

CHIPOLA COLLEGE



CAMPUS ORGANIZATION MANUAL

2006-2007

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Chipola College is dedicated to the concept of equal opportunity. The college does not discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students. Membership in campus organizations will not be denied any student willing to subscribe to the stated aims and obligations of the organizations. This publication is available in an alternate format upon request.

**CHIPOLA COLLEGE
STUDENT ACTIVITIES DEPARTMENT**

M E M O R A N D U M

TO: All Advisors of Campus Organizations

FROM: Nancy Johnson
Student Activities Coordinator/Recruitment

SUBJECT: Manual for Campus Organizations

DATE: August 15, 2006

WELCOME BACK!!! This is your copy of the 2006-07 version of the Manual for Campus Organizations. **Please throw away all old copies of the manual and use this copy only!**

The **Registration Form** on page 16 and the **Activities Funds Contract** on page 23 must be completed and returned to me for your organization to be officially recognized as a campus organization for this year. In addition, please find the **Activity Request Form** on page 21. This form must be completed and returned to **me** two weeks prior to **all** events planned by campus organizations.

Thank you so much for your support of our students. They are certainly worth it!! If you have any questions, or if I may be of service to you, please call.

pc: Joan Miller

STUDENT SUPPORT PERSONNEL

Dean of Student Services	Dr. Joan Miller
Department Associate-Student Services	Betty Broome
Counselors:	
Articulation	Lindsay Roach
Disability Services & CROP.....	Gayle Duncan
Recruitment/Student Activities/SGA.....	Nancy Johnson
Displaced Homemaker.....	Rose Parramore
Work Force Development	Gary Cook
Director of Educational Talent Search.....	Judy Riviere
Department Staff Assistant – ETS	Mandy Suggs
Director of Foundation.....	Julie Fuqua
Dean of Enrollment Services	Dr. Jayne Roberts
Department Associate-Enrollment Services	Lisa Shores
Director of Financial Aid.....	Sybil Cloud
Testing/Success Center	Angie Tyler

STUDENT ACTIVITIES

Student Activities/SGA Coordinator	Nancy Johnson
Assistant.....	Meghan Holley
Intramural Sports	Rance Massengill
Student Government President	Buddy Clark

The SGA Office is located in the Student Center (Building K). All students in campus organizations are encouraged to utilize this office for making banners, typing memos, etc.

CAMPUS ORGANIZATIONS

ORGANIZATION	ADVISOR
Baptist Collegiate Ministry (BCM)	Allan Tidwell
Black Student Union (BSU)	Dr. Willie Spires
Brain Bowl	Stan Young
Chipola Player's Club.....	Charles Sirmon
Cheerleaders.....	Geraldine DeFelix
Chipola Yearbook.....	Evelyn Ward
Fellowship of Christian Athletes (FCA).....	
Freshmen Student Nurses Association	Nursing Faculty
Future Educators Club	Dr. Cherry Ward
Mu Alpha Theta	Brenda Alford
Papoose	Bryan Craven
Phi Beta Lambda.....	Kathryn Roberts
Phi Theta Kappa.....	Joan Lasseter
Puertas Abiertas (Spanish Club).....	Dr. Mark Ebel
Science Club	Dr. Jeff Bodart
Show Choir	Joan Stadsklev
Sophomore Student Nurses Association.....	Nursing Faculty
Student Ambassadors.....	Nancy Johnson
Student Government Association (SGA).....	Nancy Johnson

STUDENT ACTIVITIES POLICY STATEMENT ON ADVISORS

All campus organizations must have a sponsor or advisor who is a full-time employee of Chipola College.

The role of the organization's advisor is a most important one. It is imperative that the advisor attend meetings regularly, express his/her views, work with members of the group to develop an efficient and effective organization and ensure that college policies and procedures are followed. The advisor must be both accessible and interested and must provide whatever counsel or advice the group and its officers might seek from them. The advisor should:

