



# Student Organization Handbook

Policies and Procedures  
2022-2023

Published by the Student Life Office

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**2022-2023  
LCC and Student Organization  
Documents**

Application for Registration as a Student Organization	Student Life Handbook
Cardinal Café Catering Request	RedZone
Cardinal Stars	Student Life Handbook
Event Request Form	RedZone
Facilities Request	RedZone
Fundraising Activity Request	RedZone
Gymnasium Usage Request	RedZone
<u>LCC Discounts</u>	<u><a href="http://www.labette.edu">www.labette.edu</a></u>
<u>PR Request</u>	<u><a href="http://www.labette.edu">www.labette.edu</a></u>
SGA Meeting Dates	Google Docs
SGA Organization Allocation Request	Student Life Handbook
Social Networking Guidelines	Student Life Handbook
SGA Organization Allocation Request	Student Life Handbook
Special Student Travel Permission	Student Life Handbook
Student Life Handbook	<u><a href="http://www.labette.edu">www.labette.edu</a></u>
Student Travel Agreement	Student Life Handbook
Student Travel Procedures	Student Life Handbook

Questions? Contact the Student Life Specialist at 620.820.1178 or the Vice President of Student Affairs at 620.820.1268

**Club/Organization List  
2022-2023**

<b>Art Club</b>	Heidi Schaaf
<b>Campus Activities Board</b>	Lauren Holmes
<b>Cardinal Christian Fellowship</b>	Doug Ecoff
<b>Gay/Straight Alliance</b>	Scotty Zollars
<b>Graphic Design Club</b>	Melissa Kipp
<b>LCC Spirit Club</b>	Gaye Evans/Heidi Flora
<b>Spirit Squad</b>	Lindi Forbes/Megan Fugate
<b>Phi Beta Lambda</b>	Cathy Kibler
<b>Phi Theta Kappa</b>	Tammy Fuentez
<b>Pop Culture Club</b>	Elizabeth Stoneberger/ Ken Elliot/Randee Baty
<b>Psychology Club</b>	DeAnna Huffman
<b>Radiography Club</b>	Gale Brown
<b>Student Ambassadors</b>	Tyler Allen
<b>Student Government Association</b>	Lauren Holmes
<b>Student Nurse Organization</b>	Cheryl Smith/Sherry Simpson



## LCC Five Star Student Organization Plan

### One Star (Basic Requirements)

1. At least one organization representative attends CORE (Cardinal Organizations' Rep Event)
2. Organization submits Student Organization Application by the deadline in September.
3. Organization participates in the Student Organization Fair.

### Two Star

Meets all the requirements of the One Star level plus:

1. At least one organization representative attends at least two SGA meetings between September and March.
2. The organization participates in at least two of the SGA events listed below.
3. The organization holds at least two meetings each semester.

### Three Star

Meets all the requirements of the One Star level plus:

1. At least one organization representative attends at least three SGA meetings between September and March.
2. The organization participates in at least three of the SGA events listed below.
3. The organization holds at least two meetings each semester.
4. The organization nominates at least one candidate for Homecoming.

## Four Star

Meets all the requirements of the One Star level plus:

1. The organization hosts at least one organization sponsored event in the Fall semester.
2. The organization hosts at least one organization sponsored event in the Spring semester.
3. The organization participates in at least four of the SGA events listed below.
4. The organization holds at least two meetings each semester.
5. The organization nominates at least one candidate for Homecoming.

## Five Star

Meets all the requirements of the One Star level plus:

1. The organization hosts at least one organization sponsored event in the Fall semester.
2. The organization hosts at least one organization sponsored event in the Spring semester.
3. The organization participates in at least five of the SGA events listed below.
4. The organization holds at least two meetings each semester.
5. The organization donates at least 1 item per organization member (or a max of 50) to the LCC Pantry each semester.
6. The organization participates in at least five of the SGA events listed below.
7. The organization nominates at least one candidate for Homecoming.

Basic Requirements

	At least one organization representative attends CORE (Cardinal Organizations' Rep Event)
	Organization submits Student Organization Application by the deadline in September
	Organization participates in the Student Organization Fair
	Organization submits the Student Organization Year End Report by the deadline in April

Meetings

Semester	Number of meetings held	Dates
Fall		
Spring		

\*Please attach meeting minutes.

Pantry

Semester	Number of Items Donated	Number of Organization Members
Fall		
Spring		

Participation

Volunteered or Sponsored?	Event	Details	Date(s)
	Fall Welcome Week		
	Fall Blood Drive		
	FallFest		
	Kid's FallFest		
	Fall Finals Frenzy		
	Spring Welcome Week		
	Spring Blood Drive		
	Homecoming		
	LCC Free Dinners		
	Spring Finals Frenzy		
	Additional Events		
	Additional Events		

\*Attach additional documentation for events outside of LCC.



## RECOGNITION AND REGISTRATION AS A STUDENT ORGANIZATION

The Student Life Office has been developed to provide opportunities for student involvement and participation through student organizations, student activities and campus programming. Students are encouraged to become involved in all aspects of campus life.

College-recognized organizations are afforded the following privileges:

- Campus facilities usage
- On-campus account setup
- SGA funds allocation
- Participation in Student Government Association and all campus activities
- Use of *Labette Community College* as part of the organization name

College recognition in no way implies that LCC condones or supports any activities of an organization. For an organization to be recognized on campus certain procedures must be followed.

### Recognition Process

Prior to application for College recognition, the group should meet the following criteria:

- Organizations must have at least one advisor who is a current member of the faculty or professional staff at LCC.
- Members must be currently enrolled full-time or part-time students in good standing with the College.
- Each officer of the organization must have a cumulative GPA of 2.00, avoid academic or disciplinary probation, and have no enrollment hold.
- Organizations are to operate under a constitution approved by the College. A current copy must be kept on file in the Student Life Office.
- The organization's stated purpose must not be subversive to the United States of America, the State of Kansas, or LCC.
- The organization must comply with the nondiscrimination policy set forth by Title IX.

SGA will review the constitution of the petitioning organization and discuss its contents with the organization's representative and advisor. SGA will base its recognition upon the following criteria:

- Structure and content of the constitution and bylaws.
- Purpose of the group, specifically its perceived benefits and effects to the College community.
- Individuality and originality of the group's purpose and constitution.

## Registration Process

After the group has been formed and meets the above criteria, the group shall adhere to the following procedures to achieve College recognition:

- At least one executive officer and the advisor must meet with the Student Life Specialist to review the constitution and any bylaws of the group.
- After reviews and recommendations, the Student Life Specialist refers the constitution to SGA.
- SGA reviews the constitution and bylaws and meets with the group representative and the advisor.
- After this meeting, SGA decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SGA sends the constitution back to the group, the organization may then repeat the process.
- The recommendation of SGA is forwarded to the Vice President of Student Affairs for final approval.
- When a new organization receives recognition from the VPSA, it is placed on a year probationary period. During this period the organization, the officers, or responsible leaders must meet with the Student Life Specialist at least twice per semester, not including the Cardinal Organization's Rep Event (CORE) in the fall.

## Suspension of Recognition

If administration deems it necessary, a student organization's recognition may be suspended for any of the following reasons:

- Failure to meet any one of the criteria required for recognition.
- Violation of the Code of Student Conduct or College policy.
- Failure to complete all steps for re-registration for one academic year.
  - Organization is placed on probation if it fails to re-register. The organization must take appropriate steps necessary to be placed back in good standing by the Student Life Office prior to the end of the second semester.
- Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the organization's constitution as evidenced by meetings and other activities.
- Failure to submit written activity reports upon request.
- Voluntary relinquishment of its recognition at any time.
  - A written notice stating reasons for disbandment must be signed by any remaining officers and the advisor and delivered to the Student Life Office.
- Adequate representation at the annual Student Organization Orientation Meetings.

If suspended, the organization immediately loses its privileges of being a College organization. At this point all organizational funds will be transferred to the Student Life Office account and may be expended. Funds are not subject to reimbursement. A group may reapply for recognition by following the recognition process required of any student organization. If an organization is suspended by the Student Life Office, the members may appeal to VPSA.

## **Continuation (Re-Registration) Process**

After an organization has gone through the recognition process, they must re-register with the Student Life Office at the beginning of each fall semester. Continuation of registration requires the following steps be taken at the beginning of the fall semester:

- Complete an organization registration form.
- Return it to the Student Life Office before the deadline issued at the Cardinal Organization's Rep Event (CORE).
- Ensure a current and comprehensive membership roster is on file in the Student Life Office.
- Ensure a current list of officers' names, addresses and phone numbers is on file in the Student Life Office.

