

STUDENT ORGANIZATION MANUAL

EVERYTHING YOU NEED TO KNOW
TO RUN A SUCCESSFUL
STUDENT ORGANIZATION



**student life &
wellness center**

AT PARKLAND COLLEGE

Handbook updated January 3, 2023

Many thanks to Illinois Central College for providing an excellent template to assist in the development of Parkland College's Student Organization Handbook.

Table of Contents

Section I: Student Life.....	5
Student Organization Manual	5
Office of Student Life and Wellness Center	5
Mission Statement	6
Bylaws and Policies	6
Discrimination, Harassment, and Assault	6
Section II: Becoming a Recognized Student Organization	7
Recognized Student Organizations Purpose	7
Benefits of Recognized Student Organizations	7
Membership.....	7
How to Start a Student Organization	7
Maintaining Recognition	8
Revocation of Recognition	8
Role of the Official Student Organization Advisor.....	10
Advising Tips.....	13
Advising Expectations.....	14
Officer Transition.....	14
Liability and Risk Management	16
Section III: Organizational Operating Procedures	17
Student Organization Financial Policies and Procedures	17
Allocations.....	17
Student Programming Board.....	17
Funding Requests	18
Student Organization Account.....	18
Organization Budget Guidelines.....	18
Purchasing.....	19
Officer Orientation.....	19
Fundraising Events & Cash Handling Guidelines	20
Donating Funds.....	21
Use of College Facilities.....	21
Section IV: Student/Advisor Development & Recognition	24
Student Leadership Opportunities	24
Student Life Banquet and Awards	24
Section V: Travel	26
Student Organization Travel.....	26
Travel Forms.....	26

Group Travel Guidelines.....	27
Student Life Group Travel Approval.....	27
Transportation.....	27
Responsibilities of Traveling Advisor.....	29
Responsibilities of Traveling Students.....	29
Appendix	31
Planning Document for Student Organizations.....	32
Learning Outcomes	33
Results Document for Student Organizations.....	35
Programs and Events Evaluation Form.....	36
RSO APPLICATION FOR RECOGNITION AND RENEWAL.....	39
Check Requisition.....	41
RSO Financial Transaction Log.....	47
Sample Constitution and Bylaws.....	49
Parkland College Off-Campus Travel Exception Waiver.....	54

Section I: Student Life

Student Organization Manual

This manual serves as a resource for the members, officers, and advisors of Recognized Student Organizations (RSOs). This manual is intended to serve as a guide to general policies and procedures that impact student organizations. All forms referenced in this book can be found in the appendices and are bolded throughout the contents of this manual.

There are many variables, which make each group and situation unique, issues may arise throughout the course of the year that are not addressed in this manual. At first, it may seem overwhelming to manage a student organization. This handbook is your guide to running a successful organization. Whether you are an organization member needing to make copies of a flier, or the president of your organization planning an executive board retreat, this handbook and Student Life are your resources. If you cannot find information or need clarification, please contact the Activities Program Manager. Parkland College reserves the right to make changes to this manual without prior notice. Please note that at times we find it necessary to update policy or procedure. If that occurs, all Recognized Student Organizations will be notified. The most up-to-date version of this manual will always be available on the [Student Organizations webpage](#).

We look forward to serving you! Please stop by Student Life to learn more about the support services, resources, materials, and student development opportunities available to your RSO.

Office of Student Life and Wellness Center

Room: U-111

Phone: (217) 351-2492

Email: stulife@parkland.edu

[Student Life Website](#)

Director of Student Life – U-119

Tracy Kleparski (217) 351-2206

tkleparski@parkland.edu

Administrative Assistant – U-111

Sidney Megeff (217) 351-2376

smegeff@parkland.edu

Wellness Coordinator – U-112

Ashanti Lumpkin (217) 373-3879

alumpkin@parkland.edu

Student Life is part of the Parkland College Student Services Division. As such, we operate under the following mission:

Mission Statement

The Student Services Division enhances the educational mission of the College by providing a welcoming and supportive environment in which all students may study, grow, and succeed. We advance student learning and development by engaging students in meaningful activities outside of the classroom designed to promote our students' academic, social, personal, and professional growth.

We fulfill this mission by:

- Valuing Diversity
- Promoting Respect and Understanding
- Improving Persistence
- Collaborating with Colleagues
- Embracing Change, Evaluation, and Accountability
- Providing Support Services
- Engaging and Challenging Students to Become Responsible Leaders and Productive Citizens

Enriching Learning

Developing Leaders

Growing Communities

Bylaws and Policies

This manual is a compilation of the rules set forth by the Parkland College Policies and Procedure Manual, the Student Handbook (located in the appendix of the P & P), and all other Parkland College and Student Life rules and regulations set specifically for clubs and organizations. Some of the policies that may be of interest to student organizations include:

[Parkland Student Handbook](#)

[Discrimination, Harassment, and Assault](#)

Section II: Becoming a Recognized Student Organization

Recognized Student Organizations Purpose

Student Organizations are one of the best ways to build supportive communities on campus. Student Organizations are designed to afford students with experiences that have educational value for them as individuals, in their social relationships, and in the exercise of their responsibilities as citizens. These organizations are considered to be the workshop in which many classroom concepts are put into practice. Student Organizations enrich the cultural, recreational, and co-curricular dimensions of Parkland College. Student Organizations help students find a place to belong, support their academic pursuits, and provide opportunities for leadership experience and personal growth.

Benefits of Recognized Student Organizations

- Membership solicitation on campus.
- Use of College facilities and equipment as approved.
- Raising funds on campus for an identified educational purpose to benefit the organization.
- Meetings and social functions on campus.
- Use of College printing facilities, mail services, and accounting services for organization needs.
- Publicizing activities on campus.
- Participating in College events and activities.
- Opportunity to request funds from Student Programming Board in order to attend educational conferences and/or plan an educational, social, or civic campus-wide event for the student body.

Membership

Membership in a recognized student organization shall be open to all Parkland College students, faculty, and staff who meet the stated qualifications of that organization. Officers of student organizations must be currently enrolled Parkland College students (defined as 3+ credit hours). All students having an interest in such activities shall have the opportunity to participate accordingly. The college prohibits all forms of discrimination and harassment, including those that violate federal and state law, or college policy. It will not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity/expression or sexual orientation in its employment practices or educational programs and activities.

How to Start a Student Organization

Student Organizations (RSOs) at Parkland College must support the mission of the College and meet a need currently not being met by an existing organization. The existing student organizations are listed on the Parkland College website. You may find there is already a group on campus doing exactly what you want to do. It is often more effective to combine forces than duplicate efforts, which can create competition for human and financial resources as well as membership.

If, however, there is not an existing organization, and the organization you are proposing to start supports the mission of the College, then we encourage you to follow the steps below:

In order to start a new organization:

- Pick up an **Application for Recognition and Renewal** from Student Life.
- Select an Advisor(s) for your organization. They must be a currently employed staff or faculty member (part-time or full-time) of Parkland College.
- Find a minimum of 6 students who are interested in joining the organization.
- Draft a constitution. There is a **Sample Constitution** in the appendix of this manual.
- Submit your completed **Application for Recognition and Renewal** to the Activities Program Manager.
- The Student Government Association and the Dean of Students will review the **Application for Recognition and Renewal** and determine if your organization will become officially recognized. You will be notified regarding your proposed RSO's approval.
- Once your RSO is approved, then you should proceed to the next step.
- Meet with the Activities Program Manager and your Advisor to discuss policies and best practices for RSOs. You will receive a copy of Student Life Manual, your RSO budget line, and other forms necessary to effectively organize an RSO.
- Hold an organizational meeting to approve the constitution and formally elect officers.

