

2011/2012 RSO Officer Manual



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The Student Life Office coordinates the recognition of student organizations on the Mott Community College Campus. Through experiences in student organizations, leadership activities and other co-curricular activities, the students' academic experience at MCC is enriched.

As a recognized student organization at MCC, you have a responsibility to support the Student Life Office in meeting the College's mission to enhance campus life. Under this premise, the Student Life Office has developed the "RSO Officer Manual". This resource should serve as a guide to college policy and procedures governing your organization. Moreover, we hope that this document answers questions about a recognized student organization's rights and responsibilities.

Please use this manual to help your organization succeed. We wish you the best of luck for a productive year as a recognized student organization at Mott Community College.

Dawn Vanniman
Student Life Coordinator



All Mott Community College regulations shall be construed so as not to abridge any student's constitutional rights which include, but are not limited to, the rights of free expression of thought or opinion, free association, peaceable assembly, or the petition of authorities. Any student who commits any of the following acts of misconduct shall be subject to disciplinary action by the college. These regulations shall apply only where a student's misconduct has adversely affected some college process or function or some other distinct and clear interest of the college as an academic community. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution, proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Acts Of Prohibited Conduct Include, But Not Limited To, The Following:

- A. Assault and Battery:** Intentionally or recklessly causing physical harm to any person on college premises or at college sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
- B. Weapons:** Unauthorized use, including, but not limited to, possession or storage of any weapon, dangerous chemicals, explosive or incendiary devices on college premises or at college sponsored activities either on or off campus.
- C. Drugs:** Unlawful manufacture, distribution, dispensation, use or possession of any controlled substance or illegal drug on college premises or at college sponsored activities either on or off campus.
- D. Alcoholic Beverages:** Consumption or possession of any alcoholic beverages, beer and/or wine on college premises or at college sponsored activities either on or off campus unless previously approved in writing by the supervising college official(s).
- E. Disruptive Behavior:** Intentionally or recklessly interfering with normal college sponsored activities, including, but not limited to, studying, teaching, research, college administration, designated areas of activities, fire, security, or emergency services; or inciting others to commit disruptive behavior; and any unauthorized occupancy of Mott facilities or access to or from such facilities.
- F. Endangerment:** Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on college premises or at college sponsored activities.
- G. Harassment:** Intimidation or harassment of another student or staff member of the college, including but not limited to, sexual/racial harassment or threats, and may include verbal and/or physical actions. Intentionally making repeated telephone calls to or from the college with intent to annoy, threaten or harass another person. This includes stalking — following or appearing within the sight of another, approaching or confronting another individual in a public or private place, appearing at the work place or residence of another, entering or remaining on an individual's property, contacting by telephone, or sending mail or electronic mail.
- H. Discrimination:** Intentionally and substantially interfering with the freedom of others on college premises or at college sponsored activities based on age, color, disability, gender, height, weight, marital status, national origin, political affiliation, race, religion, sexual orientation or veteran's status.
- I. Theft:** Theft of property or of services on college premises or at college sponsored activities. This includes tampering with vending machines. Knowing possession of stolen property on college premises or at college sponsored activities.
- J. Gambling:** Illegal gambling on college premises or at college sponsored events.
- K. Vandalism:** Intentionally or recklessly destroying or damaging the property of others on college premises or at college sponsored activities. Unauthorized use of college facilities. Unauthorized presence in or use of college premises, facilities or property.
- L. Soliciting:** Selling or soliciting goods or services on campus without written permission from the supervising college official(s).
- M. Counterfeiting, Altering or Financial Irresponsibility:** Any forgery, alteration of, or unauthorized use of Mott forms, records, documents or I.D. cards, including the giving of false information or withholding necessary information in connection with a student's admission, enrollment or status at Mott. This includes passing a worthless check, money order or other method of payment to the College or to a member of the college community.
- N. Smoking:** Violations of college smoking policy.
- O. Computer Misuse:** Unauthorized access or attempted access into college records or other student's computer work or any misuse of college computer facilities. Use of computer networks for sending or receiving illegal, pornographic, or threatening information.
- P. Academic Dishonesty:** All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism and the acquisition, without permission, of tests or other academic materials. [See Academic Integrity Policy.](#)
- Q. Inappropriate Hearing Behavior:** Disrespectful or disorderly behavior, or the giving of false testimony or other false evidence at any hearings arising under this policy.
- R. Violations of Sanctions:** Violation of the terms of an imposed disciplinary sanction or violation of the Student Code of Conduct while on disciplinary sanction.
- S. Failure to Appear:** Failing to appear at the request of any disciplinary hearing authorities.
- T. Other Violations:** Violating any laws or regulations (federal, state or local) or violating any published policies or regulations of Mott Community College including, but not limited to, those regarding access or departure from college buildings or structures, use of facilities, the college's Student Code of Conduct, and other rules and regulations which may be enacted, published, or promulgated by the Board of Trustees or its designees.

Abbreviations/Acronyms/Definitions

Acronyms:

SLO – Student Life Office

SLC – Student Life Coordinator

RSO – Registered Student Organization

CLEF – College Life Enhancement Fund

Definitions:

RSO – A Registered Student Organization at MCC is a group whose membership consists of at least seven students currently enrolled at MCC; is formed in order to contribute to the students educational growth, recreational needs or personal development; has a current MCC employee serving as an Advisor and has properly filled out and filed all necessary forms and documents with the SLO. All RSO's shall be accorded the same rights and are bound by the same rules and regulations.



How to Become a RSO

Organization recognition is valid until September 30th of the next academic year. Recognition packets may be turned in for Fall Recognition as early as July 1st. Recognition is granted after a club meets all requirements.

Requirements

- must submit required documents and reports outlined in this manual
- recognition will be considered 'inactive' if required materials are not submitted to the SLO by the due date given by the SLC
- students may not hold an Officer position in more than two (2) student organizations (including Student Government Association) at any one time

Membership Eligibility

- membership criteria must be clearly spelled out in the organizations constitution
- Non-MCC students may be club members, but may not be counted in the original seven (7) members, may not hold office and may not travel with the student organization
- Updated membership lists must be provided to the SLO, this list will be used to back up trip lists
- Officers must be in good academic (2.0GPA or higher) and social standing, must be enrolled for a minimum of 6 credits each semester (Fall and Winter)

Checklist

- download and fill out completely a copy of Recognition Packet
- Make sure you have a current MCC employee to act as Advisor
- Recruit seven (7) students to join your organization – 4 Officers and 3 members
- Attend the Officer/Advisor training sessions
- Submit an electronic copy of the organizations constitution/by-laws
- Submit an electronic copy of the organizations logo
- If a new organization, schedule a presentation for SGA, if a returning organization you will be approved after all paperwork is in place, the RSO has been approved by SGA and the Advisor will be notified that you are approved.

Obligations of Recognition

All RSO's agree to:

- conduct themselves according to MCC regulations/policies/procedures, including SLO and SGA
- not to present a demonstrated danger, act of violence or disruption of any MCC activity or any college facility.
- Not to violate state or federal laws
- That no individual of a RSO will personally profit from any activity affiliated with the RSO; or use approved budgeted funds for any expense unrelated to RSO needs, nor solicit funds for personal use from other RSO members
- have at least one (1) current MCC employee serve as Advisor
- have at least one (1) RSO member that attends SGA meetings once per month (required)
- develop bookkeeping and budgeting procedures to assure fiscal responsibility
- All RSO's will be reviewed during each semester of the academic year. To assist this review, each RSO is required to submit an End of Semester Report. Failure to do so by the last day of the semester will put your organization in 'inactive' status.
- All RSO's must follow the MCC Equal Opportunity Statement:
 - MCC is an Equal Opportunity Institution and does not discriminate on the basis of race, color, religion, sexual preference, political persuasion, gender, age, national origin, weight, height, marital status or non-disqualifying disability in any of its educational programs and activities.
- At any time, if the SGA has questions regarding the organization, the organization may be called to a meeting. Failure to file appropriate paperwork, to attend a meeting when called or to send a representative to SGA meetings will result in the following measures:
 - Failure to attend a meeting when called will result in suspension of all activities and possible freezing of organization funds
 - The second (2nd) unexcused absence of an organization representative to a SGA meeting will result in suspension of organization activities and freezing of organization funds
 - Valid reason for missing a SGA meeting is clinicals.
 - The SLC must be notified by the Advisor or an Officer of the organization if their representative will be absent from a SGA meeting, you will receive a reply acknowledging the absence.
 - SGA meeting attendance is used by the CLEF Committee in their decisions in funding activities

Registration Deadlines

Renewing RSO's:

Renewing RSO applications must be submitted no later than September 30th for the Fall Semester and January 31st for the Winter Semester. New RSO applications are accepted throughout the Fall and Winter semesters.

NOTE: RSO's not meeting the established deadlines will not become recognized organizations for the current semester and will not be eligible for privileges granted to RSO's.

RSO Constitution Requirements

All RSO's must submit an up-to-date Constitution/by-laws in paper and electronic form. The document must include the following:

- organizations name
- organizations purpose
- organization membership requirements
- organizations method of Officer selection
- Organization Officer/member removal proceedings
- Organizations non-discrimination clause
- Organizations amendment procedure
- Eligibility to travel with RSO
- Other relevant guidelines

This information must be on file with the SLO and on the organizations webpage. In case of constitutional questions or concerns, the SLC will use the constitution on file to resolve the matter. It is important that each member of the RSO has a copy of this document or be able to access it easily and be familiar with its contents.

RSO Officer and Member Eligibility

- All RSO Officers must be enrolled in classes at MCC for the semester in which they will serve
- A student on academic or social probation may not hold office in a RSO
- RSO Officers must carry a minimum GPA of 2.0
- RSO Officers must carry at least six (6) credit hours at MCC and meet the criteria established by the organizations constitution
- Students of the University Extension Centers are not eligible to be Officers of a MCC RSO unless they are carrying at least six (6) credit hours at MCC
- Each RSO is required to maintain a representative at each SGA meeting in order to represent their constituency and make reports of their club activities
- Mott Middle College students, dual-enrolled students and early admit students may participate in RSO membership, but may not hold office or travel with the RSO, whether locally or out-of-state.