- A. Familiarize themselves with the Campus Organization Manual and follow its policies and procedures.
Also ensuring that the members of the student organization follow the policies and procedures of the Campus Organization Manual.
- B. Help make plans far enough in advance to avoid any difficulties in carrying activities.
- C. Supervise all activities and events of the organization held on campus and apply for approval of such activities by completing and returning the student activity form to the Student Activities Office at least two weeks prior to the event.
- D. Oversee the finances of the organization.
- E. Work with the officers of the organization to promote efficient and effective administration of the organization.
- F. Consult with the Student Activities Office when questions or problems regarding the organization arise.
- G. Help the officers get chaperones for events. All activities sponsored by an organization must have chaperones in attendance. Security must be arranged in advance by contacting Harry Fleener. Chipola students must show CC identification to attend college-sponsored activities and may bring no more than 3 non-Chipola guests. The non-Chipola guests must also show photo I.D.**
- H. Help the officers of the organization enforce the college policy which dictates that the possession or the consumption of alcoholic beverages and narcotics at student social functions is strictly prohibited. All members of the organization, the advisor, and chaperones attending the social function share this responsibility.
- I. Remind students that problems may arise with guests who attend the functions of the organization. Members of student organizations are directly responsible for all guests who come to their function and are responsible for the conduct of their guests at college functions.
- J. Insure that a representative of the organization be appointed to attend all regularly scheduled SGA meetings.

I agree to comply with the aforementioned responsibilities.

Advisor Signature

Date

Organization

RESPONSIBILITIES OF FACULTY ADVISORS

1. To advise, counsel and serve as a resource person to the organization.
2. To assist the organization in achieving its stated objectives.
3. To be familiar with the Chipola College policies and regulations and with the constitution of the organization.
4. To assist officers and members in becoming acquainted with the Chipola College policies and regulations and with the constitution of the organization.
5. To be present at all scheduled meetings, social events and activities.
6. To assist in the planning of the organization's functions and activities.
7. To be aware, at all times, of the financial status of the organization. This includes:
 - A. Formulating the annual budget as well as all activities.
 - B. Assisting the treasurer in proper accounting procedures.
8. To contact the Student Activities Office with any questions or problems concerning their organization.
9. To attend advisors' meetings when called.
10. To encourage the organization to act and plan activities in the best interest of the college and to maintain good relations with all other clubs on campus.
11. To insure that a representative of the organization be appointed to attend all regularly scheduled SGA meetings.

GUIDELINES FOR CAMPUS CLUBS AND ORGANIZATIONS

Student Activities are regarded as an essential element in the total educational program at CC in that they contribute to the academic, recreational, and cultural climate of the college. For this reason the college reserves the right to charter all organizations and require them to adhere to the following guidelines. (All necessary forms are included in this manual.)

1. Complete and return the Official Registration form to the Student Activities Office by the announced deadline. This form must be completed annually for the club to be officially recognized.
2. Abide by the meeting time slot assigned to them. Special meetings need the approval of the Student Activities Office.
3. Submit the Activity Request Form to the Student Activities Office for all projects, functions, and activities at least two weeks prior to the proposed date.
4. Turn in a Facility Request Form to the Property Records Office (Wayne Hill) to reserve school facilities at least two weeks prior to the proposed date. The Dean of Student Services must sign these forms before they are sent to Property Records.
5. Elect one representative from the club/organization to attend each regularly scheduled SGA meeting.
6. Remind the organization that engaging in illegal activities on or off campus may cause sanctions to be imposed against the organization. These sanctions will include withdrawal of institutional recognition.
7. Will not deny membership to any student willing to subscribe to the stated aims and obligations of the organization.
8. **Request approval by the Student Activities Office for all publicity and promotional materials (signs, posters, decorations, etc.) before posting of these materials. Any notice posted without approval will be removed. Approval shall be withheld only in the event that the notice was either:**
 - A. profane or obscene,
 - B. liable to incite violence or disruption,
 - C. in violation of the law,
 - D. derogatory to any person, group, or institution.
 - E. completely unrelated to the activities and students of Chipola College.

Approval is given with the understanding that notices must not be taped on a painted surface and that all material will be removed immediately following its usefulness. Organizations abusing these stipulations will not be allowed to use campus space for publicity.

9. Recognize that each club is entitled to receive \$375.00 per semester toward legitimate club expenses. To be eligible to receive the funds each club advisor must sign an Activity Funds

Contract and each club must participate in the following campus activities: Fall Festival, Homecoming Week, Spring Frolics, Senior Visitation Day, all regularly scheduled SGA meetings. To request funds the club advisor must complete an Activity Funds Request Form one week in advance. If a club uses funds but is not in compliance with the Activity Funds Contract, (pg. 23), the club will be required to repay the total amount of expended funds to the college.