At first, the process to form a new student organization may seem overwhelming, but our office is here as a resource to help you. If you need assistance with any of these steps, contact the Activities Program Manager.

Maintaining Recognition

For an organization to remain active and in good standing the organization must:

- Have a President and Treasurer, who attend officer training annually. If there is a change of officers during an academic year, this training needs to be completed by the new officers.
- Have Parkland College Faculty or Staff advisor who attends the annual Student Life advisor training.
- Submit a completed **Planning Document** and updated [Application for Recognition and Renewal](#) once per academic year.
- Meet with the Activities Program Manager once per semester.
- Submit a completed **Results Form** at the end of every academic year.
- If your constitution has not been reviewed/updated in more than three years, your organization will need to submit an updated copy which includes the date reviewed and any updates needed. Failure to return these forms by the specified date may result in the organization being blocked from continuing organization business.

For an organization to restructure, be renamed, or change purpose it must:

- Submit a completed **Application for Recognition and Renewal** including an updated Constitution for Student Government Association and Dean of Students' review and approval.

Revocation of Recognition

A group's recognition may be revoked for any of the following reasons:

- Inactive for two years.
- Violations of Parkland College policies, state, national, or local law.
- Non-compliance with any and all rules set forth in this manual.
- Disciplinary action; student organizations are subject to disciplinary actions as explained in the Student Code of Conduct.
- Noncompliance with organization registration procedures and constitution requirements.
- Falsification of any registration information.
- Misuse of funds, overextension of organization funds, or misuse of requested funds received from Student Life.

When a student organization fails to meet the expectations set forth in this manual, they may be in jeopardy of losing their recognition. When this occurs, Student Life will work with the organization's student leadership and Parkland College advisor to develop a plan intended to help the organization meet their obligations to remain in active standing.

When an organization fails to meet its obligation:

- The organization's advisor and leadership will be notified of errors.
- Student Life will work with the advisor and organization leadership to develop a plan to correct issues.
- Subsequent errors may lead to penalty up to and including probation or revocation of recognition.

Final decision to revoke a student organization's recognition will be made by the Director of Student Life, Dean of Students and VP for Student Services.

If an organization's recognition has been revoked, the group must first correct behavior or actions that resulted in the loss of recognition and then reapply for recognition following all procedures and regulations outlined in this manual. If an RSO's recognition is revoked, organizational funds will no longer be available.

Role of the Official Student Organization Advisor

Student organizations are required, per Parkland College policy 8.17.01 to have an approved advisor, either a full-time or part-time faculty or staff member of Parkland College who provides support and guidance to officers and members. The primary function of this role is to actively advise, counsel, and serve as a resource person and assist the students in achieving a degree of mature thinking and considered action that will strengthen the organization and help it to fulfill its objectives.

The advisor serves as a representative of the group in an official capacity and as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

Student Life serves as a resource for any questions, concerns, or comments that you as a student organization advisor may have regarding your organization. We are happy to assist you in your role as an advisor.

Advising a student organization can be a very rewarding experience. Working with students outside of the classroom allows faculty and staff to share information and resources and encourage leadership and skills development. These attributes are invaluable to students when they leave Parkland College.

Responsibility to the Student Organization

Every student organization is required to have a full-time or part-time faculty or staff member of Parkland College serving as an advisor. Locating and asking a faculty or academic staff person to be an advisor is the responsibility of the organization. Student Organizations are encouraged to seek out more than one advisor when possible. This allows more flexibility to the organization and eases the additional time commitments on an individual who wishes to support students through an advising role.

The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and several other factors determine the nature of an advisor's involvement with the organization. Organizations should recognize the value of having a good advisor and use that advisor as a resource person. In short, a good advisor plays an essential role in an organization's success.

An advisor's function is fourfold:

- To be a consultant and to help with the organization's growth and development.
- To provide continuity to the organization.
- To act as an authorized and responsible agent of the organization.
- To ensure compliance with all College policies and procedures.

Per the college policy: The Parkland College employee who serves as the club or organization advisor shall be present whenever the organization does the following:

- Conducts an election of officers.
- Conducts a meeting at which a guest of the College will speak.
- Conducts any activity which is considered an official organizational function. Functions are considered official when organization or College funds are used in any way sponsoring the event; when the activity is planned as a scheduled meeting either on or off campus; or when

the activity is held under the name of the organization, and all members are extended either a written or an oral invitation.

Choose your advisor well. Discuss with your organization and with your advisor what you want the advisor's role to be. Take into consideration the advisor has to maintain a liaison role between the organization and Parkland College. An advisor is a consultant and should be a stabilizing source when you need help. It is the advisor's duty to ensure officers are aware of the policies and regulations established for RSOs. Both the advisor and the organization should understand the advisor is there to help the organization, and the advisor is chosen and retained at the organization's discretion. Organizations should realize an advisor has the right to resign. The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship.

Students can expect their advisor to:

- **Guide the group in developing realistic goals and strategic plans** for the academic year. This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.
- **Act as a liaison to other Parkland student organizations, departments, and programs.** The Advisor is key in helping students collaborate with other groups, broaden networks, and share resources.
- **Be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.** The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of each activity.
- **Be available to organization officers/members and regularly meet with the organization.** Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them, an organization will be better off.
- **Encourage less involved students to take initiative.** Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.
- **Provide continuity** within the group and be familiar with the group's history and constitution. Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. Serving as the group's memory and continuity link, the advisor can help new officers build on history and develop long-term plans for the future of the organization.
- **Offer ideas for projects and events.** The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, and cultural activities. Advisors should not dominate the program planning process. However, advisors should ensure that the group understands a program's complexity and has discussed the necessary steps in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization.
- **Assist the group in evaluation.** This includes evaluating individual programs as well as

doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

- **Sign documentation** that requires an advisor's approval, such as requisitions.
- **Must be present at scheduled meetings and official social functions** of the organization from the beginning to the conclusion.
- **Assist the treasurer** in formulating an annual budget and in maintaining accurate accounting procedures.

Responsibilities of the Organization to the Advisor

The organization has some definite responsibilities to its advisor. The following are guidelines to assist in building a healthy organization/advisor relationship:

- Meet with your advisor at least one day before your meeting to go over the agenda and topics to be discussed at the meeting.
- Plan meetings and special functions at a time the Advisor is able to attend.
- Keep the advisor posted on the progress of the organization.
- Your advisor is your primary source of support from the college. The better informed they are about all aspects of the organization, the more effective they will be in supporting your efforts.

Advisors can expect student members to:

- Inform and update them regularly of organizational issues and accomplishments.
- Provide them with meeting minutes.
- Provide them with event information (date, time, and location) and changes.
- Have open and honest communication.
- Have mutual respect.
- Be committed to the organization.
- Establish written goals and objectives for the semester.
- Maintain accurate record keeping.
- Be present at all programs and meetings.
- Be committed to a smooth officer transition between each semester and each year.
- Thank them for a job well done. Advisors should be shown appreciation and respect for the work they do on behalf of the group.

