



Flathead Valley
Community College™

STUDENT CLUB & ORGANIZATION HANDBOOK

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Introduction

Student Engagement is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the FVCC community. As a student at FVCC, you have the unique opportunity to participate in a wide variety of activities. Involvement in student organizations is a great way to connect to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus:

- Involved students feel more connected to the College, the campus, other students, and are more familiar with the resources the College provides.
- Ease the transition from one school to another.
- You can meet people and make friends with those who have similar interests.
- Involved students are more likely to graduate.
- Involved students report higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual and social.
- You will gain knowledge, skills and experience in leadership, communication, problem solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will become knowledgeable about what is happening on campus.
- Build your resume with extra-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. All students are invited to participate in activities and find a place to belong. Student Engagement believes involvement outside of the classroom is an important aspect of your education at FVCC. Any student can take the initiative to create a new student organization.

Student Engagement expects that all student organizations exemplify respect and inclusion in all organization events and activities. As you represent your organization through its events and activities, please remember that you are also representing FVCC. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult Student Engagement for clarification, guidance, and advice at any time.

To explore ideas, discuss concerns, or find guidance, contact:

Wendy Jeschke, Student Engagement Coordinator
Blake Hall, room 155
studentengagement@fvcc.edu

Club Basics

Student Organization Board Policy

(FVCC Policy Manual CHAPTER VII - STUDENTS SECTION 40: STUDENT ACTIVITIES
Approved: May 22, 2017) STUDENT ACTIVITIES

The College shall direct efforts toward the promotion, support, and proper direction of student activities and student organizations, which promote social, recreational, cultural or civic engagement, intellectual growth or well-being of students, consistent with the goals of the College. Applicable state and federal laws, College policies, and administrative regulations shall be followed in the operation of student activities and student organizations.

Role of Student Government

Stated directly from Student Government's Constitution:

- A. To express student concerns and safeguard student interests to the Board of Trustees, College Council, Administration, Faculty, and Staff.
- B. To facilitate effective communication between administration, faculty, staff, and students.
- C. To offer students the opportunity to develop their personal skills in leadership and group management.
- D. To allocate funds and maintain fiscal authority over funds generated by student activity fees.
- E. To sponsor events for the general student populace and to enhance student life on campus.
- F. To acknowledge and support student clubs and organizations sponsoring events for the enrichment and enhancement of the student body.
- G. To encourage participation in all aspects of student life.

This shall be done through representation of the Student Body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, along with upholding this constitution and its bylaws.

Constitution

When existing or creating a club, it is important to know and understand Student Government's Constitution and Bylaws. Student Government is responsible for each club's allocations and is there to support your club. There are also guidelines for clubs to know and follow that are set by Student Government. You can find these documents at fvcc.edu/studentorganizations.

Club Registration

FVCC recognizes the vital contributions that student organizations make to campus and we strive to assist you in any that we can. In order to qualify for all of the benefits and resources of a student organization you must follow the registration process each semester to receive your organization's allocations from Student Government. Each club is required to complete and

submit a club registration form by the 5th week of each semester. You can find the registration form online.

Allocation Process and Budget

Each club will be provided with the forms, procedures and instructions for the allocation process and requesting student activity funds. Requests must be turned in on time through the Interclub Council. The fiscal year for all FVCC Clubs is July 1st to June 30th. All budgets are to be allocated for the use of one fiscal year. Clubs have no carryover of funds from one fiscal year to the next. Each club receiving funds shall be required to complete and submit a club registration form by the 5th week of each semester.

Each Student club shall be required to develop and maintain an operating budget and will be held accountable for the funds appropriated and transferred to the organization.

Newly chartered student clubs shall have an allocation of \$300 for the current year upon approval of the club. If the Student Government declares that special conditions exist, it may suggest appropriating a larger sum.

Role of an Advisor

As a club advisor, you are agreeing to undertake a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- Motivate and challenge students;
- Better know and understand students outside the classroom;
- See students successfully apply skills in the classroom.

The responsibilities of the club advisor vary with the activity of the club. Minimally any recognized Flathead Valley Community College (FVCC) club must have a FVCC employee serving as the “Advisor” with fiscal responsibilities. A group may choose to have additional persons serving in advisory roles that may or may not be FVCC employees. This is acceptable as long as the Advisor on record and the one responsible for the financial transactions is a FVCC employee.