Any changes in officers, advisors or constitutional bylaws shall be reported in written form to the Student Life Office within 10 days of the change(s). All constitutional changes are subject to approval by SGA. Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. Either status may include revocation of part or all of organizational funds.

## ADVISOR QUALIFICATIONS

Advisors for student organizations must meet the following qualifications:

- Faculty must teach at least nine hours or be a professional staff member at LCC.
- Adjunct faculty and full-time classified staff wishing to advise an organization must receive prior approval from the Dean of Instruction or Student Life Specialist.
- An individual should not serve as advisor to more than two organizations.

Advisors play a vital role in the extracurricular experience. It is their guidance and participation in the organization that assists and encourages the students to become involved.

The advisor's primary function is to preserve the existence of the organization. Other important duties include the following:

- Advise the group on college policy, educating the members and assisting them within the College structure.
- Provide direction and planning for managing the organization's budget and approve all expenditures.
- Assist with planning and implementation of organizational programs and the use of College facilities for said programs.
- Attend meetings and activities involving the organization.
- Assist the organization in annually setting realistic goals and objectives that in turn serve the purpose of the organization.
- Keep members focused on the inherent goals and objectives of the organization.

Secondary functions of the advisor include providing continuity, facilitating growth and serving as a teacher. If any assistance is needed regarding the above duties, please contact the Student Life Office by phone at extension 1178.



**Student Organization Application  
2022-2023 Academic Year**



**Submit to Student Life Office  
NO LATER than September 16, 2022 at 4:00 pm**

Date Submitted: \_\_\_\_\_

Official Name of Organization: \_\_\_\_\_

Mark one:             New Application             Reapplication

**Requirements for Membership** (attach additional information if necessary):

\_\_\_\_\_  
\_\_\_\_\_

**List your organization's purpose** (attach additional information if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does the Club/Organization Have Required Member Dues or Fees?**       YES    NO

Annual \$\_\_\_\_\_ Quarter \$\_\_\_\_\_ Monthly \$\_\_\_\_\_ Other \$\_\_\_\_\_

**Other Sources of Funding** (attach extra information as deemed necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annual Budget** (estimate): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Attach extra budgetary information (trips, convention fees, etc.) as deemed necessary\*

Is this a chapter of a nationally affiliated organization?  YES  NO

If so, please attach additional information on the requirements to become an active chapter:

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Adviser's or Co-Adviser's Name: \_\_\_\_\_

Title/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Adviser's or Co-Adviser's Name: \_\_\_\_\_

Title/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Attach Additional Co-Adviser's Names as Necessary\*

**In signing and submitting this application, the leadership of said organization warrants that:**

The organization's purpose and activities are lawful and consistent with College objectives.

- A) Membership is open to all regardless of race, creed, color, or national origin and does not discriminate membership on the basis of sex.
- B) The organization will comply with the College's policy on hazing practices.
- C) The affairs of the organization will be conducted in accordance with its constitution and the College Regulations.
- D) The financial affairs will be conducted in accordance with sound business procedures and appropriate college requirements.
- E) The organization will recruit and actively work with a faculty/staff advisor.

**Submitted By:**

\_\_\_\_\_  
(Student Club/Organization Adviser)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Student Club/Organization Adviser)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Student Club/Organization President)

Date: \_\_\_\_\_

\*Attach additional signatures as deemed necessary by your club/organization rules\*



## FISCAL PROCEDURES

The College expects student organizations to be fiscally responsible. All organizations should practice sound management procedures to ensure the fulfillment of these responsibilities. Each organization should anticipate its financial needs and plan ways to properly meet these needs. Officers and the advisor should establish a budget, and the commitments of the organization should never exceed the funds available. Each organization should have all financial commitments approved by a majority of the group and receive the signature of the advisor prior to the commitments being made. College organizations are to deposit funds with the Business Office. Contact Student Life at 1178 or Accounts Receivable at 1232 with questions.

- Student organizations must follow certain fundamental procedures of fiscal accountability. These procedures include the following:  
A purchase order must be issued based upon an approved requisition with the approval of the organization's advisor and the VPSA.
- A signed 'receiver' (green sheet) shall be turned in to the Accounts Payable Office denoting that the goods or services have been received in good condition prior to issuing payments.
- No one student officer or advisor shall withdraw money from a student organization account.
- Bills should be paid promptly; student organizations have a responsibility to settle their accounts when due.
- The financial aspects of all events sponsored by a recognized organization must have the approval of the respective organization's faculty advisor.
- Student organizations shall conduct a yearly review of their financial status with their advisor and whenever there is a change of officers.
- In the event of disbanding or inactivation of an organization, the responsibility of properly providing for the closeout of the account and the distribution of remaining funds rests with the College.
- If an organization is suspended by the College, a hold may be placed on the organization's account until distribution is determined by the College and the organization's representatives. Funds in inactive or suspended student organization accounts will be transferred to the SGA account.
- In the event of a change in advisors, the Student Life Office must be contacted first and it will contact the Office of Finance & Operations with the appropriate information. Failure to do so will delay processing of your purchases.

### Receipt and Transactions of Departments/Organizations

- All monies shall be received and/or transacted through the Business Office.
- The College is not responsible for the payment of any debts or other obligations made by student organizations.
- Unused funds in SGA-allocated accounts are subject to being transferred back to SGA and may or may not be reimbursed.
- Upon recommendation of recent federal litigation, direct funding of political and religious organizations will be avoided.



## **EVENT APPROVAL PROCEDURES (LCC Procedure 6.08)**

The following procedures shall be followed in regards to all events sponsored by Labette Community College committees, employee groups, departments, individuals, teams, and organizations:

- The Event Approval form is located in RedZone and should be submitted at least 10 days prior to the event.
- President's Council will review the event and either approve or not approve the event.
- After review and recommendation by the President's Council, the person requesting the event may provide additional documentation and resubmit the Event Approval form for further consideration if not first approved.

Once the event is approved, the following forms must be submitted and returned to the appropriate office:

- Fundraising Request Form
- Facilities Usage Request form
- Public Relations Forms (if PR services are needed)

These procedures must be followed to ensure the subject matter is suitable to the community and the college as well as to assess any financial costs or fundraising attached to the event.

### **Corporate or Business Co-Sponsorship of Activities**

All corporate or business co-sponsorships of a College or student activity/organization must contract with the College, the terms of which must be set by and approved by the President's Council. This policy applies to sponsorship or co-sponsorship only and shall not be interpreted to include paid advertising.

### **Dress and Conduct**

- Those attending student activities and classes are requested to use good judgment about their dress, exercising good judgment and good taste at all times.
- Shoes are to be worn and torso adequately covered.
- Offensive language and/or graphics on clothing are to be avoided.
- Conduct at student activities shall be the responsibility of the sponsoring group.
  - Should property damage occur during the activity, the person or persons responsible for the damage will be assessed for the repair or replacement of the item(s).
  - If the person or persons responsible for the damage cannot be identified, the sponsoring group will be assessed for the damages.
- Children brought to the campus must remain with their parents. Under no circumstances shall children be unattended on campus.
- Tobacco, alcohol and firearms are prohibited on all LCC campuses, facilities and properties.

## **Speaker Policy**

Labette Community College recognizes the importance of free expression and the exchange of differing opinions and views. The free discussion and presentation of information is encouraged but must further the educational purpose of the institution. College facilities are not available for exploitation by special interests that may present a clear and present danger to the United States of America, the state of Kansas or LCC. The sponsoring group will be held responsible for any activity or activities resulting from the event. The group must receive the consent of the advisor and the VPSA before extending an invitation to an outside speaker and before the event is publicized. The speaker's name and topic MUST be included when submitting the request.

The presentation of a speaker does not imply approval or disapproval of the speaker or the speaker's views by the student organization, LCC or the Board of Trustees. It must be made clear by the sponsoring organization by clear written notice on advertising, event programs and flyers that the views expressed are not necessarily those of LCC or its Board of Trustees.

In the case of highly controversial speakers, announcements are to be made at least thirty days prior to appearance so that faculty might have the opportunity to discuss issues with the students. Also, no such speaker shall be presented who will not consent to civil and organized questioning from students and faculty following their presentation. The sponsoring organization may be required to pay for security. Every precaution should be taken to maintain the highest level of excellence and good taste in such matters commensurate with the dignity of an institution of higher education.