In most instances, advisors are graciously volunteering their time to serve the organization and promote student development. It is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship.

Organizations can recognize their advisor by nominating them for the Advisor of the Year award, given annually during the Student Life Banquet. During the spring semester, organizations can obtain an Awards Nomination Form from Student Life.

Responsibility to the Individual Group Members

- Help the students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to take on many responsibilities and can overextend themselves. The advisor has a unique opportunity to remind students of their academic

obligations and personal needs.

- Encourage each individual to participate in and plan group events. Some students fade into the background if not effectively encouraged. Being a member of a student group can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.
- Encourage students to accept responsibility for specific roles within the group. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.
- Nominate students for either the Officer of the Year or Member of the Year Award. These awards are an exemplary way to recognize the hard work, commitment, and success of students.

Responsibility to Parkland College

- Act as Parkland College's representative to the Student Organization. The Advisor must be active and involved in the student organization to ensure it follows Parkland College policies and local, state, and federal law. The Advisor must be present when the student organization elects officers, hosts a guest of the College, and conducts any official function including meetings, social events, and travel.
- Attend Parkland College's Student Life sponsored training activities. Although some advisors have been an advisor before, it's important that advisors attend all training sessions created for them. New things happen in Student Life, and we want to keep advisors as up to date as possible.
- Federal law identifies all student organization advisors as a "Campus Security Authority" through the Clery Act. Public Safety will provide annual training to advisors on the responsibilities and duties of a "Campus Security Authority".
- Work with the group, but not direct its activities. Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations.
- Serve as a point of contact between a student organization and Student Life. An Advisor needs to remain in communication with Student Life to ensure that student organizations are fully informed of upcoming events, deadlines, and requirements.
- Help during an emergency. Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the organization's President as a spokesperson or serving as the main contact for the College can help in these cases.

Advising Tips

The following is adapted from University of South Florida's Advisor Handbook.

Every student organization will differ and may require a different approach by the advisor. The following information can serve as a starting point.

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.

2. Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
3. Assist in the establishment of responsibilities for each officer and member.
4. Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
5. Remember: praise in public, criticize in private. Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
6. Maintain a sense of humor
7. Be honest and open with all communication. The students need to feel that you are just in our dealings with them.
8. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
9. Help them see alternatives and provide an outside perspective.
10. Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

Advising Expectations

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. As groups vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The advisor and the group should agree on a set of expectations of one another from the onset.

Some Initial Questions You May Want to Ask the Organization:

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan per semester?
4. How experienced are the student leaders?
5. How do your skills match the needs of the organization?
6. What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
7. What are some of the ways the advisor can be more helpful to the group?
8. Will the advisor be a silent observer at meetings or an active participant?
9. Should you interrupt during meetings if you think the group is getting off track? How? When?
10. If things get unruly, should you interrupt or remain silent?
11. Is the advisor expected to give feedback? How? When?
12. Are there areas of the organization that are "hands off" to the advisor?
13. Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the advisor has seen changes,

knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the semester.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

The Team Effort

The team effort involves the outgoing-officer board, the advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

- Past records/notebooks for their office and updating those together.
- Discussion topics should include:
 - Completed projects for the past year
 - Upcoming/incomplete projects
 - Challenges and setbacks
- Anything the new officers need to know to do their job effectively

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks.

If an outgoing officer is unaware of how something was done, or does not have records to pass on to the new officer, you can help that officer by providing the information they may need.

The structure of a team effort retreat can take many forms. The advisor's role in this process is to provide historical background when needed; help keep goals specific, attainable, and measurable; and provide advice on policies and procedures.

One-on-One Training & Advisor with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers. After that meeting, the advisor should meet individually with each officer and examine the notebook of the previous officer (or create a new one). Things to include in a new notebook:

- Any forms the officers may need to use.
- Copies of previous meeting agendas.
- A copy of the organization's constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Liability and Risk Management

As an advisor of a student organization, you are the College's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities, and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

The risk of liability can be limited through taking appropriate measures, knowing and abiding by regulations, and using common sense. If you are confronted by a situation that you feel may be risky, please do not hesitate to contact Student Life and ask.

Here are a few things that your organization can do to identify and reduce risk:

- A. Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel).
- B. Identify options for reducing risks.
- C. Assess the capability of the group to manage risk.
- D. Identify the challenges in managing risk, as well as resources to assist in your planning.
- E. Develop a plan of action in reducing risk.
- F. Communicate with everyone involved (officers, members, advisors, participants, facilities staff, etc.)
- G. Be aware of/have access to Parkland College's policies and procedures involving student organizations.

Section III: Organizational Operating Procedures

Student Organization Financial Policies and Procedures

Allocations

Each student organization receives a small annual allocation per academic year after completing the necessary advisor and officer orientations and supplying Student Life with all required paperwork.

Additional funds can be obtained through RSO fund-raising activities as well as applying to the Student Programming Board for funding of RSO activities.

Student organizations are encouraged to plan organizational activities in advance, know their budget needs in order to conduct the annual business and activities of the organization and make requests for funding their activities through the Student Programming Board as detailed below.

Student Programming Board

The Student Programming Board is comprised of six members: three representatives from Student Government Association (SGA) and three from Student organizations with equal voting powers. These students will serve for an entire Academic year. The Student Programming Board's main purpose is to allocate financial resources to RSOs for programs, events, and trips.

To request funds RSOs must submit a funding request to the Programming Board a minimum of two weeks prior to the Programming board meeting. The funding request will include the amount requested, a budget, name of the organization requesting funds, a point of contact, an advisor's signature, and a statement of how students will benefit from this event. The Student Programming board will meet in September, October, November, January, February, March, and April.

Student Organizations are asked to send student representatives to present their proposal to the Student Programming Board. This gives them a chance to make a formal presentation, show the importance of the proposal and answer any questions the Student Programming Board may have. We encourage advisors to help assist student organization leaders in the planning and preparation of the proposal, however only students will be allowed to present to the Student Programming Board.

The board has authority to fully fund the proposal, partially fund the proposal, conditionally fund the proposal, or deny the proposal. The Student Programming Board receives an annual allocation and intends to distribute all of these funds to support RSO events, programs, and travel. The board can also request more information from the RSO to make its decision. Student Organizations should allocate enough time to make event/travel arrangements and secure additional funding after receiving final decision from the Student Programming Board.

Funding priority will be given to requests that meet the following criteria:

- Submitted many weeks before the event (demonstrate pre-planning)
- Collaboration with other student groups or academic departments
- Demonstrate a significant benefit to Parkland College students

Funding Requests

Recognized Student Organizations wishing to request funds from Student Life through the Student Programming Board must complete a [Request for Program and Travel Funds form](#) accompanied by an up to date **Financial Transaction Log**.

These forms and budgets should be submitted to the Activities Program Manager and are reviewed by the Student Programming Board. Organizations are notified if their petition has been approved and the amount of funding awarded.

Funded program and funded travel must provide the student body with educational, cultural, entertainment, or recreational programming which uses funds consistent with the educational goals and purposes of the institution and has a significant impact upon and appeal to the student body. The amount of money awarded will vary from year to year as the College budget changes.

For more information regarding the request for funds process, contact Student Life.

