending Event:	Room Number/Location:

By my signature, I verify that this event complies with the policies set forth by Polk State College Rules and Procedures and Student Organization Handbook.

Faculty Moderator/Club Advisor Signature:	Date:
Club Representative Signature:	Date:
Student Activities and Leadership Director Signature:	Date:

Please attach a copy of the Event flyer.

CREATING A FLIER?

Event title

DATE AND TIME

January 1, 2025
8 a.m. - 12 p.m.

LOCATION, INCLUDING CAMPUS NAME

WLR 106 | Polk State Winter Haven Campus

HOW

To attend, register, RSVP, etc.

OTHER IMPORTANT RULES:

PHONE NUMBERS | 863.297.1000

DO **NOT** USE PSC

DO **NOT** MANIPULATE LOGOS

NO ACRONYMS OR ABBREVIATIONS ON FIRST REFERENCE

Student Activities and Leadership Office **FIRST**
THEN SALO

Use first and last names and titles

Always include footer and non-discriminatory statement

WE ARE POLK.[™]

Polk State College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment.



polk.edu/salo



DATES AND TIMES:

A numeral is sufficient for the date. For example, use June 10 instead of June 10th.

For times, use a space and a period for a.m. and p.m. For example, use 6 p.m. or 6:00 p.m. – not 6PM or 6:00 PM.

Abbreviations are acceptable for some months – January (Jan.), February (Feb.), August (Aug.), September (Sept.), October (Oct.), November (Nov.), and December (Dec.). Do not abbreviate March, April, May, June, or July.

OTHER STYLE POINTS:

Never abbreviate Polk State or Polk State College. **Do not use PSC.**

Do not rely on abbreviations and acronyms.

For phone numbers, use periods instead of hyphens and parenthesis. For example, use 863.297.1000 instead of (863) 297-1000 or 863-297-1000.

Make sure capitalization is consistent throughout. Capitalization is acceptable in titles. In other text, make sure it is consistent. For example, use “Free admission with a student ID” instead of “Free Admission With a student ID”.

With exceptions for stage or act names, use first and last names when naming people. For example, use “Email Melvin Thompson at mthompson@polk.edu” instead of “Email Melvin at mthompson@polk.edu.”

EVENTS:

Explain what is required to attend: registration links and deadlines, student ID required, any associated costs, etc.

Make sure the location is posted on the flyer, including the campus. Even if the flyer says, “WLR 106,” it should also contain the text, “Winter Haven Campus”. **Make sure the flyer includes the what (event title), when (date and time), where (location), and how (what is required or who is allowed to attend).**

In cases where there is a distinguished guest speaker, make sure to use their title. For example, use “Guest speaker: Dee Shivraman, Polk State Head Soccer Coach” instead of just “Guest speaker: Dee Shivraman”. This distinguishes the guest’s credentials and gives an idea of the speaker’s area of expertise.



ELECTIONS:

For SGA elections, make sure the student's full name is used and the position they are running for. For campus-specific positions, indicate the campus, such as "Lakeland Campus President."

Make sure voting dates are posted. Link to sites whenever possible.

BRANDING AND IMAGES:

When using logos, especially Polk State logos, make sure images are not distorted or inverted. Logos should also not overlap nor have text running over or behind them. **The Polk State logo should never be in a box.**

Do not use the Polk State Athletics images for non-athletics events. Also, do not use the College shield for athletics.

NON-DISCRIMINATORY STATEMENT:

This statement is to be used on all flyers and documents that will be displayed or shared publicly: *Polk State College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment.* Typically, this statement is found in small print in the footer.



Program Evaluation Form

Please complete this evaluation form after the completion of your program/event and return it within two weeks to SALO.

Contact name: _____ E-mail: _____
Sponsoring Organization(s): _____

Program/Event information:

Program Title: _____ Approximate Attendance _____
Type of event: (i.e. lecture, performance, leadership, educational, social): _____
Program Date and Time: _____ Program Location: _____

Evaluation:

Rate the program using to the below scale (1= Strongly Disagree to 5= Strongly Agree)

	1	2	3	4	5	N/A
Program accomplished its proposed goals						
Attendees were satisfied with the program						
Organizers were satisfied with the program						
Event was well advertised						
Organizers were happy with the turnout						

List 3 strengths of the program/event:

1.

2.

3.

List 3 areas of improvement:

1.

2.

3.

How was the event advertised? (Check all that apply)

_____ Flyers _____ Posters _____ E-mail
_____ Word of Mouth _____ Handbills _____ Social Media



Congratulations!!!

You have just won _____ from the Student Activities and Leadership Office (**SALO**) of Polk State College!!! This form indicates that you have won on _____, 20____.

As a prize winner of Polk State College you acknowledge that you cannot win prizes in excess of \$600.00 per calendar year on the Lakeland, Winter Haven, Airside and Lake Wales Campuses.

If you should reach \$600.00 in a calendar year, any prize will automatically be awarded to the second place winner. If the second place winner has also exceeded \$600.00 during the course of calendar year then the prize will go to the highest rated contestant who has not won a prize during the calendar year.

All winners will be verified as **CURRENTLY** enrolled students before any exchange of prizes is to occur. Students must present a valid student ID at the time of pickup to verify identity.

By signing your name below you acknowledge that you have picked up your prize on _____, 20____.

Student's Name

Student ID Number

Student Signature

Student Activities Director

Value of Prize (Dollar Amount)

Name of Event

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities.

Purpose: Please complete the requested information and submit to SALO at least ten (10) business days prior to the proposed trip date. By communicating this information to the Student Activities and Leadership Office, you are ensuring that all parties involved are aware of your travel plans. Failure to complete and submit this information may result in the forfeiture of your trip.

