



**Sauk Valley
Community College**

Student Organization

Manual

2011-12

Office of Student Activities

Don't Forget!

These are some of the items we need you to turn in:

1. File a *Student Organization Roster* listing current officers and members at the beginning of each semester.
2. Complete and submit the *Student Organization Event Summary* each semester.
3. Submit an *Activity Registration Form* for each event two (2) weeks prior to the scheduled date.

All of these items MUST be submitted to Ana Salgado, Student Activities Coordinator (2M18), 815-835-6432, salgada@svcc.edu. Failure to submit these forms in a timely manner will disqualify you from receiving any funding from the Student Activities budget.

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Sauk Valley Community College Mission

Sauk Valley Community College is committed to offering a broad range of quality educational programs and services that meet the different needs, abilities, backgrounds, and goals of the community and students it serves.

Our Core Values

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC Learning Community commit to living these shared ethical values:

Respect	We respect the worth and dignity of all people.
Responsibility	We value and advocate that all take responsibility for themselves, their learning, and the environment.
Fairness	We advocate fairness and just treatment of all people.
Integrity	We expect and constantly stand for integrity, honesty, and ethical treatment of all people.
Caring	We value the creation of opportunities in a caring environment.

Sauk Valley Community College will be known as a Learning Community that exemplifies quality education and adheres to these shared ethical values.

Sauk Valley SGA

The name of the governing organization of the Sauk Valley Community College student body is the Sauk Valley Student Government Association (SGA). It is the responsibility of the SGA to formalize and maintain approved policies and procedures for all recognized student organizations as outlined in the approved constitution.

Purpose

Individuals involved in any large institution tend to create small groups based on mutuality of interest. At Sauk Valley Community College, we see groups of students develop with the intent of promoting their common interests through study, through sharing and through development and participation in co-curricular activities. These activities can be an enrichment and extension of the academic program. These activities are also a part of education beyond the classroom, a concept of learning which the administration and faculty of SVCC encourage and support. The most significant contribution of student organizations to a community college such as Sauk Valley is the sense of community that develops within such groups.

Among the many functions of the SGA and the Student Activities Office is the facilitation of co-curricular learning among all members of the SVCC community. The Student Activities Office and SGA are the vehicles for communication among all student groups and individuals and assisting groups with formation and in the activities in which they wish to participate.

To meet these goals, the following procedures have been developed by the Student Activities Coordinator and the Business Manager with review by the Student Services Committee. This manual is written to facilitate the development of various interest groups by consolidating procedures pertinent to student organizations.

Recognition Overview

Student organizations must be fully recognized by the SGA and the Student Activities Coordinator. College recognition provides certain privileges that include:

1. College sponsorship of the organization in College publications.
2. Use of College facilities, equipment and services.
3. The possible assignment of monies from the Student Activity Fund.
4. Organizational support from the Student Activities Coordinator (i.e. leadership development opportunities; specialized training; etc.)

Establishment of a New Student Organization

To be formally recognized as a student organization, a group must complete the following two steps:

1. The group must present the following information, in writing, to the Student Activities Office:
 - A. A proposed constitution, including the purpose, requirements of membership, organizational structure and proposed objectives or activities.
 - B. Submit a completed *Pending Organization Request Form* and submit a completed *Student Organization Advisor Registration Form*.

NOTE: An advisor, who is a full-time faculty or staff member at the college is required of all recognized student organizations.

2. The group shall send a representative to a SGA meeting at which the recognition of the proposed student organization shall be voted on by the SGA.

NOTE: The group will be notified of the appropriate SGA meeting date by communication from the Student Activities Coordinator to the faculty advisor. The organization representative will be responsible for answering questions of the SGA relating to establishment of the organization and its purpose.

