



## **CLEF Procedures** **2019-2020**

The College Life Enhancement Fund presents an educational opportunity to Student Groups and Students at Large for extracurricular endeavors that reinforce the College's Essential Learning Outcomes. It is CLEF's goal to provide these student groups with real world experiences in Citizenship, Global Awareness, and Critical Thinking. CLEF believes that through the allocation of funds we can provide our students with intangible life experiences that they would not receive in a typical college classroom. It is our duty as a College to expand the cognitive thinking of our students and to develop cultural awareness no matter where they are at in their life.

### **Applications**

Submit a completed application to the CLEF Vice Chair the Monday before the designated CLEF meeting. The CLEF Annual Calendar can be accessed at: [clef.mcc.edu](http://clef.mcc.edu)

Applicants should work closely with the CLEF Vice Chair to ensure that proposals are not delayed or denied due to incomplete, inaccurate or illegible 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 not be brought to the table and may be dismissed by a 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.

### **Inactive Club Funds**

If a Student Club is inactive for two academic years (as determined by the Student Life Coordinator) the CLEF Committee reserves the right to roll the Club funds into the SLC fund.

### **On-Campus Events**

Mott Community College organizations are eligible for CLEF funding. Classes and academic organizations should utilize institutional funds through their respective departments, not CLEF. 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. Group Sponsors are comprised of two or more clubs/organizations.

### **Proposals - Documentation**

All required documentation (e.g. conference brochures, schedules, registration deadlines, etc.) supporting the proposal must be turned in at the time of the application. Please keep in mind that the CLEF Fund has a finite budget, and due to this, the application/proposal process is competitive. It is critical that requestors come prepared with strong proposals that make clear ties to the institution's essential learning outcomes: Citizenship, Global Awareness, and Critical Thinking.

The minimum amount that stakeholders can apply for is \$1,000. The reason there is a minimum dollar amount is because these funds should have a global impact on campus, and we would like to encourage applicants to reach for large goals. The maximum a stakeholder can apply for is \$10,000. The reason there is a maximum is because we have to ensure that we have enough funds to award multiple recipients each year.

### **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 Treasurer within 5 business days - no exceptions. If receipts are not turned in by the 5 day deadline, the Group/Organization 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. CLEF reserves the right to withdraw funding if the Organization/Group fails to follow this process.

### **Reporting Back to the CLEF Committee**

Each organization/group that receives CLEF funding will be REQUIRED to present a report back IN PERSON to the CLEF Committee about their experiences while on the trip. The report back will be held at the end of the semester and that date will be given to the Advisors. The report back meeting date is also available on the CLEF Calendar. When presenting to the CLEF Committee, it should be noted that clubs should aim to represent and highlight the Essential Learning Outcomes that were met while on their trip (i.e. citizenship, global awareness, and critical thinking).

## **Travel Arrangements**

If the request is approved, the group **MUST** go through Dawn Vanniman 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 CLEF Chair and Vice Chair.**

**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 the 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. The \$550 may be used to fund travel transportation, hotel room, baggage costs, and registration fees. We will allocate \$550 to the CLEF account created for the travel expenses. 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.

## **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**

An incentive program has been developed to assist all student groups with achieving the College's Essential Learning Outcomes. Monetary awards are attached to each incentive to ensure the organization is hitting all required benchmarks throughout the year. In addition to the financial incentives, there are points toward Drive Your Dreams for each student involved with the club that completes it's incentives. Lastly, and most importantly, the completion of the incentives will be strongly weighted when determining to award a CLEF allocation. Therefore, it is critical for clubs determined to acquire CLEF funding, to complete the incentives to make their applications more competitive.

Please keep in mind that incentive participation will also be reflected on the students' co-curricular transcript, which is another way the CLEF Committee and Student Life are encouraging students to complete the following incentives.

The incentives are as follows:

### **Seed Money**

New clubs that are recognized by the Student Life Coordinator will be allocated seed money from the CLEF Committee, if funds are available. The money is not guaranteed, and the amount may vary from year to year. This seed money will be available to **ONLY** new clubs. Recurring clubs are not eligible for this automatic incentive; however, if a preexisting club has a project that warrants seed funding they are welcome to apply.

- **Up to \$400**

### **Campus Service Hours**

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 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 clubs are not signed up by the deadline given, they will not be counted. An officer should be in charge of this.

- **10 Hours = \$10**
- **20 Hours = \$20**
- **30 Hours = \$30**
- **40 Hours = \$40**
- **Total Possible Earnings = \$100**

### **Campus Programming**

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 Vice Chair to ensure that it is eligible for this incentive. Events should be thoroughly put together and aim to meet the Essential Learning Outcomes of the College. 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 Social Media, InfoChannel, and flyers/posters.

- **First Event = \$50**
- **Second Event = \$50**
- **Total Possible Earnings = \$100**

### **Community Service Hours**

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 organization's letterhead stating which club volunteered, which members volunteered, the dates and how many hours we served by each member and what duties they performed. This must be signed by a member of the organization.

- **20 Hours = \$10**
- **40 Hours = \$20**
- **60 Hours = \$30**
- **80 Hours = \$40**

- **Total Possible Earnings = \$100**

### **General Committee Policies**

The CLEF Committee will meet four times per year in September, October, January and March to review requests and discuss committee business. Additional guidelines for the use of CLEF funds are:

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

- \$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 medical emergency or natural disaster.
- \$5,000 for activities related to student engagement through Student Life.
- \$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 requests process.
- \$500 for CLEF Committee funding for food, supplies and miscellaneous.
- \$12,000 for the CLEF Incentive Program

### **Committee Membership**

The CLEF Committee is composed of a representative group of students and college employees totaling 15 members. The membership profile is:

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

### **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 3 years. They must be off the Committee for a minimum of 2 years before re-applying for Committee Membership.

### **Quorum**

If a CLEF meeting does not have a quorum of 6 members, the meeting will be cancelled and all committee work will be deferred to the next CLEF meeting.

## **Voting**

Email voting will not be used by the CLEF Committee except in extreme/unusual circumstances. 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.

## **Role and Responsibilities**

### **Chairperson**

The Chairperson will serve in the following capacities for the CLEF Committee:

1. Oversees general direction of the CLEF Committee
2. Advocates for CLEF funding to the college campus so it can operate appropriately

### **Vice-Chair**

The Vice-Chair will serve in the following capacities for the CLEF Committee:

1. In the absence of the Chair, this position will run the meetings
2. This position will help solicit, organize, and prepare the agenda
3. Prepare and send the invitations to the CLEF Committee members, guest, and other stakeholders attending the meetings
4. Responsible for making decisions regarding CLEF concerns or situations in the absence of the Chair
5. Verifying the accuracy of the draft meeting minutes and the archival of the approved minutes and associated documents
6. Communicating with CLEF applicants regarding the status of their CLEF applications
7. Serve as the repository for the CLEF proposals, which are then shared with the Treasurer and Chair.

### **Treasurer/Secretary**

The Treasurer/Secretary will serve in the following capacities for the CLEF Committee:

1. Responsible for setting up all CLEF accounts with purchasing
2. Assists with the planning of all travel arrangements for Clubs/Organizations who were awarded CLEF funds
3. Receives receipts of returning CLEF applicants and reconciles them accordingly to their accounts
4. Verifies and tracks CLEF monetary funds