



Central Alabama Community College Official Recognition of Clubs and Organizations

Formation of New Clubs and Organizations

Any group desiring to organize on campus must request permission by submitting Request for Official Recognition of Student Organization form to Office of Student Services. With this form, the requesting organization must also draft and submit a copy of a governing constitution containing the following information:

- Name
- Statement of purpose
- Membership eligibility requirements
- List of promoting students
- List of officers by title and any special function of the officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization
- Provision for club advisors and name of club advisor (must have been employed at least one year at Central Alabama Community College in a full-time capacity)
- Statement of any national, state, or regional affiliation, if applicable (a copy of the affiliation's constitution must be attached)

Approval Process

- The Office of Student Services will review the documents to ensure that all requirements have been met and will forward the request to the Student Government Association Executive Council.
- The Student Government Association Executive Council will review the documents and forward them to the Dean of Students or his/her designee with a recommendation.
- The Dean of Students will review the request and governing constitution and forward the constitution to the Central Alabama Community College President's Cabinet for approval.
- Upon approval from the Cabinet, the requesting organization will identify its organization representative to the Student Government Association. This individual will serve as the organization's liaison to the SGA.
- Any change or amendment affecting the nature or purpose of the organization as originally approved must be approved by the Dean of Students.

Annual Recognition Procedures of Clubs and Organizations

A student organization must follow the process below to continue receiving official recognition:

- Submit an annual report to the Office of Student Services. The Office of Student Services will forward the report to the Student Government Association.

- The annual report (due two weeks before the end of spring term) must reflect how the organization has continued to fulfill the original purpose, goals, etc. of its charter, constitution, and bylaws and shall include a financial statement.
- Complete and submit a Registration of Student Organization form to the Office of Student Services no later than October 1 of each fall semester.
- Maintain an up-to-date copy of the constitution on file with the Office of Student Services.

Rights and Privileges of Official Recognition

Organizations that are recognized officially by the College are entitled to the following rights and privileges. The right to:

- Sponsor College-endorsed student events and fundraising activities.
- Maintain a student organization funding account.
- Publicize organization and organization-related activities on campus.
- Use campus facilities for organization meetings and activities.
- Receive event planning and promotional support from the Office of Student Services.

Responsibility of Club/Organization Sponsor(s)

All student organizations must have a minimum of one qualified sponsor. When membership exceeds 50, organizations are urged to obtain an additional faculty or staff sponsor.

Any full-time faculty or professional staff member with at least one year of experience at Central Alabama Community College may, with the approval of the employee's supervising Dean and Dean of Students, serve as an advisor to a student organization. The Dean of Students must approve any change in club advisor. Any employee of the College may serve as assistant advisor; however, the designated faculty or professional staff sponsor serves as the primary contact for the organization and is the individual responsible for the conduct of the organization.

An employee who agrees to serve as a club sponsor accepts the responsibility of encouraging the organization in its purpose and activities within the limits of college policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors are responsible for being familiar with and operating within the following parameters:

- The Student Handbook, College Catalog, and other college regulations pertaining to the students, fundraising, and the speakers
- The constitution and purposes of the student organization they are advising
- The activities and projects of their respective student organizations

No meeting or other activity is authorized or recognized unless attended or approved by the sponsor. Sponsors must attend club-sponsored activities, with the exception of routine meetings, which includes on-and off-campus activities as well as in-state and out-of-state activities. Exceptions may be approved by the Dean of Students or her designee.

Advisors must obtain emergency contact information on all students participating in any off-campus activity and distribute to the Office of Student Services and Dean of Students.

Sponsors must take all appropriate steps necessary to resolve any conflicts while supervising student activities at the time of occurrence. Sponsors must review the Code of Student Conduct with students and obtain and maintain Acknowledgement of Code of Student Conduct forms from all student participants. Advisors are responsible for making appropriate notifications, using an Incident Report form, to the Dean of Students immediately when accidents, illnesses, conflicts, or other unusual circumstances arise.