Funds must be spent in accordance with College, Board of Trustees, and funding board guidelines. Any violation of federal, state or local laws or funding board guidelines may result in immediate termination of funding.

Student Organization Account

Each Student Organization has a budget line dedicated to them. This account line will be used when depositing money, reimbursing funds, paying for printing, and for all other organization business. Student organizations cannot open or have any checking, savings, or financial accounts besides the Parkland account line. If you are unsure of your organization's account line number, please contact the Administrative Assistant of Student Life.

In order to access student organization accounts the organization must have completed advisor and officer orientations and be in active status with good standing.

Organization Budget Guidelines

All student organizations are expected to operate within their budget. Each fall the officers and advisors are encouraged to develop a budget for the year. This will allow the group to make plans and commit to any necessary fundraising. Groups are responsible for all bills incurred in their name. All bills should be paid in a timely fashion. Overspending and/or not taking care of bills in an appropriate and prompt manner may be grounds for revocation of the organization's recognition.

Organizations can not use those funds for:

- Financial support for political programs, parties, individual political candidates, or direct lobbying efforts.
- Support and/or contributions to any private person, group, association, or business except to pay for goods and services rendered.
- Payment for employment of faculty or staff unless authorized because of unusual

circumstances.

- Payment of faculty or staff professional dues.
- Gifts for advisory and participating members.
- Payments of debts and expenditures incurred from any previous fiscal year except under special circumstances.
- Purchase of alcohol.
- Sales tax (RSO Advisors may obtain a tax-exempt letter from the Parkland College Business office)
- Merchandise

Purchasing

All purchases a student organization makes needs to be voted on, approved, and documented by the student organization in their meeting minutes. Funds should be used to promote the organizational mission, help with the growth and development of the organization and their members, and fulfill the student services mission of the college. There are limitations on what can be bought with Student Organization funds and all purchases for Parkland College are tax exempt. If you are unsure if you are allowed to purchase something, please contact the Activities Program Manager.

All organization financial transactions need to be recorded on the **Financial Transaction Log** and will be submitted at the end of the semester. It is important to maintain this log because the amount of funds available may be different the amount of funds in your organizational account due to a delay in processing checks and payments.

Student Organizations can purchase items through one of three ways:

1. Student Life can make a purchase on behalf of a student organization with a Parkland College Purchasing Card (P-Card) with funds from the RSO account line. Requests for this must be received a minimum of two business days in advance.
2. Student Organizations can submit a **Check Requisition** for Parkland College to issue a check with funds from their account line (see appendix for details for how to fill out a check requisition)
3. Student /Advisor purchases it out of pocket and is then reimbursed from the Student Organization account line. This will again require a Check Requisition to be submitted to Student Life.

Remember that Parkland is a tax-exempt organization and all purchases should be made using the tax exempt letter.

Officer Orientation

Officer Trainings are offered multiple times at the beginning of the fall and spring semesters. This orientation includes how to fill out a check requisition, mandated reporting for financial transactions, information about your student organization account, and other policies and procedures essential to maintain a student organization in active and good standing. Student Organizations must attend Officer Orientation to remain active and in good standing. All organizations are required to send their President and Treasurer to this training annually in the fall and are encouraged to attend additional officer trainings throughout the year to refresh their knowledge of financial policies for

organizations. If your organization's President or Treasurer leaves the organization or a new person becomes the Treasurer, contact the Activities Program Manager for Student Life to schedule an individual orientation.

Fundraising Events & Cash Handling Guidelines

The College permits controlled sales campaigns and solicitations on College property by officially Recognized student organizations. Student organizations must request permission and register their fundraising event no less than 10 business days in advance with the Activities Program Manager for Student Life. Approved fundraisers should follow the guidelines below:

- All expenditures for the fundraising event must be done through the organization's Fund 10 account following related and appropriate College policies and procedures for expenditures.
- All deposits must be made to the organization account daily through the Cashiers Office and adhere to all related and appropriate College policies and procedures. If fundraising event extends into evening and/or weekend hours, deposits must be done the following business day.
- Checks must be made out to Parkland College. (The organization name or event name may be noted in the memo.)
- If a third-party vendor is being utilized for the fundraiser, the contract(s) must be submitted to Student Life for review and processing as early as possible, but no less than 15 business days prior to the beginning of the event. Organization members and/or advisors are NOT allowed to sign contracts on behalf of the organization or College.
- No less than 2 organization members (or advisors) must be present when payments of any type are being accepted. Student Life reserves the right to require an advisor (or other pre-approved advisor substitute) be present depending on the location and type of fundraising event.
- If the fundraiser or club activity involves food items, proper food handling guidelines must be followed, up to and including Champaign Urbana Public Health District guidelines.
- All organizations collecting dues, fees, and/or assessments must deposit the collected monies with Student Life within one business day of receiving the funds. The organization will be given a receipt at that time and the money will be deposited through the appropriate office at the College.
- Separate bank accounts for individual organizations may not be maintained.
- All expenditures listed on a [Request for Program & Travel Funds Form](#) must be authorized by the organization's advisor and the Activities Program Manager. Funds will not be disbursed without receipts or invoices. This is in compliance with College policy.
- No organizations may charge any mandatory fees for membership other than state or national dues and associated costs.
- All organizations will maintain the highest standards during sale/operation. This includes but is not limited to: accounting, cleanliness, cooperation with the Office of Student Life and other Parkland College Departments.
- Student Organizations can request petty cash from Student Life in order to facilitate financial transactions. The amount of petty cash requested must be returned to Student Life once the fundraiser is ended or Student Life will be reimbursed for this money from your student organization account.
- Student organizations and advisors must always work through Student Life when dealing with contracts and outside vendors, guest lecturers, performers, etc. All contacts related to Recognized Student Organizations must go through the Director of Student Life.

Donating Funds

Student Organizations are encouraged to be civic minded by engaging with and serving the community. Student Organizations can donate money to support non-profits under specific conditions. When a student organization wishes to make a donation to an external source, the funds must be secured through a fundraiser which clearly states the intent to raise money to be donated and the name of the organization where donations will go. Student Organizations are encouraged to donate to non-profits that serve the 505 District.

Use of College Facilities

All requests for the scheduling of events, activities, or College facilities should be initiated with Student Life by submitting an [Event and Program Proposal Form](#). Student Life will assist in planning an activity and in arranging services and facilities as necessary. It is important [Event and Program Proposal Form](#) are submitted in a timely fashion and must be submitted 10 business days before the event. Submission of this form will also result in your event being promoted through the weekly all student e-mail.

Please note the following requests and the number of days' notice needed in order to process your request. Below are the minimum days required. Planning in advance is greatly appreciated and ensures we can have your requests available.

- Requests for Rooms – allow a minimum of 5 business days
- Tables in the Student Union or College Center – allow a minimum of 10 business days
- Audio/Visual Equipment – allow a minimum of 10 business days
- Special Set-up – allow a minimum of 10 business days

These guidelines are in accordance with College-wide scheduling policies and may be subject to change.

Events in which an organization is contracting with an outside agency, expecting an audience of over 75 participants, or inviting the general community should be planned far in advance to ensure Parkland College departments can accommodate your request.

Student organizations who have scheduled the use of College facilities are expected to use those facilities on the date and time requested. If a student organization will be unable to utilize requested facilities, it is required they notify Student Life at least 24 hours in advance.

