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Welcome
Getting involved in Student Life gives you an opportunity to make new friends, share and develop interests, learn effective leadership skills and have fun! Student organizations are an important part of the educational process in which the students can enhance their learning by applying what they are learning inside the classroom, in out-of-class experiences.
This manual is designed for use by both student leaders and advisors and is an attempt to provide student organizations with basic operating procedures. This manual is not intended to address all possible questions and situations. If there are questions or situations not covered in the manual, please ask the Coordinator of Student Life and Campus Activities.
I appreciate your contributions to McHenry County College and look forward to working with you. Please feel free to contact me with comments or suggestions.

Student Life & Campus Activities
815-455-8550
stulife@mchenry.edu
Student Organizations at McHenry County College

A. Rights of Student Organizations
McHenry County College recognizes the needs and rights of students to meet and congregate outside of the classroom. Any group of students that wishes to use college facilities and be recognized by the college as an official organization must go through the guidelines of forming a recognized organization. A group is eligible for recognition if it conducts its affairs in accordance with college regulations and administrative policies and maintains purposes in accordance with the stated purposes and goals of the college.

Groups that are athletic in nature will not be recognized as clubs due to the need for appropriate supervision and risk management. Such groups may pursue incorporation into intramurals or intercollegiate athletics program.

B. The Purpose of Student Organizations at McHenry County College
1. To create a sense of community in which students, faculty, administration, and staff can participate in an open educational environment.
2. To help achieve a sense of identity with the college and an awareness of the surrounding community.
3. To provide an opportunity for students to develop their leadership capabilities.
4. To assist in direction that helps guide students toward their objective.
5. To enrich the cultural and recreational dimensions of the campus.
6. Encourage all students to be in the student organizations of their choice.
7. Promote community awareness and responsibility through professional conferences, chapter activities and school and community involvement projects.

C. The Office of Student Life
The Coordinator of Student Activities is responsible for overseeing all student organizations on campus. The Student Life staff can answer questions, provide guidance and offer ideas for student organizations. Please stop by A252 or call 815-455-8550.
D. Resources for Student Organizations

Meeting Rooms:
Each organization will have access to the Student Life or the Multicultural rooms. These meeting rooms are reserved on a first come, first served basis. Please have student organization officers reserve the rooms in advance in room A252.

Food Service/Facilities Request
If an organization would like to request a meeting room outside of Student Life or order campus catering, students must complete the Facilities/Food Request Forms & submit to the Student Life Front Desk staff. Staff will then submit completed requests to the proper campus office. Both forms are available in Student Life, A252 or on the website.

Plan ahead and reserve weeks in advance. **Food Request Forms must be completed a minimum of 7 business days prior to date needed.** Facilities Request Forms must be completed a minimum of 5 business days prior to date needed. **Student Life will not process requests submitted with less notice. Rare exceptions will be made to this timeline.**

Facilities Guidelines
Student organizations are only able to reserve space in one building per day. Furthermore, a student organization cannot reserve the Cafeteria Patio if they have already reserved the Cafeteria or Commons. Exceptions can be made with the approval of the Student Activities Coordinator.

Facilities Fees:
Certain spaces on campus now have a fee associated with reserving the space. This fee only refers to the spaces listed below. If the space is reserved and then cancelled with less than 72 hours’ notice, the organization will be charged a cancellation fee.

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luecht Conference Center – Main Campus</td>
<td>$20 per hour</td>
</tr>
<tr>
<td>B166-167 – Main Campus</td>
<td>$10 per hour</td>
</tr>
<tr>
<td>B168-169 – Main Campus</td>
<td>$10 per hour</td>
</tr>
<tr>
<td>Employee Dining Room – Main Campus</td>
<td>$10 per hour</td>
</tr>
<tr>
<td>Bersted Lecture Hall – Main Campus</td>
<td>$10 per hour</td>
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</tbody>
</table>

Copy Machine:
There is a copy machine available for making small quantities of copies. Any large quantities (over 20 copies) of copying should be done through the Duplication Center. Advisors are responsible to approve all work to be copied. Please review spelling and grammar.

Fax Machine/ Phone/Computer: Students are able to use the fax machine, phone and computer for student organization business.
Duplication Center

For printing needs, student organizations will submit documents to the Student Life Office. Student Life will review and then send the request to the Duplication Center. Color ink will not be printed on colored paper. Only Student Life staff can submit or pick up student organization duplication materials. Completed jobs will be placed in the student organization mailbox.

When requesting copies, email the following information to stulife@mchenry.edu or one of the office employees:
- Number of copies (maximum of 75 per event)
- Black & white printing or color printing (color printing is 10 cents/copy, b & w is free)
- White paper or colored paper (white & pastel paper is free, bright colors are 10 cents/page)
- Date copies are needed by (allow a minimum of three days)

Bulletin Board Posting:
All promotional material must be approved by the Student Life Office. Student organization members will be responsible for posting and removing all materials posted on the bulletin board. There are seven Student Life bulletin boards. If student organizations would like to post on additional boards, students must make sure it is a community board and open for all postings. Student organizations cannot post on department boards unless permission is received.

<table>
<thead>
<tr>
<th>Building</th>
<th>Floor</th>
<th>Location</th>
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<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>Outside A136</td>
</tr>
<tr>
<td>A</td>
<td>2</td>
<td>Across from A252</td>
</tr>
<tr>
<td>A</td>
<td>3</td>
<td>Right of vending machines</td>
</tr>
<tr>
<td>B</td>
<td>1</td>
<td>Across from Bookstore</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
<td>At the fork before D/E</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>By D151</td>
</tr>
<tr>
<td>E</td>
<td>1</td>
<td>By Computer Lab E</td>
</tr>
<tr>
<td>E</td>
<td>2</td>
<td>Across from E204</td>
</tr>
</tbody>
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The Flush:
Student organization meeting times and events can be published in the weekly Flush. The Flush will not print general advertising for student organizations. Submissions must be emailed to TheFlush@mchenry.edu by Wednesday at Noon to be considered for the following week. Only emailed announcements are accepted. Please state announcement exactly as you wish to appear on The Flush. Student contact information will not be printed.
Digital Signage/ Online Event Calendar/Press Releases
The Student Life Office will post student organizations events on digital signage & online event calendar if deemed appropriate. Events will be entered when you submit information to The Flush. If your event is open to the community, the Office of Marketing & Public Relations will create a press release. Send event information to the Student Life office and a request to OMPR will be submitted. OMPR will only assist with press releases for student organizations. Student Life/Student Organizations are responsible for all other promotions.

Financial Accounts/Funding:
Each recognized student organization will have an MCC account to hold self-generated funds. Student Life staff can provide account statements as often as needed, but an organization Treasurer is highly recommended. Funding is available through the Student Life Office and Student Senate. Each academic year, student organizations can submit a Registration Packet to Student Life. Student Life will then allocate $50 to student organizations upon completion of this packet and attendance at the mandatory training. Additional funds can be requested through Student Senate and the Student Life office. To release funds, students and advisors must complete the Student Organization Payment Request Form.

E. Student Organization Policies
   A. Organization members may NOT obligate or commit the college in any way without discussing the matter with advisor and/or the Coordinator of Student Life. The advisor or Coordinator of Student Life will work with the organization to obtain proper approval.
   B. When a student organization gathers for meetings, socials, dances, service projects, community service, etc. it is representing the college. Student organizations are expected to keep this in mind during all activities and maintain a professional demeanor.
   C. All members of a student organization who have been chosen, delegated or elected into a leadership role within the organization should have a minimum of a cumulative GPA of 2.0 (unless otherwise noted) the semester before, and during the tenure of the role within the organization.
   D. Alcohol ILLEGAL drugs are not allowed at any student organization functions.
   E. If the College deems necessary, student organizations may be responsible for contracting extra security for events through the MCC Police Department. All student organization dances must have a hired MCC police officer present. Arrangements will be made by the Student Life office.
   F. All student organizations must abide by MCC policies and the Student Code of Conduct at all times.
F. Student Senate Club/Organization Representative (COR)

Each active student organization is able to have one student member serve as their Student Senate Representative, thus a Student Senator. This student must maintain active membership in both the student organization in which it represents and the Student Senate. All Student Senators must uphold a 2.5 cumulative GPA and adhere to the Student Senate constitution. Student Senators are able to receive up to six (6) credit hours of tuition reimbursed each semester. Executive board members are eligible to receive up to twelve (12) credit hours of tuition reimbursed.