Criteria for Approval of Student Groups

Student groups will normally be approved if they follow the preceding procedures (see Establishment of a New Student Organization) and are in accord with the following criteria:

1. If the proposed organization is to be an affiliate of a national organization, the policies of the college take precedence over any policies or conditions of the national or parent organization. Copies of the constitution and other materials of the parent organization must be filed with the application (see Establishment of a New Student Organization).
2. Affiliation of any student organization with any non-college group or organization must be fully recognized by the Student Activities Coordinator. All appropriate paperwork must be filed with the Student Activities Coordinator (see Establishment of a New Student Organization).
3. Each student organization will continue to enjoy full freedom to recruit and select members from among the student body as stated in its constitution. The practice

of excluding individuals from membership in a recognized organization on the basis of race, color, religion, sex, veteran status, age or national origin will be subject to warning, probation or withdrawal of the organization's official recognition. At the present time, Illinois state law forbids any fraternities or sororities on a community college campus whose criteria for membership selection is limited to closed, secret selection procedures based upon the vote of the group. Therefore, all student social organizations must be open to all students showing an active interest.

4. Active membership in recognized student organizations is limited to registered students.
5. Major office holders (Editor, Vice-President, Secretary, etc.) must be considered at least a half-time student and in "good academic standing" as defined by the college. Some organizations may have additional pre-requisites for office holders.

Procedure Upon Receiving Official Recognition

Upon receiving official recognition, the organization must, within two (2) weeks, present in writing a list of names, addresses and telephone numbers of permanent officers and organization members for that semester to the Student Activities Coordinator by submitting the *Student Organization Roster*.

NOTE: Membership lists must be updated by the beginning of each subsequent semester that the student organization is recognized. Specific dates will be forwarded to the organization advisor at the beginning of each semester.

Maintaining Active Status

Student organizations must adhere to the following guidelines and procedures to maintain their status as active organizations:

1. File a list of current officers and members in the Student Activities Office each semester on a *Student Organization Roster*.
2. Actively participate in the SGA by providing one (1) student Senator (representative) to serve for each semester.
3. Participate in the Student Activity Coordinator's sponsored meetings and training designed to provide information, structure and support to organizations.
4. Keep a constitution with correct information on file in the Student Activities Office.

5. Present a new constitution to the Student Activities Coordinator for approval by the SGA in the event that constitutional information should change (i.e., name, dues, election procedures, etc.).
6. Maintain all funds in the Business Office and follow the financial procedures established by the college (see Business Procedures section).
7. Maintain at least one (1) advisor to advise the organization (see Organization Advisor).
8. Register all fund-raising projects with the Student Activities Coordinator.
9. Complete and submit *Student Organization Event Summary* to the Student Activities Office at the end of each semester.
10. Adhere to the SGA Constitution and by-laws, particularly regarding student organization responsibilities.
11. Adhere to College regulations, including the scheduling and conduct of activities and membership.

Support Services Available For Maintaining Active Status

The Student Activities Office will assist all officially recognized organizations in the following ways:

1. **Organizational Development:** Some examples include, but are not limited to, clarification of purpose, structuring or organization, fundraising ideas, leadership development, etc. An orientation workshop may be offered early in the fall and/or semester to review the administrative responsibilities of organization advisors and officers. This workshop may also cover goal setting, fundraising, team building and conflict resolution.

Each organization will be required to have a member in attendance; advisors are also encouraged to attend. Other workshops will be offered on an as needed basis throughout the year.

2. **Supplies:** Supplies are provided for posters and signs. If supplies are needed, please contact the Student Activities Office (2M18).
3. **Planning:** Guidelines and deadlines for planning activities are included throughout this manual. Groups are strongly encouraged to set up a yearly calendar of events/activities as early in the fall semester as possible. This will ensure that the space and other resources that are needed will be available. This will also ensure that your activities are publicized as widely as possible.

4. Each organization is encouraged to sponsor some kind of activity/event at the Student Involvement Fair. This is an opportunity to let the college community know what the organization is all about. You may solicit members, sell food, raise money, etc.
5. Accessing other college and community resources.