## **ADVERTISING POLICIES**

The following advertising policies apply to advertising and promotion in all formats, including but not limited to books, brochures, posters, programs, directories, newspapers, signs, radio, and television, video and audiotape and computer-generated programming as well as events and activities organized by or sponsored by College departments or student organizations.

- Advertising on College property requires approval of the Student Life Office and is subject to the procedures herein.
- Unless the Vice President of Student Affairs gives explicit approval, the advertisement shall not claim or imply College endorsement or sponsorship.
- Advertising which encourages students at the College to purchase reports and/or research material done by others is not acceptable.
- Promotions which require money be sent to obtain further information on the product are not acceptable.
- Advertising deemed offensive or in poor taste is not acceptable. This includes, but is not limited to, advertisements derogatory to individuals/groups.
- Advertisement of products that encourage violations of city, state, or federal laws and regulations are not acceptable.
- Two local references for ads of a questionable nature will be required. This includes, but is not limited to, dating services, escort services, models, pregnancy referral, adoption

services and "get rich quick" promotions. If approved, ads must include a valid and appropriate physical address and phone number.

- Only College-recognized organizations are allowed to advertise on campus, except when approval is received from the VPSA.
- Advertising materials must be factual and represent the true nature of the event, activity, service, or commodity.
- On-campus groups and organizations must confine advertising to College property when advertising activities not open to the community.
- Off-campus groups or organizations wishing to advertise on College property are to request approval from the VPSA and must follow appropriate operating procedures. Local entities, especially charitable and nonprofit organizations, will receive preference.
- Individuals may use designated bulletin boards for personal announcements with prior authorization. Space is limited for off-campus entities; alumni and members of the College community will receive preference.

### **Chalking Sidewalks**

- Using chalk to write on concrete sidewalks is allowed with permission of the Student Life Office.
- The name of the organization and responsible parties along with the appropriate contact information must be submitted with request for permission to chalk the sidewalks.
- Chalking may be done 72 hours prior to an event and is to be removed within 72 hours after the function.
- All other advertising mediums besides those listed above must receive the approval of the VPSA before implementation.
- The College reserves the right to remove any advertising that does not follow College policy.

## **Posters, Flyers and Displays**

In order to obtain campus authorization for posting, flyers, displays, etc., a representative of the sponsoring group or unit must bring all material to be posted to the Student Life Office for an authorization stamp. Flyers and posters shall not exceed 12" x 18" in size. Any poster, flyer or display not posted according to the following guidelines will be immediately removed. The following guidelines shall be followed:

- The name of the sponsoring group must clearly appear on each flyer/sign/display.
- No poster or display in a language other than English will be approved.
- Correspondence displaying any type of alcoholic beverage or tobacco product or encouraging the use thereof is prohibited.
- Signs, posters and flyers shall not be posted on trees, shrubs, glass (including doors and windows) or painted surfaces.
- Only one poster per event is permitted per bulletin board or authorized wall/tile area except when election rules permit.
- Signs without a registered stamp or those remaining up beyond the expiration date will be removed.
- Lawn signs for campus elections will be stamped and registered in the same manner as those to be posted and must conform to the SGA Election posting rules. The Student Life Office may approve lawn signs for special events of an all-campus interest for display.
- Blue painter's tape is the only acceptable adhesive for attachment of flyers/posters to approved non-bulletin board areas. Tacks or pushpins are acceptable for bulletin boards.
- There shall be no posting on departmental bulletin boards without permission of the respective department.

## **Banners**

College units and recognized campus organizations may display advertising on one or both sides of a banner on College property in approved locations. To display a banner on College property, the unit or organization is to request permission in writing or email, to the Student Life office at least seven (7) calendar days before the display date. When the request is approved the unit or organization must follow the guidelines set forth below:

- Display the unit's or organization's name in clear, legible letters in a prominent location on the banner.
- Take the banner to the Student Life office at least two days before the display date for review.
- Place the banner in the approved location and remove the banner after the approved posting period.

**NOTICE:** Labette Community College procedures relative to time, manner and placement of advertising, distributing, soliciting and assembling on College property are established to ensure the educational functions of the institution do not suffer while simultaneously providing reasonable opportunities for persons to exercise their freedoms of speech and expression. Decisions regarding the acts of advertising, distributing and soliciting literature, as well as assembling on College property will be made on a content and subject neutral basis. The Student Life Office is designated to approve or disapprove all materials to be posted in consultation with the VPSA. The Admissions Coordinator is designated to approve campus visits.

### **Distribution of Literature**

Distribution of literature is prohibited in areas associated with educational and administrative functions of the College. These include but are not limited to areas inside buildings or external walkways from which individuals enter and exit classrooms. An exception is the first floor of the Student Union. Authorized individuals or groups shall adhere to the following guidelines:

- Remain in approved area(s) for the duration of the activity.
- Refrain from obstruction of pedestrian/vehicular traffic or the free movement of any individual.
- Ensure that the activity does not disrupt the educational activities of the College.
- In the event there is an allegation of disruption, follow the direction of authorized College officials.

In addition to the guidelines stated above, individuals or groups may distribute literature according to the following regulations:

- Handbills, pamphlets and other literature distributed on College property must display the name of the sponsoring organization.
- In the event literature distribution results in unreasonable littering of the College property by such individuals or groups, the activity may be halted by College officials.
- Literature from non-affiliated organizations may not be left unattended or placed on vehicles parked on College property.
- If individuals or groups would like to place literature on College property for pickup by passers-by, they must do so in areas/locations designated by the authorizing office.

## FACILITIES USAGE PROCEDURES

The College understands that student and faculty organizations and activities are vital to the educational process and encourage all campus-affiliated groups to make full use of College facilities when their meetings are part of their College work or a logical outgrowth thereof. For policies, procedures, and helpful information related to such organizations contact the Office of Physical Facilities on the 2nd floor of the Student Union or via phone at x1284.

LCC encourages community participation in its programs and activities. Provided that space is available and subject to reasonable reservation fees and procedures, the College welcomes organizations to campus for their meetings when their work is compatible with the College's educational outreach and inherent ideals. The College further recognizes the benefits of an orderly process of inquiry and discussion of differing ideas and issues. Contact the Student Affairs Office for additional information.

### Scheduling the Usage of Campus Facilities

The College Facilities Calendar is maintained in the Facilities Department. The calendar has information of scheduled activities taking place at the College. Facility reservations will be accepted only through the Facilities Department, who is responsible for granting permission for the usage of all campus facilities and scheduling the usage thereof. Additional approval is required for usage of Hendershot Gallery. Call (620) 421-6700 x1284 to check facility availability.

The following guidelines will be followed when scheduling the usage of campus facilities:

- Complete and return the request form to the Facilities Office at least two (2) weeks in advance of the event.
  - Forms are available in the Facilities Office, RedZone, Public Folders and Facilities Link on the LCC website.
- Usage of College facilities shall be for educational, cultural, charitable, and non-profit purposes. Private individuals are not allowed to rent LCC facilities.
- Damaged or lost property must be repaired or replaced by the responsible group or organization. Labette Community College is not responsible for injury or damage sustained by any person on the premises of the College.
- Any items or articles left behind by the responsible group or organization are not guaranteed.
- The facility must be returned to its original state of cleanliness and arrangement.
- College functions and student groups or organizations will be given priority in scheduling of College facilities.
  - Student groups/organizations will be responsible for seeking facilities usage approval following the appropriate guidelines two weeks in advance of the event.
  - No fees will be assessed for use of facility by LCC groups/organizations.
- Community functions scheduled in accordance with these guidelines will not be canceled without adequate notice.
- The Facilities Department is to be notified immediately of any change in a scheduled event. A custodian and generally an administrative staff member will be on duty during

all community and college group meetings to ensure that building regulations are observed.

- The Cardinal Café will be used for any on-site food service needs by all groups and organizations holding an event on LCC's campus. Outside food is not allowed unless approved in advance by the Facilities Department.
- Eating and drinking is not allowed in Hendershot Gallery or Thiebaud Theatre.
- Any necessary payment or reservation fee must be received by the Facilities Department prior to the event.