Each student organization is able to appoint their Student Senator by their own process. All representatives must be chosen and ready to begin by the deadline set by the Student Life office each Fall. Student organizations must identify the Student Senator in the annual Registration Packet.

SEE STUDENT SENATE FAQ IN THE APPENDIX

Forming a Student Organization at McHenry County College

A. Getting Started

The process of getting a new student organization started is easy. Students must work with the Coordinator of Student Life when forming a new organization. Please note, Student Life does not recognize sports clubs. Listed below are the steps for starting a new organization. Please see the Student Life Office for the appropriate materials.

1. Gather a minimum of ten students interested in being member of the new student organization.
2. Find an approved faculty or staff member who will agree to be an advisor.
3. Complete the ‘Application to Charter a New Student Organization’ Form.
4. Develop the mission statement, constitution and by-laws for student organization.
5. Submit all paperwork to Coordinator of Student Activities
6. Receive final approval of all documents from Student Life.
7. Elect officers per the Constitution/ Bylaws.
8. The student organization is now active and ready to go!

New student organizations will receive a $50 start-up award to assist with recruitment and development of the organization.

B. Writing a Mission Statement, Constitution and By-Laws

To assist in planning, a sample constitution can be obtained from the Office of Student Life. This is only to serve as a sample and is not intended to be limiting in nature. If the student organization that is being formed is to be an affiliate of a
national organization, the purpose and mission statement cannot conflict with the college mission statement and purpose.

The constitution is a basic framework of an organization. It should state the purpose; indicate the number of officers, the method of their selection, requirements for membership and other general policies that are not subject to frequent change. Detailed methods of doing organizational business and specific rules belong in a document, called by-laws. The by-laws would state the specifics of the constitution.

Refer to the Student Life Office for “Chartering a New Student Organization” packet.

How to Maintain Active Organization Status

*Active student organizations will be recognized by the following procedure:*

A. Submit the Student Organization Registration Packet which includes:
   1. Officer Update Form
   2. Policies & Procedures Form
   3. Advisor Agreement Form
   4. Plan of Action
   5. Student Senate form

B. Maintain a current approved constitution on file in the Student Life Office

C. Maintain a student membership of at least ten active members. Organizations without ten active members are not eligible for funding.

If the information stated above is not on file in the Student Life Office, the organization will not be considered active and therefore, will not be able to receive the privileges given to active student organizations.

*Please visit the Student Life Office in Room A252 for the Student Organization Registration Packet.*
The Role of the Organization Advisor

A. Responsibilities
Success enjoyed by the student activities program at MCC is typically directly related to the interest and efforts of the student organization’s advisor. These advisors provide the orientation and continuity for the organization.

Organizations are dependent upon the advisor to provide knowledge, guidance, direction and services to the group. Advisors play an active role in helping the students set up a meaningful program that is consistent with the mission of the college, and the purpose of the student organization. The advisors’ roles are performed on a voluntary basis. Actual duties performed will not be compensated, but can be included in the faculty/staff evaluation.

McHenry County College requires that all recognized student organizations have a qualified employee as an advisor. Student employees are not eligible. Advisors help guide the group in accordance with the purposes and ideals of the College. They do not directly control the groups programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities of the advisor will vary depending on group needs.

B. Expectations for advisors at McHenry County College:
1. Guide the group in accordance with the purpose and educational objectives of the College.
2. Supervise the financial procedures followed by the organization handling its funds.
3. Help increase awareness of both students and staff of the College facilities, events, and personnel.
4. Be familiar with the policies and procedures listed in the student organization handbook.
5. Attend a majority of the student organization meetings.

C. Considerations for advisors at McHenry County College:
1. Help the officers of the organization consider issues that relate to ideas being approached by the organization.
2. If an idea is inappropriate, the advisor should challenge the students to consider other alternatives.
3. The advisor should be encouraged to take an occasional chance on some less proven members in delegating authority.
4. The advisor may wish to periodically evaluate the officers in their effectiveness as an officer of the organization.
Funding - Where Does the Money Come From?

A. Start-Up Funds

Student Life has jurisdiction in the matters of student welfare and financing of college student organizations. All NEW student organizations who are recognized through the office of Student Life as an official student organization shall receive seed money of $50.

Student organizations maintaining ACTIVE status are eligible to receive up to $50 a year for following all necessary steps to register with the Student Life Office. Please see "How to Maintain Active Student Organization Status" for details.

B. Self-Generated Funding

1. In trying to establish a fair and consistent self-generated funding policy, it is important to realize what “self-generated” money is. Self-generated money is generated by an organization, not money that is given by Student Life and/or Student Senate. This self-generated money is carried over from year to year and used for special events or activities that the organization needs to fund over the course of the year. Since the money is self-generated, the organization has the right to spend it as they see fit, as long as it is in compliance with Student Organization policies. Some of the circumstances for spending the self-generated money may include: paying for a special gift for someone in the group, pizza party, social and/or service events. All money should be deposited in a college account as quickly as possible. These funds may not be deposited off-campus. The Student Life Office can help you set up a college account. All funds spent must be approved by the advisor.

2. FUNDRAISING/DEPOSITING FUNDS

Each student organization is allowed to fundraise for self-generated funds. All fundraisers must be approved by the Coordinator of Student Activities. With any cash exchange, students must request a money box and cash one week prior. Students must pick-up and drop-off the money box at the Student Life office daily. Students are not allowed to take the cash with them. The student returning the cash/checks will complete the Deposit slip with the Student Life employee. Both parties will sign the slip to confirm amount collected.

All monies will be deposited nightly into the student organization account. Checks dated past one week will not be deposited.
C. Roll-Over Funds

All self-generated student organization funds not spent within the fiscal year will be rolled over and able to be used during the next fiscal year. All student organization accounts maintain the same account number annually.

D. Requesting Funds from Student Organization Account

When student organizations need to have access to their funds, they must complete the Student Organization Payment Request Form. MCC does not distribute cash, but instead, all funds removed from the account will be by a check. The following lists the requirements for requesting a check:

1. ALL PURCHASES MUST BE MADE THROUGH MCC STUDENT LIFE. Reimbursements are not guaranteed.
2. All information must be completed on the payment request form. This will include, but is not limited to,
   - the name of the organization
   - specific activity or event details
   - the amount of the check, name, postal address, phone number and email address of whom it is to be written
   - completed W9 by service provider
3. Receipts, invoices or contracts must accompany all requests. Proof must be shown that the money will be spent on the appropriate programs or items.
4. Documentation must be stapled onto the respective payment request form.
5. All payments will be distributed at the Student Life front desk.

SEE PAYMENT REQUEST FORM IN APPENDIX

E. Student Senate Funding

Active student organizations have the opportunity to request funds through the MCC Student Senate. The Student Senate will ensure that the event does not conflict with another student activity or function.

Eligibility for each event/activity presented is as follows:

1. The student organization has to be active at MCC and recognized through the Office of Student Life.
2. The activity/event must benefit the entire student body or be open to reaching out and benefiting other students at MCC.
3. The activity is an educational activity for the organization, such as a conference.
4. The student organization must complete & proper paperwork in a timely manner, and present the proposal to the Student Senate.

F. Reasons for Ineligibility for Funding

1. Any student organization that requests funds to support illegal activity.
2. Any event/activity that would be in direct violation of the policies, procedures, rules and regulations of MCC.
3. Student Organizations have not proven responsible with funds.
McHenry County College
Student Senate Funding Guidelines

The Student Senate has received approximately $15,000 based on tuition fees to help fund student organizations on campus that will be spent accordingly as approved by the Finance Committee, currently consisting of 4 finance senators. From this budget, the Student Senate will review requests from student organizations and allocate the funds based on specific guidelines and criteria.