Part I. General Trip Information

Name of Trip _____

Proposed Date(s) of Travel _____ Today's Date _____

Name of Student Organization _____

Student Organization Contact Person _____

Telephone Number _____ Email Address _____ Campus Address _____

Trip Departure Date _____ Time _____ Location _____

Destination(s) _____

Trip Return Date _____ Time _____ Location _____

Trip Purpose _____

Part II. Advisor's Responsibilities

1. Must have a contact list of names, phone numbers and emergency contacts for the students who will be attending the trip
2. Must provide your contact information to the students who are attending the trip
3. Every Student must sign the "Student Agreement Travel Form" prior the date of the trip
4. The advisor will provide an optional form called "Student Absence Request for Travel" for the professor to sign and give their recommendation if the student should travel on the trip
5. Must have an itinerary or an agenda of the trip/conference overview
6. Must have directions if traveling by vehicle
7. Have the Travel Leave Form filled out at least 2 weeks prior to the trip
8. Confirm all reservations for the trip at least a week prior to the trip
9. Advisor should be professional at all times during the trip as well as the students
10. Advisor is responsible for ALL Polk State College students that will be attending the trip
11. Advisor should keep in contact with their students during the entire duration of the trip. Whether it is through a phone call, text message and in-person

Advisor Signature and Date: _____

SALO-Section-Do Not Fill Out

EMERGENCY CONTACT INFORMATION

Reviewed by _____

Completed Paperwork _____

Outstanding Tasks _____

Please provide emergency contact information for each student traveling and submit a copy to SALO at least two (2) days prior to departure. Please keep a copy for your records and when you are traveling with the students.

Name of Organization _____

Advisor _____

Contact Person _____

Cell Phone Number _____

Purpose of Trip _____

Dates of Travel _____

No.	Name of Participant	Cell Phone Number	Emergency Contact Name	Emergency Contact Telephone (Day)	Emergency Contact Telephone (Evening)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheets as necessary.



Purpose of the Student Absence Request for Travel form: to place responsibility with students for managing extracurricular activities and course requirements with their professors; to have a written record of what is expected by all parties (students/professors); to give the advisor some insight into the academic progress of their students; to provide a timely notification of travel to professors.

The Process:

1. The form is filled out by the advisor to indicate the travel dates, times, and purpose.
2. The professor signs the form and provides information on how the student shall make up the missed days. This is also the place for the professor to let the advisor know if there are concerns about the academic progress of that student. If a professor does not recommend travel, the advisor and student will discuss whether it is in the best interest of the student to travel with the club.
3. The form is returned to the advisor, and the advisor makes a copy for his/her records.

Student Absence Request for Travel

Name of Student _____

Date: From _____ To _____

Purpose of Travel: _____

Advisor _____ Contact # _____

Student ID# _____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature_____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature_____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature_____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature_____

Class _____ Professor _____

Dates and Times of Classes Missed _____

Required assignments for make-up _____

Do you recommend this student travel? Y N

Professor Signature_____



Name_____

Student ID_____

Club Affiliation_____

As a student leader of Polk State College, I do willingly execute this release in consideration of the educational and leadership benefit derived by my participation in _____ (specify activity and date). I hereby release from liability and hold Polk State College harmless from all claims and causes of action which might be brought by me, my parents, or dependents for loss of property, personal injury, or death sustained by me arising out of any travel or activity conducted by or under the control of Polk State College. It is understood that the term **Polk State College** as named herein shall include the employees, administrators, agents, and Board of Trustees of Polk State College. As a student leader of Polk State College, I agree to fulfill all terms of this agreement at the event listed above.

*I understand that as a representative of Polk State College I will stay with the delegation at the designated site of the event and return with the delegation via transportation provided and approved by Polk State.

*I will attend all necessary pre-conference and on-site conference meetings.

* I will attend and actively participate in all aspects of the conference.

* I understand if I cannot attend this conference and I do not give sufficient notice I am liability to reimburse the college for the trip. A hold will be placed on my student account for the amount owed and it will not be taken off until the amount is paid in full.

* I realize that I am a student leader of Polk State College and that I have been chosen to represent it and its interests. As such, I understand that any actions I take at the conference will negatively or positively affect the perceptions of others about the College.

*Students under the age of 18 may room with student(s) over the age of 18 if no other minors are attending the conference or tournament.

I understand that intoxication, use of any illegal substance, abusive or inappropriate language and/or behavior resulting in the breaking of conference, hotel, or Polk State rules may result in my dismissal from the conference. I further understand that if any action is in violation of the Polk State Student Code of Conduct, I may also be subject to College disciplinary action. If asked to leave the conference, I understand that I will be responsible for reimbursing Polk State College for any and all expenses incurred for my participation.

I have read the above statement and give permission to the Polk State faculty, staff or group sponsor accompanying to act on my behalf if medical attention is needed or in the case of another emergency.


For parents of dual-enrolled students, including Polk State College's Charter High School programs: I understand that this field trip is not a high school sponsored activity, and the accompanying Polk State faculty member or group sponsor is not a high school chaperone.