**Fees to outside organizations**

Non-college affiliated organizations wishing to hold events outside of LCC's normal operating hours will be subject to the following reservation fees:

**FACILITY (excluding gymnasium)**

4 or fewer hours: \$125  
4-8 Hours: \$200  
Over 8 Hours: \$75 /additional hour

**GYMNASIUM**

4 or fewer hours: \$250  
4-8 hours: \$400  
Over 8 Hours: \$75 /additional hour

Fees are waived for use of facilities during normal operating hours of LCC.



Name of Group: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Number to be Served: \_\_\_\_\_ Location: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Start Up Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Type of Service: Go through cafeteria line:  Buffet:  Served:

Breakfast:  Lunch:  Dinner:  Refreshments:

Estimate Requested:

Notice: Billing will be based on the total number confirmed 48 hours prior to event. The presentation will be abundant and all remaining food will be returned to the Cardinal Cafe.

Account Number to be charged: \_\_\_\_\_

Dean/VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form, **ONE WEEK PRIOR TO EVENT**, Labette Community College.  
For questions, please call 820-1184.



## FUNDRAISING PROCEDURES (LCC Procedure 6.03)

### Purposes

The purposes of these procedures are to:

- a. Maximize fundraising results.
- b. Provide a consistent approach to fundraising activities.
- c. Assure there is no significant duplication of fundraising calls to prospective donors, especially to major-donor prospects.
- d. Enable an appropriate level of review, counsel, and training to volunteer fundraisers.

### 2. Definitions

Fundraising activity means asking for contributions of cash, products, or services, or selling products or services, for charitable purposes.

Commercial vendor means a for-profit company providing products or services for sale in a fundraising activity.

Employee group means a College department, division, organization, association, or operating unit comprised solely of College employees.

Student Organization means a group or club of at least 7 students with one advisor, recognized by the Student Government Association per the Student Life Handbook requirements.

Athletic Team means the Athletic Training Department, Baseball Team, Men's Basketball Team, Women's Basketball Team, Softball Team, Volleyball Team, and Wrestling Team.

### 3. Approval for a Fundraising Activity

An employee group, student organization, or athletic team must obtain approval to conduct a fundraising activity in the name of the College or in the name of the group, whether the activity occurs on-campus or off-campus. To request approval, the group must:

1. Complete the LCC Event Request form and submit it to President's Council.
2. Once the event is approved, the group submits a Fundraising Request Form online at: <http://www.labette.edu/forms/fundraising.html>. The form must be submitted to the Vice President of Student Affairs at least ten school days prior to the start of the activity.
3. The Vice President of Student Affairs and the Foundation/Alumni Director will review and email the applicant questions or approval.
4. Printed materials for the activity must be approved by the Director of Public Relations. Facilities requests must be made through the Facilities Department.

#### 4. Participation of a Commercial Vendor

If a commercial vendor will be paying a fee or a percentage of sales to the employee group, student organization, or athletic team, the vendor must be identified in the Fundraising Activity Request, and the amount and method of payment the vendor will make to the group must be listed, even if the amount listed is approximated.

Employee groups, student organizations, and athletic teams hosting fundraising activities by commercial vendors must meet the following additional seven criteria:

- a. The hosting employee group, student organization, or athletic team must be easily identified as *sponsor* at the point of sale or distribution (e.g., a poster or banner stating *sponsored by* \_\_\_\_\_ clearly displayed).
- b. Generally, the employee group, student organization, or athletic team *will* be required to have representatives available at the site.
- c. The employee group, student organization, or athletic team will note on the Fundraising Request Form the fee and/or percentage being received from the vendor and method of payment.
- d. These projects must be conducted in a lawful manner and in compliance with College regulations.
- e. Monies must be turned into the Business Office within two working days of the day any funds are collected.
- f. Prior to initiating any fundraising request, especially off campus, the organization's adviser and/or officers are strongly encouraged to contact the Vice President of Student Affairs or the Foundation Representative. Overall, this should facilitate more effective and productive projects for all LCC groups. (Large off-campus fundraising projects are discouraged from March 1 thru May 15.)
- g. LCC is **not a nonprofit organization**; it is a government subdivision. A student organization can receive tax-deductible contributions only if it is a Kansas nonprofit corporation and an IRS 501(c) 3 charitable organization. The **LCC Foundation is a nonprofit organization**; gifts to the Foundation are tax-deductible to the extent provided by law. The Foundation is a Kansas non-profit corporation and a 501(c)3 non-profit organization as defined by the Internal Revenue Service.

#### 5. Off Campus Fundraisers

For Off-Campus Fundraisers, especially those involving contacting multiple business people or going door-to-door *students* are required to have on their person signed permission from the Vice President of Student Affairs, on LCC letterhead, which is to include immediate contact information. Organizations holding fundraisers off campus are responsible for furnishing their own furniture and equipment.

#### 6. On Campus Fundraisers

*Bake Sales:* Only prepared food items can be sold in campus buildings with the exception of the Student Union. All food and beverages requiring heating or cooking are normally not allowed except in outdoor areas specifically designed to prepare food with prior

permission. A limit of two tables can be requested for food sales. One bake sale per building is permitted. The sponsoring organization is responsible for collection/payment of any taxes.

*Use of tables and chairs:* Tables/chairs in individual campus building lobbies are available on a first come, first-serve basis, when allowed. These must be reserved using the Facilities Request Form. Table locations generally are reserved for no more than a week. Student Affairs and the Facilities Offices reserve the right to restrict the number of tables available at any given location (primarily for safety reasons). Unattended materials are subject to being removed.

## **7. Financial Records and Deposits**

An employee group, student organization, or athletic team must keep accurate records of its approved fundraising activity and, upon request, shall provide to the Vice President of Student Affairs and/or Foundation/Alumni Director a complete accounting of revenues, expenditure, and names of donors.

All fundraising activities are subject to Kansas sales tax. When setting the price of the item or ticket the suitable amount to cover the sales tax should be included. An example is listed below:

Club X sells t-shirts for \$15 to raise money. Assuming an 8.55% tax rate the calculation is as follows:

$\$15.00/1.0855 = \$13.81$  deposited into Club X's account

$\$13.81 * 8.55\% = \$1.19$  sales tax remitted to the state

Donations, when nothing is received in lieu of the contribution, are not taxable and should be clearly labeled as such on the deposit information that is submitted to the Business Office. Revenues must be deposited into the group's account in the LCC Business Office within two school days after the end of the activity. Business Office personnel will back out the sales tax from the total and remit the tax to the Kansas Department of Revenue in accordance with the legal due dates.

## **8. Lawful and Compliant Conduct**

An employee group, student organization, or athletic team conducting an approved fundraising activity must be responsible for conducting the activity in a lawful manner and in compliance with College policies and procedures.

## **9. Consequences**

If the Fundraising Activity Procedure is not adhered to by an employee group, student organization, or athletic team, the consequences will be determined by the Vice President of Student Affairs, which includes the possibility of the funds raised being deposited in the Foundation's account rather than the sponsoring group's account.

## PUBLIC RELATIONS POLICIES

The following section is comprised of excerpts from the Policies and Procedures Manual regarding public relations policies. Student groups and organizations shall adhere to the procedures listed below pertaining to dissemination of information to media outlets, marketing materials and online activity/social media.

- **Press Releases:** The Public Relations Department shall be responsible for the dissemination of information to the media.
- **Marketing Materials:** In the event that a department prefers to develop its own marketing materials, the Public Relations Department shall be responsible for proofing and editing the materials, in addition to determining whether the materials meet the guidelines set forth in the Style Manual. This process must be completed prior to publishing the materials whether in printed or electronic format.
- **Logo/Style Manual:** The Public Relations Department maintains a Style Manual to ensure the continuity of materials issued by the College. Guidelines set forth within the manual make it the Public Relations Department's responsibility to ensure all guidelines have been met before marketing materials are published.
- **Speakers Bureau:** The Director of Public Relations shall be responsible for the scheduling of speakers for the Speakers Bureau. The brochure shall be printed every two years. Volunteers should be solicited prior to publication to ensure up-to-date entries within the publication. Every effort shall be made to provide a speaker for each event requested, even if LCC does not advertise availability of such a speaker. This may be handled by compiling a list of possible speakers who do not have an association with the College and providing this to the requestor.
- **Web Site:** The Director of Public Relations in cooperation with Information Technology shall serve as the Webmaster for the College. All College pages must maintain continuity as specified by the committee, with two exceptions: personal pages and activities pages. For all other pages, content should be submitted to the Public Relations Director who will format the contents into the approved web design. Content requirements, fonts, logos and gifs will be addressed in the LCC Style Manual.
  - *A Personal Page* identifies a staff member or faculty member within a department with information such as office hours, educational background, personal philosophy, career history, etc.
  - *An Activities Page* identifies the department's activities, students, etc. It should be noted that the Activities Pages are different than the College Academic pages, which provide official College information such as that found in the catalog.
  - Personal Pages and Activities Pages may have a unique format that differs from the official College pages. Those desiring to create Personal or Activities Pages must ensure that content is sensitive to and compatible with community standards regarding obscenity or pornography, invasion of privacy issues, statements that might be construed as libelous, as well as compliance with College policy or state and federal laws regarding discrimination, harassment and ADA requirements. Those seeking assistance with content, style or the issues mentioned above should consult the Webmaster. *Disclaimer:* The College reserves the right to place a disclaimer on each Personal or Activities Page indicating that the views or content expressed do not necessarily represent those of the College or the Board of Trustees.