All student organizations requesting funding are required to submit a proposal form, easily accessible from the office of Student Life (A252).

Guidelines & Criteria
The Finance Committee will review the proposals submitted using the guidelines and criteria stated below and will be consistent and fair amongst the student organizations. The funding is available on a limited basis for each semester, so we require student organizations to get the proposals turned in at least 2 weeks before the scheduled activity/event. The basic criteria to follow are:

1. **Active Membership at MCC** - The student organization must be meeting at a regular basis at MCC, clearly have a mission statement for the group, and have completed all necessary registration paperwork through the Office of Student Life and the Student Senate.

2. **Indicate type of activity/event** - The activity/event must be described in detail including how the members will pay a part, promotional plans, etc.

3. **How this activity/event will benefit the entire student body** - A description must be included of how this activity/event will reach out to students at MCC, benefit them, and what is the scope of the benefit.

4. **Presentation** - A representative of the student organization must be present at the scheduled Finance Committee meeting to present the funding proposal.

All proposals must be submitted to the Student Senate mailbox located in A252. **The Finance Committee occurs Mondays at 10am in Student Life. Proposals must be submitted to the mailbox by the Wednesday prior to the meeting.** Proposals submitted after Wednesday will be heard at the following week’s Finance Committee meeting. The Finance Committee will decide upon the funding proposal directly after the presentation. If the Finance Committee approves any funds, the Student Senate Treasurer will communicate this decision to the organization. It is the responsibility of the student organization to initiate all necessary paperwork. **In order to release funds from a student organization account, the student organization must complete the Payment Request Form available in Student Life.**
Activities that benefit MCC student’s at large, community service projects, and events that are hosted by more than one student organization will be given highest priority.

*All proposals must receive a 3/5 vote from the Finance Committee for approval.
*Student organizations are not guaranteed to receive the amount requested.
Below are examples of the different types of events student organizations may arrange for the student body.

**Community Service Project**
Funding for community service projects shall be in an amount deemed appropriate in relation to benefits derived by the student body. The scope of the project will need to be defined and why the cost is relevant. Travel for events is defined below.

**Speakers**
Student organizations may wish to bring in a speaker for the entire student body as it pertains to their specific student organizations.

**Events**
Student organizations may hold an event for the entire student body as it pertains to their specific student organization.

**Conventions/Conferences**
Student organizations may wish to participate in a convention or conference that is pertinent to their efforts. This may include registration fees, food costs, etc. Travel and lodging is defined below.

**Travel**
Student organizations may wish to travel to a location for events, conventions, conferences, etc that pertains to their efforts.

**Lodging**
Student organizations may wish to stay overnight for an event that pertains to their efforts.

**Subscriptions/Books**
Student organizations may find publications that would benefit their group. Subscriptions may be requested for certain magazines, newspapers, books, etc. This must be reevaluated on a yearly basis.

**Recruitment Functions**
Increasing membership for a student organization is important. A recruitment function or party may be a way to increase the membership for your group as well as providing an extra benefit for your current members.

**Supplies**
Particular supplies may be needed for a student organization to host an event.

*All travel, lodging, and conventions/conferences need to have the signed approved of the Coordinator of Student Activities before the student organization can submit a proposal.*

*Student organizations asking for funds in excess to a total of $2,000 need to have the signed approval of the Coordinator of Student Activities before the student organization can submit a proposal.*
McHenry County College Student Senate
Finance Committee Guidelines

Statement of Purpose

The Finance Committee of the McHenry County College Student Senate sets forth in the following guidelines concerning the disbursement of the Student Senate Appropriations to recognized student organizations. The Senate is committed to promoting programming that is educational, culturally enriching, entertaining, and beneficial to the College.

What Organizations are Eligible for Funding?

All organizations registered with Office of Student Life and officially recognized by Student Senate and the Coordinator of Student Activities are eligible for funding. Organizations must be fully registered and recognized at the time of submitting applications for funding.

Student Life Registration Requirements
1. A current registration packet must be submitted to Coordinator of Student Activities each year.
2. A current constitution and by-laws must be submitted to Coordinator every year.

- All officially recognized organizations must have a representative attend a Student Leader/Advisor meeting each year in order to be eligible to submit a budget to the Finance Committee.

What Activities or Programs are Eligible for Funding?

The term "program" is used in a generic sense to include any activity, event, service, or expenditure undertaken by an organization that is potentially funded by the Finance Committee. Funding is limited to programs that correspond to the mission of the College. Priority funding will be given to those programs which are open to all members of the college community, and which correspond to the mission of the organization. Non-programs, such as conferences, leadership programs, office supplies and equipment or start-up money for fundraisers may also be requested.

Funding Proposals

A funding proposal is that which is submitted by one student organization that itemizes their requests for funding for a given event. Funds will be awarded based on availability of funds

Requirements for requesting travel, if applicable (including arrival of guests on campus)
- Estimated number of group members traveling.
• Exact mileage (if driving), or copies of flight itinerary with exact prices noted. If driving, then submit a map and/or directions showing the driving route and mileage traveled. (Mileage reimbursements will be in accordance with rates set by the IRS).
• Exact cost of lodging and a receipt must be submitted.

Exclusions
Funds will not be allocated for the following except as specifically described. Organizational funds generated through internal dues and fundraisers may be spent for these items, but they are not funded by Senate.

1. Salaries, wages and honoraria shall not be funded except as part of a contractual obligation for performance or professional service required for the presentation of a program.
2. Programs or activities for which academic credit is awarded.
3. Awards or trophies may not be funded except for the printing of certificates by McHenry County College, excluding honorary organizations.
4. Equipment purchases may be funded only if it can be shown that: the needed equipment is critical to the mission and programs of the organization and the equipment is otherwise unavailable on campus.
5. Donations cannot be made to individuals, charities, or other organizations.
6. Any form of non-campus public relations will not be funded except paper flyers.
7. No luxury items or gifts will be funded.
8. The purchase of t-shirts will not be funded.
9. Any event where alcohol is present will not be funded.
10. No funding will be given for phone expenditures.

Equipment
The Finance Committee will give consideration to any organization that requests funding for equipment. When making a request, organizations MUST be able to provide documentation of:

1. Where the equipment will be stored: Equipment must be stored on campus
2. Who will be using the equipment regularly: All members must have access to the equipment. It is preferable, though not required, that other students of McHenry County College also have access to the equipment.
3. The equipment should serve a vital function which the group cannot attain through use of McHenry County College owned equipment.
4. Equipment funding falls under the same guidelines as other Student Senate funded categories
5. Organizations are strongly encouraged to use other means, such as fundraisers and dues collection to achieve the desired amount of money for equipment purchases.

Co-Sponsored Events
To file a proposal for Co-Sponsorship Funding, the following must be adhered:

1. Only one standardized form must be filled out, which are available upon request.
2. One organization must sponsor the proposal. They will be responsible for the oversight of the event and will file all check requests for that program.
3. All requests must list the name of the program, and adhere to all the guidelines stipulated for general budgets.

Special Exception Groups
Special Exception Groups shall be considered those organizations that rely on one major program for their existence. These organizations shall be eligible for a lump sum of up to $1,000 per semester as determined by the committee, inclusive of all events, except Fundraisers. The committee also reserves the right to revoke Special Exception status for a group that does not adhere to their initial purpose presented to the committee when they received said status.

Applying for Funds
Funds are allocated throughout each semester to organizations for activities, programs, or expenditures to occur during that semester. Recognized organizations may request these funds by completing MCC Student Senate Funding Proposals and filing them in the Student Senate mailbox in A252. Funds are generally not allocated for the summer semester.

Submitting your Funding Proposal
One copy of your funding proposal must be turned into the Student Senate by the established deadline. Proposals must be completed on official Student Senate funding forms.

How Decisions are made on the Senate Allocations
The Finance Committee is dedicated to the allocation of Senate funds to student organizations without regard to favoritism or neglect. The committee reserves the right to contact an organization to clarify uncertain points. The committee will review the proposals in light of the funding criteria and the amount of funding available for the given semester. All decisions regarding Senate funding will be at the discretion of the Finance Committee. The committee will form a recommendation for the allocation of the Student Senate appropriations for each semester.

