



HOWARD COLLEGE  
— MAKING DREAMS REAL —

# CLUBS AND ORGANIZATIONS GUIDE

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REVISED FALL 2023

Howard College

BIG SPRING

LAMESA

SAN ANGELO

SWCD

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## PURPOSE OF THIS HANDBOOK

This handbook is designed to provide an operational framework for existing and future organizations with the college. Believing that involvement with other students in social endeavors is an educational experience, Howard College and the Southwest College for the Deaf (SWCD) encourage students to participate in the various organizations available. This handbook serves as a practical guide in the establishment and maintenance of an organization.

## PHILOSOPHY OF STUDENT CLUBS AND ORGANIZATIONS

Extra or co-curricular activities complement the curricular activities of the college experience. It is important that a healthy balance exists in a student's educational experience.

Subject-related, service, social, and religious organizations provide opportunities for students to broaden their experiences; students will come in closer contact with other students with similar interests. Students will have opportunities to exercise leadership and/or fellowship. The enjoyment of working together toward common goals will provide personal satisfaction for the students.

The student's primary aim should be the attainment of a successful academic and/or vocational record. Curricular involvement should be a top priority in each student's life. However, the college encourages students to participate in those clubs available and believes that involvement will positively influence the educational experience.

## OBJECTIVES OF STUDENT ORGANIZATIONS

**An organization must have a purpose for existing.** The objectives of a student organization must be in keeping with the objectives of the institution by which they are chartered. Below are objectives to consider when developing and maintaining an organization.

1. To assist students with like interests and talents to become better acquainted.
2. To afford students the opportunity to carry classroom experiences over into the co-curricular life of the site.
3. To give students a chance to develop social attributes (group work).
4. To permit students a chance to participate in the democratic process.
5. To develop leadership qualities among students.
6. To assist in deepening students' self-awareness.
7. To assist in the development of critical thinking skills.

## **OVERVIEW**

A registered student organization is a group of no less than six students enrolled at Howard College or SWCD who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations, and standards of the college and/or federal, state and/or local statutes. Generally, student clubs fall under one of the following categories: Academic/Professional, Honorary, Multicultural, Religious, Residence Hall, Service, Recreational, and/or Special Interest.

# STUDENT ORGANIZATION GUIDELINES

## I. Establishing a New Organization

- a. Discuss the plan to form a new organization with the primary Student Services Official of clubs and organizations for your campus: Coordinator of Student Life (Big Spring), Student Success Specialist (Lamesa), Director of Student and Administrative Services (SWCD), or the Director of Student Life (San Angelo).
- b. Find six students who are interested in forming the new club. Petitioners must be enrolled in at least 6 credit hours at Howard College and/or SWCD.
- c. Complete a [Student Organization Declaration of Intent form](#). This petition should state the name of the club and be signed by the students seeking to start the club.
- d. Submit the form for review to the primary Student Services Official for your campus.
- e. Proceed to the registration procedures.

## II. Conditions of Registration

- a. Membership in the organization shall be open only to currently enrolled students of the college. The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.
- b. Student organizations wishing to register with the college must file an [Application of Registration form](#) with the appropriate office on their campus. This application shall contain but not be limited to the following information:
  - i. A statement of the organization's purpose
  - ii. Any present or intended relation the organization may have to any other local, state, or national organization
  - iii. The organization's proposed activities
  - iv. A list of the organization's officers
  - v. A copy of the organization's constitution and bylaws
  - vi. A copy of the constitution and bylaws of any related organization
  - vii. The signature, title, and campus address of a member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization
  - viii. Upon approval by the Student Government Association and filing by the Student Services or appropriate campus office, the organization will be campus chartered and recognized.
- c. The purpose and activities of the organization shall be lawful and not in conflict with college regulations as published by the college.
- d. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.