Student Signature

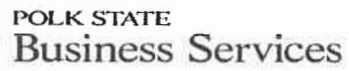
Parent Signature Needed (If under 18)

Club Advisor Signature

EXHIBIT D

 POLK STATE COLLEGE									
STUDENT ADVANCE MEAL REQUEST FORM									
Section One: Travel Information (Complete ALL blue fields that apply.)									
Today's Date:		Prepared by:		Extension:					
Staff Member:				Banner ID#:					
Dept. Name:									
Reason for Trip:									
Trip Destination Address:									
Depart From:		Date:		Time:					
Date of Event:		Start Time:		Finish Time:					
Return to:		Date:		Time:					
Please attach a copy of the agenda/schedule and student roster to this request.									
Section Two: Expenses									
Breakfast: \$6	# of People		# of Days		Estimated				
Lunch: \$11	# of People		# of Days		\$0.00				
Dinner: \$19	# of People		# of Days		\$0.00				
					Total:	\$0.00			
Section Three: Budget Information and Approvals									
Fund #									
Org #									
Account #	60506					Approved Expense:	\$0.00		
Program #									
Traveler:	Sign:		Date:						
Supervisor:	Sign:		Date:						
Budget Head:	Sign:		Date:						
Important Information: A meal allowance is paid when a meal is not provided by the event, in accordance with the following guidelines: * Breakfast is provided when travel begins before 6AM and extends beyond 8AM. * Lunch is provided when travel begins before noon and extends beyond 2PM. * Dinner is provided when travel begins before 6PM and extends beyond 8PM. A <i>Student Advance Meal Request Form</i> must be completed for each away game. The completed form with a copy of the Game Schedule should be sent to: traveldocuments@polk.edu. A signature sheet confirming the receipt of meal funds must be submitted to Accounts Payable <u>no later than one week after returning from the trip</u> . This serves as documentation that funds were properly distributed to each student athlete.									

To complete fillable form, click this hyperlink.



Students signing below verify their presence and acknowledge receipt of meals or money for meals.

Destination_____

Event _____

[illegible]



EXHIBIT A

PRE-TRAVEL AUTHORIZATION FORM

Section One:

Travel Information

(Complete ALL blue fields that apply.)

Today's Date:		Prepared by:		Extension:	
Travelers Name:				Banner ID #	
Reason for Travel:					
Trip Destination Address:					
Driving - Y/N:		Riding with:		Riders:	
Depart From:		Date:		Time:	
Return to:		Date:		Time:	

NOTE: Please attach supporting documents with confirmation of the conference or meeting details, the hotel stay, and car rental; and a MapQuest (or equivalent app) route for mileage expenditures. Additionally, please keep the original receipts for all allowable expenditures from the trip.
The Polk State College Travel Manual provides assistance with the information required in this form.

Section Two:

Expenses

Way the expense is being charged:	Purchase Card	Pay by PO#	Total:
Registration:			\$0.00
Airline:			\$0.00
Hotel Name:			\$0.00
Car Rental Y/N			\$0.00
Lessor:			\$0.00
Est. Mileage:		\$0.00	\$0.00
Gas/Parking:			\$0.00
Tolls:			\$0.00
Meal Expense Estimate:			\$0.00
Per Diem:			\$0.00
Other Expenses:			\$0.00
			\$0.00
	\$0.00	\$0.00	\$0.00
Global Initiatives Stipend (\$90 per day)			
Number of Days:		\$0.00	
Purchasing Card/Tax Exemption Certificate to be picked up at:			Total: \$0.00

Note: The traveler is responsible for reimbursing the College for any tax charges incurred during travel.

Section Three:

Budget Information and Approvals

(Note: All four signatures are required.)

Fund #		Approved Expense: \$0.00
Org #		
Account #		
Program #		

Certification of Traveler:

I hereby certify and affirm that the travel claim is true and that the expenses listed were incurred as necessary travel expenditures in the performance of official duties by the undersigned. The information and expenditures listed conform in every aspect to the requirements of Florida Statutes Section 112.061.

1. Traveler:	Print:		Sign:		Date:	
2. Supervisor:	Print:		Sign:		Date:	
3. Budget Head:	Print:		Sign:		Date:	
4. Executive Staff Member for Out of State Travel	Print:		Sign:		Date:	
5. President's Signature for International Travel	Print:		Sign:		Date:	

To complete fillable form, click this hyperlink.

FUND RAISER REQUEST

*Use this form for: Restaurant theme
nights, selling goods or services.*



PURPOSE:

ORGANIZATION: _____

DATE/DURATION OF FUND RAISER:

EMPLOYEE(S)/STUDENT(S) INVOLVED: _____

EMPLOYEE/CLUB ADVISOR: _____ DATE: _____

Signature(s)

SUPERVISOR/DIRECTOR OF SALO: _____ DATE: _____

Signature(s)

Recommends Approval _____ Does not recommend approval _____

S.V.P. OF STUDENT SERVICES: _____ DATE: _____

APPROVED _____

NOT APPROVED _____

LARGE SCALE FUND RAISING EVENT REQUEST

Use this form to solicit sponsorship from businesses or large college-wide event.

EVENT/PURPOSE: _____

ORGANIZATION: _____

DATE OF EVENT: _____

PLANNED ACTIVITIES: _____

DATE(S) OF ACTIVITIES: _____

EMPLOYEE(S)/STUDENT(S) INVOLVED: _____

IF SPONSORSHIP WILL BE SOUGHT, PROSPECTIVE SPONSORS WILL INCLUDE:

EMPLOYEE/CLUB ADVISOR: _____ DATE: _____

Signature

SUPERVISOR/DIRECTOR OF SALO: _____ DATE: _____

S.V.P. OF STUDENT SERVICES: _____ DATE: _____

Signature

V.P. FOR INSTITUTIONAL ADVANCEMENT: _____ DATE: _____

Signature

Recommends approval _____ Does not recommend approval _____

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
4.25	Recognition of Student Participation in College Decision Making	FS 1001.64	FS 1001.64		12/2/19

I. Purpose

The purpose of this rule is to recognize and formalize the role of Polk State College students in the College decision-making process. The policies in this document recognize the value of student participation and ensure that students have a defined and legitimate voice in the College decision-making processes.