Notification of Senate Decisions
Organizations will receive verbal notification directly after the funding proposal presentation.

Requesting Allocated Money
Once approved, Student Senate will allocate those funds within their account. When student organization needs to release funds, checks are written upon submission of a Student Organization Payment Request Form and are distributed in a fashion determined by the College. See the Student Organization Payment Request Form for further information.

Spending and Accounting for Student Senate Funds
Once an organization receives funds from Senate, it is responsible for abiding by the rules regarding spending and accounting that are described below and the rules set forth by
McHenry County College. Once organizations are allocated funds by the Finance Committee they must:

1. Spend the funds only on the item within the program funded. As the demands of the program dictate, organizations may vary the amount spent on each item slightly, so long as the entire amount spent is on the program and on the items funded.

2. If the event or item for which funding is allocated no longer occurs, the appropriate amount of money will be deducted from the allocation.

3. It is advised that a written post summary of any events is drafted and then presented by the organization’s Senate representative to the full Senate body.

If it is found that the organization has inappropriately spent allocated funds, a recommendation for sanctions will be presented to the full the Finance Committee and then to full Senate (if necessary) for debate and vote. No further funding will be released until all money is accounted for to the satisfaction of the Finance Committee.

**Appealing a Finance Committee Decision**
Any organization on campus that submits a budget has the right to appeal decisions made concerning their allocated money. The President/Treasurer of the organization should contact the current Treasurer of Senate expressing via e-mail their wish to submit a formal appeal. A meeting with the Finance Committee and the President of the Senate will be set up so the President/Treasurer may appeal the original reasoning, after which a decision will be rendered by the committee in consultation with the Coordinator of Student Activities.

**Applying for Variances to the Guidelines**
Organizations may apply for a variance to these guidelines by submitting, in writing, a request to the Chair of the Finance Committee.
Student Organization Travel Procedures

A. Travel Policies/Procedures

Any activity requiring off-campus travel (even for local travel) requires following the processes and procedures as stated below. This includes submission of hold harmless/liability release forms within 15 days of the trip.

All MCC field trips are considered official college events, and are therefore subject to the Student Code of Conduct.

If a College van is used, the designated driver(s) must review and sign the “Rules and Procedures for Using College Vehicles”. The completed form should be submitted to the Facilities Office. The college requires trip facilitators and students to adhere to those rules and procedures in order to minimize the risk to students and to minimize liability exposure. ONLY EMPLOYEES ARE ALLOWED TO DRIVE CAMPUS OR RENTED VEHICLES.

Any MCC student attending any event or excursion at which they are a representative of MCC will be bound to the following terms of travel and procedures. “Student” is defined by the MCC Student Code of Conduct and Disciplinary Process, “as any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College.” Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

Funds for the trip may be provided for through an Activity or Course Fee incurred at registration or arrangements may be made on the part of the student. Trip facilitators will notify students of necessary financial arrangements in advance.

B. Prior to Travel

• 15 business days prior to leaving on the trip, the trip facilitator shall provide the Executive Dean with the following forms completed:
  • Off-Campus Student Field Trip/Event Form
  • Off-Campus Event Attendee List
  • Field Trip Agreement Form
  • Waiver
  • Expense Expenditure Form

• The trip facilitator and student participants must be familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.
C. Travel Arrangements

1. For any **overnight** trips, all trip facilitators and students traveling as part of a college-related activity are required to carry a medical insurance card valid for any medical emergencies incurred while on the trip, including hospitalization. The trip facilitator(s) and student participants are to obey all local, state and federal laws. If they do not, appropriate action should be taken.

2. Preferred priority for transporting students is as follows:
   - Public transportation (bus, train, airplane) if financially feasible. Arrangements for air travel may be made by the trip facilitator through an agent or online only after the event and travel have been approved through the appropriate approval process.
   - College owned vehicle. MCC owns several vehicles, holding 7–15 passengers. To check availability and/or reserve a vehicle, contact the Facilities Office. Students cannot drive college vehicles.
   - Rented vehicle. If this occurs, the trip facilitator can recommend local vendors. Driver(s) must be employed by the college and at least 21 years of age; MCC covers the insurance in this case. Students cannot drive rented vehicles.

D. Responsibilities of Trip Facilitator During Travel

- The trip facilitator must attend all off-campus activities, excursions, conferences, etc. and is expected to travel with the student group.
- The trip facilitator shall carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only.
- In case of medical emergency, the trip facilitator shall notify 9-1-1 (or the equivalent via cell phone carrier in that area) immediately. The trip facilitator should accompany the student to the hospital emergency room, if at all possible.
- Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.

*NOTE: Due to liability, risk and insurance reasons, use of personal cars for college sponsored travel will generally not be approved. Please see immediate supervisor for parameters.
E. Travel Responsibilities of Students

- It is advised that students should not participate in a special activity or an excursion if they are experiencing academic difficulty.
- Students must remember at all times that they are representing McHenry County College. They are expected to behave with decorum, upholding and maintaining MCC's reputation through appropriate professional behavior and respecting each other and others.
- Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
- For all officially sanctioned conferences, workshops, etc. students are expected to participate in all seminars, lectures, presentations, or any other happening for which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the student organization advisor and/or Coordinator of Student Life.
- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor) approved by the advisor. Any absences (excused or unexcused) will likely result in the student reimbursing the student organization and/or MCC for any pre-paid costs of the travel.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
- When traveling as part of a MCC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
- For all officially sanctioned college conferences, workshops, etc., no student may consume alcohol, regardless of age.

Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended the advisor contact/notify local authorities. Consequences and/or punishment could include anything from possible expulsion from the activity to criminal charges.

Additionally, this is a Student Code of Conduct violation which will be discussed with the Student Conduct Office as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the student organization and/or by the Student Life Office.
Code of Conduct for Co-Curricular Travel

All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog. The following rules and regulations also apply to all MCC students participating in extracurricular travel that is either sponsored or co-sponsored by a recognized MCC student organization, or in which the name of the college is used in conjunction with the event.

◊ Participants’ behavior traveling to or from, or during the event, should be such that it begets credit to the group/organization, the school and the individual at all times. This also applies to participants’ conduct during social activities or at times when no formal activities or meetings are scheduled, such as late evening and early morning hours.

◊ Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group or detrimental to the group’s purposes.

◊ Identification badges will be worn by each participant at all times as required if available.

◊ Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).

◊ Participants are expected to attend ALL business meetings, workshops, and other scheduled event programs, including scheduled social events. Please be prompt and prepared for all sessions.

◊ Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.

◊ Alcoholic beverage consumption will not be tolerated at any official event/program.

◊ The use and/or possession of illegal drugs will not be tolerated.

◊ Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.

◊ Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant.

◊ Participants should stay on conference/hotel property unless specifically given permission by the group advisor or head delegate to leave the site.

The advisor(s) to the student organization accompanying the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor’s decisions and judgments and afford him/her the common courtesy and respect due by virtue of his/her position as the official representative of McHenry County College. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.
Procedures for Vehicle Use

1. All vehicle requests must be submitted to the Facilities Office.

2. College vehicles will be parked in the “D” Building Parking lot by the greenhouse. The 12 passenger van will be parked outside “A” Building Gymnasium. The parking slots will be identified with College vehicle parking signs. Vehicles are to be parked in the same area when returned.

3. Any accidents or vandalism must be reported immediately upon occurrence, or upon return of the vehicle, to the Facilities Office and Student Life.

4. The insurance card and driver’s manual is located in the center console of each mini-bus and van. In the event of an accident, or vehicle problem, the Road Assistance 24 hour number is also located in the center console. The primary consideration is always the safety of the students.

5. Driver(s) should make visual safety check of vehicles(s) before leaving campus (e.g., lights, turn signals, brakes).

6. The Facilities Office personnel are responsible for assigning specific vehicles to MCC employees requesting vehicles.

7. If any driver is involved in an accident with on the College’s vehicles, their driving privileges will be suspended until an accident investigation is concluded.
RULES FOR THE USE OF MCHENRY COUNTY COLLEGE VEHICLES

1. All drivers must hold current and valid drivers’ license and must be at least 21 years of age. Readable copies of all drivers’ license must be submitted to the appropriate personnel in the Facilities Office at least two weeks prior to the scheduled trip. If a copy of the driver’s license is not received by the two week deadline, the van reservation(s) may be cancelled.