Meetings

Recognized student organizations are required to hold meetings on campus, and college facilities will be made available to them. Special permission must be obtained from the Dean of Students or his/her designee for off-campus meetings and/or for activities outside of the traditional meeting format.

Procedures for Conducting Campus Activities

Speakers and special programs sponsored by student organizations must have the formal approval of a club sponsor, and the Dean of Students or her designee in accordance with the standards set forth by the College. Requests for activities (other than normal meetings) must be made in writing at least 10 business days prior to the event.

A request for outside speakers must be made in writing a minimum of 10 business days prior to issuing an invitation. Forms are available in the Office of Student Services.

The following procedures are required to receive approval of activities other than regularly scheduled on-campus meetings:

- A Student Activity Request Form must be submitted to the Office of Student Services.
- The Student Activity Request must be submitted a minimum of 10 business days prior to the proposed event.
- A request for off-campus speakers or performers must be made a minimum of 10 business days prior to the issuance of an invitation by the student organization.
- The activity is considered approved once the student Organization Sponsor receives a return copy of the Student Activity Request with all required signatures. If the Organization Advisor does not receive the submitted Student Activity Request within 10 days of submission, the student organization is not authorized to move forward.
- If an activity is not approved, the Office of Student Services will notify the club sponsor and will present a copy of the Student Activity Request with an attached explanation of the disapproval.
- If the activity requires students to miss class in order to participate, the Organization Sponsor must obtain permission for the excused absence by completing a Request For Excused Absence form and submitting it to the Office of Student Services. This form should be submitted at least 10 business days in advance.
- All students must sign a Release and Waiver of Liability form before participating in an activity on or off campus.

Visiting Speaker/Performer/Program Policy

In the interest of orderly administration, effective public relations, adequate preparation and reservation of facilities, and proper maintenance of the campus, the following procedures have been established by the College:

- An outside speaker (one who is not a registered member of the student body or the faculty and staff of this College) may be invited to speak on campus only by an officially recognized student organization, faculty organization, or staff organization.
- The officers and the faculty sponsor of the student organization sponsoring an outside speaker/program shall assume full responsibility for making the necessary arrangements, paying all expenses, and preserving the peace and dignity of participants in the scheduled event. Any responsible officer or sponsor who willfully violates this policy will be subject to appropriate disciplinary actions as outlined in the Student Handbook or Personnel Handbook.
- Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a Student Activity Request to Office of Student Services in accordance with the procedures outlined for the Approval of Campus Activities.
- Upon receipt of the properly completed Student Activity Request, the sponsor of the organization shall contact the identified person responsible for the specific facility reservations.

Notices and printed material pertaining to the speaker or scheduled event shall:

- Include the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the College.
- Be posted only at locations approved by the Dean of Students or her designee.
- Be removed by the sponsoring organization within 24 hours following the scheduled event.

The sponsoring organization shall make it clear, at the time the speaker is introduced at the event, that views expressed by the speaker are not necessarily those of the College or the organization.



Central Alabama Community College Student Club/Organization Fundraising Policy

All fundraising projects conducted at the College must be related to the mission of the College and of the Alabama Community College System. Any fundraising projects conducted by any College club, organization, or department must be approved in advance by appropriate administrators.

The approval process should be initiated by submitting a Request to Conduct Fundraising Activities to the Office of Student Services for signatures, approval, and appropriate routing.

All funds collected from institutional fundraising projects will be processed through the Business Office and deposited into college accounts. It is illegal to deposit any funds into personal accounts. Revenues will be recorded as income in the club or organization account. Expenditures against those funds will be processed by requisition and purchase order and will be paid by check to the appropriate vendor. Under no circumstances should cash be taken from collected fundraising revenues and paid directly to vendors.

