

## *Mott Community College*

College Life Enhancement Fund (CLEF)

### **CLEF Procedures Guide**

#### **Application Rules**

Revised 6/23/09

#### **Application**

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>

#### **Accounts**

Accounts will be set up for funded activities within one week of the committee's decision.

#### **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.

#### **Expiration/Default**

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

#### **Notification**

Notification of approval/denial of funds in whole or in part will be given to the requesting organization or individual within one week of the decision by the CLEF Communications Secretary.

#### **On Campus Events**

All Mott Community College faculty, staff, students, student groups and organizations are eligible for CLEF funding. Individuals applying for CLEF funding for an on campus event will be eligible for up to \$2000 and groups will be eligible for up to \$5000. Events must be of benefit to current students who fund CLEF. **There will be no exceptions.**

## **Presentation of Proposal**

**One or more student club representatives, members of student organizations or other applicants presenting to the CLEF Committee must present the application at the CLEF meeting in person, or the application will automatically be denied.**

## **Proposals**

All required documentation supporting the proposal must be turned in at the time of application. All required documentation 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. Documents must be completed in a professional and accurate manner.

## **Receipts**

At the end of each activity, club advisors, or staff members responsible for student organizations 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 club will be put on probation from that point to the end of the following fiscal year and will not be eligible to receive CLEF funding.

## **Travel Funding**

When a student organization 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 follows all procedures for student travel.

Travel funding will be provided up to \$300 for each advisor and/or chaperone of a student or organization, when traveling outside the MCC college district including Lapeer and Livingston counties. (This \$300 is not included in the \$5000 cap per organization for funding).

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

Individual travel to conferences, etc. will have an annual cap of \$500.

# Student Group Travel Funding Eligibility

# of Members	Eligibility per Organization	Eligibility Per Student
5	\$2,500	\$500
10	\$5,000	\$500
15	\$5,500	\$367
20	\$6,000	\$300
25	\$6,500	\$260
30	\$7,000	\$233
35	\$7,500	\$214
40	\$8,000	\$200
45	\$8,500	\$189
50	\$9,000	\$180

## Appeal Process

Revised: 6/23/09

- An appeal may be made in writing to the Chair of CLEF after the organization or individual receives notification of the decision.
- The Chair of CLEF will submit the appeal to the committee where it will be voted on.
- If the requesting organization or individual disagrees with the second committee decision an appeal may be made in writing to the Executive Dean of Student Services.
- The Dean will review the original proposal, the appeal to the committee and the final appeal. A decision will be made by the Dean, and put in writing. The Dean's decision is final.

## Athletic Clubs

Revised: 6/23/09

### General Statement

The College recognizes that there are many different types of clubs and that some clubs fall more closely under the category of sports. It is, therefore the intent of the CLEF committee to recognize and fund different sports as clubs through the developmental phases. The following schedule outlines the transition of sports from Student Life to Athletics.

<b>Year</b>	<b>Reporting Line</b>	<b>Reporting</b>	<b>Title</b>	<b>Term Stipend (two terms per year)</b>
Year 1	Student Life	Athletic Club	Advisor	\$150
Year 2	Student Life	Athletic Club	Advisor	\$150
Year 3	Athletics	Extramural Sport	Coach	\$500
Year 4	Athletics	Extramural Sport	Coach	\$900
Year 5+	Athletics	Extramural Sport	Coach	\$1410

Each Athletic Club will follow the polices and procedures of Student Life/CLEF for the first two years of operation. If the club is viable after that time the organization will to change to an Extramural Sport and will then fall under the umbrella of the Athletic Department. Extramural Sports must meet the guidelines as outlined in the Athletics Policies and Procedures and the Athletics 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 (ES) 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.

The coach will be paid as a club advisor for the first two years and will then transition to 45% of the coaching salary schedule in year 3 and beyond.

ES 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 organizations. Beginning Year 3, the ES 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 Athletics Department.

## Conflict of Interest Revised: 6/23/09

CLEF Funding will not be used for:

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

## Incentives Revised: 6/23/09

A program has been developed to assist all student groups, including student government, with fundraising efforts. Monetary awards are attached to each incentive. Upon completion of

eligible activities, the organization must provide documentation to the Student Life Coordinator. The Student Life Coordinator will verify the applications, provide information to Accounting and a summary of the results will be presented at the last CLEF meeting of the fiscal year.

The incentives are as follows:

- Seed Money (See below for detail) \$500

- Community Service (70 hours) \$400

After a club has met its community service objective, club members may then donate their hours to Student Government.

- Report Backs \$200 total:

Powerpoint Presentation \$100

In-Person Report to Committee \$100

- 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

- Campus Programs and Services \$200

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.

## Policies

Revised: 6/23/09

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.
- The request may be fully funded, partially funded, or not funded.

- The Executive Dean of Student Services will have veto power over all submitted applications.
- Clubs may apply for funds for mileage reimbursement.

## **CLEF Committee Operational Rules      Revised:                  6/23/09**

### **Annual Account Balance**

An account balance sheet will be made available to CLEF committee member at each meeting.

The CLEF committee will award \$2500 annually to Student Government.

A \$20,000 contingency amount will be subtracted from the beginning annual account balance to ensure fund solvency. In addition, there will be a fund of \$5,000 that will 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 \$1000 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.

### **Attendance**

The CLEF Chairperson may determine that, after three consecutive meeting absences, the committee member will be removed.

### **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, no new business will be voted on, but proposals and report backs will be heard.

### **Representation of Requesters**

Each proposal must be presented by one or more students/members, at the CLEF meeting. If no one is present, the proposal will automatically be denied.

### **Seed Money**

At the beginning of each fiscal year, student organizations 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.