2. Passengers traveling in vans or mini-buses, for athletic events or field trips must meet the criteria listed below:
   - If an athletic team reserved the van/bus, all passengers must be team members, coaches or statisticians. Friends and relatives of coaches and/or students are not allowed to travel on MCC vans or mini-buses.
   - If the van/bus is reserved for a field trip, passengers must be instructors or students registered for the class. Friends and relatives of instructors and/or students are not allowed to travel on van or mini-buses.

3. All drivers must be employed by the College as either regular payroll employees or as contractual employees and paid out of departmental funds.

4. Effective August 1, 2005, all employees who reserve a 15-passenger mini-bus will be required to participate in a Hands-on orientation training. They need to make an appointment with the Facilities Office.

5. Effective August 1, 2005, all employees who drive College vans and/or mini-buses will be required to sign a form indicating that they have read and will adhere to the “Rules and Procedures” for College vehicles.

6. Keys and completed checkout forms should be returned at the same time the vehicle is returned. If the Facilities Office is closed, keys can be deposited in the drop box outside the office or left with Campus Police. If the keys are not returned within 3 days, a $20.00 fee for the mini-buses and the 12 passenger van will be charged to the appropriate Departmental account.

7. All vehicles must be cleaned inside upon return: personal belongings and garbage (e.g., fast food bags, pop cans and cups, sandwich bags, etc.) removed. Failure to return the vans in a clean condition could result in the user’s appropriate Department account being charged for the man-hours necessary to clean the vehicle.

8. The person in charge of the trip (e.g., coach or instructor) is responsible for internal vandalism to the vehicle. If the vehicle is vandalized by a person, or persons using the vehicle (e.g., kicked in vents, ripped off arm rests), the appropriate Department account for the group(s) using the vehicle could be charged for necessary repairs.
9. Personal use of College vehicles is prohibited.

10. For safety and liability reasons, all passengers and drivers must fasten their seat belts. It is the driver’s responsibility to ensure that all passengers are buckled in before and during the trip.

11. Smoking and/or chewing tobacco in College vehicles is prohibited.

12. To reserve the twelve passenger van, a minimum of four people, including the drive is required. To reserve the mini-bus, there must be a minimum of 5 people, including the driver. The van and mini-bus will not be reserved for less than the minimum number of people listed above unless used for cargo pickup or delivery.

13. Absolutely no alcoholic beverages or intoxicants of any kind are allowed in any of the College vehicles.

14. Reservations for College vehicles should be submitted at least one week prior to the scheduled event. Reservations are on a first come, first serve basis.

15. Van/mini-buses do not fit into most parking garages.

TIME AND CHARGES NECESSARY FOR CLEAN –UP AND REPAIRS WILL BE DETERMINED BY THE APPROPRIATE MAINTENANCE PERSONNEL.
Food Safety Requirements for all Food Related Events at MCC

A. POT LUCK

* Means that you are not charging for the food/beverage
* No Health Department inspection or permit is required

REQUIREMENTS:
1. NOT open to the public/students- employees only
2. Post a sign indicating that foods were not prepared in a regulated or inspected kitchen facility.
3. NO foods can be brought into, stored or prepared in any way in the Food Services Department of MCC.
4. All cold foods should be kept at 40 degrees F or colder and all hot foods should be kept at 140 degrees F or higher.
5. Keep foods covered and protected from contamination.
6. Brochures from the McHenry County Department of Health are available in the appendix.
7. If you have questions or concerns, contact the Director of Food Services (Sandra Johnson) well in advance of your event

B. OUTDOOR GRILLING

1. If grilling for your department employees only at no charge- can fall under requirements for POT LUCK.

2. If serving staff, public, students, etc- there are 2 options:
   a. Food Services Department of MCC can provide all needs and are licensed/permittted to perform supplemental outdoor grilling according to all requirements of preparation and service outlined by the McHenry County Department of Public Health.
   b. If not provided by the Food Services Department of MCC, then you must follow all requirements for a TEMPORARY FOOD EVENT, which includes obtaining a temporary permit from McHenry County Department of Public Health well in advance of your event and meeting all requirements as outlined by McHenry County Department of Public Health.
C. TEMPORARY FOOD EVENT

* Any event serving or selling food that is outside of the normal business of the Food Services Department of MCC (a Licensed Foodservice Operation)

EXAMPLES:
- Food Fundraisers
- “Free” food items given away
- Festivals with food
- International Night
- Ice Cream Socials
- Dessert Sales
- Any Event where outside caterers, restaurants, or food contracted vendors are used (except if served to employees only and is free and is in the realm of the caterers normal business/Food Service Operators License/Category of Risk- example would be using a caterer to provide food for Faculty/Staff Workshops and the caterer is licensed as a Category 1 catering operation.

REQUIREMENTS:
1. All foods must be from approved sources i.e. A licensed food distributor or establishment (CANNOT BE HOMEMADE)
2. If food provider is located in McHenry County you need a copy of the establishment’s Food Service Operator’s License indicating the approved risk category for which they are licensed.
3. If food provider is located outside of McHenry County- then a temporary permit must be obtained from McHenry County Department of Public Health by the food provider of the food.
4. If more than one establishment is providing food, such as booths, then you must have a temporary permit or festival permit if many. Each booth must be inspected prior to service on the day of the event by the Health department before they will grant the permit. * Note- this is a very time consuming process and the advance planning requirements are very involved.
5. All foods must be transported to the facility covered/protected from contamination and must be transported using proper temperature maintenance during transport at all times.
6. All service and display must meet regulations for food temperature maintenance, food grade serving equipment and utensils, individual single use service items and condiments, ice protection/safety, no bare hand contact with any ready to eat foods, foods always protected from contamination, and all physical facility requirements outlined in the Health Department regulations.
7. Outside caterers bringing in foods CANNOT use the Food Services Department kitchen or any equipment for any reason.
8. All events require supervision from a Certified Food Manager to be present at all times that the event is operating.
9. Permits are required and issued based upon risk categories. This means it depends on what you plan to serve. Risk Levels One and Two require permits. Level Three does not. ***It is the responsibility of the department planning the event to obtain required permits or proof of permits from vendors. In addition, you must obtain proof of $1,000,000.00 liability insurance from the food provider/caterer/vendors well in advance of the event.
D. FOOD SALES/FUNDRAISERS

*This is for food items being sold

REQUIREMENTS:

1. All food items must be from an approved/licensed food distributor or vendor. CANNOT BE HOMEMADE!!!!!

2. If all items are prepackaged in individual portions for service/sale- and are non-potentially hazardous, then no permit is needed.

   EXAMPLES:
   a. Individual portion bags of chips
   b. Individually wrapped candy/candy bars
   c. Individual cans pop
   d. Sealed individual boxes or jars- never opened
   e. Nothing that requires refrigeration

3. If items are potentially hazardous- requires a permit.

   EXAMPLES:
   a. Wrapped Sub Sandwiches
   b. Boxed Lunches
   c. Walking Tacos
   d. Ice Cream

4. Must meet all requirements of McHenry County Department of Health ordinances.

5. Bake Sales- Brochures of guidelines and requirements are available in Food Services Department or through the McHenry County Department of Health

Contact Food Services to assist with questions & concerns well in advance of your event.

E. CONCESSIONS/MOBILE FOOD ESTABLISHMENTS:

*Note- must have additional permit and meet additional specific requirements of McHenry County Department of Health.
F. ADDITIONAL INFORMATION:

Copies of permit applications are available in the Food Services Department.

Director of Food Services (Sandra Johnston) at ext. 8793

OR

On the McHenry County Department of Health web site

http://www.co.mchenry.il.us/Common/CountyDpt/health/default.asp.