Room/Space Reservation

Whenever a Student Organization uses a space at Parkland College they need to reserve the room through 25Live. This will avoid any scheduling conflicts and will publicize your events on Parkland's website and student portal. Advisors should submit an online request in 25live at least 10 business days prior to your event. The earlier you submit your request the more flexibility there is to resolve any scheduling conflicts. Student Life can assist with 25live reservations when [requests](#) are made following the guidelines set forth in this manual.

Physical Plant Request

If a Student Organization needs assistance from Physical Plant for a meeting, program, or event,

advisors should place an online **Physical Plant Request** 10 business days prior to your event. The Physical Plant can assist with event set-up and other services.

Equipment Request

Student Life has a variety of equipment and materials you can request to support your events. This includes but is not limited to plates, silverware, serving utensils, balloons, tablecloths, coolers, whiteboards, and more. To use this equipment, you must fill out Student Life's **Special Event Items Request Form** at least 10 business days prior to your event. Student Organizations are responsible for replacing any items that are lost, damaged, or broken.

A/V Equipment Request

To reserve the use of any A/V equipment advisors may submit an online **A/V Event Support Request Form** at least 15 business days prior to your event. Additional technology is available to be borrowed through the Parkland Library. Student Life can assist with A/V reservations when [requests](#) are made following the guidelines set forth in this manual.

Mail

All student organizations may have official business mail sent to the Student Life Office. If you are expecting mail, contact Student Life. Student Organizations can use the Parkland Mailroom to send mail and can order envelopes from Reprographics. The purpose and content of your mailing will have to be approved by the Activities Program Manager in order to utilize official Parkland letterhead.

Press Release

Organizations interested in having a press release for an event should submit information to the Activities Program Manager for Student Life, who will submit the request to the Marketing department. All requests should be submitted at least 15 business days prior to the event, if appropriate.

Performance Rights

In order to screen a film or play music at an event the public performance rights need to be purchased. Contact the Activities Program Manager for more information about performance rights.

Catering Services

Parkland College encourages, but does not require, the use of Betsy's Bistro for catering events on campus. Student Organizations can place an order by emailing cateringparkland@hendrickhouse.com. Betsy's Bistro will send an invoice directly to Student Life and it will be paid from your organizations account. To obtain an up-to-date catering menu, please contact the Activities Program Manager or Student Life Administrative Assistant.

Posters and Fliers

All Student Organization posters and fliers and advertisements must be approved by and submitted to Student Life to be posted. Posters will only be posted for two weeks and must adhere to college policies. Postings are not allowed to be placed "around the college" on tables, ledges, shelves, car windows, etc. without permission from Student Life. Student Organizations can submit 8 posters to

Student Life to be posted on Student Life Bulletin Boards.

Digital Promotion

To have your posters placed on the TV monitors around campus and on the my.parkland.edu slide show please contact the Activities Program Manager for assistance.

Student Life Weekly Email

Student Life sends a weekly email to all Parkland student to keep them informed of events and activities happening on campus. Submit a request on the [Student Organization Master Form](#) at least 10 days prior to be added to this email. Organizational meetings will not be included in this email, but will be advertised through the Student Portal when appropriately entered into 25Live.

Printing Services

Organizations may utilize the services of the Print Shop for organization printing needs. Student organizations may submit orders to be placed through Student Life. Student organizations are responsible for the costs of printing. Print jobs will be charged to the RSO account.

Please consider that instructional materials for the College will take priority at all times. Allow additional time for printed materials at the beginning and end of each semester and discussing projects before starting is helpful so we can provide guidelines that will give the results you want.

Raffles

Groups that are interested in the sale of raffle tickets must submit an application for a raffle license to the [City of Champaign](#). The person submitting the application will be submitted to a background check by the Champaign Police Department so the advisor of the organization should submit the application. Groups conducting raffles are required to obtain a raffle license from the cities/counties in which they will sell raffle tickets. Raffle license applications must be submitted by the Office of Student Life at Parkland College. The timing of this request is critical, as to allow for processing and approval by local officials.

Temporary Food Service License

Any organization wishing to give away or sell food to the general public must turn in the [Student Organization Master Form](#), registering their event with Student Life. Depending on the nature and the location of the event, it may be required for the organization to secure a temporary food service license from the Champaign Urbana Public Health District. Organizations must submit a copy of their food service to Student Life. Visit <https://www.c-uphd.org/temporary-food-events.html> for more information.

Section IV: Student/Advisor Development & Recognition

Student Leadership Opportunities

Students have opportunities to get involved at Parkland College and demonstrate their leadership abilities. Leadership opportunities available to students include:

- Student Programming Board
- Student Government Association – provide a voice for students on campus. The SGA president also represents the student voice at Parkland College Association. SGA members also serve on grade appeals and student conduct hearings
- Student Trustee – serves as voting member of the Board of Trustees and represents Parkland College in the community
- Trained student leadership for student conduct hearings and grade appeals
- Participation in the [Student Leadership Academy](#)

Student Life Banquet and Awards

Parkland will award up to the equivalent of ten full in-district tuition waivers annually (allocated in full or in part) to those students who participate in Parkland College Student Life activities. These tuition waivers will be allocated to students participating in The Prospectus (student newspaper), Student Leadership Academy, and Parkland Recognized student organizations.

Every April, Student Life will host a banquet to recognize the hard work, dedication, and accomplishments of student organizations. During the banquet the Student Organization Awards will be announced. The Student Organization Awards are a way to celebrate and recognize the outstanding work done by advisors, students, and organizations. Two 50% in-district scholarships will be awarded to members who demonstrate strong leadership as an officer or student organizational member and will be continuing for at least one additional academic semester (fall or spring).

Advisor of the Year: This award recognizes an advisor who shows outstanding dedication, commitment, and involvement with a student organization.

Officer of the Year: This award is to recognize any officer (President, Vice President, Treasurer, etc.) in a student organization. This person should be an exemplary leader, supportive and welcoming to all members, and committed to improving the student organization.

Member of the Year: This award is to recognize an outstanding member of a student organization. This student should have excellent attendance and involvement in organizational activities and meetings, demonstrate a high level of responsibility, and serve as an example of how being in a student organization is beneficial for students.

Collaborative Program of the Year: This award recognizes a program or event that exemplifies the importance of collaboration. This could be between two organizations, between an organization and a Parkland Department, or with an organization and community organization.

Community Service Program of the Year: This award recognizes a program or event that a student organization planned or participated in that bettered the 505 District.

Educational Program of the Year: This award recognizes a program or event that exemplifies Parkland's mission to engage the community in learning.

Academic/Pre-Professional Organization of the Year: This award recognizes an outstanding academic/pre-professional organization.

Multi-Cultural Organization of the Year: This award recognizes an outstanding multi-cultural organization.

Recreational Organization of the Year: This award recognizes an outstanding recreational organization.

New Organization of the Year: This award recognizes an outstanding new organization. New organizations are defined as having started in the past or current academic year.

Section V: Travel

Student Organization Travel

Official events are considered those that include all travel outside of District 505 and those in District 505 where student organization funds are utilized, official business is conducted for the student organization, or when the activity/services the student group will participate in are determined (by the Director of Student Life, Dean of Students, and VP for Student Services) to require an advisor presence due to the nature of the activity.

