



CLEF Procedures Guide 2017-2018

Applications

Submit a completed application to the CLEF Chairperson the Friday before the designated CLEF Meeting. The CLEF Annual Calendar can be accessed at:

clef.mcc.edu

Applicants should work closely with the CLEF Chair or Secretary/Treasurer 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 a week of the committee's decision. Notification of approval/denial of funds, in whole or in part, will be provided to the group advisor/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 all groups such as mini-grants, when these funds exist. CLEF is not intended to wholly fund activities for any group. If the application does not show any shared funding from the group or club, the Committee may postpone its decision until money from other sources such as from fundraising, incentives, other grants, etc. are identified. Student clubs requesting funding will be reviewed to ensure that they are a viable club. For example, student clubs are expected to hold regular meetings; make a reasonable effort to increase its budget by fundraising; and be active with community service, campus service, and/or host events.

Expiration/Default

If a funded activity defaults due to a change in group 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 – the requestor must submit a new application. If CLEF funds have already been expended for an activity and any participating student(s) back out/cancels 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 organizations/groups, faculty, staff, students, and student 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. Individual Sponsors are comprised of one club/organization/student group. Group Sponsors are comprised of two or more clubs/organizations/student groups.

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. The proposals will be reviewed by a the Proposal Subcommittee. This Subcommittee must have a minimum of one student. The Subcommittee will go over the proposal and if there are any questions, those will be handled before the presentation in front of the entire Committee.

Receipts

At the end of each funded activity, the Club Advisor/Organizer who is responsible for the student Organization/Group **must** present **all** relevant receipts to the CLEF Chair by the end of the month that the funded activity took place . If receipts are not turned in by the end of month, the Organization/Group will be put on probation regarding 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 will be scheduled to report back to the CLEF Committee the meeting following their activity/trip. Report Back dates will be scheduled when approval of funding is given. Reports will be done in person.

Travel Funding

CLEF funding is based on the college fiscal year (July 1st through June 30th). Travel proposals from student groups who request funding from CLEF must be submitted to the CLEF committee at least **one month prior** to any travel or deadlines.

If the request is approved, the group **must** go through the Secretary/Treasurer for travel arrangements. The advisor/sponsor 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. Exceptions may be made at the discretion of the Vice President of Student Success or his/her designee.**

Students must be verified by the advisor/sponsor 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, the students must be registered for the Winter Semester (January) or in Spring/Summer, the students must be registered for the current or following semester. MCC students that graduate within the current school year are eligible to travel one semester past graduation, as long as they meet the eligibility requirements of their group and if in a club – Student Life requirements.

Advisor/Sponsor funds up to \$550 will be available for each activity/trip he/she is involved in, as many times as needed during the year. (This \$550 is not included in the per year cap per Organization/Group for funding). The \$550 may be used to fund travel transportation, hotel room, baggage costs, and registration fees. It may not be used to fund meals while traveling and the excess is not funded in cash, it returns to the CLEF account. If the club's current Advisor will not be in attendance for the trip, the faculty/staff person attending must undergo training in club travel before any travel arrangements will be made. Club/Group funds may be used to offset the costs of the Advisor for traveling. The student club/group must vote on the amount and have it recorded in their minutes.

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 Vice President of Student Success. The Vice President will review the original proposal, the appeal to the Chair and the final appeal. A decision will be made by the Vice President and put in writing. The Vice President'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 and 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.

During the time that an 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 proposal funding, but other activities, such as

incentives, fund raising, travel forms and policies, etc. will be conducted through the Athletic Department. All Athletic teams and ES sports are eligible for proposal funding.

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 with fundraising efforts. Monetary awards are attached to each incentive. Each month the Student Life Coordinator will verify the documentation and submit to Accounting. Club accounts will be updated monthly.

The incentives are as follows:

◆ **Seed Money** **\$400**

At the beginning of each fiscal year, student Organizations/Groups that are recognized by the Student Life Coordinator 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**

20 hours = \$100

40 hours = \$200

60 hours = \$300

80 hours = \$400

Total Possible Earnings = \$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 CLEF Chair. Community Service must be documented by a letter on the organizations letterhead stating which club volunteered, which members volunteered, the dates and how many hours were served by each member and what duties they performed. This must be signed by a member of the organization.

◆ **Campus Service**

10 hours = \$100

20 hours = \$200

30 hours = \$300

40 hours = \$400

Total Possible Earnings = \$400

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. All Campus Service must be made available for any and all recognized club members and must be announced via the Student Life Center by email to the recognized student clubs. If club members are not signed up by the deadline given, they will not be counted. An Officer should be in charge of this.

◆ **Campus Programs and Services**

\$300-600

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 CLEF Chair to ensure that it is eligible for this incentive. All events must be open to all students/faculty/staff and must be advertised for at least two weeks prior to the event. Advertisement must include MCC Facebook, InfoChannel and flyers/posters. The Incentive allows for a maximum of two events September – mid-May for \$300.00 each.

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 Vice President of Student Success will have veto power over all submitted applications.

Annual Accounting

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

- ◆ \$10,000 for contingency will be subtracted from the beginning annual account balance to ensure fund solvency.
- ◆ \$2,500 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.
- ◆ \$5,000 for activities related to student engagement through student life.
- ◆ \$35,000 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.
- ◆ \$8,000 will be set aside each year for Honors related activities.
- ◆ \$5,000 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.
- ◆ \$500 for CLEF Committee funding for food, supplies and miscellaneous.

Committee Membership

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

- ◆ One Chairperson, appointed by the Vice President of Student Success (non-voting member)
- ◆ Five Faculty members (appointed by the Chair)
- ◆ Five Staff members (appointed by the Chair)
- ◆ One Secretary/Treasurer (non-voting member)
- ◆ Five Students

Attendance

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

Term Limits

Committee Members may serve on the CLEF Committee for two (2) years. They must be off the Committee for a minimum of two (2) years before re-applying for Committee Membership.

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 due to emergency or unforeseen circumstances, he/she will designate a person to chair the meeting.

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.