* REMEMBER TO ALLOW PLENTY OF LEAD TIME IN PLANNING AND APPLYING FOR PERMITS - THESE TAKE TIME ON BOTH ENDS AND IF REQUIRED TO HAVE A PERMIT, YOU CANNOT SERVE WITHOUT ONE!
APPENDIXES
Student Organization Facilities Request

Student Organization: __________________________
Contact Person: ____________________________

Phone #: ____________________________
Email: ____________________________

Event Description (speaker, movie, sale, etc...):

Title of event: ____________________________

Date(s) of event: ____________________________
Day of week: ____________________________

Set-up time: ____________________________
Actual Start Time: ____________________________
End time: ____________________________

Estimated Attendance: ____________________________

Facilities Requested:

Student organizations are only allowed to reserve space in one
building per day. Groups cannot reserve the Cafeteria or Cafeteria
Patio if reserving the Commons, unless as a rain location. Space is
first-come, first-serve.

_____ Conference Center (B170) – seats 350
_____ Cafeteria (B177) – seats 200
_____ Commons Area (B182)
_____ Cafeteria Patio

Alternative locations if space is not available: ____________________________

Are you requesting food? Y/N (If yes, please fill out catering request form as well).

Room Arrangement: Rooms will be left as is, unless otherwise requested. Classroom furniture will not be re-arranged. Room arrangements refer mostly to the Commons or Break-Out Rooms.

Breakout Rooms –

Tables & Chairs Setup:

Scatter Square Classroom U-Shape Auditorium Style (Chairs only) Other:

Commons/Student Life Area/Patio

Tables & Chairs Needed:

Set-Up:

Other:

Audio/Visual Equipment: Circle your selection(s)

Screen Microphone Podium Flip Chart Overhead VCR/TV
Slide Projector Computer Projector Computer Projector & Laptop Internet Access
Phone Other:

Additional Details:
### Request for Service

Directions: Please fill out and e-mail or print a copy and send to both Amelia Sweet asweet@mchenry.edu and Sandra Johnston sjohnston@mchenry.edu.

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<td>Date Needed</td>
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<td>Set-up time</td>
<td>Time Needed End Time</td>
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<td>Pick-up</td>
<td>Delivery (Delivery is not always possible during peak times)</td>
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<td>Extra through cafeteria line #</td>
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<td>Time through Cafeteria:</td>
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### Menu

- Continental #
- Breakfast #
- Entrée #
- Salad #
- Sandwich #
- Beverage #
- Snack #
- Dessert #

Additional Information:

*Original to Food Service Department; please keep a copy for your records.*

Before scheduling your event, please contact Sandy at ext. 8793 or the Food Services Secretary at ext. 8787 to make sure the date is available.
STUDENT SENATE CLUB/ORGANIZATION REPRESENTATIVE (COR) FAQ
Information on membership as a Club/Organization Representative (COR)

What is the Senate?
The Student Senate of McHenry County College is a recognized platform for student governance and leadership development. The Student Senate is charged with working with the Student Trustee in promoting student welfare, protecting student rights, and representing the opinions of the students of McHenry County College wherever possible. Additionally, Student Senate funds programs sponsored by MCC student organizations.

What is a Club/Organization Representative (COR)?
A COR Senator is a member of any active, registered student organization on campus that is chosen by the club to represent themselves within the Senate. From the constitution, “Senators must be students of McHenry County College who are in good standing, i.e., must have earned and maintain a cumulative grade point average of 2.5 or above (on a four point scale) and not be on academic or disciplinary probation.”

A COR’s most important role is to be a channel of communication between the club and the entire senate; to bring information back and forth between the student organization and Student Senate.

What are the responsibilities of a Senate representative?
From the constitution, “The minimum duties of each Senator will include: attendance at all mandatory Senate functions, participation in at least one standing committee, strict compliance with the Constitution and Bylaws, other additional duties as assigned.” The COR Senator must attend all Student Senate meetings, which are held on Mondays from 4 pm to 5:30 pm in B166-167 (the large breakout room). COR Senators must be an active member of the club in which they are representing and share information between organizations.

What are the benefits of becoming a Senate representative?
As a member of the Student Senate, you are immediately connected to faculty, staff, administration and 30+ student organizations. Involvement in this organization is a fantastic leadership experience and resume-builder. Not only do members receive excellent transferrable skills that apply to many areas of your life, but it is also a lot of fun! Student Senate attends conferences, plans events, and collaborates actively with all MCC student organizations.

Tuition Reimbursement: If the COR Senator maintains eligibility & completes all aspects of the position, they are eligible for a tuition reimbursement up to 6 credit hours.

How do I become a COR Senator?
Join a student organization that interests you. During the first three weeks of class, the student organization will announce they are looking for a Senate representative. It is important you share your interest in the Senate position with the leaders of the organization and the advisor, as each student organization selects their representative differently.

COR SENATORS MUST BE CHOSEN BY WEDNESDAY, SEPTEMBER 17, 2014.
SENATORS MUST ATTEND ORIENTATION ON Monday, September 22, 2014 AT 4:00 pm in B166-167.
CONTACT STUDENT LIFE WITH QUESTIONS AT 815-455-8550, stulife@mchenry.edu or visit A252.
MCC Student Senate
Funding Proposal

Name of Student Organization: ________________________________________________

Name of Advisor: ___________________________________________________________________

Contact person for this proposal: __________________________ Phone ____________

Event: __________________________________________________________________________

Date(s): _______________________________________________________________________

Time(s): _______________________________________________________________________

Location: _______________________________________________________________________

Target group: __________________________________________________________________

What is the amount of funding you are requesting? Please detail the break down costs.

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Total Requesting: ____________________________

List organization fundraising efforts and amount gained.

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<th>Fundraiser(s)</th>
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Student Senate Funding Proposal Continued...

Please describe the reason for this event and how it benefits the whole student body:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Number of people anticipated to attend this event: _________________________________

How will you publicize this event to get student participation?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Have you had a similar event before? If so, list the number of students involved, processes and results of the event.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Please include copies of the information that shows the amounts you are requesting; eg. copy of hotel reservation, copy of subscription form/book form, copy of speaker price, copy of supply costs for fundraisers, etc.

Advisor: ___________________________ Date: ___________________________

MCC is tax-exempt. The funding will not cover tax costs to students or members of the student organization.
Student Organization Payment Request Form

Requesting Funds from a Student Organization Account
In order to receive funds from a student organization account, the Payment Request Form must be completed. This form is most commonly used for:

- Cash Advances
- Checks
- Orders
- Reimbursements, if absolutely necessary

Please note:
- All purchases must be made by MCC.
- If you are in need of supplies of any sort, complete the order form on the back page. Student Life has accounts with Office Depot & Sam’s Club and can get items for you. **No reimbursements will be made for these types of items.**
- Plan in advance for all your spending needs. The check cutting process can take 2 weeks.

Follow these steps:
- All information must be completed on the payment request form.
- Receipts, order forms, or contracts must accompany all requests. **Proof must be shown that the money will be spent on the appropriate programs or items.** If a cash advance is approved, organizations will have one week to submit receipts following the event. Failure to do so will result in a freeze on your account. Absolutely NO more money will be available until the situation is corrected.
- If you are paying for a service, the organization/individual you are paying must complete a W-9 tax form. A W-9 is available in Student Life.
- **Submit Payment Request Form a minimum of three weeks prior to when the organization will need the funds. Orders need four weeks.**
Student Organization Payment Request Form

Please note:
- If you are in need of supplies, complete the order form on the back page.
- Student Life has accounts with Office Depot & Sam’s Club and can get items for you. Please allow one week for Sam’s Club or Office Depot orders.
- MCC will not reimburse tax. Tax exempt forms are available in Student Life.
- Plan your budget in advance. Checks and reimbursements can take 2-3 weeks.

Please follow the steps below:

- All information must be completed.
- Original and itemized receipts, order forms, or contracts must accompany all requests. Proof must be shown that the money was/will be spent on the appropriate programs or items.
- If you are paying for a service, the organization/individual you are paying must complete a signed W-9 tax form. A W-9 is available in Student Life.
- You must submit payment request forms 3 weeks prior in order to receive funds on time. Product orders require 4 weeks.