## SGA TRAVEL REQUEST PROCEDURES

The amount of funds allocated for student organization travel each school year may vary.

Each recognized group petitioning SGA is eligible to receive an allocation of no more than 20 percent of total trip expenses per academic year. Such requests will be at the discretion of the Executive Committee and will require approval of the SGA President and SGA Advisor.

### Requirements to Receive SGA-Allocated Funds


- Organizations must have an active member in SGA. (Note attendance requirements in SGA bylaws.)
- Organizations must have self-generated financial support from fundraisers, revenue or gifts to the organization from outside sources. Membership dues are not considered self-generated financial support.
- The event for which the money is requested must be directly related to the organization's stated objectives or help increase the knowledge or ability of the group's members.
- Funds shall not be used for recreational purposes.

### Procedures to Receive SGA-Allocated Funds

- Obtain and complete an SGA Allocation Request Form.
  - Forms are available in RedZone or from the Student Life Office.
- Turn in a copy of the completed form along with an itemized list of estimated expenses for the trip, a narrative of the event, and a history of activities designed to raise money for the previous and present year to the SGA Treasurer at least three weeks prior to departure.
- The SGA Treasurer will then notify the group of the decision by one letter or email addressed to the person whose name and address is on the Allocation Request Form.
- If approved for the trip, the group will be responsible for obtaining, keeping and returning all necessary receipts for all expenses during the trip.
- A travel advance check will be ready one to two days prior to the trip.
- Upon returning from the trip, a copy of all receipts must be turned in within 10 business days to the SGA Treasurer.
- Only organizations may be reimbursed.
- The funds are for accommodation, registration and transportation only.

### Vehicle Usage Policy

The travel voucher form, obtainable from the Business Office is required when a College vehicle or a private car is to be used for sponsored student activity trips. This form is to be completed and should be submitted as early as possible to the Business Office in order to assure the most efficient use of travel funds and of vehicles. A notice will be returned indicating the availability of the vehicle. The travel voucher upon approval means that mileage costs will be covered by the respective (student) account, assuming the applicant also obtains his approved request for leave of absence from the supervisor.



Ordinarily, the person scheduling a vehicle first will be awarded its use, but occasions arise when one may be asked to release a vehicle so that someone making a longer trip or having a greater need can use it. Authorization for private cars will not be approved if a College car is available. Students will not operate College vehicles unless they are pre-approved, employees of LCC, are over 18 years of age, have a current and valid driver's license with a good safety/ticket record.

Keys must be checked out during normal business hours to avoid being charged an overtime fee. When a College vehicle is returned, the interior shall be left free of all passengers' articles or trash. All doors must be locked and all windows closed. The keys and credit cards should then be promptly returned to the Facilities Department to permit maximum availability to others. *The mileage must be recorded at the beginning and the end of the trip.* Violation of this policy may result in the user being prohibited from future use of the vehicle.

## **LCC Student Travel Procedures** (LCC Procedure 5.022)

Student organizations, athletic teams, and academic departments sponsor local and distant travel to accomplish the purposes of the group. Groups that are sponsoring the student travel will follow the paperwork requirements before student travel can occur.

1. A travel voucher must be completed in detail and sent to the payroll/benefits accountant at least three weeks in advance of the trip date. Signatures from the sponsors and the appropriate supervisors must be on the form. Do not take forms directly to the Business Office without signatures.
2. All registration information must be completed and sent to Accounts Payable Accountant through online requisition.
3. Three suggested flight information dates and times should be submitted with the voucher in order of preference.
4. If the hotel is paid for by the College credit card, receipts must be turned in within ten (10) days after the trip has concluded. Receipts go to the Payroll/Benefit Specialist. If receipts are not turned in within the ten (10) day period, program/group/individual will be personally responsible for the charges.
5. A Student Travel Agreement is required for any trip in which Labette Community College provides financial support for, whether this is through transportation costs, registration costs, etc.
6. The Student Travel Agreement forms should be submitted to the Vice President of Student Affairs with the provided Student Travel List. The sponsor should keep a copy of the Student Travel Agreement Forms.
7. If a student is traveling without a College Sponsor outside of a 60 mile radius of the College and/or the trip requires an overnight stay, written permission must be received from the Vice President of Student Affairs using the Special Student Travel Permission Form. This form must include the details of the supervision that has been arranged by the sponsor. The Student Travel Agreement and the Student Travel List paperwork is also required.
8. If a student is traveling without a College Sponsor within a 60 mile radius of the College, the Student Travel Agreement and the Student Travel List paperwork is required.
9. When students are traveling with or without a sponsor, other students will not be asked or expected to supervise other students on the trip.

If a situation would occur where a student violates the Student Code of Conduct by not following the Student Travel Agreement Form that was signed, sponsors will report the incident within two working days to the Vice President of Student Affairs. All documentation related to the incident (i.e. immediate action taken, student statements, police reports, etc.) should be included when the report is made.

## Labette Community College Student Travel List

LCC Trip Sponsor(s) \_\_\_\_\_ Phone \_\_\_\_\_

Date of trip(s) \_\_\_\_\_

Location(s) of travel \_\_\_\_\_

\* Student Travel Agreement must be attached to this list for each student participating.

LCC Students Participating (Check box to ensure Student Travel Agreement Attached)

_____	•	_____	•
_____	•	_____	•
_____	•	_____	•
_____	•	_____	•
_____	•	_____	•
_____	•	_____	•
_____	•	_____	•
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_____	•	_____	•
_____	•	_____	•
_____	•	_____	•
_____	•	_____	•

- A Student Travel Agreement is required for any trip in which Labette Community College provides financial support for, whether this is through transportation costs, registration costs, etc.
- These travel agreements need to be received from the LCC students participating prior to the date of travel.
- The original copy of this list and the completed Student Travel Agreements for each participant should be sent to the Vice President of Student Affairs prior to departure.
- The trip sponsor must keep a copy of the list and the Student Travel Agreements with them during the trip.



# Labette Community College

## Student Travel Agreement

I, \_\_\_\_\_, do willfully accept the opportunity to travel as a part of a Labette Community College Course/Program/Activity. I understand that I am participating in certain risk and danger, including but not limited to, accidents, illness, and forces of nature and travel.

In exchange for this opportunity provided to me, I hereby state that I will not take any action, legal or otherwise, against Labette Community College and any person acting by or through Labette Community College. I will hold Labette Community College and persons acting on their behalf harmless from any and all liability, loss, damage, or injury that I may experience as a result of this opportunity. The terms hereof shall serve as a release of my assuming any and all risks of harm for my heirs, executors, and administrators, and for all members of my family, including any minors.

In addition, I understand that I must adhere to the Labette Community College Code of Student Conduct that is published in the Labette Community College Catalog. This includes but is not limited to:

1. Using foul language.
2. Misconduct, including disrespect for and disturbing others.
3. Physical or verbal abuse or the mistreatment of any person.
4. Theft, vandalism, defacement, or damage to property of others.
5. Disorderly conduct.
6. Drinking alcohol or using any illegal substances.
7. The use of tobacco products and/or smoking in nonsmoking areas.
8. Violation of any criminal law or community college policy.