How to Develop a Great RSO!

Recruit/Orient/Retain

- members are the lifeblood the RSO's, membership should be an ongoing process instead of once or twice a year. Make sure to orient new members – you can even assign them a mentor within your RSO!
- Set realistic, achievable and challenging goals that will move the RSO forward
- Involve as many members as possible in making decisions, remember “people support what they help create”.
- Do frequent evaluations – have members evaluate how events are done, how the club is going, even how the Officers and Advisor are doing.
- Develop current and future leaders – there are so many ways to do this! You can mentor, either yourself mentoring the Officers and members or the Officers and members mentoring new members. Attend a professional conference. Hold leadership activities.
- Run productive and effective meetings – the degree of formality depends on the club, but the real question to ask is “are we getting things done?” Make meetings worth attending!
- Communicate – post minutes and vital information on your club webpage, send information to members via email, start a Facebook group.
- Program for a purpose – how does your program relate to the goals and purpose of the club? Is there a connection?
- Build and maintain traditions – long standing traditions are wonderful! Plan something and make it an annual event, whether it is an end of the year dinner or a day of service, plan something to bring your members together and make your organization known! Use your logo – just like the Bat Signal for Batman, people should know your group as soon as they see your logo.
- Take care of any problems in the existing group. The healthier it is, the more attractive it is to join.
- Think strategically about where to find new members and advertise in those areas.
- Be honest about expectations and requirements of members.
- Look for hidden talents within your members. Do you have a math wiz, a web designer, a bilingual student? Get to know your members and use their talents wisely.
- Make your RSO webpage attractive and friendly.
- Thank you in public, critique in private.

Ethics Within Your Club

1. Keep communication open!
2. Members should be clear as to understanding what their role is and what is expected of them, as well as what they might gain from their part in the organization.
3. The President is not the organizations boss, but rather its spokesperson and facilitator of the group.
4. Never ask a member to do something you aren't willing to do yourself.
5. Fringe benefits, such as t-shirts and trips, need to be evenly distributed.
6. Always give plenty of warning as to when and where meetings and events will be held. Have a 'phone tree', a list-serve or a Facebook group.
7. The organization is not just a social group. Treat all members equally, make sure everyone is allowed to volunteer and express their views.

RSO Officers

Individuals willing to be considered for leadership roles should be aware of and committed to the time and energy required for the task. Officers are sometimes 'drafted' or coerced into taking on leadership responsibilities, but that is not the best method to create an effective organization. Be sure that students are ready and willing to take on the task.

Being a leader of a RSO means putting your group before yourself. Perform your responsibilities motivated by the good of the entire group and not for your own self-interest. A part of that may be knowing the framework for ethical decision-making.

1. Begin with the desire to do the right thing
2. Clarify options
3. Consider the risks and benefits
4. Advance ethical values
5. Make judgment

If an Officer's GPA falls below 2.0 or they take a semester off, they cannot continue to hold office.

Common Officer Responsibilities

These are some of the common responsibilities of RSO Officers, but are not a complete list. Your organization should list the official duties of your Officers in the RSO constitution.

President:

Overall responsibility for operation of organization, calls and presides over meetings, reviews and approves financial activity, maintains completed up-to-date files

Vice-President:

Performs duties of President in his/her absence or inability to serve, coordinates efforts to recruit new members/Officers, works with other Officers to plan events/fundraisers, other duties as assigned.

Secretary:

Responsible for up-to-date membership roster, keeps record of all meetings and records all action taken by the RSO, responsible for maintaining complete files, responsible for all official organization correspondence, works with other Officers to plan events/fundraisers.

Treasurer:

Responsible for general supervision of organizations finances, responsible for preparation of organization's budget, responsible for keeping up-to-date financial records, present financial report at every meeting, processes financial paperwork needed to deposit and expend funds.

Recognition Activities

Since student members are the lifeblood of the RSO, we want to recognize all the effort that they put forth. Here are some ideas on how to do that:

- t-shirts promote unity – wear them when you attend a conference or to events and fundraisers
- make a ‘wishing well’ – a plastic bottle to which members add pennies and make a verbal wish for a goal for the club or themselves
- member of the _____ (week, month, year, etc.)
- Thank you notes – for volunteering, for setting up, for giving ideas and opinions
- Lunch with members – get to know your members!
- Success Jar – members write down their successes and read a few aloud at each meeting – whether it is a 4.0 on a test or a new job or something family related.
- Service Pins – one year or two year pins
- Certificates – appreciate members for service as Officers or heading up an event or fundraiser
- Take out an ad in the school magazine recognizing member accomplishments
- Posters – make posters proclaiming great members!
- Flowers – bring flowers on the members special day, maybe for their birthday
- Have everyone take turns bringing treats to meetings



Group Dynamics

There's a rhythm to the way groups evolve. While all groups are different, there are some common stages.

Forming – each time members leave and new members join, you have a new group. Each new group will experience a period where members determine their place in the organization. Some helpful steps during this stage:

- Facilitate icebreakers to help members get acquainted
- Coordinate a retreat or workshop
- Identify expectations with Officers and members

Storming – once members feel comfortable their quirks will begin to show. They may also feel comfortable enough to disagree with one another, so conflict may happen with a high level of emotion. Some tips to try:

- Provide mediation resources
- Hold a workshop on communication and conflict resolution
- Remind everyone that storming is a natural part of group formation
- Conduct a group decision making activity

Norming – if Storming is resolved, cohesiveness develops, members accept rules and expectations and discover new ways of working together. Some suggestions for this stage:

- Schedule teambuilding activities to encourage members
- Develop a tradition
- Design a t-shirt to identify the group
- Review and establish new goals for the group
- Maintain relationships to avoid reverting to the Storming stage

Performing – at this stage, members have achieved the fullest task and relationship competence. Some ideas:

- Ensure that members have tasks to perform
- Support members by giving feedback
- Step back and allow the group to perform
- Plan for selection and training of new Officers for the next year

Adjourning – This stage brings closure to the experience and helps members anticipate changes in relationships by:

- Develop a closure activity to reflect on lessons learned in the past year – a dinner, an award ceremony, etc
- Conduct an assessment of evaluation of the year which can be used in goal setting for the next year
- Complete transition reports for new Officers and ensure that documents are passed on
- Record information of graduating members for future correspondence, you never know what the graduates from your organization will end up doing!

Student Athletic Organisation Requirements

Prior to being recognized as a student athletic organization, interested students must do the following:

- Meet with the SLC to determine if MCC can be in support of the sport in question
- Show a reasonable budget for the academic year, detailing both incoming and outgoing monies
- Draw up a tentative practice and playing schedule. This schedule must be approved before the organization makes any binding arrangements to play teams outside of the college
- List any MCC faculty/staff that have consented to act as Advisor/Coach of the club team
- Present a Club Recognition Packet to the SLO that includes a roster of players

Restrictions:

- No organization team may retain on their roster any person not currently enrolled at MCC without forfeiting their eligibility to play
- No admission fees may be collected without a numbering system for entrants. All monies received from fundraising, dues or admission charges must be deposited within 24 hours of receipt (excluding weekends). A copy of the receipts must accompany the deposit
- No monies may be paid directly to any vendor – referees, practice fields, arenas or equipment suppliers. Invoices must be turned in to the SLO to make arrangements for payment
- A continued record of poor sportsmanship will be cause to disband any student organization team
- Consistent failure to meet the approved schedule of matches will be cause to disband any student organization team



Fundraising

Developing a successful fundraising strategy allow RSO's to cover operating expenses, complete projects and programs and create a small reserve or cushion for the future. Many RSO's attribute the following principles with making their fundraising endeavors successful:

- a) Think Positively – “if money were not an issue, what would we do?”
- b) Establish financial goals – establish an annual budget. The budget should follow, not precede, the goals for the year. The amount beyond existing resources becomes the groups fundraising target.
- c) Develop creative fundraising alternatives – identify all potential sources of funds and develop creative ways to tap these sources.
- d) Establish a Plan – answer the basic questions: who, what, where, when and how. Balance the cost to the RSO (required outlay of time and of human, material and existing financial resources) with the risks involved (potential liability, loss of resources or goodwill). If the risks are greater than the group wishes to assume, go back and revise the goal.
- e) Follow College Procedure – be familiar with approval procedures and limitations.
- f) Evaluate Fundraising Activities – go beyond simple comparison of dollar goal vs. amount raised. Include qualitative analysis and conclude with recommendations for future fundraising activities.

NOTE: The SLC will approve fundraisers which are not in conflict with another activity and which follow college policies/procedures.

Fundraisers that are not permitted

Bake Sales – with the exception of the Connoisseur's Club

Raffles – any raffles, including 50/50. If you take money for the chance to win something, it is a raffle

Fundraiser Approval

To be approved for a fundraiser, simply complete the Fundraiser/Drive/Event Form and turn it in at the SLO. The SLC will email the RSO Advisor with the approval. Be sure to include all necessary details and turn in the form a minimum of **two weeks** before the date of the fundraiser.

Do's and Don't of Fundraising

Do:

- Double Work – combine activities, sell candy at a dance
- Keep Records – what worked, what didn't, why, contacts at companies
- Make the most of opportunities – if a holiday is coming up, take advantage of it!
- Have a Goal – don't just raise money for 'just in case' or 'whatever', tell purchasers your goal
- Homework on Immediate Needs and Final Goals
- Use Thoughtful Planning
- Make Successful Fundraisers A Tradition – make your RSO known for a great fundraiser
- Keep Track and Thank Supporters!
- Applaud Your Groups Success
- Have the name/logo of the RSO prominently displayed
- Clean up the area being used after the sale and make sure all borrowed items are returned
- Fundraisers must be approved by the RSO membership in a formal vote and recorded

Don't:

- Rely on dues
- Expect too much from members, keep it fun
- Focus on cash, remember that 'in-kind' donations are great too
- Have a fundraiser impulsively – it might end up costing you money
- Wait until the last minute to plan – you may not raise the money you need
- Give all monetary responsibility to one person, have at least two (2) to verify cash and make deposits
- Allow fundraisers to disrupt regular business – yours or anyone else's!
- Forget to be creative, enthusiastic and have fun!