10. Consult the Student Activities Coordinator to assist you in handling suggestions, questions, or complaints.
11. Follow all other campus regulations concerning the student body.

HINTS FOR A SUCCESSFUL ORGANIZATION

1. Establish a real purpose and a meaningful program, understood by all members.
2. Establish goals in writing, both short term and long range.
3. Have well-planned meetings and written agendas.
4. Increase participation by urging expression of opinions and delegating responsibility.
5. Develop enthusiastic leadership; it is essential and sets the tone.
6. Use the experience and knowledge of your sponsor.
7. Be consistent with your activities.
8. Evaluate your meetings and your club.
9. **BE POSITIVE IN YOUR THOUGHTS AND WORDS!!**
10. Be aware of the activities of other clubs and organizations.

RESPONSIBILITIES OF STUDENTS

1. Meetings should be planned at a time when the advisor is able to attend.
2. Before scheduling special meetings or social functions and activities, check all dates with the advisor.
3. Officers must keep the advisor fully informed of the program and activities of the club.
4. Ask the advisor for his/her opinion and advice when problems arise in the organization.
5. The president and the executive board should set a time for meeting regularly with the advisor.
6. Proper courtesy should be extended, at all times, to the advisor.

LEADER FUNCTIONS

The functions of a democratic leader may be divided into categories as follows:

RELATING

1. Knows members of group as individuals
2. Gives members the feeling that they count
3. Allows each individual to achieve status according to his or her ability
4. Shares leadership functions
5. Displays confidence in ability of group

REGULATING

1. Encourages group to formulate its own goals and to periodically re-define those goals
2. Sets pace by making use of time and encouraging effort and achievement
3. Attends to agenda, providing continuity to meetings
4. Promotes fair division of responsibility among group members
5. Brings group back to problem or topic
6. Makes summary from time to time
7. Effects transition to new phase
8. Terminates meeting at appropriate time
9. Knows and makes use of parliamentary procedures
10. Develops leadership ability within group

INFORMING

1. Acts as resource to group, giving information, opinion and data
2. Draws out opinions, feelings and information from group

INFORMING, (CONT.)

3. Encourages members to think and speak, allowing all points of view to be expressed
4. Provides for continuous clarification of questions and comments
5. Suggests new ideas or areas to be explored and means of investigation
6. Sees that pertinent questions are asked

SUPPORTING

1. Responds to all serious contributions
2. Reinforces good ideas with appropriate grace and recognition
3. Incorporates individual contributions into group
4. Promotes harmony between points of view and people in group
5. Helps to remove tension
6. Is fair in handling all questions
7. Voices group feeling and accepts group decision
8. Accepts responsibility for mistakes

EVALUATING

1. Encourages the development of an objective attitude within the group
2. Tries to determine relevance of individual contributions
3. Tests feasibility and practicability of an idea or proposal
4. Phrases questions for a vote and takes vote or tests consensus
5. Interprets policy and rules
6. Makes decisions, when called for, on the basis of group precedent or policy

GOAL PLANNING

It is critical for all groups to have clearly defined goals of objectives. The entire group membership should be actively involved in establishing these goals. This helps to build a feeling of “group” identity. In addition, specific means or actions should be developed to insure that the goals are implemented. This approach should be used by the group leader.

- A. Have the members individually brainstorm goals for the organization in written form.
- B. Form sub-groups of four members each for the purpose of sharing individual written goals. It is best to form sub-groups of individuals who are not well aquatinted with one another. Have each person read his/her goal statement and encourage each sub-group to openly discuss the goals that are presented by its members.
- C. Follow the sub-group sharing sessions with an open discussion of the entire group. All goals from the group should be recorded on a tear pad or chalkboard prior to the discussion of any one goal.
- D. Develop the entire goal list and then open the discussion; attempt to lead the group toward consensus on goals they feel are most important to the organization.
- E. Establish a rough priority of the goals and begin work on means or actions for implementation. Goals should be general in nature and means should be the specific actions that will be taken in order to reach the goals.
- F. Record the specific goals and means that have been developed, and assist the group in specific plans for implementing the means. A task management procedure should be used at this point.
- G. Print and distribute the goals and means to all members of the organization and to other individuals and groups that interact with the organization.
- H. Review the goals and means on a regular basis reviewed as part of the evaluation process. Modifications should be made as necessary.