II. Procedures

A. Student Government Association

The College President is authorized to recognize the Student Government Association (SGA) as the official student governance organization with responsibility for representing the student body. The SGA operates under a constitution and bylaws that are approved by the College President.

B. The SGA responsibilities may include, but are not limited to the following:

1. Defining and presenting student concerns to the College administration via the SGA Advisor and/or the Director of Student Activities and Leadership.
2. Advising the College administration on various policies, issues, programs, and procedures.
3. Recommending student representatives for standing College committees for appointment by the College President (or his or her designee).
4. Approving and recommending student organizations for official College recognition and chartering to the Director of Student Activities and Leadership and the Vice President for Student Services.
5. Assisting the Director of Student Activities and Leadership in planning activities and events to enhance the social, leadership and cultural life on campus.
6. Reviewing and making recommendations for the student activities program budget supported by the Student Activities and Services Fee.
7. Participating in the recommendations made for the Capital Improvement Budget supported by the Capital Improvement Fee.

History:

Adopted: September 24, 1990

Revised: July 24, 1995; January 22, 2007 and October 26, 2009; February 29, 2012;
September 24, 2012; December 2, 2019

Polk State College

District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
4.33	Hazing	FS 1006.63			1/27/2020

I. Purpose

The purpose of this rule is to prohibit hazing by students, or any other persons associated with Polk State College's clubs or organizations either on or off campus, and to provide penalties for violation of this procedure.

II. Definition

Florida Statutes (FS) 1006.63 defines hazing as:

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to: initiation into any organization operating under the sanction of a postsecondary institution; admission into any organization under the sanction of a postsecondary institution; affiliation with any organization operating under the sanction of a postsecondary institution; or the perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution. The term includes, but is not limited to, pressuring or coercing the student into violating state or federal law; brutality of a physical nature such as whipping, beating, branding, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity that would adversely affect the physical health or safety of an individual; or any activity that would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the student.

The term does not include customary athletic events or other similar contests, competitions, activities, or conduct that furthers a legal and legitimate objective.

III. Prohibition

A student (or any other person associated with a Polk State College club or organization) is prohibited from engaging in any hazing activity as described above. It is not a defense to state that: the person performing the act or behavior had the consent of the victim; the conduct or activity was not part of an official club, organization, or event; the act was not sanctioned or approved by the club or organization; or that the conduct or activity was not done as a condition of membership. A student who recklessly or intentionally commits any act of hazing is subject to the penalties set forth by this rule.

IV. Penalties

Violations of this rule result in disciplinary action by the Dean of Student Services in accordance with Polk State College Rule 4.01: *Student Code of Conduct*. Violation may also result in fines; withholding of a diploma or transcript; and the imposition of probation, suspension, or expulsion from the College.

All penalties imposed pursuant to this rule are in addition to any penalty imposed for violating any criminal law(s) of this state, as well as for violation of any other College rule.

In the case of an organization or club that authorizes hazing, penalties may include withdrawal of recognition and removal of the organization's or club's charter for at least a year by the Vice President for Student Services (or his or her designee) in accordance with Polk State College Procedure 5029: *Student Code of Conduct Violation*.

V. Distribution

The College provides a copy of this rule, and the penalties for its violation, to each student enrolled at the College.

The inclusion of this rule, and the penalties for its violation, must be included in the bylaws of every club and organization operating under the sanction of the College (as set forth in *Florida Statutes Section 1006.63*).

History:

Adopted: August 31, 1981 (formerly DBOT Rule 4.16, Hazing)

Revised: March 22, 1982; June 26, 1995; January 22, 2007; and January 27, 2020

Polk State College Procedure

Procedure Number	Procedure Title	Effective Date
5001	Code of Conduct for Student Participants	February 22, 2024

I. Purpose

The purpose of the *Code of Conduct for Student Participants* is to provide a means of assisting students in understanding appropriate conduct while representing the College as a participant in a college-organized activity. The Code is not all inclusive, but it is intended to identify broad areas of behavioral expectations in addition to those referenced in District Board of Trustees (DBOT) Rule 4.01: *Code of Conduct for Students and Student Organizations*. Each coach, sponsor, or appropriate administrator is assigned the responsibility of 1) using this general Code of Conduct to develop an expanded version that is specifically applicable to each activity, and 2) briefing the participating students, both verbally and in written form, of these expectations.

For the purposes of this procedure, “student participants” are those students who represent the College through participation in athletics, clubs, dramatics, music, and other activities that are sponsored, funded, or supported by the College. Since participants' behavior reflects on the College and affects the community's attitude toward Polk State, the College has an obligation to set forth the parameters of acceptable conduct.

II. Procedure

- A. Participation in Polk State student activities is a privilege granted by the College. The supervising Dean of Student Services (or his or her designee) administers DBOT Rule 4.01 and this *Code of Conduct for Student Participants*; the Dean may revoke the privilege of participation or representation for students with violations indicated under Section II. D of this document.
- B. Each student involved in student activities must exhibit responsible behavior while participating in the prescribed activity.
- C. The College does not tolerate activities or conditions that reflect poorly upon the College and its commitment to the development of good citizenship. A student's involvement in such activities results in the revocation of that student's privilege to participate in future Polk State student activities.
- D. The College views certain activities and conditions as unacceptable for a student participant. These include, but are not limited to:
 1. Conviction of any felony while the student is enrolled as a Polk State College.
 2. Conviction of any misdemeanor that involves actions that reflect unfavorably on the College.
 3. Possession, use, or sale of illegal drugs or alcohol on campus or at a College-sponsored event.
 4. Conduct that is deemed disruptive to the College's educational process.
 5. Possession or use of a firearm on campus or at any College event, except as authorized by the College President.
 6. Conduct that indicates that the individual is under the influence of alcohol or drugs while