Responsibilities of an Advisor

A faculty/staff advisor can become one of the club’s most valuable assets. As a professional member of FVCC, they provide a communications link between the club and FVCC.

The following lists basic responsibilities for Faculty/Staff Advisors:

- Assist the club in developing an understanding of and fulfilling its mission and purpose at FVCC.
- Assist the club in understanding and exemplifying the FVCC Code of Conduct (<http://catalog.fvcc.edu/content.php?catoid=3&navoid=155&hl=responsibilities&returnto=search>) and the mission of the college.
- Help the club navigate campus resources, policies and procedures such as reserving rooms, submitting request for payments, and publicity for events.
 - Serve as the authorized signature for all official college documents for the organization.

- Ensure that the organization maintains good status by re-registering by the deadline at the beginning of each semester ensure one club member attends Interclub Council meetings and participates in Interclub events (if applicable).
- Be a liaison between the club and the College—share club/organization successes and college information. Promoting dialogue between club membership, college administration, student body, the college community, and the local community.
- Oversee responsibility for club activities, programs, members, and seeing that programs conform to the educational purposes of the college.
- Attendance at all club functions and programs as required, supervising and maintaining college standards of behavior, use of facilities and equipment, etc.
- Travel with the group on any college/club sponsored activity.
- Similar to obligations in the classroom, Advisors should be prepared to provide students with reasonable accommodations for all club related activities.
- Challenge and support the club to continuously grow and improve.

An approximate idea of time commitment involved with this role:

- is 8-10 hours per month/9-12 months per year. (Some clubs might be active during the summer.)
- Advisors need to be available during scheduled office hours to sign forms, address questions, meet with (or set meetings with) club members.

Working with Your Advisor

Club advisors are volunteers who devote their time and talent to campus groups, and are responsible for supporting and encouraging their groups through successes and failures. The responsibility for finding an advisor rests on the club/organization. If you are having difficulty finding an advisor, please contact the Student Engagement Office.

1. The responsibility for building the relationship must be shared between the advisor and the students.
2. The relationship must be based upon open and direct communication and mutual respect.
3. All advisors and members must recognize their various roles and responsibilities inside and outside of the organization.
4. All members and advisors should share expectations of performance, responsibilities, and group effectiveness.
5. The advisor must also sign off on all the appropriate papers before they can be approved by the Student Engagement Office.
6. Be sure to recognize your advisor as a resource to your club/organization.

Establishing a New Club

We are always excited to see new student organizations on campus. Any new FVCC student group may apply to be a recognized organization by completing the following process.

Getting started...

- Schedule a meeting with Wendy Jeschke, Student Engagement Coordinator.
- Review the FVCC Board Policy Chapter 7 Section 40 (attached).
- Read the ASFVCC Constitution and become familiar with club requirements.
 - (This document can be found on the FVCC website under Student Government.)
- Recruit a minimum of 5 students.
- Secure a faculty or staff advisor.
- After 3 successful meetings you can apply to become an official student organization.
- To apply, complete the following process:
 - Fill out the charter application
 - Develop a mission statement
 - Complete a petition to form a new club
 - Create by-laws including job descriptions for your officers
 - Hold officer elections
 - Develop a budget
- Submit the completed application and all attachments to the Student Engagement Coordinator for the approval process.
- After receiving approval, ask the FVCC Student Government President to place you on the meeting agenda to receive official recognition as a student club.
- Once your club has been officially recognized, you can request up to \$300 from Student Government to help fund your new club.
- Identify a representative from your club, preferably an officer, to attend the bimonthly Interclub Council meetings.
- Please contact Wendy with any questions or concerns.

To find the full Establishing a New Club handbook please go to the Student Organizations website at <https://www.fvcc.edu/campus-guide/student-life/student-organizations/>.

Financial Procedures

Purchasing

Financial Forms are found on the FVCC Student Clubs and Organizations Webpage.

Check Request:

Used when a check is needed to pay vendor after a service is provided or items are purchased (Example: Battle of the Bands, Costco, Wal-Mart, etc.). Itemized receipts or invoices are required to be submitted with a check request form and account number must be on the request. Keep a copy for the organization's files.