Organization Advisor

Each organization is required to have at least one (1) advisor, who is a full time college employee. Under special circumstances, individuals who are closely affiliated with SVCC may serve as an advisor, with approval from Ana Salgado. The advisor will, as part of his/her duties:

1. Attend all organizational meetings or appoint official designee in absence of advisor.
2. Be active with the group in advising the formulation and execution of its policies and programs.
3. Supervise necessary organization activities or designate an appropriate substitute.
4. Approve and sign all *Facility Reservation* forms.
5. Supervise financial transactions and sign all *Purchase Order* forms.
6. Help the group evaluate its programs in relation to its purpose and objectives.

Considerable responsibility is placed on the advisor to be knowledgeable of the policies of the college, the Student Activities Coordinator, SGA and all aspects of the organization's activities. Advisors are instrumental in assisting the organizations in becoming an integral part of the educational process at Sauk Valley Community College. A spirit of mutual cooperation and an understanding attitude of both students and advisor will help the organization to grow, develop and realize pre-determined objectives.

Operations

Organization Meetings

Organizations are permitted use of Sauk Valley Community College facilities on a first-come reservation basis, consistent with the Building Utilization Policy. Reservations for organization meetings may be made, with approval from the organization advisor, by submitting a *Facilities Reservation Form* to the Information Center (1C4).

Organization Activities

ALL organization activities should be registered by completing and submitting the *Activity Registration Form* to the Student Activities Coordinator (2M18) at least two (2) weeks PRIOR to the event date. Registering activities will allow for better publicity and will ensure events are scheduled at times that are not conflicting with previously scheduled college activities and programs.

Formal Contracts

All formal contracts for any organization-sponsored activity or program must be submitted to the Student Activities Coordinator to assure that Sauk Valley Community College can meet the terms of the agreement.

Building Utilization Policy

This policy establishes the priorities for college functions, rental rates for non-college functions and supplemental regulations for building use. It is particularly pertinent to the planning of events with large attendance. Advisors are responsible for booking all room reservations through the Information Center (dial 0).

Publicity

The quality of publicity often determines the success of an activity. For events open to the community, assistance with publicity in local newspapers, radio stations, etc. may be requested from the Student Activities Coordinator. The Student Activities Coordinator will then work with the organization and the Marketing and Public Relations Coordinator to arrange the appropriate publicity. Organizations will be financially responsible for any advertising.

Only originality and common sense limit the variety of on-campus publicity. For example, an overload of paper in the building tends to reduce the students' awareness of what is being publicized. Certain policies have been established to guarantee that all groups have equal opportunity to publicize events within the confines of the building.

All paper posters, flyers, or informational documents to be posted in the building will be submitted to the Office of Marketing and Public Relations for approval (Room 3L24). When approved, the Marketing and Public Relations Coordinator or designee will stamp the right-hand lower corner of the material and the Office of Marketing and Public Relations will be responsible for posting materials on designated bulletin boards and display spaces. As much of the material as possible should also be posted electronically on the display monitors throughout the building.

Appropriate posting areas and display fixtures will be determined and reviewed periodically by the Marketing and Public Relations Coordinator AND Director of Buildings and Grounds.

1. Posters should be generated by a word processing or desktop publishing program – hand-written flyers are discouraged.
2. All materials for posting must be reviewed by the Office of Marketing and Public Relations. Once approved, materials are stamped and posted on designated bulletin boards and display areas. Materials may not be posted randomly throughout the building.
3. No flyers or posters will be approved that contain:
 - Obscene language, photos, or graphics;
 - Language, graphics, or photos that promote alcohol, tobacco, or drug use;
 - Language, graphics, or photos that are deemed inappropriate (i.e. sexist, racist, etc.).
4. The maximum size for individual student, organization and election posters for indoor display shall be 24" x 16", unless otherwise determined by the Student Activities Coordinator. **ALL publicity materials must be approved and stamped by the Marketing and Public Relations Coordinator before it is posted.**
5. No material will be placed over or obstruct the view of previously posted materials.
6. No material will be placed on any entrances, brick or wood or painted surfaces and walls.
7. The organization or individual concerned must remove all posted materials within one (1) regular school day following the advertised event.
8. Defacing posters or property will be looked upon as a serious violation and will be dealt with accordingly.
9. Generally, publicity for school activities may be posted two (2) weeks prior to the event or otherwise with the approval of the Student Activities Coordinator.
10. Materials not properly approved for posting will be removed.