Fundraising Ideas:

Roast – like a celebrity roast

Balloon Sale

Art/poster Sale

Book Sale

Plant Sale/Flower Bulb Sale

Logo Items Sale – your own club logo ofcourse

Stationary bike-a-thon

Rummage Sale

Candy Sale

Art Fair/Vendor Fair

Dance-A-Thon

Fashion Show

Holiday Bazaar

Benefit Dinner/Dance

Finals Care Package Sale

Car Wash

Popcorn Sale

Restaurant Fundraisers – get a percentage of receipts on a given night

Candle Sale

Little Caesar Pizza Kit Sale

Cookie Dough Sale

Liability/Travel/Conflict of Interest

MCC is careful to ensure the safety of students who participate in student activities. Listed here are some of the more common concerns regarding liability. Common sense, prudence and thoughtful planning collectively share in preventing unfortunate situations.

Alcohol:

Advisors and RSO's should be aware of the potential liability when serving alcohol to students of any age. Social host laws are applicable if, after being served alcohol, your guest is physically injured or injures another. **Any event** sponsored by an MCC RSO is prohibited from serving alcohol and participants are prohibited from consuming alcohol. When on a fieldtrip, if the students are unfortunate enough to get into trouble due to consuming alcohol, the RSO members involved will be held responsible and could be dismissed from the College. All participants are required to sign a Code of Conduct Form promising to be alcohol-free during the trip. Any member or Officer that breaks the Code of Conduct will be up for discipline by the SLC and the Registrar.

Injury:

Personal liability for injury due to negligence may exist for an Advisor/Officer/Member if s/he:

- a) actually performed the negligent act or failed to take required action
- b) participated in the negligent act
- c) directed others to perform the negligent act or to not take required action

Although many of MCC's students are considered legal adults, this does not release or waive negligence. If the Advisor senses that an unwarranted degree of risk accompanies any activity undertaken by the club, they should consult the SLO to discuss the situation. Club members and Officers are also welcome to bring their concerns regarding activities to the SLO. Athletic RSO Advisors should be aware of the deteriorating condition of any sporting equipment and report such information to the Athletic office and the SLO immediately.

Please contact the SLC if you have specific questions regarding liability.

Hazing:

An Advisor who is aware of hazing activities is legally obligated to report such information to the SLC immediately. A common definition of hazing is "any act directed toward a student, or any coercion or intimidation of a student to act or participate in or submit to any act, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; (2) such act is a condition of initiation into, admission into, continued membership in or association with any organization."

Off-Campus Meetings:

The SLO does not support off-campus meetings. All RSO meeting details – location/date/time must be posted on your webpage and changes must be done by email through the SLC. ***If it is discovered that alcoholic beverages are present at any meeting – the club, all members/Officers and Advisors will face disciplinary consequences.***

Prohibited RSO Actions:

- Off-campus bank accounts
- Personally profiting from a RSO or soliciting RSO members
- Purchase, either with personal or RSO funds and serving or selling of alcoholic beverages/illegal drugs at any RSO sponsored or attended function; including meetings/conferences and events is prohibited
- Individuals not employed by MCC are prohibited from serving as RSO Advisors
- Unapproved fundraising activities
- Unapproved travel
- Hazing of any kind

Appropriate/Inappropriate Fund Expenditures

Appropriate: conference travel expenses (flights, car rental, bus rental, train, etc.; baggage fees; hotel; meals, etc.), fundraising supplies, RSO shirts (wearables), food for meetings, RSO photos and office supplies.

Inappropriate: anything violating College policy, stipends (payment or gifts to Advisors/Officers/Members), scholarships, test/study booklets.

If there are any questions as to whether an expense is appropriate, please consult the SLC.

Items purchased with RSO funds are property of the RSO and MCC. Personal use of these items outside of RSO or MCC related activities is not allowed. Supplies and equipment must be kept in the RSO cabinet in the SLO or in the Advisor's office. Equipment and supplies should never be stored at members or Officers homes.

Conflict of Interest:

Individuals within RSO's or members of their families may not benefit financially from services one provides to the group. RSO's and their members may not procure the services of an outside individual or company if a member of the RSO or a member of his/her family would benefit financially from the arrangement.

Copying & Printing:

All copy requests must be sent electronically to the SLC. The printing will be charged to the RSO account. Printing takes 2-3 days minimum, not counting the day you send it to the SLC. Keep in mind that if the SLC is out of the office, it will take longer. Please be prepared and submit all copy and printing requests at least five (5) days prior to the date needed. No student or Advisor personal telephone numbers or emails are permitted on printed public information. All RSO's do have an email and should use that email for flyers, etc. All RSO printing must go through the SLO.

Room/Equipment/Food Requests:

For all room/equipment/food requests please contact the SLC. Please be prepared to make room requests as early in the semester as possible, equipment and food requests need to be made at least one week in advance. Room/Equipment/Food requests will not be honored unless they go through the SLO.

Services SLO offers to RSO's:

- check requests
- budget summaries
- popcorn machine rental – must be cleaned thoroughly before return
- media/equipment reservations
- room reservations
- calendar of events
- information
- leadership programs
- stamping of flyers/posters/etc.
- space for meetings/events

Gambling/Gaming Policy:

The MCC Gambling/Gaming policy includes, but is not limited to, casino events, card tournaments (including online), selling of pools, raffles or lottery tickets, taking or placing bets on sporting events and Bingo.

Food Policy:

The Bear Bistro is the preferred caterer on the MCC campus. Food requests must be made through the SLO. Situations that release you from using the Bear Bistro are the following: simple refreshments – soda, cookies, water, chips, etc. If the Bear Bistro cannot handle the food request, we will be notified and will then be able to contact an outside vendor.

Advertising, Poster/Flyer Guidelines:

Posters and flyers should have a clean design, must include all the necessary information (who, what, where, when and how, if necessary), and the RSO name **and** logo. If RSO flyers are found 'slid into' locked boards or taped onto walls/doors/windows, the RSO in question will lose the privilege of posting for a semester. All posters/flyers are removed at the end of the month, unless for a specific event that has not taken place yet. At the end of each semester, **ALL** postings are removed. RSO's are responsible for ensuring that their materials are stamped and posted. If a RSO posting is not stamped, it will be removed and the Advisor notified. If there are two (2) instances of postings being hung but not stamped, the RSO will lose posting privileges for the semester.

The following are all ways of advertising on campus:

- Bulletin Boards
- SL Event Calendar – online; events posted for free
- SL Calendar Board – events added monthly for free
- SL Club Bulletin Board – flyers posted for free

Travel:

General Policies and Procedures:

- All trips must have a College employee, approved by the SLC, in attendance. Travel approval forms must be completed and submitted to SLO **at least** two weeks prior to departure date. All student required paperwork must be in place **at least** two weeks prior to the departure date – no registrations or travel plans will be made until all paperwork is in place.
- Medical emergencies – all students are responsible for their own health insurance. Participants should bring any necessary information to prove their coverage and arrange for all payments on their own. Advisors will not be reimbursed from the college for payment of student medical costs.
- Advisor Responsibilities – College employees on the trip are responsible for ensuring the safety of the participants and exercising reasonable precautions to avoid injuries. Participants disregarding the directives of the college employee and for violating the Code of Conduct, may be sent home at the participants expense and be subject to disciplinary action by the College Registrar.
- All College policies and rules are in effect during trips. Students and employees can be held liable for violations.
- If classes will be missed, students need to let their instructors know. Students are responsible for making up all work missed. Each instructor reserves the right to invoke any previously set classroom policies regarding student absences.
- The RSO cannot pay for anyone that is not a Member/Officer/Advisor to go on a RSO trip. Misuse of funds will result in a loss of activities and freezing of funds. It is not acceptable for RSO members and Officers to have friends or family ‘meet’ them at the destination. This will result in RSO disciplinary action by the SGA and SLO. Advisors are the only ones that may take a significant other on a RSO trip, provided that the significant other pays their own way.
- If someone scheduled to attend a RSO trip does not hand in their paperwork or complete other requirements at least two weeks before the trip is scheduled, they will not be scheduled. Generally trips will be scheduled more than two weeks before departure, so please keep this in mind.
- RSO activities require College sanctioned supervision, in the form of the RSO Advisor. Students participating accept, as a prior condition to participation, the authority of the Advisor or delegated representative.
- All RSOs will have rules in their constitution regarding who is eligible to travel and what makes a student eligible to travel. The rules will be fair across the board.
- The Advisor will have a list of hotel rooms and who is in which rooms. Students will have the room number and telephone number of the Advisor.
- The club itinerary must be provided to the SLO, along with an Emergency Contact Form and a Code of Conduct Form, for each student traveling. Each student must have also completed the online Sexual Harassment Prevention Training. No travel plans will be made for a student missing any part of these requirements.
- Unapproved travel is not eligible for reimbursement. Unapproved travel will result in a disciplinary hearing with the SLC and Student Government Association.
- All travel plans must be made through the SLO. We do have a travel agency that we use. Once plans are made, they cannot be changed without large penalties, if at all. If a student is paid for and does not attend, that money is lost. Flight tickets are not valid unless the name is correct. Please make an appointment with the SLC for all travel plans. The travel agencies will not book anything without approval from the SLC, they will only give out quotes.
- RSO members/Officers are not allowed to leave with friends or family that are vacationing or living near the conference site while on a college/RSO sponsored trip.
- Upon return from a RSO trip, all necessary receipts must be turned in to the SLC within seven (7) business days. Failure to do so may result in a suspension of travel for the next academic year.