Fund Controllers:

Each student group should designate 1-2 Student Fund controllers at the beginning of the semester who can sign off on expenditures and check out a credit card. The designated advisor(s) will need to sign for all purchases.

Purchases over \$1,000:

Any purchase over \$1,000 requires obtaining 3 bids from outside organizations and should be initiated by the advisor. Documentation of these bids should be submitted to the Business Office with a requisition. Obtain a purchase order before making the purchase.

The Financial Officer will make copies to keep for Club records but will need to submit original receipts to Accounts Payable along with Purchase Order receiving copies or Check Requests to substantiate expenses.

Requisitions:

Should only be requested by FVCC Employees and are very uncommon for student groups. Requisitions- Used when placing an order with vendors and the purchase is over \$1000. Discuss with the Business Office to determine if a requisition is pertinent for your purchase.

Student Organization - Credit Card:

Students should make purchases using their organizations specific credit card. Each student group should designate two Student Fund Controllers and 1-2 advisors at the beginning of the semester who will be able to authorize purchases. A list of Student Fund Controllers and advisors must be emailed to aelletso@fvcc.edu and bchristiaens@fvcc.edu as soon as they are identified. If these assignments change at any time, please provide updated list. Prior to checking out a credit card the designated student and their Advisor are required to come to the Business Office to officially introduce themselves as the specific organizations purchaser. Credit Cards will only be provided to those designated people with photo identification. The Student Organization card can be checked out from the Business Services Office from the Account Payable Specialist. Credit cards can be checked out between 8 am- 4p.m. and have a 1 hour check out time limit, unless other arrangements are made with the Accounts Payable Specialist. Credit cards must be returned to the Business Office by 5pm on the same day.

To check out the credit card, the student is required to bring a photo identification card and check request form with the approximate amount that will be spent on the card, signed by the student and the FVCC advisor of the student organization.

After purchase, the student will bring the goods purchased and receipt back to the advisor. Advisor should insure that all purchases are present and then initial the receipt. After receipt is initialed, student will bring the credit card and receipt back to Accounts Payable Specialist. If gift certificates are purchased, the organization must provide a list of people who have received the certificates.

Deposits:

If a student has money to deposit into the student organization account, money should be brought to the Business Service Office cashier. Students should know the account code of their student organization and will be given a receipt when the funds have been deposited.

Bookstore:

The FVCC Bookstore has a variety of supplies available for purchase. Introduce yourself to staff and become familiar with what the Bookstore has to offer. The student organization will complete a check request with appropriate signatures and provide to a Bookstore employee. The student organization Fund Controller will be able to make purchases in the bookstore.

Gift Card Purchases:

Gift Cards are only to be authorized and purchased by the FVCC Advisor of the group. Each gift card purchase must first be approved by using a Gift Card Pre-Approval form. After proper approval is granted then a gift card can be purchased. The FVCC Advisor is required to keep track of the names of the recipients on the gift card tracking document obtained through the Academic Affairs Office.

Catering:

To request catering services from the Eagle's Nest, please review the catering menu on the FVCC website and complete a Banquet Request form. Forms needs to be completed, signed and submitted to the cafeteria a minimum of one week prior to the event. If you have a special request, you will need to speak with the Eagle's Nest Manager.

Handling Public Funds (Cash Box)

1. Follow College Purchasing Policies and Procedures. Count your receipts and run a tape-include the tape with your receipts. Total each of coins, currency, and checks and complete a deposit form. This form can be found at <https://www.fvcc.edu/campus-guide/student-life/student-organizations/>
2. Promptly turn any funds from College activities into the Business Services Department. This means they are to be submitted the first business day after the activity takes place. The Business Services Cashier will issue a receipt that will be kept with your financial records.
3. Be aware of the proper policies for handling funds:
 - a. DO NOT take a portion of the money and spend it on supplies for the next activity.
 - b. DO NOT hold the money beyond the next business day. Submit all cash immediately.

- c. DO NOT leave the money at the Business Services Office without obtaining a cash receipt.
 - d. DO NOT fail to submit the receipt(s) to your Club Financial Officer for filing.
- 4. Never conduct financial transactions without the knowledge of your Financial Officer (Treasurer/Budget Manager).
- 5. If you do not know the proper procedures, please consult with your advisor or a staff member in the Business Office.