FAILURE TO ADHERE TO THE STUDENT CODE OF CONDUCT WILL RESULT IN THE DISCIPLINARY ACTIONS SET FORTH BY LABETTE COMMUNITY COLLEGE UPON RETURN UP TO AND INCLUDING SUSPENSION AND EXPULSION.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent if student is under 18

\_\_\_\_\_  
Date

PLEASE NOTE: When participating in travel with Labette Community College, the student must present this form to the trip sponsor. The original needs to be turned in to the Vice-President of Student Affairs Office. A copy should be made for the sponsor and the student. If information recorded on the form changes, a new Student Travel Agreement should be completed.

**Labette Community College**  
Student Information Form

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Primary Emergency Contact Name: \_\_\_\_\_

Primary Emergency Phone Number: \_\_\_\_\_

Secondary Emergency Contact Name: \_\_\_\_\_

Secondary Emergency Phone Number: \_\_\_\_\_

Do you have Medical Insurance?:     Yes         No

If yes, please provide a photocopy of both sides of your insurance card.

Other information you feel would be beneficial in an emergency situation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In case of emergency, I give my permission for the Labette Community College trip sponsor to release information and to approve necessary medical treatment after attempting to contact my parent/guardian or other listed contact person.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If student is under 18 years old)

**Labette Community College**  
Special Student Travel Permission

This form is completed if a Labette Community College employee will not be traveling with a student or group of students to an event. The Student Travel Agreement Forms should still be completed in addition to this form.

Student(s) Attending: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Event Attending: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Reason group sponsor(s) cannot attend: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervision Plans for students while attending event (Include contact information for those attending event that will be supervising LCC students): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Group Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Student Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Labette Community College Student Government Association**  
Allocation Request for Student Travel Funds

**\*\*SUBMIT TO STUDENT LIFE OFFICE NO LATER THAN  
SEPTEMBER 13, 2022 AT 4 PM\*\***

This form is provided for recognized Labette Community College Student Organizations to request funds for travel. The request must be filled out completely with all supporting documentation provided. Allocation request is for travel funds only. The maximum allocation each student organization is allowed is 20% of the request unless approved otherwise by the SGA officers and Student Life Specialist. Requests must be received by the date Student Organization paperwork is due. The deadline is usually around mid to late September.

Student Organization Name: \_\_\_\_\_

Student Organization President: \_\_\_\_\_ Student Organization Advisor: \_\_\_\_\_

Event/Conference Name: \_\_\_\_\_ Date of Event/Conference: \_\_\_\_\_

Registration Cost:	_____ attendees @ \$_____/per attendee =	\$_____
Accommodation Cost:	_____ hotel rooms @ \$_____/per room x _____ nights =	\$_____
Meal Expenses	_____ attendees @ \$_____/per attendee x _____ days =	\$_____
Travel Expenses:	_____ miles @ \$0.625/mile =	\$_____
	_____ airline tickets x _____ attendees =	\$_____
Additional Expenses (parking, transit costs. Misc.)	_____	\$_____
	Total Cost of Attendance at Event	\$_____

Event/Conference Name: \_\_\_\_\_ Date of Event/Conference: \_\_\_\_\_

Registration Cost:	_____ attendees @ \$_____/per attendee =	\$_____
Accommodation Cost:	_____ hotel rooms @ \$_____/per room x _____ nights =	\$_____
Meal Expenses	_____ attendees @ \$_____/per attendee x _____ days =	\$_____
Travel Expenses:	_____ miles @ \$0.625/mile =	\$_____
	_____ airline tickets x _____ attendees =	\$_____
Additional Expenses (parking, transit costs. Misc.)	_____	\$_____
	Total Cost of Attendance at Event	\$_____

Event/Conference Name: \_\_\_\_\_ Date of Event/Conference: \_\_\_\_\_

Registration Cost:	_____ attendees @ \$_____/per attendee =	\$_____
Accommodation Cost:	_____ hotel rooms @ \$_____/per room x _____ nights =	\$_____
Meal Expenses	_____ attendees @ \$_____/per attendee x _____ days =	\$_____
Travel Expenses:	_____ miles @ \$0.625/mile =	\$_____
	_____ airline tickets x _____ attendees =	\$_____
Additional Expenses (parking, transit costs. Misc.)	_____	\$_____
	Total Cost of Attendance at Event	\$_____

Event/Conference Name: \_\_\_\_\_ Date of Event/Conference: \_\_\_\_\_

Registration Cost: \_\_\_\_\_ attendees @ \$\_\_\_\_\_/per attendee = \$\_\_\_\_\_

Accommodation Cost: \_\_\_\_\_ hotel rooms @ \$\_\_\_\_\_/per room x \_\_\_\_\_ nights = \$\_\_\_\_\_

Meal Expenses \_\_\_\_\_ attendees @ \$\_\_\_\_\_/per attendee x \_\_\_\_\_ days = \$\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ miles @ \$0.625/mile = \$\_\_\_\_\_

\_\_\_\_\_ airline tickets x \_\_\_\_\_ attendees = \$\_\_\_\_\_

Additional Expenses (parking, transit costs. Misc.) \_\_\_\_\_ \$\_\_\_\_\_

Total Cost of Attendance at Event \$\_\_\_\_\_

Event/Conference Name: \_\_\_\_\_ Date of Event/Conference: \_\_\_\_\_

Registration Cost: \_\_\_\_\_ attendees @ \$\_\_\_\_\_/per attendee = \$\_\_\_\_\_

Accommodation Cost: \_\_\_\_\_ hotel rooms @ \$\_\_\_\_\_/per room x \_\_\_\_\_ nights = \$\_\_\_\_\_

Meal Expenses \_\_\_\_\_ attendees @ \$\_\_\_\_\_/per attendee x \_\_\_\_\_ days = \$\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ miles @ \$0.625/mile = \$\_\_\_\_\_

\_\_\_\_\_ airline tickets x \_\_\_\_\_ attendees = \$\_\_\_\_\_

Additional Expenses (parking, transit costs. Misc.) \_\_\_\_\_ \$\_\_\_\_\_

Total Cost of Attendance at Event \$\_\_\_\_\_

Total Cost of All Events/Conferences: \$\_\_\_\_\_

Student Organizations Contribution: \$\_\_\_\_\_

Amount Requested from SGA: \$\_\_\_\_\_

The student organization understands that if the above funds are not used by July 31<sup>st</sup> of the current fiscal year, the funds will be returned to Labette Community College.

Allocation of Funds

Student Government Association Officers and the Student Life Specialist approve the allocation of \$\_\_\_\_\_ to this student organization for the current school year.

SGA Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Life Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPSA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SOLICITATION POLICIES**

The following policies must be followed when considering solicitation on the campus of Labette Community College:

- Recognized student organizations or specific College units may solicit if properly approved by the authorizing office.
- Off-campus companies or groups are prohibited from soliciting unless the Vice President of Student Affairs (VPSA) makes an exception.
- Individuals seeking personal gain are prohibited unless the VPSA makes an exception.

### **Solicitation by College groups or organizations**

Recognized student organizations wishing to solicit on College property must do the following:

- Present a written request to the authorizing office (VPSA) at least two days in advance of the proposed solicitation stating the date, time and specific nature of the activity including item(s) to be solicited.
- If the request is approved, the organization may solicit for the time period approved. This time period shall not exceed five calendar days. Extensions require an additional request.
- Limit solicitation to the specific area designated by the authorizing office.
- Refrain from disrupting educational activities.
- Request from the Director of the Physical Plant any use of College-owned furniture.
- The group may post signs, banners or similar materials at the table relative to the activity and/or their organization.

## **ASSEMBLIES**

The college permits assemblies – including picketing and demonstrations – provided the assembling organization follows the procedures set forth:

- The College permits assemblies of LCC groups in the parking lot directly north of the 1227 Building with prior approval (registration).
- All such assemblies must be conducted without sound equipment.
- Any groups desiring to obtain assembly space in any College facility or in open areas must submit a written request to the Director of Facilities, who is responsible for coordinating events and calendaring activities.
- Such a request must be received at least three weeks in advance and include signed approval by the appropriate facility supervisors.
- Groups affiliated with the College shall have priority in reserving space.
- Nonaffiliated groups and organizations shall pay the current space rental rate for the time and location approved. The Director of Facilities will maintain a list of all charges and rental rates. The rates, as approved by the President, shall be designed to cover the cost of providing the facility (i.e., labor, utilities, refreshments, security, etc.).
- Proof of insurance and/or a refundable deposit for damage to property may also be required.

- Normally facility requests appropriately submitted will be completed at least five days prior to the planned event. It is the responsibility of the requestor to contact the Facilities Department to confirm availability.
- Any group whose request for College space is denied shall have the right to appeal that denial to the President provided that the appeal is received within 72 hours before the proposed event. The President shall render a decision at least 24 hours before the proposed event.