Fundraising

Student Organizations are expected to be primarily self-sufficient. Many opportunities exist for student organizations to raise money. Several times throughout the year, the Student Activities Coordinator will offer fundraising opportunities for student organizations. These opportunities may include assisting with the set-up/tear-down of inflatable games; attending OSA-sponsored programs/activities; participating in community service activities; and much, much more. Organizations may also sponsor bake sales, skill contests, etc. to raise funds. Organizations should **NOT** contact area businesses unless prior approval is received from the Student Activities Coordinator. Also, **under limited circumstances**, student organizations are permitted to sponsor raffles.

Additionally, some money is made available each year expressly for student organization support. It is the responsibility of the SGA to allocate that money. SGA takes into account the function/purpose of the request (i.e. how does the request fit into the college and/or student organization's mission, does it benefit many or few, etc.); the activity level of the requesting organization for that year/semester; participation in other college-sponsored activities/events; and the requesting organization's role in self-funding. Student organizations may request funds from SGA. The Student Organization Allocation Procedures and *Student Organization Allocation Request Form* should be used when making a request of this nature.

Travel

When student organizations wish to travel as a group and representative of the college, certain procedures must be followed. First, a *Request for Travel Outside the District* form must be completed and submitted to the Student Activities Coordinator along with the *Waiver of Liability & Hold Harmless Agreement* form signed by all student participants. It is recommended that these forms be submitted at least ten (10) days prior to the requested travel. It is also recommended that advisors utilize the "Conduct Contract" for all off-campus activities. Conduct contracts should also be submitted to the Student Activities Coordinator.

If a student organization wishes to use college vans, a *Van Request* form and a *Van Emergency Roster* should be completed and submitted to the Student Activities Coordinator. Please note that Student Organizations will be responsible for paying for use of college vans.

Keep all your receipts! You will not be reimbursed for payments if you do not collect and submit receipts. Within five (5) business days of completion of travel, the advisor should complete and submit a *Travel Expense Report*. The completed form should be submitted to the Student Activities Coordinator (2M18).

Business Procedures

Each organization is required to maintain any and all funds belonging to that group in a special account maintained by the Student Activities Coordinator in the Business Office. This special account lends itself to greater fiscal continuity within the student organizations from one year to the next and requires adherence to the accounting procedures of the college. These procedures assure that funds are spent for legitimate purposes, consistent with the objectives of the organization and within the guidelines of College policy.

Student Organization Accounts

When the college officially recognizes the organization, the Student Activities Coordinator will open a financial account for that student organization. Each student organization is required to maintain its own financial records. An official financial report for each organization will be distributed from the Student Activities Coordinator on an as needed basis. This report should be utilized in such a way so as to better balance organization funds. Funds of organizations that have been disbanded or are no longer officially recognized by the college will revert to the Student Activities Restricted Fund account.

Deposits

All organization income from dues, fundraising and other sources should be deposited into the organization's account in the Business Office, at which time the depositor will receive a receipt. Save all receipts so that if a posting error occurs, your organization will have proof of the deposit. It is in the best interest of the organization for two (2) people to count and deposit money. Deposits should be made frequently to avoid any loss of funds. Allocations from the SGA will be automatically transferred at the written request of the Student Activities Coordinator into the organization agency's account.

Disbursements

A *Check Request* form must be completed and signed by the organization advisor. Appropriate receipts, bills or explanatory materials must accompany the requisition. When completed, the organization advisor and the treasurer will retain a copy of this form. The advisor will send the originals to the Student Activities Office to be signed and forwarded to the Business Office. It is recommended that the disbursement process be initiated at least ten (10) days before the money is needed.

