



HANDBOOK

Soar, Eagles!™

POLK STATE COLLEGE
HANDBOOK FOR STUDENT ORGANIZATIONS AND CLUBS 2021-2023
TABLE OF CONTENTS

INTRODUCTION TO THE STUDENT ACTIVITIES AND LEADERSHIP OFFICE.....	02
THE DEFINITION OF A POLK STATE CHARTERED ORGANIZATION.....	03
THE CREATION OF A NEW CHARTERED ORGANIZATION.....	05
DEFINITION OF AN <i>ACTIVE</i> CHARTERED ORGANIZATION.....	07
INFORMATION FOR CLUB ADVISORS.....	08
SOCIAL MEDIA.....	09
BRANDING, LOGOS, AND MARKETING MATERIALS.....	10
THE INTER-COUNCIL OF CLUBS.....	10
SCHEDULING ACTIVITIES AND EVENTS.....	10
PUBLICITY.....	11
• Posters and Signs.....	11
SMOKING AND DRINKING ALCHOLOIC BEVERAGES.....	12
CHARGING ADMISSION TO SPECIAL ACTIVITIES.....	12
COLLEGE POLICIES PERTAINING TO STUDENT ORGANIZATIONS.....	12
STUDENT ACTIVITIES-BASED TRAVEL PROCEDURES.....	13
EMERGENCY PROCEDURES; INJURY AND INCIDENT REPORTING.....	14
RISK MANAGEMENT.....	15
WAIVERS.....	15

FORMS

Polk State Student Organizations—Request for Permission to Organize Form

Sample Constitution: Polk State's Involvement Club

Event Request Form

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 Equal Opportunity Statement:

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College.

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 non-discrimination policies:

*Lonnie Thompson
Chief Diversity Officer, Equity, Diversity and Inclusion (Title IX Coordinator)
999 Avenue H, NE Winter Haven, FL 33881-4299
Office: WAD 227
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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 learning and retention.
- Building diverse, inclusive communities that 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.

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 the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in any of its programs or activities.

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).

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 expense 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 the Coordinator of SALO for placement on the *Polk State College Student Activities Calendar* and the television monitors 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 announcement that is to be sent through the Polk State College email service and all online media programs that engage in peer-to-peer contact 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 the 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 Student Government 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 representation to the meetings of the Inter-Council of Clubs.

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 (SGA).
10. When participating in club activities on or off campus, the club must represent Polk State 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.
12. A club must establish practices that in no way 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 and activities.

Failure to comply with these responsibilities results in an administrative review by the Director of SALO, the Senior Vice President for Student Services and Campus Operations, and 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. A 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 purpose and constitution should:

a. Enhance the educational mission of the College.

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 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 the Polk State College 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. In the event that a request is denied, club members may appeal the decision to the Vice President for Student Services.

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.

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 the District 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 Fee funding 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 Vice President for Student Services within 10 business days. The decision of the Senior V.P. for Student Services and Campus Operations is final.

INFORMATION FOR CLUB ADVISORS

The Club Advisor of the student organization must be an active participant. He or she must attend the majority of the 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 the Senior Vice President for Student Services and Campus Operations, retains the right to remove a Club Advisor from his or her 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 with the majority of members. A Club Advisor is allowed to serve as an advisor for only one club or organization at a time. Also, for a part-time employee who serves as a Club Advisor, a Co-Advisor is required.

The following are several special areas in which a Club Advisor should take an active role:

1. 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 by the Vice President of Institutional Advancement/Executive Director of the Foundation 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.
2. 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.
3. The Club Advisor may help find extra staff and security for special events if needed, and he or she may help students plan activities far enough in advance to avoid difficulties.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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, 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 with regard to 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, candies, lanyards, pins, highlighters, sticky notepads), shirts, websites, letterhead, presentations, flyers, 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 flyers, the SALO footer is required at the bottom.

All event flyers and posters must be approved by SALO and sent for review by the College Editor. For this reason, an organization should plan time prior to the event for this process. All promotional items and marketing items produced must be approved by SALO and the Office of Communications and Public Affairs (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 or OCPA.

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, and share ideas between clubs. ICC meetings are announced during the beginning of each Academic Term.

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 organizations 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 except in approved areas. 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 ALCHOLOIC BEVERAGES

Smoking is only allowed in designated areas. Alcoholic beverages are not permitted on the campus or at any College-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 (<http://www.polk.edu/district-boardof-trustees>).

- Polk State College Procedure 6070: *Fundraising*
- District Board of Trustees Rule 5.03: *Funding of Student Activities and Organizations*
- Polk State College Procedure 5033: *Funding of Student Activities and Organizations*

- District Board of Trustees Rule 2.07: *Campus Advertising*
- District Board of Trustees Rule 2.12: *Campus Disrupters*
- Polk State College Procedure 5001: *Code of Conduct for Student Participants*
- Polk State College Procedure 5029: *Student Code of Conduct Violation Procedure-- Student Groups and Organizations*
- Polk State College Procedure 5021: *Student Media*
- Polk State College Procedure 7006: *Ban on Smoking and Vaping in College Buildings*

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 he or she is allowed to travel 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 GPA of 2.0 or greater.

Each Club Advisor and sponsor accompanying students on a trip must complete a *Professional Leave 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 his or her 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 *Professional Leave Form* (with documentation) and *Student Leave Form(s)* 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. 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, 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.*

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. If the Club Advisor is involved in an accident, he or she should not admit responsibility for the accident or sign a statement; instead, the Advisor must notify the Director of SALO immediately

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 \$35.00 per person for dining at the event. Anything in excess of this value must be paid for personally by the student. 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 the 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 to adhere 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

General Safety and Security Procedures

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; then he or she should call the Director of SALO to report the incident.

Every incident, regardless of the severity and whether it occurs on or off campus, must be reported through an *Accident/Incident Report Form*. This Report must be submitted 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 Report. The *Accident/Incident Report Form* is sent to each Club Advisor every semester, but this form can also be accessed by contacting the Security Office, or the Director of SALO.

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 heart problems, 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 the Security Office. If the individual is behaving unusual 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 event (e.g., the presence of gun fire, weapons, or an explosion) the individual must call 911

immediately. After calling the authorities, the individual should report the situation to the Security Office.

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. In certain instances, based on information shared with the Director of SALO, approval from the Risk Management and Safety Office, and the Senior Vice President for Student Services and Campus Operations. 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 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.]



Student Activities Event Approval Form

FORM MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO DATE OF EVENT

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 _____

Location_____

Facilities and Av Service Set-up _____

Flyer Approval_____

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.