### **SOCIAL NETWORKING (LCC PROCEDURE 3.251)**

This policy is an amendment to Computer and Internet Usage Procedure 3.25.

Labette Community College recognizes the need for a Social Networking presence. Social Networking can be described as online social interaction. Some examples of social networking are: Facebook, Twitter, My Space, Online Blog's or Wiki's, etc. Social media can be a powerful tool to engage and retain students. LCC encourages college related interaction on social media but is not responsible for comments or postings made by visitors. Visitors' comments do not reflect the opinions or policies of the college. Improper use of social media at work can damage morale, hurt productivity, and expose LCC to legal action. Social media sites can also contain harmful virus and spyware content.

Personal social media sites must not be used to conduct official college business. Individuals may not use their Labette e-mail address to establish a personal site. Sites used for LCC Business must be maintained separately and staff will be required to use their Labette e-mail address for these sites.

LCC sites must have the approval of the appropriate supervisor. All account access must be shared and monitored by the department supervisor. It is the responsibility of the supervisor to monitor content. Supervisors must notify the Public Relations (PR) and Information Technology (IT) departments when the site is created.

If departments choose to maintain an LCC social media site, the designated employee(s) is responsible for maintaining current and appropriate content. It is recommended that social media sites for professional use be checked two (2) times a day. It is the responsibility of the employee(s) maintaining the site to remove prohibited content from the site within two (2) business days after it is first posted. The process for handling uncivil discourse is to print the suspect content, remove said content, block offending user, and report immediately to the appropriate supervisor. The PR department has the right to monitor LCC social networking sites in order to maintain a consistent and positive image of the college.

LCC has the right to monitor sites. LCC's IT or PR departments reserve the right, but assumes no obligation, to remove comments that are racist, sexist, abusive, profane, violent, obscene, bullying, spam or wildly off-topic or that libel, incite, threaten or make attacks on LCC students, employees, guests or other individuals as well as the institution. It shall be a violation of this procedure for any student, employee or third party (visitor, vendor, etc.) to discriminate against any student, employee or other individual associated with the College on social media sites. Violations of this procedure by any employee shall result in disciplinary action, up to and

including termination. See Policy 2.01 Nondiscrimination, Procedure 2.012, Racial Nondiscrimination, and Policy/Procedure 2.07 Sexual Harassment.

Departments using social media sites for professional use shall include the following disclaimer:

*“Labette Community College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or other content generated by users and publicly posted on this site and reserves the right to contact the county attorney and forward any postings which violate LCC policy/procedure or state and federal criminal and civil laws.”*

Each social media site maintained for professional use shall place the following statement in a conspicuous manner on the main page:

*“To report any concern about the content of this site, please contact the LCC IT Department.”*  
(620.820.1146 or [webmaster@labette.edu](mailto:webmaster@labette.edu))

Online communities like Facebook help LCC employees/students connect in positive ways, however; there are aspects to remember when communicating through social media.

### **LCC Social Networking Sites**

- Appropriate supervisor must approve LCC sites. PR and IT should be notified when created.
- Site must be monitored by the appropriate supervisor, and may be monitored by PR and/or IT.
- When conducting official LCC business, personnel shall be identified by name and relevant LCC role.
- Information posted to the Web has no expectation of privacy.
- The site must not be used to discuss a specific student/employee issue.
- Home addresses, local address, phone number(s), birth date or other personal information, as well as student’s/employee’s personal whereabouts or plans must not be disclosed.
- Site may not be used to solicit personal business
- LCC does not permit messages selling products or promoting commercial ventures.
- Postings must show respect for fellow users by ensuring the interchange remains civil.
- Site may not be used for political activity
- Information posted online will stay on the Web even after you erase or delete it.
- Any reference to partners or collaborators of LCC should not be used without their consent.
- Social media must NOT be used to address specific student or employee related issues/situations. Negative comments regarding LCC Events or Groups are also unacceptable.
- Students/employees must not be the sole administrator of LCC related sites. It is required that the supervisor be added as an administrator to oversee the usage and content of the site.



- All content including text and pictures posted on official LCC related sites should be considered the property of LCC, and should be considered copyright released.
- In the presence of uncivil discourse or if it violates LCC policy/procedure, student/employee conduct or state or federal criminal and civil laws, the appropriate action is print the suspect content, remove said content, block offending user, and report immediately to the appropriate supervisor.
- Comments are subject to the medium's terms of use and code of conduct.
- Names and photos will be seen next to employee users comment, visible to the thousands of visitors to the page.


### **Personal Social Networking Sites**

- Social Networking sites must not be used to address a specific student or employee related issues/situations/events.
- Use of college logos on an employee's personal site could cause your site to be perceived as connected to LCC in an official capacity. College logos are not permitted on personal sites without the consent of the college.
- Copyright law applies to personal sites.
- Consider all content as public, regardless of privacy settings.
- Future schools and employers may use information gathered from online communities when they make decisions.

### **Excessive Personal Use of Social Media on College computers**

- Employees must not access social media sites for personal use during work time and/or if access interferes with the employee's performance and/or completion of job duties. This includes all technologies, including but not limited to college computers, PDA's, Cell Phones, and SmartPhones.
- Excessive can include, but is not limited to: overburdening the network, interfering with job performance or any action that otherwise subjects LCC to increased cost, risk, or litigation.
- Excessive personal use can include but is not limited to the following: access via computer workstations, PDA's, cell phones, iPods, or any other device in which social media is accessible.
- Excessive personal or inappropriate use is subject to disciplinary action up to and including expulsion or termination.
- Refrain from presenting yourself as a representative of LCC in regards to personal opinions or statements.
- Interactions with students, or any affiliates under the age of 18 on personal sites are prohibited. For example, "friending" students or persons under the age of 18 in which the relationship is based upon LCC business is not allowed.

Use of social media as well as the Internet and e-mail is a privilege, not a right. LCC has the right to monitor LCC social media sites with no expectation of privacy. Violations of this procedure will follow disciplinary guidelines established in Policy/Procedures 4.08 Student Code of Conduct and 2.16 Performance Improvement Counseling.



Approved: 11/15/10, 8/29/11

## **VIOLATION OF COLLEGE REGULATIONS**

If a College-recognized organization violates College regulations or policy, the College has the responsibility of disciplining that organization. The Student Life Office is responsible for monitoring the compliance of student organizations with College regulations and policies. Complaints about a College-recognized organization should be forwarded in writing to the Student Life Office for consideration and action.

When a complaint or a report of a violation of a College regulation or policy is received, it shall be treated in the following manner:

- The Student Life Office shall investigate the validity of the violation.
- If the violation did occur, the Student Life Office will recommend to the VPSA that appropriate disciplinary action be taken against the offending organization.
- If the offending organization wishes to appeal the decision of the Student Life Office, the VPSA shall convene either the SGA or Appeals Committee as necessary to review the decision.
- The hearing body shall issue its report and recommendations to the Vice President of Student Affairs. The VPSA shall have the authority to decide the action to be taken against the offending organization.
- A copy of the report and action shall be placed in the organization's file.

Disciplinary actions that can be taken against College recognized organizations include but are not limited to the following consequences:

- Probation for a specified period of time without any withdrawal of privileges.
- Probation and withholding of College-granted privileges and honors.
- Withdrawal of recognition for a specified period of time.
- Any sanction noted in the Code of Student Conduct, including fines.

The disciplinary action taken against a College recognized organization does not exempt individual members of the organization who were responsible for the violations of regulations and policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization and its members.



**Student Government  
Association  
By-Laws and Constitution  
2022-2023**



## **Student Government Association Constitution**

### **ARTICLE I. NAME**

The name of the association shall be the Student Government Association (SGA) of Labette Community College.

### **ARTICLE II. PURPOSE**

The purpose of this association shall be to encourage active participation in the work of self-governance and to ensure the representation of the views and perspectives of the student body in the governance of the college.

### **ARTICLE III. MEMBERSHIP**

Any enrolled student of Labette Community College can be a member of SGA.

Any club choosing to have a membership with SGA must meet the guidelines as stated in the by-laws.

