



Student Organization Handbook

Revised August 2014

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Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to Title IX/Equity Officer, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, FL 33919, (239) 489-9305.

GENERAL REGULATIONS FOR STUDENT CLUBS & ORGANIZATIONS

I. Student Organization Standards: Recognized student organizations at FSW are responsible for maintaining the following standards:

- a.** Each organization must have at least one advisor who is approved by their supervisor and is a full-time member of the College staff/faculty. Each advisor is only permitted to advise one student organization at a time. No regularly scheduled meetings of the organization, or of its officers, should be held without the advisor present, unless he/she has given the organization specific permission to do so. If a special meeting is called, the advisor must be notified far enough in advance so that he or she can be present, or arrange for an appropriate representation.
- b.** Membership in student organizations is limited to students of FSW.
- c.** Activities of student groups must be conducted in accordance with city, county, state, federal, and College regulations.
- d.** All financial transactions must adhere to Student Life and College operating procedures regarding appropriate expenditures and fundraising.
- e.** Officers and advisors must attend a club orientation session each semester and submit updated executive-board information in order for a club to receive funding each academic year and before making expenditures or holding club activities each semester.
- f.** The elected student leaders and advisor of the group are responsible for the group and must adhere to College regulations.
- g.** Clubs must obtain authorization for off-campus trips and/or activities. An Activity Request Form and all travel forms must be completed and submitted to the Student Life STAFF member at least one month prior to the trip or event. Please see Travel Policies for further information (for trips, no more than 15 students per advisor).
- h.** An advisor or proxy must accompany any off-campus trip sponsored by the group. The advisor has the full authority of the College in matters relating to student conduct and student welfare.

GENERAL REGULATIONS FOR STUDENT CLUBS & ORGANIZATIONS CONTINUED

II. Club Meetings. All clubs/organizations must comply with the following:

- a. Secure meeting times and room assignments through the Student Life Office or notify Student Life if the advisor reserves a space.
- b. Conduct at least one monthly meeting.
- c. Send a representative to attend Student Government meetings where he/she will serve as a liaison between the two.
- d. Submit typed minutes from all club meetings to the Office of Student Life after each meeting. This will prevent duplication of programs/events among clubs and assist in sharing beneficial information.

III. Failure to meet these prescribed standards, or infraction of these regulations results in:

1. Denial of use of College facilities.
2. Denial of recognition of the group as an organization.
3. Forfeiture of the right to representation in other College organizations such as SGA.
4. Denial of privileges of some or all Student Life activities for stated period.
5. Forfeiture of the right to function as a group, including forfeiture of charter. If there is a violation of regulations, the student or group may have a hearing, according to the FSW Code of Conduct.
6. Loss of officer status in organization.

Have meetings



Send an SGA Rep



Enjoy your club's success



ACADEMIC STANDARDS FOR LEADERSHIP

I. Club leaders must maintain the following academic standards:

- a. Holders of major offices, or Executive Board positions, must maintain a 2.5 GPA for the current and cumulative semesters, and maintain and complete at least six (9) credit hours in the Fall and Spring semesters during their appointment.
- b. To participate in a conference and travel in the name of the college, all students must maintain a 2.0 GPA for the current and cumulative semesters, and maintain and complete at least nine (6) credit hours in the Fall and Spring semesters.
- c. Student Participation in College Programs for Accelerated High School Students
- d. Students must meet the appropriate admissions guidelines for Early College, Early Admissions.
- e. Dual Enrollment/Early College/Early Admission students are welcome to join in college clubs and organizations. These students may hold a club office.

II. Student Government Association and Student Representation:

The Student Government Association (SGA) is the student's voice at FSW. There is a Student Government Association on each campus or center. The SGA serves:

- a. To provide a means whereby members of the student body may express themselves.
- b. To provide leadership in coordination of activities of the student body for the benefit of the entire College.
- c. To act as a service organization for FSW.
- d. The SGA is made up of elected representatives, and approved Senators, who coordinate events, service projects and follow through on student issues.
- e. Representatives confer with their advisor on matters of student interest and concern and promote the general welfare of the student body. All qualified students are invited to participate in SGA by attending meetings and running for office.
- f. Students are free, individually and collectively, to express their views on issues of College policy and on matters of general interest to the student body.
- g. Provide a means for participation in the formulation and application of College policy affecting academic and student affairs with the assistance of the SGA Advisor and the appropriate Administrators.
- h. Proposals for changes in policy, regulations and procedures which affect the student body as a whole are to be directed through the SGA and its Advisor, or the appropriate Administrator.