PARLIAMENTARY LAW

Parliamentary Law is the code which controls procedures in deliberative assemblies, assisting an assembly in carrying out its purposes. On a more personal plane, Parliamentary Law is the code of ethics of working together. Parliamentary Law is based upon five principles:

1. All members have equal rights, privileges, and obligations.
2. Only one subject may be discussed at a time.
3. Every proposition presented is entitled to full and free discussion.
4. The rights of the minority must be protected.
5. The will of the majority must rule.

There are other principles which also influence parliamentary procedure and conduct:

1. Each member of the assembly shall abide by the rules of courteous conduct.
2. The intent of the group must be determined.
3. Those to whom power is delegated must be chosen by democratic process.
4. Every member has the right to know at all times what questions are before the assembly and what its effect will be.
5. Motions have a definite and logical order of procedure.
6. The simplest and most direct procedure for accomplishing a purpose should be followed.
7. Parliamentary rules exist to facilitate the transaction of business and to promote cooperation and harmony.
8. the chairperson must always maintain the necessary position of impartiality.

Recognition of these 13 principles will show the cause of the various rules established and be known collectively as Parliamentary Law. The practice of following accepted parliamentary procedure is a direct result of the establishment of exact knowledge of parliamentary law.

GENERAL ORDER OF BUSINESS

The practical application of the principles of Parliamentary Law follows a well-established pattern which should be applied to all general meetings. There is a general order in which business is discussed. There is a method of introducing and discussing business; and there are established ways in which business may be determined. Under common usage, the general order of business includes:

- | | |
|--|--------------------------|
| 1. Call to Order | 6. Reports of Officers |
| 2. Invocation | 7. Reports of Committees |
| 3. Roll Call | 8. Unfinished Business |
| 4. Reading and Approval of Minutes of Previous Meeting | 9. New Business |
| 5. Communications | 10. Announcements |
| | 11. Adjournment |

It is necessary that a quorum be present at a meeting of an organization before it can legally transact business. The number constituting a quorum generally is specified in the constitution or bylaws of the organization. In the absence of such specification, a quorum consists of a majority of the members.

INTRODUCTION OF BUSINESS

Business may be introduced by motion, resolution or report; and no debate is in order until such a proposition is pending. A member obtains the floor by rising and addressing the presiding officer, who recognizes him by announcing his name. The member makes his motion, it is seconded by another, the chair states the question by repeating the motion and then it is open to debate and amendment.

A motion should be stated in the form “I move that...” followed by a statement of the proposal which the member wishes to bring before the assembly. This is the only correct phraseology for proposing a motion. The form “I move you” or “I make a motion” or, after discussion, “I so move” is incorrect. Statements beginning “I propose” or “I suggest” should not be recognized as motions. Aside from occasional, brief explanatory remarks, no discussion is permissible when a motion is being presented. Many organizations require that the motion be written before it is presented, as an aid to accuracy and the expedition of business.

DISCUSSION OF BUSINESS

The object of deliberative bodies is to formulate actions. For these actions to be effective, it is necessary to reach the mature judgement and decision of the group by means of free interchange of thought through discussion. This interchange of views must be such that it will enable the members of an assembly to arrive at an intelligent understanding of the proposition under consideration before disposing of it.

The right of every member to be heard and to participate fully in the discussion must be relevant to the subject before the body. When a speaker is granted the floor, it is for the purpose of discussing the pending question. If a speaker digresses from the subject, it is the duty of the presiding officer to request that the speaker keep his discussion relevant. Discussion should be clear and concise. The speaker is not talking for pleasure or entertainment, but to assist the assembly in arriving at a conclusion on the question under discussion. A member should be courteous, both when speaking and when another is speaking. Objectionable language should not be used, and any member may rise to point of order when the rules of decorum are abused.

DISPOSAL OF A QUESTION

Debate and deliberation on debatable motions should not be prematurely cut off or prevented. This is an infringement on the basic rights of members. However, all questions must come to an end. When it appears to the chairman that all debate has been offered, he should inquire of the assembly, "Is there any further discussion?" "Are you ready for the question?" The proper response to these queries is not to call "Question!" but to remain silent unless one wishes to discuss the motion. If the queries are unanswered, the chairman should put the question to a vote.