Advisors

How is an Advisor selected and what are the qualifications to serve as an Advisor?

Every RSO must have an Advisor. Advisors must be a member of the MCC faculty or staff. The voluntary association between the Advisor and RSO should continue as long as both parties believe the relationship is productive and mutually satisfactory. An individual should not accept the invitation to serve in this important role unless s/he is prepared to fulfill the expectations. An Advisor may not serve as Advisor to more than two RSO's at one time. If a RSO decides that the relationship is not productive or mutually satisfactory, they must have a meeting with the Advisor and discuss the issues. It is preferred that the group invite the Student Life Coordinator to the meeting.

What are the responsibilities of your Advisor:

Advisors are not to perform the duties/tasks of RSO's, rather they are to be encouragers, resource referral agents, guides and mentors. Advisors are expected to be aware of and to attend RSO events and at least one meeting per month and to intervene as needed in conflict situations, miscommunications, etc.

- be familiar with the nature and objectives of the RSO
- be familiar with the RSO constitution and by-laws
- attend RSO meetings regularly, play an active part in supporting the RSO
 - sit in the front off to the side at meetings, it shows you are paying attention but not an active participant
- Review and sign all paperwork for expenditures
- Ensure that the Treasurer knows what you are doing and has copies of all signed paperwork
- Never spend RSO funds without the consent of the RSO membership
- Serve as liaison to the College
- Ensure that all activities and events are approved by the SLO
- Assist in a yearly evaluation of the RSO
 - What is evaluated? Performance? Comprehensive?
 - How is the evaluation done?
 - Who conducts the evaluation?
 - How are the results communicated?

Leadership Transition

It is mandatory that in April, all RSOs must hold elections for Officers (if not done already). These Officers may be interim for Spring/Summer or may be the Officers for the following academic year. Names of the new Officers with addresses, telephone numbers and email addresses must be turned in to the SLC before April 30th. It must be noted if the Officers are Interim or for the new academic year. All RSO emails should be answered by someone on your Officer list over the Spring/Summer. If an email bounces back, that Officer will be taken off the mailing list.

New Officers should receive the following training from the outgoing Officers:

- review files, including financial
- receive all member contact information for Fall – set up your own ‘list-serve’ or a Facebook group!

If the SLC does not receive this information by the deadline, the RSO will be marked as “Inactive” on their file and webpage.



Mott Community College
College Life Enhancement Fund (CLEF)
CLEF Procedures Guide

Applications

Submit a completed application to the CLEF Communications Secretary the Friday before the designated CLEF Meeting. **No late applications will be accepted.** The CLEF Annual Calendar can be accessed at:

<http://www.mcc.edu/clef>

Applicants should work closely with the Student Life Coordinator and the CLEF Chairperson to ensure that proposals are not delayed or denied due to incomplete, inaccurate or ineligible information.

Representation of Requesters

Each proposal must be presented by one or more students who will be participating in the funded activity, at a CLEF meeting. If no one is present, the proposal will automatically be postponed until the next meeting. If no students are present at the next meeting, the proposal may be dismissed by committee vote.

Accounts Notification

Accounts will be set up for funded activities within one week of the committee's decision. The CLEF Communications Secretary will notify the parties by email when the funds are available for use. Notification of approval/denial of funds in whole or in part will be given to the activity sponsor.

Budget

It is the responsibility of each organization to plan and budget their approved CLEF Application funding prudently. Any group that overspends their allocation **will not** be allowed to bring a supplemental proposal back to the committee and request additional funding. The committee is not responsible for covering overspending.

Proposals are expected to include shared funding from Club accounts and other sources such as mini-grants when these funds exist – CLEF is not intended to wholly fund activities for Clubs which have Club funds available. If the application does not show any shared funding, the Committee may postpone its decision until money from other sources such as from fund-raising, other grants etc. are identified.

Expiration/Default

If a funded activity defaults due to a change in club status, change of venue, cancellations etc., the funds will be rolled back into the CLEF Account. The allocation may not be used for a different event than it was approved for - a new application must be submitted.

If CLEF funds have already been expended for an activity and any participating student(s) back out/cancel their commitment, the CLEF committee will reclaim ½ of the expenditure from the Organization/Group account.

If a Student Club is inactive for two academic years (as determined by the Student Life Coordinator), the Club funds will be rolled back into the CLEF general fund.

On-Campus Events

All Mott Community College faculty, staff, students, student groups and Organizations/Groups are eligible for CLEF funding. Individual Sponsors applying for CLEF funding for an on campus event will be eligible for up to \$2000 and Group Sponsors will be eligible for up to \$5000 per year. Events must be of benefit to current students who fund CLEF.

Proposals - Documentation

All required documentation (e.g. conference brochures, schedules, registration deadlines, etc.) supporting the proposal must be turned in at the time of application.

All required documentation (as specified in the Proposal Checklist) must be completed and in the possession of the Student Life Coordinator (e.g. emergency contact lists, conference programs etc.) before any travel arrangements will be made or funds disbursed. Forms must be completed LEGIBLY and ACCURATELY.

Receipts

At the end of each funded activity, the Club Advisor/Sponsor who is responsible for the student Organization/Group **must** present all relevant receipts within 7 business days to the CLEF Communications Secretary. If receipts are not turned in within 7 business days of the activity, then the Organization/Group will be put on probation re. the use of CLEF funds from that point to the end of the fiscal year, and will potentially be ineligible to receive future CLEF funding at the CLEF Committee's discretion.

Reporting Back to the CLEF Committee

Each Organization/Group which receives CLEF funding **MUST** provide a brief (approx. 5-7 minutes) report back to the committee with information about the activity. The report should summarize the student learning outcomes and the current and future benefits of the activity to the entire college community.

Reports can consist of one of the following:

- ◆ A YouTube video
- ◆ A Powerpoint presentation (no more than 10 slides)
- ◆ A physical or virtual scrapbook,
- ◆ Another method (check with Student Life Coordinator if there are questions about accepted formats).

All electronic and paper materials must be provided to the Student Life Coordinator **at least 3 days prior** to the CLEF meeting. The Organization/Group may choose to do a live report back at a committee meeting; if so, they must confirm a date and time with the CLEF Communications Secretary.

No additional funding requests will be approved for a group until after the report is submitted. The Student Government Association (SGA) is required to provide a brief report to the CLEF committee each month regarding the use of their annual funding allocation. In addition, if the SGA receives funding for other proposals, they are required to report back on the funded activity in the manner described above.

Travel Funding

CLEF funding is based on the college fiscal year (July 1st through June 30th). Yearly caps are for the fiscal year and funds cannot be carried over from one year to the next.

When a student Organization/Group wishes to travel and requests funding from CLEF to do so, the proposal must be submitted to the CLEF committee at their monthly meeting at least **one month prior to travel**.

If the request is approved, the group **must** go through the Student Life office for travel arrangements. The Student Life office will ensure that the Organization/Group follows all approved college procedures for student travel.

A ratio of 1 Advisor to each 10 Students is required for travel.

NO travel reservations/registrations may be done WITHOUT proof of completed funding. Without proof of full funding, no registration/reservations for travel may be processed. All CLEF funded travel must be done with approved transportation (college bus, staff person vehicles, etc.)

Travel funding will be provided up to \$300 per funded event for each Advisor/Sponsor of an Organization/Group when traveling outside the MCC college district including Lapeer and Livingston counties. (This \$300 is not included in the \$5000 per year cap per Organization/Group for funding).

Students must be verified by the Student Life Coordinator as enrolled at MCC at the time of the proposal AND the time of the trip – if a student drops out after the proposal is approved but before the event, they will not be allowed to travel and the funds will return to CLEF. If the activity occurs during the December/January break or in Spring/Summer, student must be registered for the current or following semester.

Individual students traveling to conferences, etc. will have an annual cap of \$500. Students must travel with a college Advisor/Sponsor. Individual students (whether acting as an individual or as part of a group) cannot spend more than \$500 per year of CLEF funds! Advisor/Sponsor funds up to \$300 will be available for each activity/trip he/she is involved in, as many times as needed during the year.

Organizations/Groups requesting travel funds may request up to \$500 per student per year, not to exceed \$5000 per year. For groups over 10, see attached chart.

The Organization/Group's yearly funding cap will be based on their FIRST proposal during the academic year.

IF an Organization/Group plans to request funds for more than one event during the year, they should prepare all related proposals and bring them to the committee prior to the first trip. Doing so will ensure that the activities will be funded using the largest student group to determine the annual funding cap for the organization.

Student Group Travel Funding Eligibility

# of Students	Eligibility per Organization	Eligibility Per Student
11-15	\$5,500	\$367
16-20	\$6,000	\$300
21-25	\$6,500	\$260
26-30	\$7,000	\$233
31-35	\$7,500	\$214
36-40	\$8,000	\$200
41-45	\$8,500	\$189
46-50+	\$9,000	\$180

Appeal Process

An appeal may be made in writing to the Chair of CLEF after the Club/Organization or individual receives notification of the Committee's decision. The Chair will make a decision and inform the individual/group and the Committee of the determination. If the requesting organization or individual disagrees with the Chair's decision regarding the appeal, a second appeal may be made in writing to the Executive Dean of Student Services.

The Dean will review the original proposal, the appeal to the Chair and the final appeal. A decision will be made by the Dean and put in writing. The Dean's decision is final.

Athletic Clubs

The College recognizes that there are many different types of clubs and that some clubs fall more closely under the category of athletic sports. It is, therefore, the intent of the CLEF committee to provide support as the Athletic Clubs move through developmental phases. The following schedule outlines the intended transition over time of Athletic Clubs from Student Life to Athletics.