Miscellaneous Services

Contracts

Please contact the V.P. Administration and Finance for the correct procedure for establishing contracts with off campus organizations/resources. Students and staff are not to sign or initiate contracts of any kind.

Mail Services

Please See the Mail/Copy Room personnel for mail service options in Blake Hall.

Printing Services

The codes for using of designated copy machines are available from the copy/mail room for after hour use. Please send all copy request to copyroom@fvcc.edu. Be sure to include date need; time needed; department or organization; # of copies; front/back; collate; staple; and/or 3-hole punch; color paper. Any special instructions need to be turned in within a 24 advanced notice.

You can also visit the student organization webpage and submit a copy request.
<https://www.fvcc.edu/campus-guide/student-life/student-organizations/>

Safe-Depositing Funds

A locked safe is available in the business office. Be sure to turn in any student organization monies to their office at the end of the day before 5 p.m. Have monies deposited into your account as appropriate. For fundraising, please refer to page 9.

Fundraising

The FVCC Foundation is the College's only recognized 501(c)(3), tax exempt non-profit organization authorized to accept donations and gifts-in-kind on behalf of the College. All student fundraising activities require approval prior to conducting any solicitations. All plans for campus and student fundraising activities need to be presented to the Institutional Advancement Office for approval.

Students are asked to:

1. Complete a Fundraising application form at <https://www.fvcc.edu/student-life/student-organizations/>. Allow ample time for your written fundraising proposals to be reviewed. Allow a minimum of at least two weeks before the event or activity. The sooner the better! Make an appointment to see the Director of Institutional Advancement or Foundation Financial Coordinator in the Institutional Advancement Office.
2. Consult with Business Services regarding approved procedures for handling cash donations.
3. Seek guidance on publicity and promoting your event. Make an appointment with the Marketing Department to discuss press releases, radio, TV and cable promotion. Be prepared and come with your information written down.
4. Immediately after your event, provide a written summary of the event and report of the funds raised to the Director of Institutional Advancement, including all donors' names and Company/Business name along with the amount or value of their donation or gift-in-kind and their full address. This is necessary for them to claim their donation as a tax deduction.
5. Raffles and sale of raffle tickets in Flathead County need prior approval by Institutional Advancement staff. The Flathead County Commissioners require completion of a Report of Results form for all raffles conducted in Flathead County. Failure to do so places the College's nonprofit Foundation at risk. The IRS does not consider the purchase of raffle tickets as tax-deductible donations.

Ticket Sales

1. The club Financial Officer will request a Change Fund at least two weeks in advance from Accounts Payable to be used as change for the ticket sales by using a Check Request form. This full amount will be returned to the Business Services office along with the reconciliation form and gate receipts on the first business day following the activity.
2. Ticket sales should take place by utilizing sequentially-numbered tickets. This makes it possible to verify the actual number of tickets sold and to justify the money taken in: Number of tickets sold, times price per raffle ticket equals ticket cash receipts.
3. The tickets should be collected at the door. When tickets are also being sold at the door they should be sold by someone other than the person taking the tickets.
 - a. This prevents the ticket seller from being accused of letting people in for free: number of tickets distributed times ticket prices equals cash taken in.
 - b. The ticket taker will request a ticket from each person and tear it in half. This prevents the ticket taker from being accused of redistributing whole tickets and the people attending the event have a ticket stub to show that they have paid.
4. A cash box should be utilized to aid in the control of the cash and to help prevent accidental misplacement of the cash.

Travel

Student Travel

All student travel involves completing a Travel with Student form. Several forms are required for Student Travel. A travel forms cheat sheet is attached as a reference. All out of area travel involves completing a Permission to Travel form. The FVCC Advisor will complete these forms for each student traveling along with the FVCC Employee accompanying them. Using a college vehicle is the preferred most cost effective mode of transportation, please contact the business office well in advance.

Transportation Provided:

If transporting students via FVCC transportation, a completed and signed Traveling with Students form must be attached to the Vehicle Request form in order to reserve a vehicle. All students must complete and submit the appropriate Accident Waiver and Release of Liability and FVCC Domestic Travel Waiver and Release forms prior to departure. Please refer to the Travel Cheat Sheet. Transportation for approved student travel should always be provided by FVCC. Students will not be reimbursed individually for mileage.

If not transporting students through FVCC, all students must complete and submit the FVCC Domestic Travel Waiver and Release form prior to departure.