- on campus, or while at any activity at which the student is representing the College.
7. Willful damage to school property or any property for which the College is responsible.
 8. Any action endangering the safety and well-being of another person(s) while on campus or at a College event.
 9. Gambling on campus or at a College event, or involvement in gambling concerning any College activity.
 10. Behavior that generates notoriety to the degree that the interests of the College are no longer served by the individual's continued participation in the activity.
 11. Violation of any rules described in the *Polk State College Student Code of Conduct* (cf. DBOT Rule 4.01).
 12. Violation of any rules set for a specific activity that are prescribed by the appropriate coach or sponsor and approved by the supervising Dean of Student Services.
 13. Violation of any rules, codes of conduct, or behavioral requirements described by the Florida College System Activities Association (<https://thefcsaa.com/landing/index>).
- E. The Dean of Student Services administers all matters involving revocation of the privilege to participate, per Polk State College Procedure 5028: *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations* and Procedure 5029: *Student Code of Conduct Violation Procedure: Student Groups and Organizations*.
- F. Each student participant must be made aware of these regulations at the outset of involvement in College-related student activities.

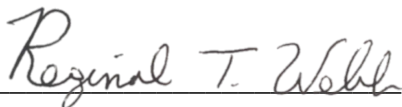

History

Adopted: July 30, 1981

Revised: October 31, 2006; February 26, 2010; April 26, 2012; and February 22, 2024

Related Rule(s): DBOT Rule 4.01, Code of Conduct for Students and Student Organizations;

Date of Last Review: February 22, 2024

 Signature <u>Reginal T. Webb</u> Name	 Signature <u>Angela M. Garcia Falconetti</u> Name	February 22, 2024
Responsible Administrator	President	Date

Polk State College Procedure

Procedure Number	Procedure Title	Effective Date
5029	Student Code of Conduct Violation Procedure: Student Groups and Organizations	February 22, 2024

I. Statement

The purpose of this procedure is to outline the process the College follows regarding complaints against student groups and organizations that are charged with violating the *Polk State College Student Code of Conduct* (as outlined in District Board of Trustees Rule 4.01). The administration of student discipline must be flexible and consistent with the philosophy and educational objectives of Polk State College. The Dean of Student Services (or his or her designee) has the responsibility for administration of student sanctions and may impose varying disciplinary actions.

Polk State College Procedure 5028: *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations* provides a detailed explanation of the determination and assignment of sanctions for violations, investigation protocols, and the rights of students and student organizations in this process.

For limited-admission programs, procedures and sanctions related to violations of the *Polk State College Student Code of Conduct* are written in the specific program's manual or student handbook.

II. Process for Complaints against Student Groups and Organizations

- A. Any person may refer a student, student group, or organization suspected of unacceptable conduct to the Dean of Student Services. The person making the referral is requested to provide information pertinent to the case and is normally expected to appear in subsequent proceedings as the complainant. Charge(s) must be submitted as soon as possible, but no longer than three working days after the incident. The Dean of Student Services may extend this period at his or her professional discretion.
- B. A student group or organization and its officers may be held collectively or individually responsible when unacceptable conduct has received the tacit or overt consent or encouragement of the group or organization, its leaders, officers, or spokespersons.
- C. The Dean of Student Services may direct any officer, leader, or identifiable spokesperson for a student group or organization to take appropriate actions designed to prevent or end unacceptable conduct by the group, organization, or any persons associated with the group or organization who can reasonably be said to be acting on behalf of the group or organization. Failure to make reasonable efforts to comply with the Dean's directive is considered a violation of the *Polk State College Student Code of Conduct* by the officer, leader, or spokesperson—and by the group or organization itself.
- D. Sanctions for misconduct within a group or organization may include revocation or denial of recognition or registration with the College, as well as other appropriate sanctions for individual members (cf. Section III).
- E. Any student who violates the *Polk State College Student Code of Conduct* is entitled to due process and an appeal as outlined in Procedure 5028: *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations*.

III. Sanctions and Assignment of Penalties

One or more sanctions or penalties may be assigned to a student as outlined in Polk State College Procedure 5028: *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations*.

IV. Process of Appeal

The appeal process is outlined in Polk State College Procedure 5028: *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations*.

History

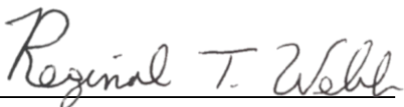

Adopted: August 28, 2007

Revised: February 28, 2012; July 1, 2014; November 5, 2019; April 5, 2022; and February 22, 2024

Related Rule(s): DBOT Rule 4.01, *Code of Conduct for Students and Student Organizations*

Related Procedure(s): PSC Procedure 5028, *Student Code of Conduct: Sanctions and Assignment of Penalties for Violations*

Date of Last Review: February 22, 2024

 Signature <hr/> Reginal T. Webb Name	 Signature <hr/> Angela Garcia Falconetti Name	2/22/2024
Responsible Administrator	President	Date

Polk State College Procedure

Subject	Reference	Date	Number
Student Media		10/1/2019	5021

I. Purpose

The purpose of this document is to establish a procedure regarding the rights and responsibilities attached to the production and distribution of publications and other student media productions.

II. Procedure

A. Role of Student Media

Student media provides an important means of encouraging an atmosphere of responsible discussion and intellectual exploration, while also providing students who are directly involved with its creation an opportunity to gain practical experience in all aspects of production.