Year	Reporting Line	Reporting	Title
Year 1	Student Life	Athletic Club	Advisor
Year 2	Student Life	Athletic Club	Advisor
Year 3	Athletics	Extramural Sport	ES Coach
Year 4	Athletics	Extramural Sport	ES Coach
Year 5+	Athletics	Extramural Sport	ES Coach

Each Athletic Club will follow the policies and procedures of Student Life/CLEF for the first two years of operation. If the club is viable after that time, the organization will change to an Extramural Sport (ES) and will then fall under the direction of the Athletic Department. Extramural Sports must meet the guidelines as outlined in the college Athletic Policies and Procedures. The Athletic Director will be responsible for authorizing eligibility to compete and working with the Bruin Club for additional ES support, such as uniform purchases and travel expenses. Extramural Sports will be a hybrid of a club and an athletic team. The ES will fall under the supervision of the Athletic Director and must meet eligibility requirements for student participation. The ES Advisor/Coach is responsible for following all applicable Athletic Department rules and policies.

When a Athletic Club is operating as a Organization/Group, they will be funded through CLEF for the first two years of operation, and will be eligible for the same club allocations, incentives and CLEF funding as other student Organization/Group. Beginning Year 3 of competition activity, the Organization/Group will transition to an ES Sport. Starting at Year 3, the ES Sport will be eligible for CLEF Seed Money and proposal funding, but other activities, such as incentives, fund raising, travel forms and policies, etc. will be conducted through the Athletic Department.

The Coach will be paid as a club Advisor for the first two years and will then transition to a coaching salary schedule in Year 3 and beyond. The ES Coach pay will be decided and paid by the Athletic Director from Year 3 forward. This structure then continues indefinitely until the ES becomes inactive or other administrative action is taken.

Conflict of Interest

CLEF Funding **will not** be used for:

- ◆ Personal benefit of individuals/Organizations/Groups
- ◆ Political contributions, directly or indirectly
- ◆ Donations to charitable Organizations/Groups
- ◆ Any activity contrary to regulations or laws of the college, state of Michigan, or federal government
- ◆ Food for Organizations/Groups or their advisor/sponsor while traveling
- ◆ Activities in violation of MCC Board policies

Incentives

A program has been developed to assist all student groups, including Student Government, with fundraising efforts. Monetary awards are attached to each incentive. Campus Service must be approved by the Student Life Coordinator prior to the activity in order to be eligible for incentive funding. Upon completion of eligible activities, the organization must provide documentation to the Student Life Coordinator. Each month, the Student Life Coordinator will verify the documentation, provide information to Accounting and a summary of the results will be presented to the CLEF Committee. Club accounts will be updated with earned Incentive funding by the end of the month following submission of documentation.

The incentives are as follows:

◆ **Seed Money** **\$500**

At the beginning of each fiscal year, student Organizations/Groups that are recognized by Student Government will be allocated seed money from the CLEF Committee, if funds are available. This money is not guaranteed, and the amount may vary from year to year.

◆ **Community Service (70 hours)** **\$400**

After a club has reached its maximum community service hours, club members may then donate their hours to the Club of their choice, upon approval from the Student Life Coordinator.

◆ **Campus Service (30 hours)** **\$300**

Provide Service to the Campus - Examples: Work with Maintenance/Grounds, Public Safety, etc., to assist with projects, Volunteer to help with peak registration and first week of class to help new students, work with the Emergency Response Team, etc.

◆ **Campus Programs and Services** **\$300**

Activities conducted to improve and/or enhance MCC student life and which are provided free of charge to students. Groups must obtain approval of activity from the Student Life Coordinator to ensure that it is eligible for this incentive.

General Committee Policies

The CLEF Committee will meet once a month, from September through May, to review requests and discuss committee business. A business meeting may be held in August, as needed.

Additional guidelines for the use of CLEF funds are:

- ◆ Violation of College policies or guidelines may result in an organization losing all privileges related to committee funding.
- ◆ College policies and procedures for purchasing materials and equipment must be followed.
- ◆ Funding for equipment purchases requires written assurance, from the Office of Physical Plant, that appropriate facilities support is available.
- ◆ **The requesting organization or individual should not assume that funds will be automatically granted.**

- ◆ A request may be fully funded, partially funded, or not funded, depending upon the Committee's decision.
- ◆ The Executive Dean of Student Services will have veto power over all submitted applications.

Annual Accounting

An accounting update will be made available to the CLEF Committee at each meeting.

- ◆ The CLEF committee will allocate \$5,000 annually to the **Student Government Association**. Additional requests for funding may be presented to CLEF by the SGA in addition to the annual allocation.
- ◆ \$20,000 for contingency will be subtracted from the beginning annual account balance to ensure fund solvency.
- ◆ \$5,000 for emergencies will be subtracted from the beginning annual account to be used in cases of emergency for student groups that are traveling, such as a medical emergency or a natural disaster.
- ◆ \$30,000 will be allocated for seed money and club incentives. Once this money is awarded in its entirety, it will not be available until the next fiscal year.
- ◆ A \$1,000 allocation will be made each year to purchase pleasure reading books for the library. Book purchases will be determined by MCC Library staff and the Student Life Coordinator or designee.
- ◆ \$20,000 will be set aside each year to fund requests for Campus Seating and related facilities improvement – funding for Campus Seating must be requested through the regular CLEF request process.

Committee Membership

The CLEF committee is composed of a representative group of students and college employees. The membership profile is:

- ◆ One Chairperson, to be appointed by the Exec. Dean, Student Services (non-voting member)
- ◆ Five Faculty members (to be appointed by the Chair)
- ◆ Five Staff members (to be appointed by the Chair)
- ◆ One Student Life Coordinator, acting as CLEF Communications Secretary (non-voting member)
- ◆ Three Students (one appointed by the Dean, one appointed by the Chair, and the President of Student Government)

Note Taking

The Chair and the Dean will work together at the beginning of each year to identify a notetaker for each CLEF meeting.

Attendance

The CLEF Chairperson may determine that, after three consecutive meeting absences, the committee member shall be removed. Regular attendance is expected from all CLEF Committee members.

Quorum

A quorum of one member from each represented group must be present for club presentations and voting (minimum for quorum is: 1 Student, 1 Faculty, 1 Staff). If a CLEF meeting does not have a quorum of members, the meeting will be cancelled and all committee work will be deferred to the next CLEF meeting.

If the Chair is unavailable for a meeting, he/she will designate a person to chair the meeting – the CLEF Communication Secretary will act as Chair in cases of emergency or unforeseen circumstances.

Voting

Email voting will not be used by the CLEF Committee except in extreme/unusual situations. Email voting may be conducted at the discretion of the Chair. Absentee voting is only allowed if a CLEF Committee member has to leave the meeting before the voting is done; he/she may leave a proxy vote with the Chair or another member of the Committee.

PROPOSAL CHECKLIST – Presenters should ensure that all the required items are complete BEFORE submitting proposal!

Club Checklist

- Field Trip Form
- Emergency Contact Form
- Code of Conduct Form
- List of Participants w/student ID#'s
- Sexual Harassment Prevention Training Online
- Meal Per Diem Form if needed
- All other funding in place

Others Checklist

- Request for College Field Trip Form
- List of participants w/student ID#'s
- Travel Request Form
- Overnight Permission Form
- All funding in place

U.S. State Department clearance must be obtained by the requestor for international travel.

Campus Life Enhancement Fund (CLEF)

Application for Fund Allocation

The College Life Enhancement Fund is administered by the CLEF Committee, which is composed of College faculty, staff and students. The CLEF Committee reviews all requests for funds at their monthly meetings, held September through May. The CLEF Committee is committed to helping students, faculty and staff improve the campus and college life. Please keep in mind that CLEF cannot fund all requests and that fundraising, mini-grants and other funding sources are available. Completed forms are to be submitted to the Student Life Office, PCC 1240, **by the Friday before the next CLEF Committee meeting**. For meeting dates, please refer to: www.mcc.edu/8_student/ss_clef.shtml

Club/Organization/Individual Name _____

Primary Contact Information:

Name: _____

Email: _____

Telephone: _____

Activity Name _____

Date/Time/Location _____

Number of Students _____

Number of Advisors _____

Total Amount of **Student CLEF** Funding Requested \$ _____

Advisor/Sponsor Total Expenses \$ _____

Travel funding will be provided up to \$300 per funded event for each Advisor/Sponsor of an Organization/Group, when traveling outside the MCC college district including Lapeer and Livingston counties. (This \$300 is not included in the \$5000 per year cap per Organization/Group for funding).

By submitting this application, I agree that all applicable college, CLEF and Student Life procedures will be adhered to by students and staff involved in the funded activities. Failure to provide all documentation such as forms, receipts and completion reports, will result in suspension of the group's eligibility for future funding.

College Employee Signature (Advisor or Activity Sponsor)

Date

Club President/Lead Student Signature

Date

Student Travel Budget Form

Registration	_____ X _____ = _____ Cost # of students Total		Paid by: _____
Registration Deadline Date (if applicable) _____			

Flight/Train Travel

Flight _____ X _____ = _____ Paid by: _____
Cost # of students Total

Train _____ X _____ = _____ Paid by: _____
Cost # of students Total

Baggage _____ X _____ = _____ Paid by: _____
Cost/1 bag # of students Total

Vehicle Travel

Personal Vehicle _____ X _____ = _____ Paid by: _____
Gas # of cars Total

Charter Bus _____ X _____ = _____ Paid by: _____
Cost # of buses Total

Rented Vehicle _____ + _____ + _____ = _____ Paid by: _____
of cars Tolls Gas Total

MCC Bus _____ + _____ + _____ + _____ = _____ Paid by: _____
of buses drivers fee gas tolls Total

Travel at conference/event

Shuttle Bus _____ X _____ = _____ Paid by: _____
Cost # of students Total

Taxi _____ X _____ X _____ = _____ Paid by: _____
of taxis cost # of trips Total

Subway/Bus _____ X _____ X _____ = _____ Paid by: _____
Cost # of students # of trips Total

Hotel _____ X _____ students/_____ = _____ Paid by: _____
Cost # of rooms Total

What are the expenses that the club/group is handling? _____

Please document all other funding for this event _____

*Please prepare the budget carefully and anticipate all expenses.
CLEF will NOT provide additional funds after initial approval of request*

On Campus Events/Activities Form

Date/Time/Location: _____

Room Rental \$ _____

Set Up/Tear Down Costs (e.g. tables, chairs, custodial, lighting, security, A. V. etc.) \$ _____

Food/Beverage Costs \$ _____

Entertainment/Speaker \$ _____

Printing/Duplicating/Marketing \$ _____

Other Expenses \$ _____

Total Amount of CLEF Funding Requested: \$ _____

Number of Participants Anticipated: _____

Number of Advisors: _____ MCC Students _____ Community _____

1) Please provide a detailed description of the activity.