- e. All funds must be maintained in a college account and expended according to institutional guidelines. After the [Application of Registration form](#) has been approved, the corresponding site Clubs and Organizations Administrator will complete account information in conjunction with the District Chief Financial Officer.
- f. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.
- g. If the organization has not been chartered, the organization shall not use the name of the college or an abbreviation of the name of the college as part of its name; nor advertise or promote events or activities in a manner in which suggests that the function is sponsored by the college.
- h. All meetings must be held on campus.
- i. The organization shall agree to adhere to the policies, rules, and regulations of the college.
- j. Registration of an organization does not imply college approval of either the organization or its activities.
- k. Existing and/or perspective organizations should obtain a copy of the [Clubs and Organizations Guide](#) for additional information.

### **III. Howard College/SWCD Faculty or Staff Advisor**

- a. Each registered organization shall have a full time college employee available to the officers and members for consultation regarding the affairs of the organization.
- b. The advisor must certify the organization's expenditures by submitting the [Actual Results of Activity form](#) to the appropriate office on their campus.
- c. Attendance of the organizational meetings and/or functions is required of at least one advisor.
- d. The advisor should offer suggestions regarding the operation of the organization and ensure that the group adheres to college regulations and the organization's constitution and bylaws.
- e. Registered student organizations may have additional advisors to the extent permitted by their constitution and bylaws; however, one advisor must be a full-time Howard College/SWCD employee. Faculty/Staff who are current advisors for SGA cannot participate as advisors for other clubs/organizations.
- f. Certain organizations do not choose their advisor(s); rather, Howard College/SWCD reserves the right to assign a full-time faculty or staff member to advise the club or organization.
- g. Established full-time faculty or staff members who reduce employment hours below full-time status and maintain an office on campus may continue to function as an advisor of a student organization with the approval of the appropriate Student Services personnel at their campus.

- h. Full-time faculty or staff members are limited to advising one club/organization. If a current advisor wants to advise or co-advise an additional club/organization, they must receive approval from the primary Student Services Official for their respective campus.

#### **IV. Conditions for Maintaining Registration**

- a. The organization must file a list of its current officers and advisor within one month of the first day of classes each fall semester to the appropriate office on campus.
- b. The organization must submit the [Student Organization Yearly Report Form](#) to the appropriate office on their campus for approval. All changes in documents related to that organization will be kept on file in the appropriate office, such as; revision in its constitutions, changes in its statement of purpose, changes in procedures for handling organizational funds, or changes in membership requirements.
- c. The organization must maintain all funds in a college account and be expended according to institutional guidelines.
- d. The organization must demonstrate by its activities that it is working to achieve its purpose as stated on the application.
- e. The organization must conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable college regulations and state statutes.
- f. The organization must obtain approval for the organization's program of activities with the Student Government Association and the office of the primary Student Services Official two weeks in advance of the activity. If the organization is wanting the activity publicized on the activities calendar it must be submitted four weeks in advance. If facilities or equipment are needed, organizations must follow the procedures outlined in the [Use of College Space, Vehicles, Facilities, and Amplification of Equipment](#) section of the Student Handbook.
- g. Members must meet the academic eligibility requirements established by the college for holding office and participating in organizations.
- h. The organization must be responsible for the observance of all applicable college regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

#### **V. Denial of Registration**

- a. No student organization will be officially registered with Howard College/SWCD if the Student Services office determines that the organization's actions or activities are detrimental to the educational purposes of the college.
- b. If registration is denied, the designated president and advisor of the applying organization will be notified of the decision in writing. The applying organization may appeal in writing to an administrator appointed by the college president within five (5) college working days from the date of the denial letter. The decision of the appointed administrator is final.