B. Editorial and Content Policies

1. To foster an atmosphere of open inquiry and discussion, and to provide practical experience, the College ensures responsible freedom in editorial policies that are consistent with the aforementioned educational aims. Insofar as these productions are dedicated to responsible inquiry, are an outlet for responsible opinion or expression, and are a forum for responsible discussion, student media is entitled to the freedoms guaranteed by the *Constitution of the United States of America*, neither interfered with nor impeded by the College or any of its agencies, staff, faculty, or administration. Opportunity for expression that invites or stimulates heated discussion or debate, or which criticizes actions of school officials or policies is provided.
2. This freedom entails corollary responsibilities that are governed by the general canons of the professional media. Among these are accurate, fair, and equitable reporting of the news, and avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
3. All College-produced media must state explicitly that the opinions expressed are not those of the faculty, staff, administration, or students of Polk State College.
4. All individuals associated with productions are expected not only to observe professional standards, but also those regulations and standards established by government agencies.

C. Budget and Expenditure Policies

Publications and other student media productions that are sponsored and/or funded by the College (i.e., via Student Activity Fees) must first be recognized and approved by the Student Government Association (SGA) before receiving funding, and they must be the joint effort of student activities and the appropriate academic division. All matters of budget and expenditure, including budget requests and purchase orders, require the approval of the Vice President for Student Services and/or the Director of the Student Activities and Leadership Office (SALO).

D. Oversight and Membership

All student media productions must be overseen by a faculty or staff advisor. In order to participate, a student must be currently enrolled at Polk State College and be in good academic standing.

History:

Adopted: July 13, 1993

Revised: April 10, 2001; January 2, 2007; April 26, 2012; and October 1, 2019

<i>Reginal T. Wehl</i>	<i>1/24/20</i>	<i>Reginal T. Wehl</i>	<i>1/24/20</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Cheryl L. Galione</i>			<i>1/24/2020</i>
President's Approval			Date

Polk State College Procedure

Subject	Reference	Date	Number
Distribution of Literature, Solicitation on Campus & Campus Free Speech	FS1001.64 FS 1004.085 FS 1004.097	9/26/2022	6057

I. Purpose

The purpose of this document is to establish guidelines and procedures regarding the distribution of literature, solicitation on campus, and exercises of Free Speech Events on Polk State College campuses and centers for individuals and/or groups, while also preserving freedom of speech and supporting the free exchange of ideas. Students, staff, faculty, and visitors may engage in free speech events in permitted outdoor areas and may do so freely, spontaneously, and contemporaneously. The College reserves the right to restrict solicitation, the distribution of literature, the collection of signatures, or any exercise of Free Speech Event if the act is potentially illegal or unethical; interferes with the mission of the College; disturbs the educational or administrative process of the College; or conflicts with the rights of other students, faculty, or staff members. The College does not review any literature prior to distribution from outside sources.

II. Definitions

Free Speech Event - This refers to, but is not limited to, any lawful oral or written communication of ideas, including all forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; circulating petitions; faculty research, lectures, writings, and commentary, whether published or unpublished; and the recording and publication, including the Internet publication, of video or audio recorded in outdoor areas of campus. Expressive activities do not include defamatory or commercial speech.

Literature – This refers to materials designed to inform. For the purposes of this procedure, literature is assumed to be in the form of printed papers, pamphlets, or books that are handed from one person to another. It does not refer to commercial advertising for profit-making purposes.

Solicitation – This refers to actions such as asking to purchase textbooks, seeking information, or requesting signatures, except when the activity or solicitor represents a commercial, for-profit agent that is otherwise authorized by the *Polk State College Rules and Procedures*.

Trespass – This means failure to leave any College location after being directed to do so by the College or returning to any College location after being directed to leave.

III. Procedure

General Use Guidelines: Any individual, group or organization desiring to exercise free speech and assembly on College grounds may do so under the following conditions:

- A. No campus buildings, other indoor facilities, or athletic or recreational facilities may be used
- B. for demonstrations or assemblies unless specifically permitted in writing by the campus authority responsible for the building or facility.
- C. Organizations and persons may organize, conduct, or participate in Free Speech Events on College grounds, except:
 - i. Athletic and recreational fields, including any facilities operated by Campus Recreation;
 - ii. Grounds immediately adjacent to College buildings where such use could impair entrance to or exit from the building or interfere with activities within the buildings;
 - iii. Grounds within 200 feet of the College operated high schools; and College streets and roadways.
 - iv. Areas being used as outdoor classrooms for educational training.
 - v. Areas where access is restricted due to operational or safety protocols, such as maintenance areas.
- D. All organizations and persons organizing or conducting a Free Speech Event on College grounds, or otherwise conducting activities or events in College facilities, must abide by the general requirement that such activities must be lawful and may not materially and substantially disrupt the functioning of the College or infringe on the rights of others. All organizations and persons organizing or conducting a Free Speech Event shall comply with the directions of a College official acting in the performance of his or her duty. In order that Free Speech Events do not materially and substantially disrupt the operation of the College or the rights of others, any person or organization organizing, conducting, leading, or participating in a Free Speech Event using College grounds or other facilities shall not:
 - i. Obstruct vehicular, bicycle, pedestrian traffic;
 - ii. Obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path;
 - iii. Interfere with educational, research, or administrative activities inside or outside any building;
 - iv. Violate a law, rule, regulation, ordinance, policy, or College procedure;
 - v. Engage in physically abusive or threatening conduct towards any person;
 - vi. Obstruct, disrupt, or attempt or physically force the cancellation or continuance of a speaker;
 - vii. Interfere with scheduled College ceremonies or events;
 - viii. Damage property;

- ix. Utilize sound amplification;
- x. Occupy space overnight;
- xi. Occupy any gated or limited access areas after permitted access hours;
- xii. Erect permanent or semi-permanent structures; or
- xiii. Create a safety hazard.