Meals:

If funds are needed to aid the students in their meal purchases, a Travel Advance will be provided to the FVCC Employee accompanying them on their trip. It will be the FVCC Employee's responsibility to properly distribute the funds so the students have the correct amount of Per-Diem for their meals. We do not provide students with travel advances or reimbursements, so special arrangements must be made with the Accounts Payable Specialist to ensure the correct amount of funds are provided to each student that is traveling.

Travel Forms Cheat Sheet

Travelling with students does not include things like students travelling to clinical/internship sites or students meeting on their own accord to go to an event that you may or may not also be attending.

If your course takes multiple field trips during a semester, please feel free to complete one Student Travel Request form that includes information for the whole semester.

Local Travel: Within service region – Flathead and Lincoln Counties

With students:

- Travelling locally with students, using FVCC vehicle:

Forms Required:

- Student Travel Request (*submit to your supervisor*)
- Vehicle Request Form (*submit to Don Skare with copy of signed Student Travel Request*)
- Accident Waiver and Release of Liability form for each student (*submit to your supervisor*)

- Travelling locally with students, *not* using FVCC vehicle:

Forms Required:

- Student Travel Request (*submit to your supervisor*)
- Domestic Travel Waiver and Release form for each student (*submit to your supervisor*)

Without students:

- Travelling locally without students, *not* using FVCC vehicle:

Forms Required:

- Local Mileage Log

- Travelling locally without students, using FVCC vehicle:

Forms Required:

- Vehicle Request Form

Out-of-area Travel: Outside FVCC service region – Flathead and Lincoln Counties

With students:

- Travelling with students, *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Student Travel Request (*submit to your supervisor*)
- Domestic Travel Waiver and Release form for each student (*submit to your supervisor*)

- Travelling with students, using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Student Travel Request (*submit to your supervisor*)
- Vehicle Request Form (*submit to Don Skare with copy of signed Student Travel Request*)

- Accident Waiver and Release of Liability form for each student (*submit to your supervisor*)

Without students:

- Travelling without students, *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)

- Travelling without students, using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Vehicle Request Form

Event Planning

When planning an event, students need to know the purpose and objectives of the event. Here are a few steps to go through when students start planning.

1. Describe the event and identify the objectives.
2. Know who the beneficiaries are and the audience.
3. Identify the team leaders and how many volunteers will be needed. If needed create a committee that is responsible for planning and running the event.
4. Develop the detailed steps necessary to accomplish this event and set a timeline for each step noted.
5. Then reflect and evaluate the event
6. To assist you in this process an Event Planning form can be found at <https://www.fvcc.edu/student-organizations/>

Room reservations:

To make a room reservation go to <https://www.fvcc.edu/about-fvcc/meeting-rooms/> and complete the form. We will get back to you to confirm that the room has been reserved. Please make sure to click “Yes” under “Are you a FVCC student group or organization?”

Maintenance and Custodial Requests:

For room setup and/or special needs (BBQ grill, turn off the sprinklers), the Maintenance and Custodial Departments need to be contacted one working week before event by Club Advisor ONLY.

Contact Maintenance staff at maintenance-request@fvcc.edu or 756-3872 (Special requests)
Contact Custodial Staff at custodial-request@fvcc.edu (Set up needs)

Catering:

To request catering services from the Eagle’s Nest, please review the catering menu on the FVCC website and complete a Banquet Request form. Forms needs to be completed, signed and submitted to the cafeteria a minimum of one week prior to the event. If you have a special request, you will need to speak with the Eagle’s Nest Manager.

Audiovisual Needs:

Media services provide faculty, students, and staff with non-print instructional materials, audio-visual equipment, and related services used in the classroom or for instruction.

For students, these services often include assistance in making PowerPoint presentations, assistance in connecting personal laptops to data/LCD projectors for classroom presentations, and the digitizing of print, photo, or video materials to be used in multimedia applications. The Media Center often assists student organizations with equipment needs for special events. They also help and inform students to obtain public performance rights before showing a film.

The Media Center staff also assists users with equipment/microphone needs for events in the Arts and Technology building meeting rooms. Events held in these rooms outside of the Media Center's regular office hours require the event sponsor to schedule with Media Services at least one week in advance so schedules may be flexed to accommodate.