### **ARTICLE IV. CABINET**

#### **Section 1. Purpose**

1. To act as a direct link between students and the administration.
  - a. To keep students informed as to college initiatives and administrative changes.
  - b. To ensure that the administration and faculty are aware of the student opinions, concerns, and suggestions.
2. To support events, groups, and individuals who are benefiting the Labette Community College community.
3. To ensure the financial stability of the SGA.
4. To be a pro-active force on campus, aware of and responsive to the students' needs and concerns, promote the college in a positive image, and work for the betterment of all students.

## Section 2. Elected Members

The cabinet of SGA may consist of up to fourteen members, the first four of whom make the Executive Committee. The SGA shall also have a college appointed advisor.

1. The president of the SGA, who shall serve as the chair;
2. The vice-president of the SGA;
3. The secretary of the SGA;
4. The treasurer of the SGA;
5. A minimum of 3 but no more than 10 senators.

## Section 3. Cabinet Responsibilities

1. **President** – Shall act as the chair at all meetings of the SGA in general session and in cabinet session, shall attend all Labette Community College Board of Trustee’s meetings and shall contribute approximately ten hours per week towards the goals and success of SGA. The President may also be requested to chair a committee during their tenure, and will be a de facto member of all committees.
2. **Vice-President** – Shall be prepared to fulfill all duties and obligations of the President at all meetings of the SGA in general session, in cabinet session, and at Labette Community College Board of Trustee’s meetings (in absence of the President), shall be a de facto member of all committees and shall contribute approximately ten hours per week towards the goals and success of SGA. The Vice-President will be required to chair a committee during their tenure.
3. **Secretary** – shall act as record keeper at all meetings of the SGA in general session, in cabinet session, shall be a de facto member of all committees, and shall contribute approximately ten hours a week towards the goals and success of the SGA. The Secretary will be required to chair a committee during their tenure.
4. **Treasurer** – Shall provide financial updates at all meetings of the SGA in general session and in the cabinet session, shall be a de facto member of all committees and shall contribute approximately ten hours a week towards the goals and success of the SGA. The Treasurer will be required to chair a committee during their tenure.
5. **Senator** – Shall attend all meetings of the SGA in general session and cabinet session, shall be a de facto member of all committees and shall contribute approximately ten hours a week toward the goals and success of the SGA. The Senator will be required to chair or co-chair a committee during their tenure.

#### **Section 4. Cabinet Reimbursement**

The SGA will reimburse the Executive Committee and Senators for their service to the college each semester. The Reimbursement will be determined by fulfillment of duties outlined in Article IV, Section 3, and will be awarded in the Fall and Spring terms as follows:

1. **President:** \$500 per semester
2. **Vice-President:** \$300 per semester
3. **Secretary:** \$300 per semester
4. **Treasurer:** \$300 per semester
5. **Senator:** \$150 per semester

#### **Section 5. Removal from Office**

The SGA can impeach any of its members (Executive Committee or Senate) by a two-thirds majority vote of the organization following an investigation by the Executive Committee. Any member of the constituency may initiate proceedings by gaining the support of 25 percent of that constituency, in the form of a signed petition. Possible grounds for impeachment are suspension, dismissal, permanent separation, negligence, excessive absence, dereliction of duty, and other infractions deemed sufficient by any member of the association. In the event a member of the Executive Committee or Senate is impeached and removed from office, they relinquish all rights and claims to reimbursement for their service during the year, and all reimbursement funds will revert back to the college.

#### **Section 6. Resignation from Office**

Any member choosing to resign from office must do so with a written letter notifying the SGA as to why the resignation is taking place. Appointment for the vacant office shall be followed according to the guidelines in the by-laws.

### **ARTICLE V. COMMITTEES**

Standing committees are part of the normal operation of SGA. Those committees include, but are not limited to:

1. Welcome Week
2. Student Organization Fair (Fall and Spring)
3. Kid's Fall Festival
4. Finals Frenzy (Fall and Spring)
5. Blood Drive (Fall and Spring)
6. Homecoming Week
7. Awards Ceremony
8. Meal Packaging

## **ARTICLE VI. BYLAWS.**

1. Bylaws contain the procedures and rules for the SGA. All procedures not discussed in the constitution, bylaws, or properly adopted rules of order shall be referred to the most current edition of Robert's Rule of Order.
2. The bylaws shall be approved by two-thirds of the Executive Committee and Senate membership.
3. Amendments to the bylaws shall be approved by two-thirds of the Executive Committee and Senate membership, and shall be revised as times and generations see fit for interpretation.

## **ARTICLE VII. AMENDMENT**

1. Any current member of SGA may bring any proposed amendment forth.
2. Such an amendment shall be approved by two-thirds of the executive committee and senate membership. Following approval, and at least one week before the final vote is taken, the text of the amendment shall be presented to the college. The vote shall be administered by the Executive Committee.
3. An amendment to the constitution shall be ratified by a two-thirds affirmative vote of the voting constituents.

## **ARTICLE VIII. RATIFICATION**

The ratification of the SGA constitution shall be an affirmative vote of two-thirds of the association at large.

## **ARTICLE IX. ALLOCATIONS**

Any LCC student organization seeking financial assistance from the SGA must follow the guidelines set forth in the by-laws.

## **ARTICLE X. ELECTIONS**

Any LCC student having the desire to seek public office is granted that right as set forth in the bylaws.



# Labette Community College Student Government Association

Bylaws to the Constitution  
(Initiated May 9, 2008; Updated June 11, 2013)

The Bylaws to the Labette Community College Student Government Association are a detailed extension of the laws as stated in the Constitution.

## **ARTICLE I. RESIGNATION FROM OFFICE**

Any member wishing to seek immediate relief from their duties will be so granted after a written letter of resignation is received and documented.

### **Section 1. Resignation of the President**

1. If the office of president becomes vacant then the vice president will fill the vacancy of the office.
2. In the event the vice president is unable to serve in place of the president, a recommendation can be made and approved by a two-thirds majority of the voting body present at that time.

### **Section 2. Resignation of the Vice-President, Treasurer, Secretary**

1. If the office of any other executive council member becomes vacant, a current senator may fill the vacancy if they so choose.
2. In the event there are two senators seeking the same vacancy, a vote shall be taken by executive council as to who shall fill the vacancy.
3. If no senator chooses to serve, then a recommendation can be made and approved by a two-thirds majority of the voting body present at that time.

### **Section 3. Resignation of a Senator**

If the office of any senator becomes vacant, the following two solutions are acceptable:

1. The office may remain vacant if the body so votes as long as the minimum of three senators is maintained.
2. A recommendation may be made and approved by a two-thirds majority of the voting body present at that time.

## **ARTICLE II. ELECTION RULES**

Any student at Labette Community College wishing to run for office in the SGA is strongly encouraged to do so. All candidates are subject to the following rules when choosing to run for office:

1. The candidate must fill out a form indicating the office for which they wish to run.
2. The candidate must have a petition signed by ten students of LCC, and the petition must be return to the SGA advisor at least one week prior to the election.
3. When candidacy for office is approved, the campaigning may begin for the approved candidate.
4. On Election Day, all candidates must remain at least twenty feet from any portion of the voting table and/or booth(s).

## **ARTICLE III. CLUB MEMBERSHIP**

All student organizations on campus are encouraged to be members of SGA. In order for clubs to belong to SGA they must meet the following requirements:

1. Fill out an application and submit the application along with a roster of your members to the SGA advisor.
2. Submit to the SGA advisor a brief description as to what the club does and how the club can benefit the students of LCC.
3. Have a minimum of one booth at each campus event in which clubs are needed to promote the college.
4. Actively participate in campus activities, and foster a sense of campus pride in both current and prospective students.
5. Allow students in the organization the final say, guided by the advisor(s).

Failure to follow these guidelines may result in probation of the student organization.

## **ARTICLE IV ALLOCATIONS**

Any club seeking allocations of SGA travel funds are required to meet the following guidelines. Please note that these guidelines are for any requested amount.

1. All requirements for club membership must be met.
2. A formal, detailed request must be submitted to SGA.
3. Allocations are to be used for travel expenses only.
4. Request must be submitted before the event takes place. There will be no reimbursement of funds after the trip has been taken.
5. Following the return, advisors must submit copies of all receipts relating to their travel expense along with a copy of their allocation request form. If a club does not use all allocated funds then the remainder must be returned to the SGA allocation fund.

Failure to follow these guidelines may result in decreased funding. Please make all requests as soon as possible. The executive council reserves the right to allocate funds as they see fit, so long as there is a majority of voting members in favor of the amount to be allocated.