All official events constitute a Parkland College sponsored event, therefore all College policies apply. All students traveling or representing themselves as a Parkland College group, team, etc. are expected to adhere to College policies regarding student conduct. This expectation is to be upheld regardless of the source of funding.

Failure to comply with the travel policies outlined in this manual will lead to immediate revocation of organization recognition by the VP of Student Services.

Student groups are not allowed to travel unless they have received approval from Student Life. Groups traveling without approval from Student Life may have their recognition revoked.

Advisor and student use of alcohol and/or illegal substances is strictly prohibited. “Student” is defined as anyone registered for credit classes at Parkland College, regardless of age. “Advisor” is defined as a Parkland College faculty or staff member who has been approved by Student Life to serve as an advisor to an organization. If a scheduled activity includes travel, advisors are required to accompany the student group. Student groups cannot travel for official events without a Parkland College faculty or staff advisor accompanying them.

All student groups wishing to travel should review the Student Life Group Travel Guidelines found in the following pages. These guidelines outline the steps and necessary documentation that must be completed in order for a student group to receive approval for travel. All students traveling are required to submit a Student Life [Group Travel Application](#) requesting permission to travel. Before departure, all release forms and contracts must be turned into Student Life for approval prior to any monies being issued to the student organization. This includes monies from organization accounts (Fund 10) or monies received from Student Life.

Student Organization travel may require additional reporting due to the Clery Act depending on duration, location, or other criteria. Student Organizations will be required to submit the [Parkland Overnight Travel Form](#) if their travel includes lodging overnight or the rental of a room or facility for any length of time. For more information about the Clery Act, visit [Public Safety’s webpage](#).

Travel Forms

[Assumption of Risk and Release Forms](#) must be signed and dated by all student participants. Minors under the age of 18 must have a parent or legal guardian sign their travel forms. Student Life will provide these forms for your organization. All students traveling must complete these forms prior to departure date: (Samples of each form may be found in the Appendices.)

1. Parkland College [Assumption of Risk and Release, Off-Campus and Overnight Travel](#)

Contract

2. **Field Trip Form** (Must have a copy on file at Public Safety, Student Life & Dean of Students Office)
3. **Van Driver Information Form** (Must have a copy on file at Public Safety) – only necessary for drivers

Group Travel Guidelines

Purpose of Student Life Group Travel Program:

- All Student Life group travel must support the mission of the sponsoring organization and the overall mission of the College.
- Traveling advisors must be employees of the College and approved in advance by the Director of Student Life or their designee.
- All students traveling on behalf of the College must be in good standing.

Student Life Group Travel Approval

The assigned trip advisor has primary responsibility for developing and executing the travel program in compliance with all Student Life guidelines, Board Policies and Procedures, and state and federal laws. Prior to travel, organizations must submit the Student Life [Group Travel Application](#) and all supporting documentation at least three weeks prior to travel.

The Director of Student Life must approve all group travel applications and travel budget prior to any organization travel.

A copy of all forms will be kept in Student Life, the Dean of Students Office and Public Safety.

Transportation

- Parkland College vehicles should be used for student organization travel. Only current Parkland College faculty and staff members are allowed to drive Parkland College vehicles. Students are not approved drivers regardless of age. There is a limited supply of Parkland Vehicles so advanced planning is recommended for reserving vehicles.
- Parkland College vehicles transport up to five adults. These vehicles are used at no cost to the organization and Parkland College Public Safety will supply a gas card for travel.
- Parkland College Busses have the ability to transport larger groups. The 15-passenger vans may be driven by Parkland College faculty and staff. The group will be charged the current federal mileage reimbursement rate. Check with Public Safety for the most current reimbursement rate.
- Parkland College also has 24 and 34 passenger busses which require a Parkland College faculty or staff driver with a Commercial Driver's License (CDL). The student organization is required to pay the driver (arranged through Human Resources), the Parkland mileage reimbursement rate, and provide the driver with directions to the travel destination, provide the driver's meals and hotel accommodations (if applicable).
- Required drivers do not constitute an "approved advisor".
- All Student Organization Travel should originate at Parkland College.
- In rare instances students may need to request exceptions to the above-mentioned transportation options. Travel exceptions must be requested using the **Travel Exception form** and must be approved by the Dean of Students or VP for Student Services.
- If a Parkland College vehicle is not available, a Student Organization can rent a vehicle. It

is preferred that Student Organizations work with the Activities Program Manager to make these reservations through the college corporate account. The cost of vehicle rental will be charged to the student organization account.

- Payment of any ticket issued to the driver of a College vehicle is the responsibility of the driver.
- Report any accidents or damage to vehicles to Public Safety, Director of Student Life and Dean of Students immediately upon occurrence.
- While traveling a Student Organization should prioritize the use a Parkland College vehicle, rented vehicle, or public transportation.

Compliance with Board policies/procedures and legal mandates:

- Trip advisors will ensure participants are informed about related Board policies and procedures and Federal and State laws pertinent to their individual responsibilities.
- Trip advisors and participants must conduct themselves in a professional manner in accordance with all applicable federal and state laws, as well as Board policies and procedures.

Access and Participation

Students or participants involved in Student Life group travel must be a member of a Parkland College organization and be a currently enrolled Parkland College student.

Individuals may be denied participation in a program if their participation is deemed dangerous to the applicant or the other participants. Trip advisors are to inform Student Life in advance when a student's behavior or other circumstances warrant denial of participation in a Student Life group travel program.

Trip advisors need to document special student needs and agreed-upon accommodations and submit a copy to Student Life.

Minors under the age of 18 must have a parent or legal guardian sign their Conditions of participation form.

Emergency Situations

The trip advisor is to submit a written incident report of all emergency situations, participant's dismissals, or other unique incidents, as soon as possible to Student Life. If necessary, reports may be emailed or faxed.

In case of an emergency evacuation, missing participants or in case of repatriation (death of participant), contact the local police. As soon as the group is secure contact Public Safety, Director of Student Life, and the Dean of Students.

Program Cancellation

Student Life group travel may be cancelled due to acts of God and other unforeseen events.

The VP of Student Services, Dean of Students and/or Public Safety will authorize cancellation of a travel program.

Fiscal Accountability

Student Life group travel budgets must be approved in advance by Student Life. Trip advisors must provide required receipts and other documentation for expense reporting.

Responsibilities of Traveling Advisor

- Advisors are required to accompany the student group in all official travel and in all activities scheduled once the destination is reached. In rare circumstances a Parkland College faculty or staff member other than the approved advisor may travel with an organization with the approval of the VP of Student Services. In such circumstances, the acting advisor is held to the same expectations as an advisor.
- All advisors travelling with the Student Organization must have attended the annual Campus Security Authority (CSA) Training led by Public Safety.
- If an approved Parkland College faculty or staff member is not able to accompany the student group then the organization is not allowed to travel, regardless of the source of funding.
- The advisor must attend all official off-campus activities or conferences, and is expected to travel with the student group. The College suggests the ratio be a minimum of one advisor per ten (10) students.
- In case of a medical emergency, the advisor shall notify 9-1-1 (or equivalent immediately). The advisor should accompany the student to the hospital emergency room if at all possible.
- A copy of each students' emergency contact information shall be kept with the advisor at all times during the course of the trip. A copy of all required travel forms should remain in the Student Life Office in the travel folder.
- The advisor can instill a curfew or other rule(s) to be attended to by all students participating in the excursion/event for all official Parkland College travel.
- Advisors are strictly prohibited from using alcohol and/or illegal substances while traveling with students.
- Should a student be found with alcohol and/or illegal drugs, the advisor should contact/notify the Dean of Students and local authorities. Consequences and/or punishment could include anything from possible banishment from the activity to criminal charges. This is a student conduct code violation which should be discussed with the Dean of Students as soon as possible.