Large expenditures (\$25.00 or more) for equipment, supplies and services should be processed on a *Purchase Order* form, according to institutional policy. College services such as copying will be charged directly against the organization's account in the Business Office.

Procedure for Requesting Money

The following procedure must be utilized when requesting money from SGA.

1. Submit a completed *Student Organization Allocation Request Form* to the SGA Vice President. A copy will be sent to the organization advisor.
2. A hearing date will be scheduled. One (1) representative from the requesting organization must be present at the scheduled hearing date. If there is no representative present at the hearing, the request will be denied.
3. SGA will review the *Student Organization Allocation Request Form* and conduct a brief question/answer session with the student representative.
4. After the hearing, SGA will go into session to decide upon the level of funding. A roll-call form of voting will be used to determine level of funding. In the event of a "tie vote," the president of SGA will vote.
5. Funding may be granted in the entirety of the request, reduced or disapproved.
6. At conclusion of the allocation request procedure, immediate notification will be given to the student representative regarding the level of funding for the request.
7. If the requested amount is reduced or disapproved, a written statement that outlines the reasoning will be forwarded to the organization advisor within two (2) working days after the hearing.
8. Approved funding will generally be available within ten (10) working days after approval.
9. Any publicity for the event **MUST** include one of the following statements:
"Funded by SGA" or "Partially funded by SGA."

Note: Standard procedures as outlined in the Student Organization Manual must be strictly followed when using any student organization funds.

Unrecognized Organizations

An organization can be considered unrecognized when one (1) of the following criteria is met:

1. When an organization submits a written request for inactivity.
2. There is no record of any financial activity for the previous year.
3. No list of officers or members has been submitted to the Student Activities Office by the time required under Procedure Upon Receiving Official Recognition or Maintaining Active Status.
4. Any of the last listed officers or advisors verify the inactivity of the group.
5. When an organization no longer meets its requirements as described in the SGA Constitution and by-laws.
6. When an organization indicates its inability to function within the policies of Sauk Valley Community College.

The Skyhawk Challenge 2011-2012

Each organization will begin in Bronze Wing status, with the chance to move to Silver Wing and then Gold Wing status.

To move from the Bronze to Silver Wing status, the organization must meet all the following requirements:

- ◆ Participate in the Sauk Fest block party – Wednesday, September 7, 2011
- ◆ Attend Club Orientation Meeting – Monday, September 26, 2011 at 12:30 pm
- ◆ Submit *Student Organization Roster* – Monday, September 26, 2011
- ◆ Participate in the Spring Activities Fair – Wednesday, January 25, 2012
- ◆ Submit an updated *Student Organization Roster* – Monday, February 6, 2012

Rewards for obtaining Silver Wing are as follows:

- Recognition at Spring Activities Fair
- \$50.00 donation from Student Activities

Moving from Silver Wing to Gold Wing requires the club/organization to:

- ◆ Hold one (1) program/event that benefits your club, organization, or SVCC population.
- ◆ Have a representative present at 75% of every scheduled SGA meeting.
- ◆ Attendance at one (1) leadership/lecture/film program sponsored by Student Activities.
- ◆ Participate in one (1) community service event.

Rewards for obtaining Gold Wing are:

- Special recognition at the 2012 Leadership Awards Program
- A \$100.00 donation to the club from Student Activities
- Budget priority when requesting funds from SGA

Only organizations reaching Gold Wing status will have the opportunity to compete for the "Organization of the Year." The organizations that qualify will be asked to submit an essay explaining why their organization should be chosen "Organization of the Year." Essays should include accomplishments, social activities, fundraisers, volunteer work, etc. from the 2011/2012 academic year. Selection of the "Organization of the Year" will be made by a committee and the winner will be announced at the Leadership Awards Program in May 2012.

For events that require club attendance, attendees can only represent one (1) club at any given event. This is to prevent a person from representing multiple clubs/organizations at once.