HOW TO ORGANIZE A CLUB AT FLORIDA SOUTHWESTERN

(ALSO SEE "PETITION FOR CLUB/ORGANIZATION" SECTION OF MANUAL)

- a.** Students are encouraged to join or organize associations for educational, political, social, religious, or cultural purposes as long as they are in keeping with the philosophy and objectives of the College Mission.
- b.** To become an official college organization, follow these steps:
 - 1.** Secure a Petition for Club/ Organization packet from the Student Life Staff Member at your campus or center.
 - 2.** Submit the completed petition, which should include a list of prospective advisors and a draft of a club constitution, and any other information which may be needed, to the Student Life Specialist at your campus or center.
 - 3.** The Student Life Staff Member will review your constitution with the SGA Executive Board.
 - 4.** If the constitution is in proper form, grammatically correct, and not in conflict with the College's Student Code of Conduct, it will go before the SGA Senate.
 - 5.** A representative from the organization will be notified of the date and time of the Senate meeting. It is strongly encouraged that potential members and advisor of the prospective organization be present at the Senate meeting to address any questions and present the petition.
 - 6.** If approved, the organization will be provided with a club manual, advisor packet, and club account. If denied, the Senate will advise the pending organization of the next steps to be taken in order for the club to reapply.
- c.** An account that has no financial activity for at least one year is determined to be inactive. If a club/organization becomes inactive and remains inactive over a two year period, then the club account will be closed. For a club to be reactivated, the club will need to reapply through the Petition for Club/Organization form and be approved to be officially recognized by Florida SouthWestern State College.

Activity/Event Procedures for Student Clubs & Organizations

I. Definition: A Student Life function is defined as an activity, entertainment, lecture, fundraiser, etc. sponsored by a College-approved student group, designed to promote growth and development of students.

II. Approval of Functions: All functions must be approved at least four weeks in advance of the event. The correct procedures are as follows:

- a. Obtain an Activity Request Form from the Student Life Specialist; complete it.
- b. Upon obtaining the appropriate signatures (advisor, etc.), submit the completed Activity Request Form to the Student Life Staff Member for approval. Omitting any information from the form will result in a significant delay in processing.
- c. Completed forms must be submitted four weeks prior to the event. No plans or preparations should be made until all forms have been received and approved by the Student Life Specialist.
- d. Clear the date on the campus calendar with the Student Life Specialist and with the advisor.

III. Location of Functions

- a. It is acceptable to have an event in any approved location in the five-county College district. A location may be denied because of distance, inadequate police protection, inadequate facilities, fire hazards or other reasons determined valid by the advisor and/or the appropriate Student Life staff.
- b. Indicate the desired location of the function on the Activity Request Form. The Student Life Staff member will then reserve the location for you, or inform you that the location is unavailable.

IV. Conduct: Organizations assume responsibility for members' and guests' conduct as follows:

- a. Only registered students and their guests may attend College events sponsored by student organizations, unless by special invitation of the group.
- b. Attire should be appropriate for a college sponsored public event.
- c. Each group should refrain from using decorations, signs and favors considered in poor taste because students represent the College at all times.
- d. Any functions sponsored by, or held in the name of, a recognized student organization must abide by all regulations stated herein, whether the function is held on or off College property.
- e. The College expects students to conduct themselves as mature adults, to dress and conduct social events in good taste, and reserves the right at any time to discipline students whose conduct is deemed against College regulations. (Student Code of Conduct).
- f. Use or possession of alcohol and/or drugs by a student or advisor during any College sponsored activity is prohibited. Violation of this policy can result in disciplinary action.
- g. Always clean up afterwards; leave the location better than you found it. Insufficient cleanup will result in denial of future facility use.

BUDGET PROCEDURES FOR STUDENT CLUBS & ORGANIZATIONS

Once a student organization is officially recognized by FSW, it is entitled to an account (Fund 6) within the College. These funds are governed by the College's Finance Office and are accountable to certain guidelines.

Note: Student Organization accounts do not generate interest.