Each contribution must be recorded on the Activity Receipt form. Activity Receipt forms and corresponding cash should only be collected, totaled, and submitted to the Business Office each day as funds are collected. Each club or organization must submit the name of the individual who will be responsible for submitting funds to the Business Office Cashier to the Administrative Assistant to the Dean of Students for approval in the fall of each academic year. Submitting funds must ONLY be conducted by the pre-approved individual for the club or organization. The cashier will prepare a separate receipt for each day's deposit. The Organization Sponsor is responsible for maintaining these receipts. The Business Office will maintain all completed Activity Receipt forms as documentation for review by the Examiners of Public Accounts.

When the fundraising activity is concluded, the Fundraising Activity Final Report form must be completed by the sponsor and distributed by the Director of Accounting as indicated on the form.

Purchasing Procedures

Organization and clubs sponsors must submit requests to purchase items at least 20 working days in advance. Failure to do so may result in purchase orders not being approved in time for your purchase.

Clubs and organizations may not pay for student memberships out of agency (college) funds. Fund raising funds may be used for student memberships only when approved and included in the bylaws of the club or organization.

Generally, fund raising funds are allowed to pay for the following items and services:

- Educational and service leadership trips and projects

- Club and organization t shirts, hats, and accessories
- Advertising and promotional products of the club or organization
- Guest speakers or professional development workshops and events
- Pre-approved entertainment events e.g. dances, competitions, etc.
- Refreshments, meals, and drinks for meetings and events and activities (with the exception of alcohol and products that are prohibited on campus)

All fund raising expenditures must be approved prior to purchase by the Dean of Students and must follow all CACC and Alabama Community College System purchasing policies and procedures.

General Policies for Clubs and Organizations

Campus organizations shall be open to all students without respect to race, creed, national origin, sex, sexual orientation, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Central Alabama Community College, and the Student Government Association.

No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes for campus activities without prior consent of proper College officials. No club or organization will encourage any action that might cause disrepute to a student, instructor, or College activity.



**Central Alabama Community College
Club/Organization Acknowledgement of Code of Student Conduct Form**

As members of the learning community at Central Alabama Community College, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances.

The Code of Student Conduct is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrolling at the College, a student or organization neither relinquishes rights nor escapes the responsibilities of local, state, or federal laws and regulations. The College has an interest in maintaining an environment that is conducive to its educational mission as well as the health, safety, and well-being of all students and other individuals. Students and organizations are obligated to abide by the rules and policies established by the College.

Note: Faculty and staff members (including College counselors) and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members are required to notify law enforcement and College officials when they learn of or suspect a criminal act or act of sexual harassment or assault.

Application: The Code of Student Conduct applies to individual students and student organizations and is applicable to on- and off-campus College functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct and in accordance with the Code of Student Conduct as outlined in the Student Handbook. Additional information on misconduct, specific unacceptable behaviors, and specific procedures for addressing them are found in the College Catalog and Student Handbook.

I have read and understand and agree to abide by the Code of Student Conduct as outlined in the Central Alabama Community College Catalog and Student Handbook.

Printed Name _____

Signature _____ Date _____

Sponsor's Signature _____ Date _____



**CENTRAL ALABAMA COMMUNITY COLLEGE
RELEASE AND WAIVER OF LIABILITY**

In consideration of Central Alabama Community College allowing me to engage in all activities related to the event referenced below, the undersigned, for himself/herself and his/her personal representatives, assigns, heirs and next of kin, or any of them:

1. Hereby releases, waives, discharges and covenants not to sue Central Alabama Community College, the Alabama Community College System, the Alabama Community College System Board of Trustees, their officers, employees, volunteers and agents (hereafter, "Releasees") from all liability to the Undersigned, his/her personal representatives, assigns, heirs and next of kin for all losses or damage and any claim or demands therefore on account of injury to the person or property or resulting in death of the Undersigned, whether caused by the negligence of Releasees or otherwise while the Undersigned is participating in the event.

2. Hereby agrees to Save and Hold Harmless the Releasees and each of them from any and all losses, liabilities, damages, costs, actions, claims or demands of any kind and nature whatsoever which may arise out of or in connection with the Undersigned's participation in the activity whether caused by the Releasees or otherwise.