The most fundamental rule governing voting is that at least a majority vote is required to take action. Until a majority has spoken, nothing is to be changed. There are many ways in which a majority may be defined: Because of this diversity of definitions, a majority should be defined in the bylaws; however, in the absence of such provision, common laws specify that a majority is the majority of legal votes cast.

OFFICIAL REGISTRATION FORM FOR STUDENT ORGANIZATIONS

(Submit form to the Student Activities Office)

This form must be completed and turned in to the Student Government office by the second week of each Fall Semester in order to function as an official student organization at Chipola.

1. NAME OF ORGANIZATION: _____

2. TYPE OF ORGANIZATION: _____

ACADEMIC HONORARY RELIGIOUS SERVICE SPECIAL INTEREST OTHER

3. SPONSOR OF ORGANIZATION: _____

4. SPONSOR'S HOME ADDRESS AND TELEPHONE NUMBER: _____

MEMBERS HOLDING OFFICE AT THIS TIME:			
<i>(PLEASE TYPE OR PRINT)</i>			
OFFICE HELD	NAME	ADDRESS	PHONE

We agree to the best of our ability to follow the guidelines for campus organizations contained in the Campus Organization Manual.

SIGNATURE OF CLUB PRESIDENT

DATE

SIGNATURE OF CLUB ADVISOR

DATE

PROCEDURE FOR ESTABLISHING A NEW ORGANIZATION

A group of students shall become an organization when formally recognized by the college. In order to be recognized, a group must meet the following requirements:

1. Obtain a faculty sponsor approved by the President of the college.
2. Submit a written formal constitution to the Student Activities Office, which in turn will be submitted to the Student Government Association. This constitution will consist of:
 - A. Name of the organization
 - B. Purpose of the organization
 - C. Means of determining membership
 - D. Method by which the organization will be governed (officers, elections, terms of office, etc.)
 - E. Functioning procedures and methods by which decisions will be made.
 - F. Anti-hazing statement
 - G. Student conduct statement
 - H. Source of revenue
4. After the constitution has been submitted to the Student Government Association and approved, it is then subject to review by the Executive Council of the college.
5. The decision of the Executive Council shall in turn be presented to the President. (If at any point the request is denied, the constitution may be revised and the process repeated.)
6. Upon recognition of an organization, Chipola College desires it to be known that said recognition infers neither approval or disapproval of the aims, objectives, and policies of the organization.
7. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition. This organization may reapply for a charter after a period of one year.
8. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institutional community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.

REQUEST FOR ESTABLISHING A NEW ORGANIZATION
(Submit to Dean of Student Services and Student Government Association)

DATE _____

1. NAME OF ORGANIZATION: _____

2. TYPE OF ORGANIZATION: _____

Academic Honorary Religious Service Special Interest Other

3. STATEMENT OF PURPOSE: _____

4. ORGANIZATION'S ADVISOR(S): _____

5. POTENTIAL MEMBERS: **(PLEASE LIST EXACTLY 10 POTENTIAL MEMBERS.)**
(Please Print or Type your selections.)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Please attach a written formal constitution that may be presented to the Student Government Association.

APPLICATION SUBMITTED BY: _____ DATE: _____

ACTION TAKEN BY STUDENT GOVERNMENT ASSOCIATION:

APPROVED DISAPPROVED

SGA PRESIDENT: _____ DATE: _____

ACTION TAKEN BY EXECUTIVE COUNCIL:

APPROVED DISAPPROVED

SIGNATURE _____ DATE: _____

FINAL ACTION BY CHIPOLA COLLEGE PRESIDENT:

APPROVED DISAPPROVED

PRESIDENT _____ DATE: _____

PROCEDURE FOR REINSTATING AN ORGANIZATION

If a previously active organization has been inactive for a period of one (1) year and wishes to become active again, the following procedures are required:

1. If the club has been inactive because of a lack of membership or lack of a sponsor, etc.:
 - A. Submit a constitution and a reinstatement form to the Student Government Association.
 - B. Request for reinstatement must be approved by a majority vote in the Student Government Association.