IV. Disruptive Action

If a Free Speech Event is materially and substantially disrupting normal College operations or infringing on the rights of other members of the College community contrary to the requirements of this procedure and related regulations and policies, the Senior Vice President for Student Services and Campus Operations, or his designee(s), may:

- A. Request that the violation cease which may include relocation of the activity; and
- B. Enlist the assistance of Campus Security in restoring order and enforcing the law.
As necessary, Campus Security may:

- i. Declare a demonstration or assembly to be disruptive, disorderly, or in violation of law and request all participants cease and desist and clear the area; and/or
- ii. Warn a person or persons that they are in violation of this procedure, ask them to stop violation, and, if appropriate, be asked to leave the college campus.
- iii. Any person or persons asked to leave and does not leave is trespassing and will be subject to arrest by local law enforcement in accordance with applicable laws, FSS 810.09.

Faculty or staff members found in violation of this procedure are subject to College disciplinary procedures.

Students found in violation of this procedure are subject to discipline pursuant to the Student Code of Conduct.

Guests found in violation of this procedure are subject to being arrested by Law Enforcement.

History

Adopted: June 18, 1990

Revised: September 1, 2009, September 20, 2013, October 4, 2016, April 5, 2022, and September 26, 2022

<i>Reginald T. Well</i>	9/26/22	<i>Reginald T. Well</i>	9/26/22
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Angela M. Falconetti</i>			9/26/22
President's Approval			Date

Polk State College Procedure

Subject	Reference	SBE Rule Reference	Date	Number
Funding of Student Activities and Organizations	Board Rule 5.03 Florida Statutes: 1007.263, 1001.02(1), 1009.23 (7), and 1010.02	1001.64 1009.23(7) 1010.02 6A-14.057	2/4/2020	5033

I. Purpose

The purpose of this procedure is to outline the acceptable use of funds for student activities and organizations as per *Polk State College District Board of Trustees Rule 5.03: Funding of Student Activities and Organizations*. The operational budget for Student Activity and Service Fees is divided into a three-tier system as described in this procedure.

II. Funding Types

A. Tier-One Funding

Tier-one funding includes all salaries related to full-time and part-time staff members and any stipends that are set aside for the fiscal year. After these funds are set aside, they can be made available to the Student Government Association (SGA) Budget Board for review as part of the budgetary process.

B. Tier-Two Funding

The operational budget from Student Activity and Service Fee dollars includes the following student activities:

1. Athletic programming
2. City bus fees for students
3. Contingency funding
4. The Student Activities and Leadership Office (SALO)
5. The First-Flight Freshmen Welcome

C. Tier-Three Funding

The Student Government Association (SGA) Activity and Service Fee Committee is a standing committee with regularly scheduled meetings throughout the year. The Committee reviews budget requests; addresses new requests to ensure fiscal accountability, fairness, and student input; and approves a portion of the Student Activities and Leadership Office (SALO) allocation to various clubs, organizations, competitive teams, and The Arts, as well as special funding requests. This committee is responsible for ensuring the Student Activity and Service Fee funds are used in the best interest of the student body and in ways that support student success, student engagement, student leadership, and civic education. Examples for appropriate expenditures include the SGA, clubs, intramurals, student leadership experiences, competitive student teams, student activities, and events for The Arts.

The SGA Activity and Service Fee Committee is appointed by the Vice President of Student Services (or his or her designee) and must include both students and staff members (i.e., with students comprising at least half of the committee's voting membership). The following is the makeup of the committee:

- Student Body Presidents (i.e., Lakeland Campus, Winter Haven Campus, and Satellite Centers)
- Club Representatives (2)
- Student Senators (3)
- SGA Secretaries of Fiscal and Legislative Issues (2)
- All Student Body Vice Presidents (non-voting members)
- The Business Office Accountant
- The SALO Director (This individual acts as the Committee Chair and casts a vote only when a tie occurs.)
- The SALO Coordinators
- A Faculty Member who is a Club Advisor
- The Vice President of Student Services

III. **Club and Organization Budget Requests**

Each student organization must have a current charter, Club Advisor, and a constitution approved by the SGA to obtain official College recognition and eligibility for Activity and Service Fee funding. The club or organization must be student-led (with assistance from the Club Advisor). The Director of SALO (or his or her designee) is responsible for monitoring the organization and approving events and programming, as well as subsequent monitoring of the organization's activities to ensure fiscal responsibility and compliance with the College's rules and procedures.

Each club, organization, or competitive team must submit a budget packet to the Student Activity and Leadership Office to create an initial operating budget. This packet is reviewed by the Director of SALO who makes recommendations to the SGA Activity and Service Fee Committee. Budget recommendations are approved by a majority vote of the voting members present. The SGA Activity and Service Fee Committee may establish additional procedures and regulations that govern how the Activity and Services fees are allocated to student clubs and student teams.

Each club and organization can be awarded funds to enhance students' college experience. All functions, programming, and events must be open for all Polk State College students who are in good academic standing. A club or organization may use its budget for supplies, food, materials, speakers, and any other materials that enhance the club. A club or organization may submit a request for additional funding for travel to conferences, leadership seminars, workshops, trips, and retreats through the campus SGA. For a club or organization to be eligible for additional funding, it must be in good standing with the campus SGA, and it must have fulfilled all club and organization requirements, as detailed in the *Polk State College Student Activities and Leadership Office Handbook* available in the Student Activities and Leadership Offices and online (<http://www.polk.edu/salo/clubs-and-organizations>). A club or organization may request additional funding after the initial allocation through its campus SGA.