2) How will this activity enhance MCC College Life as a whole?

3) Please describe the educational value and the expected learning outcomes of the activity.

Attach additional documentation related to the activity

Checklist:

Clubs:

- Field Trip Form
- Emergency Contact Form
- Code of Conduct Form
- List of Participants w/student ID#'s
- Sexual Harassment Prevention Training online
- Meal Per Diem Form if needed
- All other funding in place

Others:

- Request for College Field Trip Form
- List of participants
- Travel Request Form
- Overnight Permission Form

U.S. State Department clearance must be obtained by the requestor for international travel.
Students must be verified by the Student Life Coordinator as enrolled at MCC at the time of the proposal AND the time of the trip – if a student drops out after the proposal is approved but before the event, they will not be allowed to travel and the funds will return to CLEF. If the activity occurs during the December/January break or in Spring/Summer, student must be registered for the following semester.

Semester Reports

Toward the end of each semester (Fall and Winter), End of Semester Reports will be sent out via email to all RSO Advisors and Presidents. It is important that the President work together with the Advisor to fill out the report. Failure to provide a report by the given deadline will put the RSO at 'inactive' status – no activities can be held and no funds can be spent. This policy is to ensure that all RSOs are active and contributing organizations.

Finances

All RSO accounts are maintained through the MCC Accounting Department and are subject to the guidelines set forth by the college.

Each RSO shall maintain a ledger to record income and expenditures. The SGA or the SLC may ask to see any RSO accounting ledger at any time. The Treasurer must be able to produce the ledger and it must be kept up in an orderly fashion.

All monies must be deposited daily. No RSO member/Officer/Advisor should ever hold funds overnight. The only exception is a weekend event, in which case the Advisor should be the person to hold the funds.

Vendors and Contracts:

All contracts must be signed by the SLC, no RSO member/Officer/Advisor is approved to sign a contract, no matter how small it is. All appropriate paperwork and funding must be verified before a contract will be signed.

Check Requests (DVP's – Direct Payment Vouchers)

Checks may be requested for intangible items such as mileage, travel, subscriptions, services, memberships and professional fees. All documentation for these items must be turned in to the SLC along with the check request. It is important to turn these in at least two weeks before they are needed. If the check is for something in advance, such as hotel rooms or the like, receipts are needed in order to 'clear' the request.

Checks are run twice a week with checks available on Wednesdays and Fridays.

Check requests received in the Accounting Office with the proper approval and paperwork before noon on Mondays will have a check available on Wednesday. Check requests received in the Accounting Office with the proper approval and paperwork before noon on Wednesday will have a check available on Friday.

Please plan accordingly. If the SLC is absent or out of the office or if the supervisor for approval is out, this may delay your check. If you hand in a check request on Friday, do not expect a check on Wednesday as the approvals may not happen before noon on Monday.

Blanket Purchase Orders:

A BPO may be made for things that you are going to order multiple times throughout the year, such as popcorn supplies. You may add to a BPO if you find that you need to. A certain person needs to be specified to sign for all order against a BPO. These are good for 3 months to 1 year. A Vendor Payment Form must be filled out and approved by the SLC.

Purchase Order:

A PO is for tangible items such as RSO shirts or the like. A PO is requested BEFORE an order is placed. Upon requesting a PO, a quote is needed to back it up. Once the PO number is received, the company will be given the number and told to go ahead with the order. Once the order is received, turn in the invoice to the SLO so that the vendor can be paid. A Vendor Payment Form must be filled out and turned in to the SLC along with the quote. The PO number will be sent directly to the Vendor.

Petty Cash:

Petty Cash may be used in instances where the RSO is making purchases under \$100. The RSO must vote on the purchase and approve it. The member making the purchase must have the Advisor sign a Petty Cash Reimbursement Form and also sign the receipt and put the RSO account number on the receipt. The Petty Cash Reimbursement Form is then taken to the SLO. The standard turnaround time is 48 hours, however, the time may be longer is the SLC is out of the office or shorter if the SLC is not busy. The reimbursement will be placed in an envelope with the RSO name and the member name on it and put into the RSO mailbox. **DO NOT** split a purchase into several receipts in order to bypass the \$100 rule, in such cases Petty Cash will not be funded.

Account Updates:

RSO account updates are done by the 20th of each month and are placed in the RSO mailbox in the Club Resource Room in the SLO.

For any request, please keep in mind that a process may take longer than expected if the SLC is out of the office or if the Executive Dean of Student Services is out of the office. It is best to do requests as far in advance as you can for the semester.

Sam's Club: If a club wishes to make a purchase from Sam's Club – please go online to www.samsclub.com, choose the items you wish to purchase (over \$100 only) and add them to the cart. **DO NOT PAY!** Simply print out the cart contents, fill out a Vendor Payment Form and turn both in to the SLC. Once approved, the SLC will request the Purchasing Department to complete the purchase. You must note on the Vendor Payment Form if you would like to pick up the order at the store or if you would like to pick it up in Purchasing. Please give at least a weeks notice for these orders.

Approved Vendors

Wearables and Etc.

TopNotch Monogramming
2044 Utley Road
Flint, MI 48532
(810) 237-1777

Michigan Screenprinters
2004 South Railway Street
Clio, MI 48420
(810) 687-5550

The Great Put On
3240 West Pasadena Avenue
Flint, MI 48504
(810) 733-8021

Wearing Your Logo
2308 Championship Court
Davison, MI 48423
(810) 569-4085

Travel

Travel Brokers
Any agent may assist you – just tell them you should be in the MCC Student Life file
(810) 238-7467

Working with an Advisor

While you are a student organization, it is wise to have an Advisor to provide you with just that...advice. An Advisor should be a valuable asset to your RSO by sharing life experiences, wisdom, providing continuity/organizational memory and resource connections.

The key role of an Advisor is to serve as a resource for the RSO. Take time to discuss reciprocal expectations with your Advisor and establish open lines of communication. Include your Advisor in developing the RSO mission, goals and budget. Include your Advisor on any RSO list-serve, facebook group (as an Admin) and RSO emails.

Do an evaluation of your Advisor at the end of the semester and have the Advisor do an evaluation of the group. Here's an example of an evaluation. This evaluation could be altered for evaluation of Executive Board members also. It is always important to discuss an evaluation openly and calmly.

Please answer the following questions as they relate to the RSO Advisor (Executive Board):

- | Yes | No | |
|-----|-----|---------------------------------------------------------------------------|
| ___ | ___ | Actively provides motivation and encouragement to members |
| ___ | ___ | Knows the goals of the organization |
| ___ | ___ | Knows the group's members |
| ___ | ___ | Attends regularly scheduled Executive Board meetings |
| ___ | ___ | Attends regularly scheduled organizational meetings |
| ___ | ___ | Meets regularly with the Officers(Advisor) of the organization |
| ___ | ___ | Attends the organizations special events |
| ___ | ___ | Assists in the orientation and training of new Officers |
| ___ | ___ | Helps in providing continuity for the organization |
| ___ | ___ | Has read the RSO's constitution and by-laws |
| ___ | ___ | Recommends and encourages without imposing personal ideas and preferences |
| ___ | ___ | Monitors the organizations financial records |
| ___ | ___ | Attends conferences/workshops with the organization |
| ___ | ___ | Knows where to find assistance when problems are encountered |

Cap and Gown Sales

The Cap and Gown Sale is a wonderful fundraising opportunity for the RSOs.

The SLC will notify the Advisors and Officers when signups begin. RSOs must sign up two members per time slot – so if you sign up to work Wednesday from 11am – 1pm, you would need two members to run the table. RSOs are eligible to sign up for two time slots for the first week of signups. The same is true for the second week. At the end of the second week, a RSO could have possibly signed up for four time slots. In the third week, RSOs may sign up for an additional four time slots – for a possible total of eight time slots per RSO. At the end of each week, Advisors and Officers will receive a confirmation email for the dates/times their RSO has signed up for. Just because your RSO requests a specific date/time, does not mean that you will get it, it is in your best interest to give several choice including the names of the students available for those dates/times. Requests will not be taken without names. Email requests are taken each morning, according to the time they came in – first come, first served. Then telephone messages are taken – first come, first served. Then in person requests are taken.

Your RSO representatives must be ready to man their table **at least five minutes** before their scheduled time to start working. They are required to ensure that they have all supplies they need before they begin and receive any additional instructions before their shift begins. If RSO representatives do not show up by the start time for their shift (they are 5 minutes late at this point), the time slot will be re-assigned to one of Student Government or Student Life staff. If only one of the RSO representatives show up, the table is forfeited and will be re-assigned to Student Government or Student Life staff– however, all other time slots signed up for are still valid. If neither of the RSO representatives show up for their time slot, the time slot will be re-assigned to Student Government or Student Life staff and all other time slots will be voided and re-assigned.

Advisors and Officers will be notified if a date/time has been forfeited or re-assigned due to failure to be on time.