2. If the club was disbanded because of an Administrative Order:
 - A. Submit a "Review of the Facts" that caused the club/organization to disband and a reinstatement form to the President of the College.
 - B. Approval for reinstatement, if granted by the President, will include forwarding of the request and all forms to the Student Government Association and the Dean of Student Services.
 - C. Approval for reinstatement must be by a majority vote of the Student Government Association.

REQUEST FOR REINSTATING AN ORGANIZATION
(Submit to Dean of Student Services and Student Government Association)

DATE _____

1. NAME OF ORGANIZATION: _____

2. TYPE OF ORGANIZATION: _____

Academic Honorary Religious Service Special Interest Other

3. STATEMENT OF PURPOSE: _____

4. ORGANIZATION'S ADVISOR(S): _____

5. POTENTIAL MEMBERS: *(PLEASE LIST EXACTLY 8 POTENTIAL MEMBERS.)*
(PLEASE PRINT)

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Please attach a written formal constitution that may be presented to the Student Government Association.

APPLICATION SUBMITTED BY: _____ DATE: _____

ACTION TAKEN BY STUDENT GOVERNMENT ASSOCIATION:

APPROVED DISAPPROVED

SGA PRESIDENT: _____ DATE: _____

ACTION TAKEN BY EXECUTIVE COUNCIL:

APPROVED DISAPPROVED

SIGNATURE: _____ DATE: _____

FINAL ACTION BY CHIPOLA COLLEGE PRESIDENT:

APPROVED DISAPPROVED

PRESIDENT: _____ DATE: _____

STUDENT ACTIVITY REQUEST FORM

This form must be completed and turned in to the Student Activities Office for approval at least two (2) weeks prior to any activity sponsored by a student organization. If a college facility is to be used, a Facility Use Request (page 28) must be completed by the specified deadlines.

NAME OF SPONSORING ORGANIZATION: _____

ACTIVITY: _____

DATE OF ACTIVITY: _____ HOURS: _____

LOCATION OF ACTIVITY: _____

PURPOSE OF ACTIVITY: _____

EQUIPMENT TO BE USED: _____

IF TICKETS, SERVICES, OR MERCHANDISE ARE SOLD, PLEASE STATE ITEM AND PRICE.

WHAT IS MONEY USED FOR? _____

ARRANGEMENTS FOR CLEAN UP AFTER ACTIVITY:

SIGNATURES OF THREE CHAPERONS:

SIGNATURE(S) OF ORGANIZATION ADVISOR:

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
_____ STUDENT ACTIVITIES COORDINATOR	_____ DATE

**ACTIVITIES FUND REQUEST FORM
STUDENT ACTIVITIES OFFICE**

PLEASE ATTACH THIS FORM TO COMPLETED PURCHASE ORDER OR CHECK REQUEST.

Date _____

Name of Organization Requesting Funds _____

Amount Requested \$

Advisor: _____ Phone: _____

Student Contact: _____ Phone: _____

Purpose _____

It is hereby agreed that the aforementioned organization will participate in the following campus activities to be eligible for Student Activities Funds: Fall Festival, Homecoming Week, Senior Visitation Day, Spring Frolics, all regularly scheduled SGA meetings.

Advisor Signature

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
_____ Student Activities Coordinator	_____ Date

ACTIVITIES FUND CONTRACT

Each club is entitled to receive a maximum of \$375.00 per semester toward legitimate club expenses. Unused funds may accumulate over the course of the year, but will not roll over into the next fiscal year (July 1). To be eligible to receive funds, this form must be completed by September 1st and the club must participate in the following activities:

KClub Day – Display Table (manned), September 6th – Bldg. Z (optional)

KFall Festival – 5-member co-ed team – October 4th –Health Center

KSenior Visitation Day- Display Table (manned), October 25th – Health Center

KHomecoming Week - February 19th – 24th

Homecoming Court – February 14th - Arts Center

Talent Show – February 21st – Arts Center

KSpring Frolics – 5-member co-ed team – April 4th - CC Pool

KKRepresentative at **all** regularly scheduled SGA meetings to give club report

Monday's, 2:00 p.m. – Bldg. A, Room 156

To request funds, the club advisor must complete an Activities Fund Request Form (pg. 22) one week in advance. If a club uses funds but is not in compliance with the Activities Fund Contract, the club will be required to repay the total amount of expended funds to the college.

I, _____, as Advisor for _____ do hereby
(advisor name) (Organization)

agree to the requirements listed above for the use of Student Activities Funds.