Event: _____ Date: _____ Time: _____

Location: _____

The Undersigned is fully aware of the risks and hazards associated with this event and hereby voluntarily elects to participate in said event with the knowledge of the danger involved. The Undersigned hereby voluntarily assumes all risk of loss, damage, injury, or death that may be sustained by the Undersigned while participating in the activity and while being transported to and from the event.

The Undersigned expressly agrees that the foregoing release, Waiver, Hold Harmless and Release Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Alabama and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding continue in full legal force and effect.

THE UNDERSIGNED HAS CAREFEULLY READ THIS AGREEMENT AND FULLY UNDERSTANDS ITS CONTENTS. THE UNDERSIGNED IS AWARE THAT THIS IS A RELEASE OF LIABILITY AGAINST THE RELEASEES AND SIGNS IT OF HIS/HER OWN FREE WILL.

Date: _____

Signature of Participant or Parent or Legal Guardian if
Participant is a minor.

Printed Name of Participant

WITNESS: _____



Central Alabama Community College
Request for Official Recognition of a Student Club or Organization

NOTE: Please attach Local Constitution and Affiliate Constitution for review.

Name of Organization _____

Name of Sponsor _____

Sponsor's Department _____

E-Mail _____ Telephone Extension _____

Description/Purpose of Organization _____

Criteria for Membership _____

Number of Members _____

National Affiliation _____

National Dues \$ _____

Local Dues \$ _____

Frequency of Meetings _____

Promoting Students:

NAME	TITLE (if applicable)	SIGNATURE

Organization Sponsor

Date



**Central Alabama Community College
Registration of Student Club or Organization Form**

NOTE: Must be completed by October 1 each year for official recognition.

Name of Organization _____

Description/Purpose of Organization _____

Criteria for Membership _____

Number of Members _____

National Affiliation _____

National Dues \$ _____

Local Dues \$ _____

Meeting Schedule _____

Officer Information:

NAME	TITLE	ADDRESS	PHONE	E-MAIL

Name of Organization Representative to SGA _____

Name of Advisor _____

Advisor's Department _____

E-Mail _____ Telephone Extension _____



**Central Alabama Community College
Student Activity Request Form (Page 1 of 2)**

***Student Activity Requests* should be completed at least 10 working days in advance of the planned activity and four weeks in advance if the activity requires out-of-state travel.**

Campus or
Location _____

Organization Sponsoring Activity _____

Student Contact _____ E-Mail _____

Address _____

Sponsor Contact _____ Extension _____

Activity Title _____ Date/Time of Activity _____

Brief Description of Activity _____

Location of Activity _____

NOTE: When using College facilities, all facilities must be coordinated through the individual responsible for reserving the facility. If an activity is off campus, an Emergency Contact Information Form must be completed and submitted to the Dean of Students.

Type of Attendance: Club Members _____ CACC Community _____ Open _____

Is a fee charged for attendance? No _____ Yes _____ Amount \$ _____

Who is funding the activity? _____

Will the activity require students to miss class? _____ (If so, submit a Request for Excused Absence for College-Sponsored Activities form.)

Do you require support from Security? _____ If so, please describe _____

Do you require support from the Office of Student Services? _____ if so, please describe. _____

**Please see next page for travel information.
Central Alabama Community College**

Student Activity Request Form (Page 2 of 2)

Is travel required? _____

NOTE: All transportation and travel arrangements must be approved by the Dean of Students. Travel must also have the approval of the Dean of Instruction if it is a class field trip or instructional club or organization trip. Students are to be transported in college vehicles when college vehicles are provided. All students must sign a Release and Waiver of Liability to attend off campus events.

In-State Travel _____ Out-of-State Travel _____

Brief Description of Travel Plans _____

Describe Associated Risks and Management Plans _____

If overnight stay, list name/address/location/contact information of where group may be located

Name and Contact Information for Sponsors on Trip _____
Proposed Cost and Budget _____

AS THE SPONSOR OF THIS CLUB/ORGANIZATION, I UNDERSTAND THAT CENTRAL ALABAMA COMMUNITY COLLEGE STUDENT CODE OF CONDUCT AND POLICIES AS STATED IN THE STUDENT HANDBOOK AND COLLEGE CATALOG ARE IN EFFECT THROUGHOUT THIS ACTIVITY/TRIP.