Organization Resources

- Sample Constitution for SVCC Student Organizations
- Pending Organization Request Form
- Student Organization Advisor Registration Form
- Student Organization Event Summary
- Student Organization Roster
- Activity Registration Form
- Procedure for Requesting Money
- Student Organization Allocation Request Form
- Request for Travel Outside the District
- Waiver of Liability and Hold Harmless Agreement
- Van Request
- Conduct Contract
- Travel Expense Report
- Check Request
- Purchase Order
- Buildings & Grounds Set-Up Request
- Advanced Program Checklist
- Social Networking Approval Form

Sample Constitution for SVCC Student Organizations

Article I Name

The name of this organization shall be...

Article II Purpose

The purpose of this organization shall be.....

- 1) 2) 3) 4) 5) etc.

Article III Membership

- 1) The membership of this organization shall consist of...
- 2) This organization shall not discriminate on the basis of race, creed, color, sex, age, or religion.

Article IV Officers

- 1) The officers of this organization shall consist of... (President, chair, secretary, etc.)
- 2) Officers shall be elected by... (What method?)

Article V Duties

The duties of this organization's officers shall be:

- 1) Officer #1
- 2) Officer #2
- 3) Officer #3, etc.

Article VI Meetings

- 1) Meetings shall be held... (how often?)
- 2) Special meetings may be called by... (what method?)

Article VII Quorum

- 1) The minimum number of members needed to conduct business shall be _____ officers and _____ general members.

Article VIII Election of Officers

- 1) Nominations of officers shall be submitted by... (whom?)
- 2) Nominations shall be due by...
- 3) Elections shall be held on...
- 4) If any position becomes vacant, vacancies shall be filled by... (what method?)
- 5) All elected candidates and elected officers must be in good academic standing with SVCC (2.0 GPA).

Article IX Constitution and Amendments

- 1) This constitution may be amended by... (what portion of membership?)
- 2) This constitution shall be ratified by... (what method?)
- 3) This constitution and/or amendments shall not become valid until a copy of said constitution and/or amendment(s) has been placed on file in the Student Activities Office.

**Sauk Valley Community College
Pending Organization Request Form**

Date Submitted: _____ Submitted by: _____

Name of Organization: _____

Primary Advisor(s): _____

Campus Address: _____ Campus Phone: _____

Primary Student Contact: _____

Address: _____ Phone: _____

_____ Email: _____

Petitioning Members (minimum of 8):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form along with a copy of the organization's Constitution to the Student Activities Coordinator, (2M18) to begin the approval process. This form allows the above-named organization to use campus facilities while forming a new student organization. This statement is good for one (1) semester.

Once you receive notification of approval, please see the Student Activities Coordinator (2M18) and complete the *Student Organization Advisor Registration Form* so your organization will be officially recognized by the college.

Student Organization Event Summary

Type of Program and Short Description	Co-sponsored (yes or no) With whom?	Estimated Attendance	Type of Publicity and date began	Date of Event	Location of Event	Source of Funding for Program

Activity Registration Form

This form must be completed and submitted to the Student Activities Coordinator (2M18) a minimum of two (2) weeks prior to the date of the scheduled event.

Name of Activity: _____ Date Submitted: _____

Organization or Group Leader responsible for this activity: _____

Date of Activity: _____ Time of Activity: _____

Location: _____

Expected Number in Attendance: _____

Description of Activity: _____

Purpose of Activity: _____

Outside Speaker(s): _____

NOTE: All formal contracts must be submitted to the Student Activities Coordinator for approval to be considered official.

Organization Advisor Signature

Date

Sauk Valley Community College Waiver of Liability and Indemnification and Hold Harmless Agreement

The undersigned (student), as an adult over the age of 18 years and a student at Sauk Valley Community College, Dixon, Illinois (College) desires to participate in a College activity known as _____ (Event).