Each student organization or team is open to all currently enrolled students, regardless of political opinions or affiliations, and must adhere to the *College's Equal Access/Equal Opportunity Statement*:

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Valparisa Baker
Director of the Office of Equity, Diversity, and Inclusion (Title IX Coordinator)
999 Avenue H, NE
Winter Haven, FL 33881-4299
Office: WAD 227
863.292.3602, Ext. 5378
vbaker@polk.edu

III. Competitive Teams

Competitive teams, such as Brain Bowl, Forensic Debate, and any other recognized Florida College System Activities Association (FCSAA) organization (including athletic teams), are eligible for Activity and Service Fee dollars. These monies can be used for competitive-team travel and supplies. Any additional requests of funding for clubs, organizations, and competitive teams (after the initial allocation), must be submitted to SALO via a *Budget Request Form*. The SGA Activity and Service Fee Committee will review the request and make a recommendation.

IV. Department or Special Request for Funding

Any department or program requesting Activity and Service Fee funding must submit to SALO a *Budget Request Form* with supporting documentation that provides concrete evidence that the event, program, or travel enhances student experiences, student involvement, student success, student leadership, or student learning outside of the classroom. Campus-based requests need approval from the campus Student Government Association (SGA). Any College-wide program or event requires approval from the SGA Activity and Service Fee Committee to obtain funding. The deadline for any College-wide special request funding is February 15 to use the money during the upcoming fiscal year.

V. Funds Remaining from Activity and Service Fee Accounts

Non-encumbered funds remaining from all Activity and Service Fee accounts at the end of the fiscal year shall be put into a fund balance account. These monies can be rolled over in subsequent fiscal years to be used for capital outlay, improvements to club and SALO space, Athletic Department needs, and travel. The College Controller, Business Services Accountant, Director of SALO, and Athletic Director are responsible to make recommendations to the Vice President of Student Services when these funds are needed for a specified purpose.

History:

Adopted: December 1, 2015
Revised: February 4, 2020

	2/10/20		2/10/20
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			2/14/2020
President's Approval			Date

Polk State College Procedure

Subject	Reference	Date	Number
Fund Raising Activities		2/21/2017	6070

I. Purpose

The purpose of this procedure is to establish guidelines for fund-raising activities on and off campus associated with student clubs, College-related, and community nonprofit organizations. These activities enable the College to advance College initiatives which benefit students and employees. Additionally, community nonprofit fundraisers supported by employees and students further enhance the county the College serves and promotes a positive image for the College within the community. This procedure ensures that fundraising relates to the College mission and strategic plan and does not duplicate the major fundraising efforts of the Polk State College Foundation (Foundation).

II. Guidelines

A. Fundraising events that fall under the auspices of this procedure must:

1. Involve College students and/or employees
2. Benefit the College and/or the community it serves

B. Each Fund-Raising Event Request Form must be submitted to the Executive Director of the Foundation one month prior to an event for approval. The request should include all fund-raising activities associated with the event, including proposed sponsors, if applicable. The Executive Director recommends fundraising activities to the President for final approval. Fund-Raising Event Forms are available by contacting the Foundation office.

C. Employees involved with specific activities associated with the event must obtain prior approval from their supervisors. Students must obtain prior approvals from their club advisor and/or professor(s) who will be responsible for overseeing the fundraising activity as appropriate.

D. Fund-raising activities should be scheduled in a manner that considers the College community work schedule and provides the least intrusive manner possible.

E. The use of Polk State College facilities requires compliance with Procedure 6006 - Scheduling of College Facilities.

History: Adopted: February 10, 1999

Revised: February 25, 2010; February 21, 2017

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date

Polk State College

District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 5.04	Fundraising for Student Clubs and Polk State College Related and Community Nonprofit Organizations	1001.01(9)	1001.64 1009.23(7) 1010.02	6A-14.057 (2)	1/27/2020

I. Purpose

This document aligns Polk State College's policies with *Florida Statutes* regarding fundraising for student clubs, the College's nonprofit organizations, and community nonprofit organizations. The College President has ultimate authority over fundraisers initiated by College students and employees.

II. Fundraising Requirements

A. College Student Clubs and Organizations

1. All College student clubs and organizations that receive Student Activities Fees, as well as those that receive funding solely through member contributions, fund-raising projects, and sources outside the College, must abide by this rule.
2. College clubs and organizations that host events that include sponsorships, or an entry fee need approval from the College President and the District Vice President of Institutional Advancement. Fund raisers that include direct solicitation of individuals for products or services (e.g., candy sales, car washes) need approval from the Director of the Student Activities and Leadership Office and the Vice President for Student Services. (High school clubs and organizations are governed by Polk County School Board procedures pertaining to fundraising.)
3. All College student clubs must have a faculty or staff advisor. Clubs are governed by District Board of Trustees rules and Polk State College procedures. Student organizations may establish an account either within the College or through the Polk State College Foundation.
4. If a College club or organization elects to deposit its funds with the College, it is subject to College regulations concerning the receipt and expenditure of these funds. If a club chooses to open an account within the Polk State College Foundation, its account is annually audited by an outside accounting firm and is subject to the Foundation's policies, procedures, and rules related to Foundation funds.
5. Students must follow *Procedure 6070: Fundraising Activities* to ensure that fundraising relates to the College's mission and strategic plan, and that activities do not duplicate the major fundraising efforts of the Foundation.

B. Polk State College Organizations and Community Organizations-

The College President and the Executive Director of the Polk State College Foundation approve fundraisers initiated by College employees for the benefit of College-related organizations and activities. Additionally, the President and Executive Director of the Foundation approve fundraisers for community nonprofit organizations that benefit the overall good of the County that the College serves. Employees must follow *Procedure 6070: Fundraising Activities* to ensure that fundraisers relate to the College's mission and strategic plan, and that activities do not duplicate the major fundraising efforts of the Foundation.

History:

Adopted: December 23, 1974

Revised: July 24, 1995; August 25, 2003; March 19, 2007; April 26, 2010;
September 24, 2012; and January 27, 2020