Completed Payment Request Forms must be turned into the Student Life Office in A252.
WHAT IS THE REASON FOR THIS REQUEST?

Please check one:

☐ Reimbursement (Original itemized receipt must be attached) *Reimbursements are not guaranteed.
☐ Payment to a company for goods or services (Company invoice must be attached)
☐ Honorarium for service
☐ Donation (Proof of raised and deposited funds must be provided)
☐ Place an order on other side of form (supplies, Sam’s Club, groceries, etc.)
☐ Other ________________________________________________________________

Tax exempt forms are always available in Student Life for school purchases. Only original, non-marked receipts with only school-related purchases.

PAYMENT IS TO BE MADE TO THE FOLLOWING

THIS ORDER IS TO BE PLACED AND/OR PAYMENT IS TO BE MADE TO: (Write clearly)

☐ Pay to the order of___________________________________________________________
☐ Sam’s club or Office Depot Purchase

IS THIS A PREVIOUSLY PAID INDIVIDUAL OR ORGANIZATION?

☐ YES ☐ NO If no, vendor must complete a W-9 and attach to this form.

COMPLETE THE FOLLOWING INFORMATION

Street Address ________________________________________________________________
City/State/Zip ________________________________________________________________
Phone Number ________________________________________________________________
Email Address ________________________________________________________________

If Student, Student ID Number: ________________________________
COMPLETE THE FOLLOWING FOR ALL REQUESTS

Today’s Date ____________     Date Needed ___________    Date of Event ____________

Student Org._________________________________________________________________

Student Contact: ___________________________________________________________________

Phone: _______________________                       Email: ______________________________

Specific event or activity for payment request:______________________________________

Did Senate approve to pay for this event? _________________________________________

If yes, how much was approved by Senate? ________________________________________

Advisor’s signature _____________________________________________________________

**EVERY INDIVIDUAL/ORGANIZATION BEING PAID MUST HAVE A RECENT W-9 ON FILE**

**REIMBURSEMENTS MUST INCLUDE ORIGINAL, ITEMIZED RECEIPTS**

BLANK W-9’s are available through the Office of Student Life & via email
PLACING AN ORDER
Examples include T-Shirts, catalogs, online purchases, Office Depot, Sam’s Club requests

IF APPROVAL IS NOT GIVEN BY THE OFFICE OF STUDENT LIFE, THERE IS NO GUARANTEE PAYMENT(S) WILL BE MADE.

It is not necessary to rewrite the order on this form if you attach a company order form or sales quotation to this. A company order form is preferred.

NOTE: This form must be submitted to Student Life approximately 4 weeks prior to date needed.

<table>
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<tr>
<th>Item No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Cost per Unit</th>
<th>Total Cost</th>
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Estimated Shipping and Handling ________

Total $ ________

Delivery Date ________________________________
Travel Policies for Academic and Student Affairs

**Modified for Student Organization Travel**

**Travel Policies/Procedures**

Any activity requiring off-campus travel (even for local travel) requires following the processes and procedures as stated below. This includes submission of hold harmless/liability release forms within 15 days of the trip.

All MCC field trips are considered official college events, and are therefore subject to the Student Code of Conduct.

If a College van is used, the designated driver(s) must review and sign the “Rules and Procedures for Using College Vehicles”. The completed form should be submitted to the Business Services Office, A-246. The college requires trip facilitators and students to adhere to those rules and procedures in order to minimize the risk to students and to minimize liability exposure.

Any MCC student attending any event or excursion at which they are a representative of MCC will be bound to the following terms of travel and procedures. “Student” is defined by the MCC Student Code of Conduct and Disciplinary Process, “as any person who has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College.” Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student travel activities.

Funds for the trip may be provided for through an Activity or Course Fee incurred at registration or arrangements may be made on the part of the student. Trip facilitators will notify students of necessary financial arrangements in advance.

**Prior to Travel**

15 business days prior to leaving on the trip, the trip facilitator shall provide the Coordinator of Student Activities with the following forms completed:

- Off-Campus Student Field Trip/Event Form
- Off-Campus Event Attendee List
- Field Trip Agreement Form
- Waiver
- Expense Expenditure Form

The trip facilitator and student participants must be familiar with the Student Code of Conduct, including the Sexual Harassment/Non-Discrimination Policy, and other relevant college policies.

**Travel Arrangements**

For any **overnight** trips, all trip facilitators and students traveling as part of a college-related activity are required to carry a medical insurance card valid for any medical emergencies incurred while on the trip, including hospitalization. The trip facilitator(s) and student participants are to obey all local, state and federal laws. If they do not, appropriate action should be taken.

Preferred priority for transporting students is as follows:

- Public transportation (bus, train, airplane) if financially feasible. Arrangements for air travel may be made by the trip facilitator through an agent or online only after the event and travel have been approved through the appropriate approval process.
- College owned vehicle. MCC owns several vehicles, holding 7–15 passengers. To check availability and/or reserve a vehicle, contact the Business Services Office, A-248. Students cannot drive college vehicles.
- Rented vehicle. If this occurs, the trip facilitator can recommend local vendors. Driver(s) must be employed by the college and at least 21 years of age; MCC covers the insurance in this case. Students cannot drive rented vehicles.
Responsibilities of Trip Facilitator During Travel

- The trip facilitator must attend all off-campus activities, excursions, conferences, etc. and is expected to travel with the student group.
- The trip facilitator shall carry a cell phone at all times, and the students shall be informed of the telephone number for emergency purposes only.
- In case of medical emergency, the trip facilitator shall notify 9-1-1 (or the equivalent via cell phone carrier in that area) immediately. The trip facilitator should accompany the student to the hospital emergency room, if at all possible.
- Curfew or other rule(s) to be adhered to by all students participating in an outing may be imposed by the trip facilitator.

*NOTE: Due to liability, risk and insurance reasons, use of personal cars for college sponsored travel will generally not be approved. Please see immediate supervisor for parameters.

Travel Responsibilities of Students

- It is advised that students should not participate in a special activity or an excursion if they are experiencing academic difficulty. Students must have a 2.0 cumulative GPA at the time of the trip.
- Students must remember at all times that they are representing McHenry County College. They are expected to behave with decorum, upholding and maintaining MCC's reputation through appropriate professional behavior and respecting each other and others.
- Due to liability, risk and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
- For all officially sanctioned conferences, workshops, etc. students are expected to participate in all seminars, lectures, presentations, or any other happening for which the purpose of the event or excursion is intended. Failure to do so will subject the student to disciplinary measures as determined appropriate by the student organization advisor and/or Coordinator of Student Life.
- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor) approved by the advisor. Any absences (excused or unexcused) will likely result in the student reimbursing the student organization and/or MCC for any pre-paid costs of the travel.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
- When traveling as part of a MCC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
- For all officially sanctioned college conferences, workshops, etc., no student may consume alcohol, regardless of age.

Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended the advisor contact/notify local authorities. Consequences and/or punishment could include anything from possible expulsion from the activity to criminal charges.