The student has read and understands the Code of Student Conduct and Disciplinary Procedures as outlined in the Student Handbook and will adhere to the same while traveling in any College transportation to the Event and at the Event. In consideration for being permitted to participate in the Event, the Student hereby waives and releases the College, and its employees and agents, from all liability to the Student, to the Student's spouse, legal representatives, heirs and assigns, for any and all injuries, losses and/or claims for damages resulting in any way from the Student's participation in the Event, whether or not such injuries, damages or losses arise as a result of any negligent or willful and wanton acts or omissions of the College or any of its agents or employees. In addition, the Student agrees to indemnify and hold harmless the College and its employees and agents from any costs, expenses, damages and attorney's fees arising in any manner from any claims brought by the Student, on behalf of the Student, or claims brought by third parties against the College and/or its employees or agents for any injuries, damages or losses which the Student or third parties may incur, in any manner arising from the Student's participation in the Event. Student shall further indemnify and pay the College, its agents and employees for all attorneys fees and expenses incurred in enforcing this Waiver of Liability and Indemnification and Hold Harmless Agreement (Waiver).

The Student acknowledges that the Waiver is contractual and is intended to be as absolute and complete as the law permits, and if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect. Waiver is intended to apply to and to bind the Student's heirs, executors, administrators and assigns.

Dated: _____

Name of Student (printed): _____

Address of Student (printed): _____

Signature of Student: _____

**SAUK VALLEY COMMUNITY COLLEGE
VAN REQUEST**

Organization /Group Making Request: _____

Purpose of Trip: _____

Destination: _____

Number of Passengers (including driver): _____

(Please Note: Vans should be used for multiple passenger trips only)

Driver(s) of Van: (1) _____ (2) _____

Date(s) Requested: Key Pick-Up Date: _____ Time: _____

 Van Pick-Up Date: _____ Time: _____

 Van Return Date: _____ Time: _____

Estimated Miles: _____ Budget to be Charged: _____

Estimated Cost: \$0.75 per mile _____

Signature of Faculty Member / Advisor Making the Request

Signature of Student Activities Coordinator

Phone #: Home: _____ Work: _____

The above request has been:

_____ Approved

_____ Denied because of:

John Ditto

Please Note: A *Van Emergency Roster* is to be completed and submitted to Security and to the Student Activities Coordinator prior to leaving the College. In case of an accident, the driver's supervisor/administrator will be your local contact.

Sauk Valley Community College Conduct Contract

I understand that by participating in this event/activity I am acting as a representative of Sauk Valley Community College. I also understand the event/activity in which I am participating is a college-sponsored event and, therefore, requires that I adhere to all policies, rules and regulations outlined in the Code of Student Conduct. Additionally, I understand that any violation of stated college policies will be subject to the most severe disciplinary actions listed in the SVCC Code of Student Conduct including suspension or dismissal. I also understand the event/activity in which I am participating may have rules or regulations that are more specific than the Code of Student Conduct.

General Activity/Event Expectations:

- ◆ No consumption of alcoholic beverages - regardless of age
- ◆ No use or possession of illegal drugs or paraphernalia
- ◆ Do not leave designated sites (i.e. hotel/lodging, conference area, etc.) without permission from advisor or his/her designee
- ◆ No "unbecoming conduct" (as defined by activity/event guidelines)
- ◆ No participation in activities that violate state, federal and/or local laws or Sauk Board Policies
- ◆ No use or possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals

Specific rules, regulations, and/or expectations will be outlined by the advisor of this event/activity.

Violations may incur any or all of the following actions:

- ◆ Immediate removal from activity/event
- ◆ Official charges filed with the Vice President of Student Services
- ◆ Immediate transport home (Dixon) at student's expense (if deemed a very severe violation)
- ◆ Removal from official student leadership "offices" or "positions" at SVCC

I have read and understand the full extent of this Conduct Contract.