Media staff requests that:

- Requests be made at least 24 hours in advance; 1-2 weeks in advance for large events.
- Classroom equipment not be removed or switched.
- Report equipment malfunction.
- Remember to cancel if necessary.

Media Center hours during Fall and Spring Semester

Monday through Thursday 8:00am to 7:00pm

Fridays 8:00am to 4:30pm

Summer session:

Tuesday through Thursday 9:00am to 2:00pm

Located in the Learning Resource Center, Room 117

Phone #: 756-3828

Email: media@fvcc.edu

Website: <https://www.fvcc.edu/student-support/media-center/>

Use of College Facilities and Property

Facilities and College Properties Procedure; FVCC Board Policy, Chapter XII- College Facilities, Section 30: Use of College

Facilities (Flathead and Lincoln County Campuses)

Definitions

Non-affiliated users include those with no association, formal or informal to the College. Affiliated users, those formally established or recognized by the College such as college student organizations, College departments, individual College faculty or staff members, may sponsor non-affiliated users to utilize College facilities for purposes consistent with the College's mission and with the objectives of the affiliated users ("Events").

Sponsor Responsibilities

Event sponsors must have substantial participation in, and responsibility for, planning and executing the Event, including:

1. Completing and submitting the Facilities Use Agreement to the College's Program Coordinator, Events at least fourteen (14) days prior to the Event;
2. Coordinating security with the Campus Resource Officer;
3. Ensuring that the sponsor is listed on all promotional and/or marketing materials as the Event Sponsor, and presenting any such materials to the Marketing Department for approval of content prior to their public use;
4. Attending the Event (in the case of a college student organization sponsoring an Event, all officers of the organization must attend the Event) to introduce the sponsored organization and themselves as the Event Sponsor, welcome guests to campus, and to troubleshoot any problems that may arise. If a faculty or staff sponsor is unable to attend the Event, he or she must designate another College employee to attend in his or her absence, who will then fulfill these responsibilities;
5. Accepting financial responsibility for all costs of the Event, including invoices not paid by the non-affiliated user and any property damage arising from the Event;
6. Ensuring that the College's Standards of Conduct are enforced at the Event; and
7. Notifying the appropriate contacts, at least one week in advance, if the event is cancelled or if the event's time and location need to be changed. Such changes will be approved based upon the availability of space and the sponsor's demonstrated ability to manage the changes.

Facilities and Property Rental Agreements

College facilities and property are primarily dedicated for educational use and secondarily for activities hosted by the College or affiliated groups. Individuals or non-affiliated groups may use facilities during college hours and such usage will be subject to rental fees and availability of FVCC staff to supervise college facilities. FVCC reserves the right to cancel reservations and refuse any and all requests involving rental or usage of its facilities and property. Final decision for use of college facilities and property shall be made by the president and his/her designee.

Charges for facility use are dependent on the Event's requirements for size of room, media services, etc., and apply to affiliated and non-affiliated users. Approval by the College's general liability insurance carrier will be a major consideration in the approval of rental and usage of college facilities. The Program Coordinator, Events or designee shall be responsible for scheduling and terms of agreement, and the Business Office will be responsible for the billing for facility usage.

Standards of Conduct

The College considers the behavior described in the following sub-sections as inappropriate for the College community. These expectations and rules apply to all non-affiliated users. Behavior that violates these expectations and rules includes, but is not limited to:

1. Weapons. Possessing, concealing, brandishing, or giving the appearance of being in possession of a ct-weapon. A weapon is defined as an instrument, article, or substance that is designed, used or likely to be used to commit a criminal offence, cause bodily harm, or property damage including, but not limited to, any type of firearm, a knife with a blade 4 inches more in length, a sword, a straight razor, a throwing star, nun-chucks, or brass or other metal knuckles, or other potentially dangerous items;
2. Tobacco. Smoking or tobacco or e-cigarette use in any area of campus;
3. Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's Alcohol Policy;
4. Drugs. Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's Drug Policy;
5. Disruptive Behavior. Substantial disruption of College operations including interference with or obstruction of teaching, research, administration, other College activities, and/or authorized non-College activities which occur on campus;
6. Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of college property or the personal property of another;
7. IT and Acceptable Use. Violating the College Acceptable Use Policy. If standards of conduct are violated, the following may apply: loss of use of FVCC facilities, fines, and/or legal action.