## **VI. Withdrawal of Registration**

The office of the primary Student Services Official holds the right to withdraw the registration of an organization for non-compliance with the rules as set forth. The procedure for such withdrawal shall be as follows:

- a. The president of the organization and its faculty or staff advisor will be notified in writing of the proposed action to withdraw registration and of the reason for the proposed withdrawal.
- b. The organization will be given five (5) college working days to appeal their withdrawal of registration.
- c. If the Student Services office determines that cause for maintaining registration is inadequate, the president and the advisor of that organization will be notified in writing of the actual withdrawal of registration, the reason of this action, and the effective date of the withdrawal of registration.
- d. The decision of the Student Services office to withdraw registration from an organization may be appealed by the organization in writing to an administrator appointed by the college president within five (5) college working days from the date of notification of withdrawal of registration. If no appeal is filed within the time limit, the decision of the Student Services office will be final. Remaining funds in the organization's account will automatically be transferred to the Student Government Association account for the corresponding site.
- e. The decision of an administrator appointed by the college president is final concerning the appeal of a student organization which has had its registration withdrawn by the Student Services office.

## **VII. Registration of New and/or Reforming Groups**

- a. Members must be officially registered as either a full-time or part-time student.
- b. Any office who fails to show an active interest in the organization, fails to participate, or is placed on academic or disciplinary probation, will be replaced according to the club's/organization's constitution.

## **VIII. Start-Up Funds**

- a. Organizations that have been approved through the office of the primary Student Services Official may receive a small start-up fund of \$100 by submitting an [Activity Request Form](#) to that office. This is a one-time fund available at the initial registration of an organization. Upon approval of the Activity Request Form, the student organization fundraising account will also be created by the District Chief Financial Officer and will be used as the primary account for the club/organization.

## **IX. Privileges of Chartered Organizations Only**

- a. Holding meetings and other functions on campus
- b. Recruiting new members on campus
- c. Using the facilities of the college
- d. Using the name of the college and logo
- e. Being present at and represented before the Student Senate



- f. Publicizing activities on campus through posters, bulletin boards, and campus publications
- g. Raising funds on campus
- h. Utilizing fiscal services via the college business office
- i. Having approved activities entered on the official calendar of the college

**X. Accounting Procedures and Fundraising Guidelines**

- a. Due to the very strict laws pertaining to raffles, the HCJCD does not allow any raffles to be held by the college or any college based organization. There are other allowable methods, as long as they are not a “game of chance.” Examples of other allowable methods of fundraising include bake sales, craft sales, silent auctions, car washes, or most likely any other method that is not a “game of chance;” these are considered gambling. Rodeo goat delivery and fundraisers of that nature DO NOT fall under any sales tax definitions because goods and items are not sold and left with the customer. Howard College/SWCD organizations can have as many of these events as they would like.
- b. College student organizations can have a one-day tax-free sales event per month for each organization. Student organizations may also exempt its first \$5,000 of total receipts during a calendar year from sales of taxable items not otherwise exempt during the tax-free sale day. If the student organization does not stay under the \$5,000 threshold, they will need to obtain their own tax ID number, a sales tax permit in their own name, and be responsible for submitting their own sales tax. Please contact the financial accounting office if you have questions concerning sales tax permits and exemptions.
- c. Purchases must be made according to college policy. The advisor is responsible for knowing and following college purchasing procedures and informing the organization’s members of those procedures. The advisor should coordinate with the primary Student Services Official for their campus to submit a Purchase Requisition for the organization’s expenditures. The Requisition must be approved by the appropriate college personnel according the purchasing procedures set forth in the purchasing handbook.
- d. All organizations must submit an [Actual Results of Activity form](#) after each fundraiser, with receipts attached, to the office of the primary Student Services Official for their respective campus no more than 48 hours after the event/fundraiser. This form indicates payments and deposits received from the event/fundraiser.
- e. The advisor and club/organization president are responsible for all funds raised and for proper deposit of funds. All registered student organizations shall deposit their funds at the respective student accounting/business office within two working days of collecting funds and/or two days after the conclusion of the event/fundraiser. (Funds belong to the organization, and the college is acting only as a depository.)