Additionally, this is a Student Code of Conduct violation which will be discussed with the Student Conduct Office as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the student organization and/or by the Student Conduct Officer.
Off-Campus Field Trip Form
McHenry County College

Today’s Date: ____________

Name of Student Organization: ________________________________

Name of Trip Facilitator: ________________________________

Name of Trip: ________________________________

Purpose of Trip: ________________________________

Date(s) of Trip:
Leaving MCC (date, time) ________________________________

Return to MCC (date, time) ________________________________

Trip Location (Be as specific as possible and give contact information): __________________
______________________________________________________________________________
______________________________________________________________________________

Method of Transportation: ________________________________
______________________________________________________________________________

Number of Students: __________________

Number of Advisors: ________

Names of Advisors: ________________________________
______________________________________________________________________________

Advisor Signature __________________ Date __________

Student Life Approval __________________ Date __________

This completed form, along with the Off-Campus Event Attendee List, must be approved one week prior to the trip and turned in to the Office of Student Life.
Off-Campus Trip Attendee List
McHenry County College

Trip: ___________________________  Trip Facilitator: ______________________
Date(s) of Trip: ___________________________

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This completed form, along with the Off-Campus Event Form must be turned in to Student Life Office one week prior to the trip. The facilitator will keep a copy of this form with him/her during travel.
STUDENT OFF-CAMPUS FIELD TRIP AGREEMENT FORM

Student Name (please print) __________________________________________  Age _______
Address ___________________________________  City_______________   Zip __________
Home Phone (_____) ____________________  Cell Phone (_____) _____________________

In Case of Emergency, contact:
Name ______________________________________________________________________
Address _____________________________________________________________________
Home Phone (_____) ____________________  Cell/Business phone ____________________

PLEASE READ CAREFULLY BEFORE SIGNING FORM

In order to safeguard my physical health and safety and that of my fellow students, and to protect the good name and reputation of McHenry County College while on any field trip, I agree to:

1. Observe all public laws and ordinances, including traffic laws as well as the usages and customs of good citizenship, decorum, and courtesy.
2. Observe all rules of the host institution or agency that apply to visitors or the general public.
3. Observe all McHenry County College rules and regulations including the Student Code of Conduct and Judicial Process at all time and represent the college in a professional manner.
4. Refrain from the purchase, distribution, or consumption of alcoholic beverages and/or illicit drugs.

I HAVE READ AND UNDERSTAND THE RULES OF THIS FORM, AND I AGREE TO ABIDE BY THEM. (If student is under 18 years of age, parental approval is necessary.)

__________________________________________________________________________
Student’s signature                                      Date

__________________________________________________________________________
Parent’s signature (if student is under 18 years of age)  Date

☐ This organization requires more than one field trip throughout the semester and this Agreement Form covers all trips pertaining to this course.
Code of Conduct for Co-Curricular Travel

All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog. The following rules and regulations also apply to all MCC students participating in extracurricular travel that is either sponsored or co-sponsored by a recognized MCC student organization, or in which the name of the college is used in conjunction with the event.

Participants’ behavior traveling to or from, or during the event, should be such that it begets credit to the group/organization, the school and the individual at all times. This also applies to participants’ conduct during social activities or at times when no formal activities or meetings are scheduled, such as late evening and early morning hours.

Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group, or detrimental to the group’s event aims and purposes.

Identification badges will be worn by each participant at all times as required if available.

Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).

Participants are expected to attend ALL business meetings, workshops, and other scheduled event programs, including scheduled social events. Please be prompt and prepared for all sessions.

Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.

Alcoholic beverage consumption will not be tolerated at any official event/program.

The use and/or possession of illegal drugs will not be tolerated.

Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.

Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant.

Participants should stay on conference/hotel property unless specifically given permission by the group advisor or head delegate to leave the site.

The advisor(s) to the student organization or group participating in the extracurricular travel that accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor’s decisions and judgments and afford him/her the common courtesy and respect due by virtue of his/her position as the official representative of McHenry County College. In the absence of an advisor, the head student delegate will act as the official representative and spokesperson.

Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

I have read the Code of Conduct for extracurricular travel and agree to abide by these established rules.

Name: ___________________________________________________

Signature: __________________________________________________
We, ______________________________   _(Name of Organization),
agree to abide by and uphold the policies and procedures as stated below:

1. This organization shall not discriminate on the basis of sex, race, religion, age, disability, national origin, sexual orientation, gender-related identity, color, marital status, military status or unfavorable military discharge. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

2. This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

3. All officers of the organization are currently enrolled students at McHenry County College with a minimum of a 2.0 GPA.

4. The organization will file a new Student Organization Information Form in the Student Life Office EACH time new officers are elected AND during the renewal process each year. Failure to file new officer information does not exempt new officers from familiarity with and responsibility for these policies and procedures.

5. The organization will adhere to their constitutions (or bylaws) placed on file with the Student Life Office. Whenever there are changes in the organization’s constitution (or bylaws), such changes will be filed with the Student Life Office.

6. The organization will maintain a membership of at least ten (10) currently enrolled students at McHenry County College in order to retain registered status with the College.

7. The stated purposes of the organization are consistent with the mission and goals of McHenry County College and non-profit.

8. The organization will conduct all organization activities in accordance with federal, state, and local laws, as well as in compliance with the College policies.

9. The organization will help create an inclusive environment at McHenry County College, and conduct activities which do not inhibit members from obtaining their educational goals.

I have read, understand and will adhere to the policies and procedures. I am aware that I am responsible for ensuring that members of my organization are familiar with and adhere to these policies and procedures. I understand that failure to comply with these policies and procedures may result in this organization being subject to disciplinary action and may result in restriction of privileges or loss of recognition granted to the organization by the College.

Org. President Signature: ________________________   Advisor Signature: __________________________
McHenry County College requires that all recognized student organizations have an employee advisor. Advisors help guide the group in accordance with the purposes and ideals of the College. They do not directly control the groups programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities of the advisor will vary depending on group needs.

**Expectations for advisors at McHenry County College:**
- Guide the group in accordance with the purpose and educational objectives of the College.
- Supervise the financial procedures followed by the organization handling its funds.
- Help increase awareness of both students and staff of the College facilities, events, and personnel.
- Be familiar with the policies and procedures listed in the MCC student handbook.
- Attend the majority of student organization meetings.

**Considerations for advisors at McHenry County College:**
- Help the officers of the organization consider issues that relate to ideas being approached by the organization.
- If an idea is inappropriate, the advisor should challenge the students to consider other alternatives.
- Informational meetings are encouraged for open and worthwhile discussions.
- The advisor may wish to periodically evaluate the officers in their effectiveness as an officer of the organization.

By signing your name and completing this form, you are agreeing to the terms listed above. The Student Life Office will keep this form on file for the term of the officers in the organization. If your position changes with the organization let the Student Life Office as soon as possible. This form needs to be filled out every time officers are elected.

Name of Organization:___________________________________________________________

Employee Advisor: ____________________________________________________________

Campus Office #:_________________________  Department:_________________________
Phone: (Office)_________________________  Phone: (Home)_______________________
Email Address:________________________________________________________________

Signature:____________________________________________________________________
Because student organizations are such an important part of student life and the educational experience, the College strives to support these groups and aid them in their success. In order to do so, we must ensure that the organizations purposes are consistent with the College regulations and policies, and that structures are in place that will allow the organizations to function successfully. The registration process is a way for Student Life to verify this information and to inform all students of the many opportunities available to them.

**Name of Organization:**

Organization Email (to be shared with interested students):

Organization Meetings:
*Have you reserved a space?*

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Locations: Frequency:

**Officer Information:** Write clearly!

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<th>Please fill in officer titles.</th>
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Student Organization Plan of Action
McHenry County College

Student Organization: __________________________________________________________

Anticipated membership (#) _________

Organizational Goals - List the goals which your student org. has set for the year. Be specific.

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________

Please share any ideas or comments on how the Student Life Office can be a resource to better help you reach your organizational goals.

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________

Do you plan to request funding from Student Senate for the academic year?

_______ Yes       _________ No
As a COR Senator, I understand that I must maintain a 2.5 cumulative GPA and be an active member in both the student organization in which I represent and Student Senate. Representatives serve a one year term.

Responsibilities:

- Attend all Student Senate and student organization meetings & events (Senate meetings are held on Mondays at 4 pm)
- Act as a liaison between both organizations. Share information from Senate to the student organization & from the student organization to Senate
- Present funding proposals of student organization to Finance Committee

Please complete the section below. By signing this form, the student agrees to complete the duties and responsibilities listed above.

**Student Organization:** ______________________________________________________________

**Representative:** _________________________________________________________________

**Phone Number:** ___________________________________________________________________

**Email:** __________________________________________________________________________

**Student Signature:** _________________________________________________________________

**Advisors Signature:** ________________________________________________________________

To be eligible to serve on Student Senate for Fall 2014, THIS FORM MUST BE RETURNED TO STUDENT LIFE BY BY WEDNESDAY, SEPTEMBER 17, 2014.

*Senators must attend Senate Orientation on Monday, September 22, 2014 AT 4:00 pm in B166-167.*