Marketing

Marketing Requests:

If clubs have a marketing request this can be done by completing the online form located at: <https://www.fvcc.edu/marketing-request>. Requests can include internal and external advertising, as well as social media. The marketing request form can also be used to request supporting materials.

Privy Press:

The Privy Press is an internal communication tool. The new week's issue of the Privy Press is inserted into the holders located in all the restrooms across campus on Monday morning. If you have something to share with the college community, information needs to be submitted via the marketing request form by Friday at noon for the next week's edition of the Privy Press.

Press Release Procedure:

Student organizations interested in initiating publicity campaigns to promote special events, projects, programs, etc., can receive assistance from the Marketing & Communications Office. Submit the information you would like to include in a press release at <https://www.fvcc.edu/marketing-request> and the Marketing & Communications Office will be in touch with you.

Handling the Media:

Any contact, including telephone calls, emails, personal visits, etc. from any members of the media should be directed to the Marketing & Communications Office. Please email pertinent information to marketing@fvcc.edu. Marketing & Communications Office put the reporters or photographers' in touch with the most appropriate FVCC representative.

Sign Boards (SANDWICH BOARDS)

Sign boards are in the entryways of the following buildings:

- Arts and Technology
- Blake Hall
- Learning Resource Center
- These boards, if empty, are available for club use. They need to be returned as quickly as possible and are not to be placed by Hwy 93 for safety reasons.

Guidelines for Campus Bulletin Boards

1. All posters and flyers are required to be approved and posted by the FVCC Institutional Advancement Office.
2. Please drop off up to six copies of the poster/flyer you would like posted in the basket located at the front counter in the Institutional Advancement Office (Blake Hall Room 105). The six copies will ensure your posters/flyers are posted in each building that contains a community bulletin board. Excess copies of posters/flyers (beyond six copies) left in the Institutional Advancement Office for posting will be recycled.
3. Posters/flyers containing offensive language or imagery, or posters/flyers containing political agendas, messages or campaign materials will not be posted.
4. Leave your name and phone number on the back of one of the posters/flyers in case we have any questions, or we are unable to post them due to the nature of the signage. You may also use a piece of complimentary paper located next to the bulletin board poster/flyer basket.

5. Posters/flyers will be posted every Monday afternoon. The posters/flyers must be received by noon on Monday to be posted that same week.
6. Posting of announcements on building entry doors and windows is allowed for college usage only to inform the college community and general public of campus closures and other important college information.

Resources

Agenda and Minutes

Depending on how you look at it, attending a club meeting is either the most rewarding or the most boring part of being a club member. Ideally, the meeting should provide direction and incentive for members and is the best way to facilitate communication. The trick is to make meetings work for you and the club members, not against you.

Things to Remember in a Meeting

1. Make certain that a meeting is necessary before you call one. Unnecessary meetings can cause members to lose interest in the group. Evaluate your meeting frequency, do you need to meet once a week, or can you meet bi-weekly?
2. Develop an agenda ahead of time and send it out to the members in advance. That way they can see what the meeting will cover and may be more interested in attending.
3. Start on time; be prepared; keep to the agenda.
4. Create a climate where people feel free to disagree or to bring up personal concern.
5. End the meeting with confirming what must be done before the next meeting.
6. Review responsibilities or tasks to be accomplished for the next meeting at the end of the meeting.

An example of agenda and minutes action planning form can be found at <https://www.fvcc.edu/student-organizations/>

Controlling a Meeting

President

1. Maintaining control of a meeting is imperative for a meeting to be productive.
2. Choose a location for the meeting that will be comfortable and controllable. Try to keep your meeting in the same location throughout the semester.
3. Establish rules for your meetings and consistently enforce those rules.
4. Use parliamentary procedure. Try to limit deviations or freelance discussions.
5. Require all meeting participants to treat each other with respect
6. Make sure that all participants have a copy of the last meeting's minutes and the current meeting's agenda.
7. Stick to your agenda.
8. Make yourself available to individuals after the meeting.
9. Always start on time.
10. Always take a few minutes to congratulate/celebrate members who have been doing a great job and to welcome new members!