Probation/Inactive/Deactivation

Probation: suspension of all activities and freezing of funding for the next academic semester

- 1st occurrence of negative account balance
- 1st occurrence of members/Officers violating Student Code of Conduct
- 1st occurrence of unapproved RSO activity

Inactive Status: suspension of all activities until item requested is completed. Examples would be: recognition packet, End of Semester Report, others as requested.

Deactivation: suspension of RSO for the rest of the academic year in which the activity occurred plus the following academic year.

- 2nd occurrence of negative account balance
- 2nd occurrence of members/Officers violating Student Code of Conduct
- Non-registration of RSO for 2 successive academic years

Sample Goal Statement

Goal: To increase organizational membership by 20% within the first two months of Fall Semester.

Objective: To create publicity campaign informing students about the RSO

Action Plan: Develop membership recruitment brochure by Oct. 1st

Action Plan: Host table at Fall Rally

Action Plan: Revamp RSO webpage by Oct. 1st

Sample Minutes

Name of RSO: _____

Date of Meeting: _____

Location of Meeting: _____

Call to Order: _____ am/pm

- I. Attendance
 - a. List names of membership present
 - b. List names of membership absent
- II. Old Business
- III. New Business
- IV. Action Items and Deadlines
- V. Announcements

Adjourn: _____ am/pm

Sample Budget Sheet

Prior Year Carried Forward

Revenue: (add)

Dues/Fees

CLEF Seed Money (\$500)

CLEF Incentives

Community Service (\$400)

Campus Service (\$300)

Free Programming (\$200)

CLEF Report Back (\$200)

Fundraisers

Expenses: (subtract)

Office Supplies

Printing

Postage

Program Expenses

Travel Expenses

Hotel

Flights

Transportation

Total _____

Sample Balance Sheet

Date: _____

<u>Assets:</u>	<u>Amount</u>
Accounts Receivable (owed to you)	_____
RSO Account Balance	_____
Other _____	_____
Total Assets:	_____

<u>Liabilities:</u>	<u>Amount</u>
Accounts Payable (you owe)	_____
Debts	_____
Total Liabilities	_____

Net Value _____

Net Value = Total Assets minus Total Liabilities

Sample Program Budget

	<u>2010 Budgeted</u>	<u>2010 Actual</u>
Expense Items		
Food	_____	_____
Decorations	_____	_____
Publicity	_____	_____
Entertainment	_____	_____
Printing	_____	_____
Transportation	_____	_____
Total:	_____	_____
Income Items		
Admission Fees	_____	_____
Total:	_____	_____
Net Surplus (loss or gain)	_____	_____

Sample Program Report

Name of Activity: _____

Date/Time/Location: _____

Student Responsible for Organizing Program: _____

Program Presenter: _____

Type of Program: (circle all that apply)

Educational

Community Development

Faculty Presentation

Other _____

Brief Description of Program: _____

Rate effectiveness of Program (1=least effective; 5=most effective)

1 2 3 4 5

What types of publicity and resources did you use? _____

What funding was used? _____

Did the program meet your expectations? _____

Why or why not? _____

Sample Program Checklist

Basic Checklist

- Event Name
- Date/Time/Location – did you take weather into account?
- Contact Information for performers/volunteers/etc.
- To Do List

Finances

- Create Budget
- Research funding sources and apply for funds
- Purchase items/order items (after event is approved)

Reservations

- Venue – availability/suitability
- will students/community attend?
- Reserve venue through SLO

Other

- Advertising planned out
 - Flyers/Posters
 - Campus TV
 - MCC Chronicle
 - Facebook
 - SGA meeting announcement
 - SLO Calendar – online & paper

Event Needs

- Music
- Food
- Decorations
- Lighting
- Seating
- Speaker/Performer needs

Maintenance/Janitorial

- room set-up/tear-down
- janitorial issues
- lighting/sound people

Volunteers

- set up
- event supervision
- tear down
- Thank You notes

MCC Student Club Application for Recognition

New Club

Returning Club

Name of Student Club: _____

Student Club Mission Statement: _____

A copy of the club's proposed Constitution and bylaws must be received by the Student Life Coordinator electronically.

Outside Affiliations (If yes, complete 1-3)

1. List any national, state or local organizations with which you plan to be affiliated.

2. Give the name of the president of the organization with which you plan to be affiliated.

Name	Address	Telephone No.
------	---------	---------------

3. Attach a copy of the proposed terms of affiliation with the Mott Community College club as drawn up by the national, state or local organization.

All affiliations with outside organizations must be approved by the Dean of Student Services

Dean of Student Services Signature

Date

%%%%%%%%%%%%%%
This application for club recognition has been approved not approved by MCC Student Government Association.

SGA President Signature _____

SGA Vice President Signature _____

This application was received on _____ completed in full.

Student Club Advisor/Officers/Members Form

Please print legibly!

Advisor/Officer/Member

Telephone Number:

Advisor

Co-Advisor

President

Student ID#

Vice President

Student ID#

Secretary

Student ID#

Treasurer

Student ID#

Student Rep.

Student ID#

(may be a duplicate of an Officer or Member)

Membership (minimum 3 required)

Name

Student ID#

Name

Student ID#

Name

Student ID#

Attach a list of additional membership with Student ID#'s and telephone numbers.
If members are not listed on this form, or added at least two weeks before a club request for a trip/fieldtrip, they will not be eligible to attend. The hours they

contribute will also not be counted toward Community Service/Campus Service or any other events.

Officer/Student Rep/Advisor Contact Info (print please)

Name	Address	MCC Email Address	Position
			President
			V. President
			Treasurer
			Secretary
			Student Rep.
			Advisor
			Co-Advisor

Advisor and/or Co-Advisor Address refers to their campus location

Club Meeting Information

Day	Time	Location

Club Website Information

New clubs: fill out completely
Returning clubs: fill out for changes

Website Name:

Club Highlights, Stories, Etc.:

Related links:



Mott Community College Field Trip Form



To be approved forms must be turned in to the Student Life Office **at least** two (2) weeks prior to the date of the trip.

If using a MCC vehicle for transportation, have you confirmed the vehicle request?

Yes No

Name of Club

Date

Advisor

Total number of persons taking part in this trip ___students ___Faculty/Staff

Departure Date/Time/Location - **required**

Return Date/Time/Location - **required** Re

Nature/Purpose of Trip

Club Advisor Signature

Required information must be checked off and all forms handed in with the Field Trip Form. Forms will not be accepted without complete information.

- Required Information:
- Field Trip Form Completed
 - Emergency Contact Forms Completed for each person
 - Code of Conduct Forms Completed for each person
 - List of participants with Student ID Numbers
 - Sexual Harassment Prevention Training completed for each participant.
 - Meal Per Diem Form completed if necessary
 - All Funding for Trip is in place

Rules & Code of Conduct for MCC Travel

It is expected that students, employees of the college and non-employees who travel on behalf of the college, conduct themselves in a manner that will inspire public confidence and trust as required by this Code of Conduct and the one outlined in the "Student Handbook".

1. Alcoholic beverages are prohibited in MCC vehicles or in rental vehicles utilized for travel on College business.
2. Traffic violations while driving any vehicle during a college function will be the driver's responsibility.
3. Participants conduct and behavior to, from, and during the trip and all events should reflect respect on the group/club, the college, and the individual. This includes private activities and social gatherings.
4. Participants are expected to refrain from taking positions contrary to or in conflict with the interest or positions of the group or detrimental to the groups aims and purposes.
5. Identification badges will be worn by each participant as/when required.
6. Participants are expected to attend all business meetings, workshops, and other scheduled event programs, social events and tours as directed by the Advisor.
7. Participants must be prompt and prepared for all sessions and meetings.
8. Participants are to report any accidents, injuries, illness, or significant incidents to the Advisor immediately.
9. Alcoholic beverage consumption and the use and/or possession of illegal drugs will not be tolerated.
10. Participants responsible for theft and/or vandalism to any properties during the course of the trip will be held financially liable and subject to disciplinary action.
11. Any long distance calls, unauthorized charges to the room, or other personal expenses will be the responsibility of the individual participant.
12. Participants should stay on the conference/hotel property unless specifically given permission by the group Advisor.
13. The Advisor(s) to the student club that is attending the event/trip shall have total authority over the supervision of the event and its participants. This means that all participants must adhere to and abide by the Advisor's decisions and judgments and afford him/her the courtesy and respect due by virtue of their status as the official representative of MCC.
14. In the absence of an Advisor, the head student delegate will act as the official representative and spokesperson. Students and participants who disregard or violate these rules may be subject to disciplinary action through the policy outlined in the "Student Handbook" on "Student Code of Conduct".

I have read and understand the "Code of Conduct" for MCC and MCC travel and agree to abide by these rules.

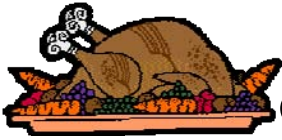
Student Club: _____

Event Name: _____

Participants Name: _____

Participants Signature

Date



Mott Community College Club Per Diem Meal Expense



Club Name _____

Advisor Name _____

Club President Name _____

Person Seeking Meal Expense Funds _____
(must be Advisor or Chaperone) Name

_____ Address

_____ City, State, Zip Code

_____ Telephone Number

Trip Date/Location _____

Per Diem Meal Expense			# of People for meal expense		# of Days		Total Meal Expense
Breakfast \$5.00	X	_____	X	_____	=	_____	
Lunch \$8.00	X	_____	X	_____	=	_____	
Dinner \$15.00	X	_____	X	_____	=	_____	

Total Meal Expense: _____

Signature of Advisor of Club

Date

Signature of Student Life Activities Coordinator

Date

Expense Category _____

Account # _____

Req. No. _____

Date _____



Mott Community College
Fundraiser/Drive/Event Form



This form must be completed and returned to the Student Life Office AT LEAST two (2) weeks prior to the proposed event.