I. Accounts

a. Set up: A club officer and advisor need only contact the appropriate Student Life Staff Member and request that an account be opened for that organization. Once the account number is obtained, it is critical that your organization list the correct Index Number (6xxx) with Account Number 21100 and club's name and campus on all budget paperwork.

b. Records: It is mandatory that club treasurers, with the assistance of the Student Life Specialist, maintain account records. Club members and advisors may request printouts from the Student Life Specialist to compare their records.

c. Approval: The budget administrator's signature must be on all budget paperwork before it can be approved. In addition to this, the club officer and advisor must also validate the financial transaction with their signatures. Note: The club advisor should be listed as the College contact person for any student organization's order placed with a vendor.

d. No organization is allowed to have an outside account and if an organization is caught with one, the official status of the organization will be revoked.

e. In order for a club to receive funding each academic year and before making expenditures, officers and advisors must attend a club orientation and submit updated executive-board information the beginning of each semester.

II. Financial Transactions

a. All expenditures from student organization accounts must be approved by the organization, either by budget or by motion, properly seconded and passed by majority vote and signed-off by the advisor, club officer and budget administrator. During the summer, the budget administrator may sign-off in either the club officer or club advisor position, if one is not available in the summer.

b. The officers and advisor of a student organization are responsible for seeing that the group observes the financial policies and procedures of FSW. The advisor has the duty of informing officers of the purchasing regulations.

- c.** The advisor is held responsible for collecting and depositing all funds in FSW's Cashier Office within 24 hours. The treasurer keeps the record of all financial transactions. He/she shares with the president and the advisor the responsibility of informing members of financial duties and of proper purchasing procedures. All fundraising must be approved by the Office of Student Life prior to collecting funds, and funds collected must be deposited into the club account within two business days. Some types of fundraising are not allowed under Florida Statute. Please consult the Student Life Staff Member before any fundraising activities.
- d.** Each semester, club officers and advisors must attend an orientation workshop which includes review of related policies and procedures.
- e.** Policy requires that each proposed activity, including fundraisers, be submitted for review by completion of an Activity Request Form. This form is evaluated by the Office of Student Life for appropriateness, and approved prior to implementation.
- f.** Clubs are permitted to raise monies through dues, candy sales, bake sales, car washes, etc. with prior approval from the Office of Student Life, but they are not to be in direct competition with College contractors including the bookstore or food services.

Transactions

- a.** Notify the Office of Student Life prior to making any purchases via email.
- b.** All club expenses, including club catering expenses, are pulled from the club account.
- c.** There are three types of transactions that clubs may utilize: Check Request, Petty Cash, and Deposit Memos:

1. Check Request:

Complete the Check Request form and submit with supporting documents to the appropriate Student Life Staff Member. A Check Request must not exceed \$250.00. Purchases over \$250.00 require additional approvals.

2. To make a purchase, clubs should request a quote from the vendor, then fill out a Check Request form, and attach it to the quote. This should be submitted to the Student Life Staff Member. Student Life will forward it to the Finance Office where a check will be produced for the vendor. A check is normally ready within 2 weeks. The Finance Office will mail the check to the organization/recipient or release it the individual specified on the form. Please be sure to keep a copy for your records.

3. Reimbursements between \$50.00 and \$250.00 also use the Check Request form. The original receipt must be submitted with the Check Request.

Petty Cash

Petty Cash: Expenses totaling \$50.00 or less may be reimbursed immediately through petty cash. Obtain a Petty Cash Form and have signatures from the club advisor and budget administrator. Submit the form with the original receipt attached, to the Cashier for reimbursement. A copy must be given to the Student Life staff member for bookkeeping purposes. Please be sure to keep a copy for your records.



5. Deposit Memos:

Deposits can be made on any campus through the Cashier. Any money collected through fundraising must be deposited the next business day after the event is completed. Deposit Memo Forms are available with the Student Life Staff Member. These may be submitted to the Cashier with cash or checks for deposit into club accounts. Checks must be made out to the student organization and FSW (i.e. Environment Club / FSW).

III. Deadlines

- a.** The time line for a budget transaction is a strict one. At least two weeks is needed to process financial transactions.
- b.** All budget paperwork must be submitted to the appropriate Student Life staff member for appropriate signatures. Once approved and signed, Student Life staff will forward it to the Business Office.
- c.** All club transactions and reimbursements must be submitted within two weeks of each event.