Parliamentary Procedure

Here is a glance of how parliamentary procedure works! If you would like assistance with this procedure, please contact Morgan Ray at 406-756-3847 or mray@fvcc.edu.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Icebreakers

Purpose:

To “break the ice” by letting people get to know each other

When to Use:

- To start off a training, activity, or a day
- With groups of people who don't know each other, and also with groups that do know each other
- To reconnect a group of people when they hit a lull or a rut

Good Icebreakers:

- Don't take much time (15 minutes' maximum)
- Involve everyone
- Encourage people to reveal themselves
- Make us feel a bit challenged, but not uncomfortable
- Start conversations and interactions that may be continued later
- Show us interesting, new things about people in the group

How to Facilitate:

- Set up the activity by quickly and concisely explaining it. Don't spend too long on the set-up, or you will lose the attention of the group
- Conduct the activity by making sure things move along
- Know when to cut-off the activity before participants get bored
- Thank everyone for participating and being willing to share about themselves

Examples:

- **People Bingo:** Make a list of statements that are likely to be true for several members in the group. Write the statements in boxes on a piece of paper-everyone should get the same sheet, so make enough copies. Give members 10 minutes to find someone, other than themselves, for whom the statement is true and have them initial inside the box. Whoever completes all the boxes first wins a prize.
- **Two Truths and a Lie:** Have members come up with two true things about themselves, and one lie. Share the truths and lie with the group. Then have the group guess which statement is the lie.
- **Hog Call:** Have members pair up and decide on a two-word phrase. Have each pair go to opposite sides of the room (or if you are outside, spread out so they are about 15 to 20 yards apart and facing each other). Each person is blindfolded, and they begin by calling out their portion of the two-part phrase. For example, if the phrase is “hot dog”, one person yells “hot” and the other person yells “dog” until they find each other. When they all get together, the partners interview each other and introduce each other to the group.
- Additional icebreakers can be found online.

Energizers

To get going first thing in the morning, after meals, and when you have been sitting for a long time

Examples:

- **Human Knot:** Have everyone stand in a circle shoulder to shoulder. Ask everyone to reach out and grab the hands of two different people, the two people cannot be on either side of you. Try not to crisscross. Tell everyone to try to untangle so they are standing in a round circle without letting go of each other's hands while they are untangling.
- **Trust Circle:** Make a circle with a small group of members. Have one person stand in the middle with eyes closed and feet planted firmly. Have the group in the circle gently push on the shoulders of the person in the middle, making sure she or he does not fall, but does keep moving. The group supports the person as she/he rotates around the circle.
- Additional energizers can be found online.

Teambuilding Activities

To build trust and relationships within the group.

Examples:

- **Trust Walk:** One person is blindfolded, and the other person leads him or her to a designated place, or just around for about 5 minutes, all the while taking very good care of the of the blindfolded person. After 5 minutes, or after reaching the designated point, switch roles. Variations to make this activity more challenging are-one person can talk and one cannot, a line of blindfolded people with a leader at the beginning and end to lead the group.
- **Scavenger Hunt:** Send members on a scavenger hunt. Give everyone the same list and same amount of time to complete it.
- **Affirmation Papers (A Closing Activity):** Give everyone a piece of paper, a piece of tape, and a pen or marker. Have them tape the piece of paper to their back. Tell everyone to walk around the room and find 5 (or more or less) people's backs to write on. They should write something they appreciate about the person whose paper they are writing on. After everyone is finished, tell participants to take the paper off their back and read it.
- Additional team building activities can be found online.

Legacy Binders

To properly leave a legacy or transition between new years, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.

Suggestions for what to include:

- Items related to the Student Organization
 - Organizational Mission Statement
 - Organizational Constitution and By-Laws
 - Organizational Policies and Procedures
 - Governing Organization Constitution and By-Laws
 - Student Leader Job Descriptions
 - Year-end Reports and Evaluations
 - Organizational Calendar
 - Budget Information
 - Specific Organizational Goals
 - Specific Officer/Position Goals
 - Agendas and Meeting Minutes
 - Committee Reports
 - Event/Project Summaries
- Items related to FVCC
 - FVCC Mission Statement
 - FVCC Policies and Student Handbook
- Additional Helpful Resources
 - Important Names and Numbers (Contact List)
 - Pertinent Correspondence
 - Resource List
 - Important Forms
 - Organizational Goals (Met and Unmet)
 - Unfinished Project Information
 - Do's and Don'ts, Helpful Hints, and Lessons Learned