Responsibilities of Traveling Students

- It is the student's responsibility to provide complete information to family members and to provide a telephone number where they can be reached in case of emergency.
- It is advised students should not participate in a special activity or an excursion if their grades are in question.
- Students must remember at all times they are representing Parkland College. They are expected to behave with decorum and respect other students, conference attendees, hotel guests, etc.
- If the College is paying for travel expenses, students are expected to participate in all seminars, lectures, presentations, or any other activities for which the purpose of the event or excursion is intended. Failure to do so could subject the student to disciplinary measures as determined appropriate by the faculty advisor or Dean of Students.
- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse approved by the advisor. An unexcused absence could result in the student

- reimbursing Parkland College for his/her cost of the trip.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the advisor.
 - When traveling as part of a Parkland College excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
 - No student may consume alcohol and/or use illegal substances, regardless of age.
 - If a student be found with illegal drugs, the advisor should contact/notify local authorities. Consequences and/or punishment could include anything from possible banishment from the activity to criminal charges. This is a student conduct code violation which should be discussed with the Dean of Students as soon as possible.

Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the travelers own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the organization, by the Director of Student Life or Dean of Students.

Appendix:

[Student Organization Master Form](#)

Use this form to request approval for travel, host an event on campus, request funds from the Student Programming Board, update your organizations information and more!

Organization Assessment Forms

- Planning Document for Student Organizations
- Results Document for Student Organizations
- Event Evaluation Form

Organization Business Forms

- RSO Application for Recognition and Renewal
- Check Requisition
- Financial Transaction Log
- Special Event Request Form
- Sample Constitution and Bylaws

Organization Travel Forms

- Driver Information Form
- Travel Exception Waiver
- [Off Campus and Overnight Field Trip Travel Contract](#)

Planning Document for Student Organizations

To maintain status as a Recognized Student Organization and be eligible for funding, your organization will need to submit the **Planning Document** as well as a **Membership Roster** at the beginning of each academic year and the **Results Document** and updated **Membership Roster** at the end of each academic year. Student Life will send information regarding these documents prior to the start of the fall semester.

Name of Student Organization: _____

Purpose or Mission: _____

President's Name: _____

Advisor's Name: _____

Person Completing this Form: _____

Email and Phone: _____

Is membership to this organization open to all enrolled students? Yes No

Current number of members: _____ At the start of academic year: _____

Program Goals

Program goals are statements that describe initiatives for improving the organization. Choose at least one program goal that your organization wishes to pursue this year (*example: increased attendance at yearly event, hosting a successful regional event, increase fundraising by 50%*) At least one program goal is required.

Program Goal #1 (required):	
Action steps/timeline for meeting this goal:	
How will you measure your results?	<input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Other (define): <input type="checkbox"/> Review of Records <input type="checkbox"/> Resource Analysis

Program Goal #2 (optional):	
Action steps/timeline for meeting this goal:	
How will you measure your results?	<input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Other (define): <input type="checkbox"/> Review of Records <input type="checkbox"/> Resource Analysis

Learning Outcomes

Learning outcomes are statements that specify what learners will know or be able to do as a result of a learning activity. Choose at least one learning outcome/goal that your organization wishes to pursue this year (example: students will plan Landscape & Garden Day) At least one learning outcome is required.

Learning Outcome 1 (required):	
Action steps/timeline for meeting this outcome:	
How will you measure your results?	<input type="checkbox"/> Reflective Journals <input type="checkbox"/> Other (define): <input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Interviews
This learning outcome aligns with which Strategic Priorities?	<input type="checkbox"/> Helping Students Learn <input type="checkbox"/> Meeting Student and Other Stakeholder Needs <input type="checkbox"/> Knowledge Management & Resource Stewardship
This learning outcome aligns with which General Education Goals? (<i>see attached</i>)	<input type="checkbox"/> 1 Communication <input type="checkbox"/> 2 Reasoning <input type="checkbox"/> 3 Responsibility

Learning Outcome 2 (optional):	
Action steps/timeline for meeting this outcome:	
How will you measure your results?	<input type="checkbox"/> Reflective Journals <input type="checkbox"/> Other (define): <input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Interviews
This learning outcome aligns with which Strategic Priorities?	<input type="checkbox"/> Helping Students Learn <input type="checkbox"/> Meeting Student and Other Stakeholder Needs <input type="checkbox"/> Knowledge Management & Resource Stewardship
This learning outcome aligns with which General Education Goals? (<i>see attached</i>)	<input type="checkbox"/> 1 Communication <input type="checkbox"/> 2 Reasoning <input type="checkbox"/> 3 Responsibility

Learning Outcomes

General Education Goals

Goal#1: Communication

Associate degree graduates have the ability to transfer information, concepts, or emotions to an audience through written, oral, symbolic, aesthetic, and/or nonverbal communication methods that successfully align with their purpose.

Goal#2: Reasoning

Associate degree graduates identify and solve problems, analyze new information, synthesize and evaluate ideas, and transform ideas into a course of action by using critical, creative, and/or analytical skills.

Goal#3: Responsibility

Associate degree graduates understand the implication of choices and actions, demonstrate appropriate behaviors in academic/professional contexts, and contribute constructively within the context of community.

Strategic Priorities

- Helping Students Learn
- Meeting Student and Other Stakeholder Needs
- Knowledge Management and Resource Stewardship

Results Document for Student Organizations

This form is an opportunity for campus organizations to share their organization results for the academic year. Please provide detail for all questions. This form must be completed by the organization in order to be eligible for future funding or to maintain your status as a Recognized student organization.

Name of Student Organization: _____

President's Name: _____

Advisor's Name: _____

Person Completing this Form: _____

Email and Phone: _____

Membership

Please fill out the following information regarding membership and attach current membership roster.

Is membership to this organization open to all enrolled students? Yes No

Current number of members: _____

At the end of academic year: _____

For the past academic year, indicate:

Number of new members _____

Number of members have left or become inactive

Meetings

Please fill out the following information regarding your organization's meetings.

Were meetings held regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>How often were meetings held?</i>
Did the president preside over the meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, who led the meetings?</i>

Leadership

Please fill out the following information regarding the leadership of your organization.

Did officers have executive board meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Officers completed full terms? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, why did officers resign?</i>
Do you have an established officer transition plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please describe the plan:</i>

Programs and Events Evaluation Form

Please fill out the following information regarding your organization's programs and events.

<p>Total service hours performed by members:</p>	<p>List community organizations your group worked with/for:</p>
<p>Did you hold community service events? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please list and describe:</p>
<p>Did you hold fundraising events? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please list and describe:</p>
<p>Did you hold educational events for Parkland students? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please list and describe:</p>
<p>Did you hold social events for Parkland students? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please list and describe:</p>
<p>Did you hold events to connect Parkland students with the community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please list and describe:</p>

Program Goals

Program Goal #1 (required):	
How did you measure your results?	<input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Other (define): <input type="checkbox"/> Review of Records <input type="checkbox"/> Resource Analysis
Describe your results:	
How will you use these results for future planning?	