Name of Club _____

Club Advisor Signature & Telephone Number: _____

Club President Signature: _____

Type of Event: Fundraiser Drive Sale Other

Name of Event, Location, Date and Time (**ALL ARE REQUIRED**)

Will you need any of the following items from the Events Office?

Tables Yes No How many? _____ Chairs yes No How many? _____

Will you need the services of the AV Department? Check all that apply.

- Screen Smartcart MovieMate Wireless Mic Sound System
- Equipment Turned On for Event Center or Genesee Room

Will you need food/refreshments ordered? Yes No Please fill in order.

Approved: Yes No If no, Reasons: _____

Student Life Coordinator _____

How to prepare a Deposit

In order to make a deposit, you must have the following items:

- A deposit book
- A deposit bag
- An Account Number
- A Club Fund Deposit Form

If you are lacking any of these items, they are available in the Student Life Office, with the exception of the Club Fund Deposit Form which is available online. Anyone in your club can make a deposit, but it must be counted by two separate people. All checks must be stamped "For Deposit Only", there is a stamp in the Student Life Office for your use, or it may be written on the back of the check. A copy of all items must be given to the RSO Treasurer and RSO Advisor for the RSO files.

Checklist:

- Complete the RSO Fund Deposit Form
- Complete the Deposit Slip
- Complete the Deposit Bag
- Complete the tear-off flap on the Deposit Bag
- Stamp all checks "For Deposit Only"
- Place all funds and the white copy of the Deposit Slip **INSIDE** the Deposit Bag
- Seal the Deposit Bag and remove the tear-off flap
- Staple the tear-off flap to the RSO Fund Deposit Form
- Make a copy of all paperwork (RSO Fund Deposit Form w/tear-off flap attached & Deposit Slip) – deliver to your Treasurer and Advisor
- Go to the Prah College Center Lower Level and take a number from the machine "Payment Only". Wait for your number to show up and go to the appropriate window.

Remember!

Make sure that two people count & add all the totals to make sure they are correct.
Make sure that all totals on all paperwork match.

Do not hold money, deposit it immediately!



Mott Community College RSO Fund Deposit Form



Club Name _____

Date _____

Account No. _____ Source of Funds _____

Advisor Name _____

Currency _____
Coins _____
Check(s) _____
Total Deposit \$ _____
Deposit Bag # _____

**Deposit Must Be Counted By TWO Members of the RSO,
one MUST be an Officer or Advisor**

First Count _____
Name/Title

Second Count: _____
Name/Title

Deposited by _____
Club Member Name/Title

Received by _____



Mott Community College Petty Cash Reimbursement Form



Reimbursements for less than \$100 to a single person may be turned in for Petty Cash Reimbursement with receipts and approval of the Advisor. All receipts must have the account number on them and the Advisor's signature.

Club Name _____

Club Advisor Signature _____

Reimbursement Payment to:

_____ Name

_____ Address

_____ Telephone Number

Item(s) purchased: _____

Reason for purchase: _____

Amount of purchase: \$ _____

Requirements: Original Receipt Acct # & Advisor Signature on Receipt

Upon Approval:

_____ Student Life Coordinator Signature

_____ Date

_____ Expense Account Category

_____ Account Number

_____ Amount

End of Semester Club Report

Form must be filled out completely

1. What activities and/or plans have been made or completed for a membership drive? (when/where/how successful)
2. Have written materials (fliers, etc.) have been distributed to the student body regarding your club information? If no, why not?
3. Provide an updated list of Officers' names, contact information and a count of active members. Have you added to the club by-laws? Please make sure that Student Life has a current member list for travel purposes.
4. Provide a list of activities completed in the current semester and planned activities for the upcoming semester. This should include event/activity/date/location/time/etc.
5. What activities or plans have been made to have at least one activity open to the entire student body?
6. Did your club do any fundraising activities? How much did you raise?
7. Provide documentation of your clubs special accomplishments this semester. These will be shared with the campus community.

RSO Information



Mission: To educate and enhance awareness of domestic violence among students at Mott Community College.

Sgt. Nancy Metcalfe



A social club for MCC students, alumni and friends interested in increasing exposure, experience and skills in using ASL.

Isabelle Florence



To bring together multi-cultural students for artistic, recreational and social programs with special emphasis on Detroit style ballroom dancing.

Tony Caldwell



To promote, inspire and motivate the sports teams and athletes at Mott Community College and donate volunteer service to the College and community.

Tony Caldwell



To help students find their palette for fine food, while learning, having fun and making memories.

Chef Matthew Cooper

To empower students with biblical solutions for everyday life. As students and other students at the college who share their faith, a supportive environment and outlet for students will be created that will positively impact both their academic success and individual growth.



Paul Holdren



To promote dental care and dentistry by working with the staff at Mott Community College and the community.

Jenette Schanick



To educate the public on methods to improve oral health and to prepare student members for the National Board Exam.

Dr. Joan Wilkoff



To provide support for current and future early childhood educators in the development of leadership and service to this college and community; to cultivate fellowship among early childhood education students and to promote the welfare and education of young children.

Paula Spencer



The purpose of MCC Future Teachers Association is to provide support for education students who are interested in becoming teachers. Our goal is to promote leadership development and service through experiential learning, volunteer projects, and community service; to network with other fellow education students and to learn about the education field.

Sounya Walker



The purpose of the MCC Gardening Association is to educate students and the community on basic horticulture practices and their benefits through lectures, volunteer projects and gardening related activities in and around the MCC campuses as well as in our community.

Becky Gale-Gonzalez



The **Mott Community College Gay Straight Alliance** is an organization started in 2002 by and for students who are interested in Lesbian, Gay, Bisexual and Transgender Issues. Our purpose is to provide support to gay, lesbian, bisexual, transgender and heterosexual individuals in the form of peer, professional, and group meetings. We strive to provide education about LGBT issues to all students and the college community at large, and to advocate for LGBT rights for the fair and equal treatment of all persons on campus.

Samuel Murchie



The Girls Night Out Club is a newly formed organization designed to bring a wide variety of women together for the purposes of nurturing them so that they become the leaders of tomorrow. Our objective is to convene female college students in a setting that will empower and enrich their lives. Join us today as we establish a group of progressive women who will become leaders of this campus and the community at large. We'll do all of this...and have fun while we do it.

Lennetta Coney



Founded in 1987 by two students, both of whom are currently Genesee County Sheriff Deputies, the purpose of the LERN Club is to promote leadership development and expand structured learning experiences beyond the classroom for our members. This in turn will achieve the long-term goal of promoting a positive image of MCC and the Criminal Justice Program at all times. All members and officers must display ethical conduct characteristics of the highest standards of the Criminal Justice Profession. We specialize in leadership development, fundraising, community service, tours and travel.

Sgt. Lloyd Nicholson



The "MCC Chronicle" is published by MCC students in an attempt to bring awareness of campus events and to disseminate pertinent information of interest to the campus community in the form of a student magazine.

Jim Shurter and Kim Owens



To offer safe and fun entertainment for Mott students and to provide insight into Japanese culture through animation, graphic novels and media.

Brian Harding



Phi Theta Kappa is the International Honor Society of the two-year college. Since 1918, Phi Theta Kappa has recognized academic excellence and more than 1.2 million members have been inducted into the society at 1200 colleges in the United States, Canada, U.S. Territories and military installations abroad.

Brenda Zicha and Krista Black



The mission of the Respiratory Care Student Society is to promote public awareness of the respiratory care profession, participate in community health promotions and educational activities and raise funds to support goals of advancing the education of club members.

David Panzlau and Kathy Gurin



The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective. Core values, and the ethical principles that flow from them, must be balanced within the context and complexity of the human experience.

Paul Jordan



The intent of the Club SOTA is to promote activities which will enhance student knowledge of occupational therapy and contribute to the college and the community in a meaningful way. This club is open to any MCC student who is interested in occupational therapy.

Wendy Early



Student Government at Mott Community College represents all of the students of the college and their interests and concerns.

Dawn Vanniman



The MCC-SNA is a chapter of the state and national SNA. Our mission is to organize, represent and mentor Club students preparing for initial licensure as nurses. The club conveys the standards and ethics of the nursing profession and promotes the development of the skills that students will need as responsible and accountable members of the nursing profession. Members advocate for high quality health care and for advances in nursing education. A nurturing and supportive environment for students in the field of nursing to experience community involvement and educational development.

Amy Witham



The SPTA club has four objectives:

- Promote the recognition and presence of the PTA program at MCC
- Provide students who may be interested in the PTA program or field of PT, an opportunity to meet and talk with students and Advisors in the program
- Assist club members to attend a professional PT conference and create enthusiasm for their profession and awareness of the opportunities for continuing professional growth beyond graduation as a PTA
- Represent and promote the Code of Ethics as presented in the American Physical Therapy Association

Diane Tremblay



The goal of the Technology club is to provide a means of social interaction and broad exposure to the field of technology for students within the technology division.

Debra Reich



The club consists of currently enrolled Cosmetology, Nail Technology, and Esthetics students at Transitions School of Cosmetology Careers - Mott Community College. It's goal is to be actively involved in events that affect Genesee County and its surrounding areas, Mott Community College, and Transitions School of Cosmetology Careers. Meeting these goals will enable the members to participate in educational opportunities in the Cosmetology, Nail Technology, and Esthetics industry to better serve the community. We are a club that studies and trains in the field of cosmetology. This is the study of the science of beautifying and improving the hair, skin and nails; also the study of cosmetics and their application.

Gloria Maclin



The Travel Club was founded in 1999 for the purpose of gaining a better understanding of different cultures and knowledge of the world through planning and experiencing actual visits and trips to various geographic destinations.

Wanda Stitt



The MCC Tutoring Club is an organization formed to promote the role of tutors. Its goals are to provide an advancement procedure for tutors, to provide needed educational criteria, to promote the welfare and fellowship and the exchange of tutorial experiences.

Koaster Brim