IV. Inactive Accounts

- a.** Any account that has no financial activity for at least one year is determined to be inactive.
- b.** If a club/organization becomes inactive and remains inactive over a two-year period, then the club account will be closed.
- c.** For a club to be reactivated, the club will need to reapply through the Petition for Club/Organization form and be approved to be officially recognized at Florida SouthWestern State College.

COMMUNICATION & PUBLICITY PROCEDURES FOR STUDENT CLUBS & ORGANIZATIONS

Student Clubs and Organizations have various avenues for communicating opportunities for involvement with the greater student body. Some are more effective than others, and the Student Life Specialist can be consulted for advice on the best way to publicize club activities. Please read and abide by the following guidelines. When in doubt, consult a Student Life Staff Member!

I. Communication and Publicity:

- a.** All publicity must be approved by the club advisor and the Student Life Staff Member first.
- b.** Clubs or student organizations that request methods of publicity or mass communication may be denied if:
 - 1.** unapproved by the advisor and/or the Office of Student Life
 - 2.** deemed to be in poor taste or reflect poorly on the College
 - 3.** in breach of the Communication & Publicity Procedures
- c.** If Communication & Publication Procedures are not followed, student organizations may face disciplinary actions, including the denial of future activity requests.

II. Design:

Recognized student organizations are encouraged to request design services to market and promote their events.

- a.** The Activity Request Form must be submitted and approved by the Office of Student Life before design work or printing can begin.
- b.** Even if design services are not utilized, an Activity Request Form must be submitted and approved by the Office of Student Life before a student organization is permitted to advertise an event in any way. All design rules apply regardless of who creates the design.
- c.** The Office of Student Life must always approve all publicity before it is printed, posted or distributed, and Student Life has the final say on content.
- d.** Florida SouthWestern State College and the club name must appear on all printed materials.
- e.** Club t-shirt designs follow the same design procedures. Before ordering club t-shirts, the Student Life Department and club advisor must approve the design and product order. The Student Life Department can assist with vendor recommendations.

Note: The club advisor should be listed as the College contact person for any student organization's order placed with a vendor.

II. Portal calendar:

The Portal calendar is utilized by and visible to all students, faculty, and staff at Florida SouthWestern State College. It is the classic “calendar of events,” and it is one of the best ways to promote a meeting, activity, or event hosted by a club. Only certain administrators at the College are able to post items on the Portal calendar. Student Life staff members have this privilege. If you wish to have something posted to the Portal calendar, you should make this request on the Activity Request Form and turn it in to the Student Life staff member. To have regular club meetings posted, it is not necessary to turn in an Activity Request Form for each meeting; check with your Student Life staff member to see how he/she would prefer you request this. You may also contact the Student Life staff member directly through e-mail about having something posted; be sure to include all available information and details of the activity.

III. Flyers & posters:

Any materials or vandalism placed on prohibited surfaces, windows, walls, doors, vehicles, etc. will be removed immediately by building maintenance personnel or by Student Life staff. Consult the Office of Student Life at your college location to understand prohibited locations. The sponsoring organization is responsible for removing the posted materials within 24 hours following the activity. If this is not done, Student Life may deny the next request to host an activity.

IV. Mass e-mail & Portal announcements:

The overuse of mass e-mail dramatically decreases its effectiveness. For this reason, Student Life is unable to send mass e-mails for specific club events. Portal announcements are not restricted like mass e-mails, and these are an effective alternative. These announcements can be sent to specific audiences, and they will appear above a student's e-mail inbox. To request that a Portal announcement be sent, mark the appropriate area on the Activity Request Form, or contact the Student Life Specialist.

VII. Off-campus/Community Publicity:

Clubs/Organizations must work with their advisors and Student Life Staff Member to arrange publicity in the community.

FOR QUESTIONS

For questions or concerns, visit your Office of Student Life on any of our campuses or centers. Our advisors can help you with any aspect of club organization, travel and expenditures.

Charlotte Campus

Building O, Room 105
(941) 637-5634

Collier Campus

Building A, Room 106
(239) 732-3706

Hendry/Glades Center

Building A, Room 124
(863) 674-6005

Thomas Edison (Lee) Campus

Building S, Room 102
(239) 489-9246

Offices open from 8:30am to 6pm each weekday*

*excluding holidays and campus/center closures