Program Goal #2 (optional):	
How did you measure your results?	<input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Other (define): <input type="checkbox"/> Review of Records <input type="checkbox"/> Resource Analysis
Describe your results:	
How will you use these results for future planning?	

Learning Outcomes


Learning Outcome 1 (required):	
How did you measure your results?	<input type="checkbox"/> Reflective Journals <input type="checkbox"/> Other (define): <input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Interviews
Describe your results:	
How will you use these results for future planning?	

Learning Outcome 2 (optional):	
How did you measure your results?	<input type="checkbox"/> Reflective Journals <input type="checkbox"/> Other (define): <input type="checkbox"/> Survey/Questionnaire <input type="checkbox"/> Interviews
Describe your results:	
How will you use these results for future planning?	

Check Requisition

Purpose: This form is used to reimburse students and advisors for purchases or to have Parkland College write a check for the Student Organization.

Content:



Parkland College
2400 West Bradley Avenue
Champaign, Illinois 61821-1899
217/351-2200

ATTN: Business Office

510-001-202

Please attach all available supporting documents.

CHECK REQUISITION

Name of payee VENDOR OR STUDENT'S FULL NAME	Social Security number STUDENT ID # (NOT SS#)	Requisition date DATE YOU FILL OUT FORM
Street address CURRENT ADDRESS (ON FILE)	Amount of check AMOUNT	Date check needed ***ONLY IF NEEDED BY DATE
City CURRENT ADDRESS (ON FILE)	State	Zip code
Explanation — Please be specific.		Footed and verified by LEAVE BLANK
Detailed description behind purchase: Purchase of food for meeting or event Purchase of supplies for event, table in College Center. Display case *Please include dates for events/meetings		Accounting distribution codes STUDENT ORGANIZATION'S ACCOUNT NUMBER
Mdse. or service received by LEAVE BLANK		Coded by LEAVE BLANK

Originated by **LEAVE BLANK**

Approved **LEAVE BLANK**

SPECIAL EVENT ITEMS REQUEST FORM
Student Life U-111

Reset Form

Please submit this request form at least one week prior to your event date.

NAME OF FUNCTION _____ TODAY'S DATE _____
 NAME OF ORGANIZATION _____ DATE OF EVENT _____
 CONTACT'S NAME _____ CONTACT'S PHONE _____
 LOCATION OF FUNCTION _____ DATE/TIME ITEMS WILL BE PICKED UP _____

***To confirm the availability of requested items,
 please contact the Office of Student Life at 351-2492, three days prior to your event.***

PLEASE INDICATE QUANTITY NEEDED:

_____ Pizza Boats
 _____ Bowls (12 oz. foam)
 _____ 6" Plates
 _____ 9" Plates
 _____ Foam Cups
 _____ Napkins
 _____ Plastic Forks
 _____ Plastic Spoons
 _____ Plastic Knives

_____ Chafers
 _____ Small Coffee Maker
 _____ Coffee Urn for Coffee
 _____ Coffee Urn for Hot Water
 _____ Vases
 _____ Votive Candle Holders
 _____ Ballot Box

Table Skirts:

_____ White
 _____ Green
 _____ Green Parkland

White tablecloths:

_____ Round or Square (will fit round tables)
 _____ Rectangle

Green Tablecloths:

_____ Rectangle

Balloons: (first 20 at no charge then 25 cents each)

Total quantity _____

weights? yes ___ no ___ quantity _____

quantity per weight _____

weights must be returned

Serving Utensils (type and quantity)

_____ Food Handler Gloves
 _____ Coolers
 _____ Punch Bowl and ladle
 _____ Serving Platters
 _____ Baskets
 _____ Pitchers
 _____ Serving Bowls
 _____ Cash Box
 _____ Sign Stand
 _____ Popcorn Machine

*** PLEASE NOTE-ALL TABLECLOTH AND SKIRT REQUESTS ARE RESTRICTED TO "STUDENT-CENTERED" EVENTS--DEFINED AS NO LESS THAN 60% ATTENDANCE AND/OR PARTICIPATION BY CURRENTLY ENROLLED PARKLAND COLLEGE STUDENTS.**

NOTICE

By receiving this order, I understand and agree that picking up, cleaning (with the exception of the linens), and return of these items, is the responsibility of our department, program, or unit, and not that of the Office of Student Life or Physical Plant. I further agree that all items will be returned to Room U-111 within 24 hours of the date of the event, unless previous arrangement have been made.

ITEMS RECEIVED BY: _____

PRINT NAME

For office use only:

Date: _____ Order filled by: _____

ALL ORDERS ARE TO BE PICKED UP IN STUDENT LIFE OFFICE, U-111

Sample Constitution and Bylaws

New and emerging student clubs can use this example when developing a constitution and bylaws specific to their club needs. Established clubs can use this when updating or changing their bylaws.

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be [name of club].

Section B: National Affiliation – If the club is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of CSM.”

Section C: Purpose – The purpose of this club shall be:

1. *[List in detail the purposes and objectives of the clubs.]*
- 2.
- 3.
- 4.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to [define membership qualification, i.e., majors in a particular academic area, etc.] upon payment of the dues as outlined in Section C.

Section B: Dues – Dues shall be \$_____per year. [List national and state dues separately if applicable].

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are general officers, add officers specific to the needs of the club, if necessary.]

Section B: Eligibility – Officers must be _____[full-time students, carrying at least 1 credit, etc.]

Section C: Election – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Driver Information Form

Return vehicle form, vehicle keys, credit cards, and receipts to Public Safety at A160 as soon as your trip is completed. We request that you pick up all garbage in vehicle before returning paperwork.

Driver's Name		Phone Number	
Driver's License Number		State IL	Exp Date
Driver's Name		Phone Number	
Driver's License Number		State	Exp Date
Trip Advisor		Phone Number	
Department		Account Number (van/bus only)	
Destination		City/State	# of Passengers
Date/Time of trip		Return Date/Time	

The completion of this form for every trip is mandatory. This form along with all keys, credit cards, and gas receipts must be immediately returned to Public Safety, A160. If there are any issues with the vehicle, notify us at 351-2369. Anyone driving the vehicle must be included on this form and approved by Public Safety. Failure to notify the proper party of any incidents, or failing to return the vehicle on time may result in loss of college vehicle privileges. Parkland vehicles are intended for Parkland College personnel to include, staff, students, and persons of legal age. By signing this form, you agree to the terms listed here and in the Vehicle Use Policy.

Signing Out	Checking In
Signature _____	Signature _____
Date _____	Date _____

For Public Safety Use

Set 1 _____	Set 2 _____	Set 3 _____	Set 4 _____	Set 5 _____	
11 _____	15A _____	15UL _____	15C _____	22 _____	30 _____

Signing Out	Checking In
DLN Valid Yes [] No [] <small>**Must have correct level CDL for 22 and 30</small>	Number of Cards _____
Date Checked _____	Date Checked _____
Issuer _____	Issuer _____

***Must have this form completely filled out, along with an up to date Field Trip Form and trip itinerary in order to check out vehicle**