Organization/Club Sponsor/Date

Campus Dean (if applicable)/Date

Dean of Students /Date

Dean of Instruction (if applicable)/Date

Distribution Checklist

- Organization/Club Sponsor
- Campus Dean (if applicable)
- Dean of Instruction (if applicable)
- Director of Safety and Security

ACTIVITY IS NOT APPROVED UNTIL SIGNED FORM IS RECEIVED BY ACTIVITY SPONSOR.



**Central Alabama Community College
Request for Club or Organization
Excused Absence Form**

Excused Absence Forms should be completed at least 10 working days in advance of the planned activity and 4 weeks in advance if the activity requires out-of-state travel.

Campus or
Location _____

Organization Sponsoring Activity _____

Type of Activity Date of Activity _____

Location of Activity* _____ Time of Activity _____

Student Attendees (List names and student ID numbers and attach additional sheets if necessary):

_____	_____
_____	_____
_____	_____
_____	_____

Name of Advisor(s) Participating with Students _____

Organization/Club Sponsor _____ Date _____

Dean of Students _____ Date _____

Dean of Instruction _____ Date _____

**ACTIVITIES ARE NOT APPROVED UNTIL SIGNED FORM IS RECEIVED BY
ACTIVITY SPONSOR.**



**Central Alabama Community College
Request to Conduct Fundraising Activities Form**

Please use this form when your department or organization is planning to raise funds from private sources for any reason. Coordination of all college fundraising is required by SACSCOC. Please submit completed form to the dean of your area.

Sponsor's Name

Sponsor's Signature

Department/Unit/Organization Date _____

Description and Purpose of Fundraising _____

Dates of Activity _____

Monetary Goal \$ _____

Dean of Students

Date

Dean of Instruction
(if an instructional club/organization/class)

Date

Distribution of Signed Copies Checklist

- Club or Organization Sponsor
- Dean of Students
- Dean of Instruction



**Central Alabama Community College
Fund Raising Activity Receipt Form**

Club/Organization: _____ Date: _____

Fundraising Activity: _____

Account #: _____

Signature of Sponsor: _____

Date	Contributor Name	Amount	Check (Number)	Cash or Item Description
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__/__/__	_____	\$ _____	_____	_____
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__/__/__	_____	\$ _____	_____	_____
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__/__/__	_____	\$ _____	_____	_____
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__/__/__	_____	\$ _____	_____	_____
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__/__/__	_____	\$ _____	_____	_____
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__/__/__	_____	\$ _____	_____	_____
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__/__/__	_____	\$ _____	_____	_____
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TOTAL \$ _____

Distribution Checklist

- Dean of Students



Central Alabama Community College
***Activity Checklist**

	ACTIVITY	DATE COMPLETED
1.	Complete Student Activity Request form (list of students is required for off-campus activity)	
2.	Complete Request for Excused Absence form (if applicable)	
3.	Complete Emergency Contact form	
4.	All students must sign Release and Waiver of Liability	
5.	All students must sign Acknowledgements of Student Code of Conduct forms	
6.	Reserve college transportation	
7.	Once signed approval is returned: a. Prepare a travel request for students and a separate travel request for each sponsor (if applicable) b. Once approved, make all necessary arrangements (hotel, reservations, etc) c. Purchase items needed for activity	

Sponsor's Signature

Date

***THIS FORM MUST BE ATTACHED TO THE TOP OF THE FORMS THAT YOU SUBMIT FOR APPROVAL TO THE STUDENT ACTIVITIES COORDINATOR.**

****FORMS MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS IN ADVANCE OF ACTIVITY. FOR OUT OF STATE ACTIVITIES, A MINIMUM OF FOUR WEEKS IS REQUIRED.**