(Signature) Club Advisor

(Date)

(Signature) Student Activities Coordinator

(Date)

CHIPOLA COLLEGE
AGREEMENT FOR OFF CAMPUS COLLEGE ACTIVITY
(PLEASE PRINT)

STUDENT / PARTICIPANT NAME

DEPARTMENT & COURSE

STUDENT NUMBER (if applicable)

DATE OF BIRTH

To Students and their Parents:

The two agreements below are designed primarily to protect our group members in the event that an emergency might require the immediate action parents would take if they were present and also, as a necessary precaution, to protect Chipola College from claims which might be made by members of the group and their parents.

In the years the college has been sponsoring off campus activities, incidents of the type covered by these agreements have been negligible. However, parents would not wish their sons or daughters to join a group under the auspices of an organization which disregarded even the remotest contingency.

We recommend that you read the provisions of this agreement carefully and if not fully understood, please consult with your attorney.

RELEASE

As a student/participant of Chipola College, I do willingly execute this release in the consideration of the educational benefit to be derived by me by my participation in (specify the type of activity and duration)_____. I hereby release from liability and hold Chipola College harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury or death sustained by me arising out of any travel or activity conducted by or under the control of Chipola College. It is understood that Chipola College as used herein shall include the employees, administrators, agents, and Board of Trustees of Chipola College.

DATE

SIGNATURE OF STUDENT / PARTICIPANT

FOR STUDENTS/PARTICIPANTS UNDER THE AGE OF 18:

I HEREBY APPROVE THE FOREGOING AGREEMENT AND JOIN IN THE FOREGOING RELEASE.

DATE

SIGNATURE OF PARENT OR GUARDIAN

(REVERSE FOR PERMISSION FOR EMERGENCY TREATMENT)

**CHIPOLA COLLEGE
PERMISSION FOR EMERGENCY TREATMENT**

STUDENT / PARTICIPANT NAME

STUDENT NUMBER (if applicable)

I / We hereby authorize the appointed representative(s) of Chipola College to obtain and authorize medical treatment as is necessary to protect the well-being of my child including authorization for emergency treatment, anesthesia, and/or surgery as deemed necessary. Further, I / We do hereby release and agree to hold harmless Chipola College and its representatives from any and all claims which may arise from said medical treatment.

SIGNATURE OF STUDENT / PARTICIPANT

DATE

SIGNATURE OF PARENT OR GUARDIAN

DATE

NOTE: On rare occasions an emergency requiring hospitalization, surgery, and/or other medical treatment develops. Since in some countries/states students under 18 years of age might not be administered an anesthetic or operated upon without the written consent of the parent or guardian, we request that the parent or guardian sign this document in order to prevent a dangerous delay in the administration of emergency medical attention.

Emergency Medical Information:

Do you suffer from any of the following conditions:

Allergies Asthma Convulsions Heart Trouble
 Diabetes Fainting Spells Bleeding Disorders Other (list)

Do you wear: Contact Lens Dentures

Are you currently taking any medications? (Please list) _____

**ASSUMPTION OF RISK FORM FOR OFF CAMPUS TRAVEL
CHIPOLA COLLEGE
STUDENT ACTIVITIES**

NAME: _____ SOCIAL SECURITY NUMBER: _____
(Please Print Or Type)

ADDRESS: _____ PHONE: _____
(Please Print Or Type)

CAMPUS ORGANIZATION TRAVELING WITH: _____

DESTINATION: _____

PURPOSE: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

OFF CAMPUS TRAVEL RULES

1. Obey sponsor(s) at all times.
2. Do not leave the motel and/or conference site without the sponsor(s) permission.
3. Attend all required meetings unless the sponsor(s) allow otherwise.
4. Follow all house rules of the motel and/or conference site,
5. Represent yourself and Chipola in a favorable manner.

I have read and understand fully the above rules pertaining to off campus travel, and agree to abide by these rules to the best of my ability. Furthermore, I understand that there are certain risks involved in traveling off campus and I am willing to assume responsibility for these risks. I also understand that I will be held responsible for any property damage on this trip that might result from my neglect or misuse.

SIGNATURE: _____ **DATE:** _____

SPONSOR(S) SIGNATURE: _____ **DATE:** _____