Signature

Date

Sauk Valley Community College Check Request

Vendor: _____

Route check to: _____

ID#: @000 _____

Requested due date: _____

VENDOR #

1099
 ___ YES ___ NO

INVOICE #

FUND	ORG	ACCT	PROG	ACTV	DESCRIPTION	AMOUNT

**PROPER DOCUMENTATION MUST BE ATTACHED TO THIS FORM
 TO BACK UP THE REQUEST BEFORE A CHECK CAN BE WRITTEN.**

Requested by _____ Date _____

Business Manager _____ Date _____

SAUK VALLEY COMMUNITY COLLEGE
PURCHASE ORDER
ATTN: ACCOUNTS PAYABLE
173 ILLINOIS ROUTE 2
DIXON IL 61021

Phone(815)288-5511

Fax(815)-288-2038

Suggested Vendor: _____

Address: _____

Order for Department: _____ EXT: _____

Date: _____

Purchase Order#: _____

Qty	Description (Model, Publisher, etc.)	Unit Price	Total Price
TOTAL			

Special Instructions: _____

Budget to be charged: _____

Requested by: _____ Approved by: _____
Department Head

Approved by: _____ Approval to purchase: _____
(Over \$1000.00) **Business Office**

Buildings & Grounds Set-Up Request

Contact Name _____ Ext. # _____

Event Name _____

Event Location _____

Event Date _____

Event Time From: _____ To: _____ No. Attending _____

***** 2K2 SET-UPS*****			
Seating Style	Classroom _____	Chevron _____	
	Square _____	U-Shaped _____	
	Rectangle _____	Custom _____	
	Theater _____	(See Layout Below)	
Chairs Facing	East _____	West _____	South _____ North _____
President's Lectern	Yes _____	No _____	

*****MALL SET-UPS*****	
Number of Tables _____	Number of Chairs _____

Special Requests _____

Layout Diagram

Requestor Signature

Date

Work Completed By _____ _____ Date

ADVANCED PROGRAM CHECKLIST

TASK		DATE TO BE COMPLETED	PERSON RESPONSIBLE	DATE COMPLETED
PRIOR:	Budget breakdown			
	Set totals			
	Select target audience			
	Reserve venue(s) through Buildings & Grounds (B&G)			
	Determine equipment requirements			
	Request contracts			
6 WEEKS PRIOR:	Set deadlines for tasks to be completed			
	Brainstorm for publicity ideas to promote event			
ONE MONTH PRIOR:	Process contract			
	Reserve a vehicle if needed			
	Reserve hotel room if necessary			
	Process Check Request form			
	Confirm technical requirements/reserve through IT			
	Re-read contract/contract rider			
	Design/create advertisement campaign			
	-Flyers			
	-Posters			
	-Banners			
-Table tents				
3 WEEKS PRIOR:	Look into food orders			
2 WEEKS PRIOR:	Order food if necessary			
	Begin advertisement and submit press release			
	Arrange hospitality			
	Confirm arrival time & any other considerations			
	Confirm hotel arrangements			
	Confirm payment, Check Request			
1 WEEK PRIOR:	Reread contract/rider			
	Full force advertisement			
	Confirm arrangements with B&G and food services			
DAY BEFORE:	Ensure all contract requirements can be met			
	Confirm committee duties			
	Prepare introductions			
	Dry run of event, if necessary			
	Have performer's check available			
DAY OF EVENT:	Welcome performer			
	Check set-up(s)			
	Check food requirements			
	Pay performer			
	Help with clean-up			
AFTER EVENT:	Send out thank you(s)			
	Meet to evaluate the event			

Sauk Valley Community College
Social Networking Approval Form

Organization/Department/Activity Approval Form

The _____ will be using

(Please check)

Facebook _____

Blog _____

Website _____

(Please list)

Other _____

for communication among students, faculty and other interested constituents.

The URL(s) for the networking is:

http://_____ Admin logon_____ password_____

http://_____ Admin logon_____ password_____

http://_____ Admin logon_____ password_____

As advisor, I will review the content on the site for appropriateness ensuring that postings contain no harmful language and no advertisements. I will remove any such posts.

Organization Advisor Signature: _____ Date: _____

Student Activities Coordinator: _____ Date: _____