- f. Treasurers of organizations must maintain cash receipts and cash disbursements ledger. The treasurer should routinely verify that the balance of the organization's records matches the college, including procurement card purchases. Organizations can verify their balance with the financial accounting or student accounting/business office.
- g. Clubs/Organizations that are dissolved due to inactivity or lack of interest will have their funds transferred into the account for SGA unless they can show meeting minutes designating where the funds should be transferred to.

#### **XI. Approved Off-Campus Activities**

- a. Off-campus activities must be approved by the primary Student Services Official for their campus.
- b. Each participant in such activities are representatives of the college and are expected to act according to the college rules and regulations.
- c. Students representing the college off campus are subject to the same disciplinary action as though they were on campus.
- d. Advisors must accompany and are responsible for control of the students while off-campus and are responsible for reporting infractions to the primary Student Services Official for their campus.
- e. **Alcohol consumption is prohibited by both advisors and/or members regardless of age, place or time.**
- f. All members participating in off-campus activities must submit an [Activity Request form](#) to the primary Student Services Official for their campus.
- g. All members participating in off-campus activities must also submit a [Liability Release Waiver](#) to the primary Student Services Official for their campus.
- h. Advisors are responsible for carrying copies of all activity forms and liability release forms on any off-campus activity while leaving the original copies with the primary Student Services Official for their campus.

#### **XII. Transportation**

- a. Request for transportation should be made by the club/organization advisor and submitted to the primary Student Services Official for their campus.
- b. The club/organization advisor is responsible for completing all paperwork involved in the transportation process.
- c. Students who leave campus in a college vehicle on a college-sponsored activity must return to campus with the group in the college vehicle.
- d. Students are allowed to use their personal vehicle on a school sponsored trip and may transport other students with them if needed. This must be approved by the primary Student Services Official for their campus.
- e. Mileage will be charged to the organization's account (.20 per mile for a college vehicle or .62 for using your personal vehicle). If a personal vehicle is used, the individual may receive a mileage reimbursement from the college.

- f. [Liability release forms](#) for each student traveler must be completed. The college will assume no liability for student organizations using their own vehicles or any other transportation.

### **XIII. Overnight Trips**

- a. An advisor must accompany organizations on overnight trips and must gain approval from the primary Student Services Official for their campus prior to the actual trip.
- b. The advisor is required to stay at the same lodging as the students that they are chaperoning.
- c. The advisor is responsible for making sure overnight accommodations are appropriate for the participants.
- d. The advisor is responsible for the conduct of the participants; as all participants are representing Howard College.
- e. The advisor must submit a Request to Travel at the Colleges Expense form five working days in advance to the trip. Additionally, advisors may use their college procurement cards to pay for expenses related to club/organization trips. Advisor's expenses must be covered by the student travel budget provided by the club and should receive enough money from the club account to cover the cost of the advisor's meals and hotel accommodations. These expenses must NOT be used out of college funds.
- f. If the organization does not have sufficient funds to cover the expenses of the participants, the participants may pay their own way.
- g. All policies in Section XI apply to all overnight trips.

### **XIV. Excused Absences from Classes**

- a. If a student misses classes due to participation in an organization's activity, those students may be excused from classes if approved by the primary Student Services Official for their campus.
- b. The advisor should submit a list of students' names, the day(s) they will be absent from class, a description of the activity, and a list of instructors who need to be informed of the absence. If the absence is approved, the approved office for your campus will inform the instructors of the absence.
- c. Students are responsible for contacting instructors about missed work.

## **APPENDIX**



## DECLARATION OF INTENT FORM

Club/Organization Name: \_\_\_\_\_

Student Contact Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

This document verifies that the above-named group has declared its intent to pursue status as an officially registered student organization. After completing this form and returning it to the primary Student Services official for clubs/organizations the organization may hold up to three meetings on campus pending action of its petition. The organization may employ these meetings to select officers and write a constitution. This statement of intent does not afford the organization the privileges of registration. Submitting this form should not be considered as approval by the college as to the merits of the organization or its potential for registration.

At such time that the group completes the steps required for official registration as outlined in the Student Handbook and the Clubs & Organizations Guide and is approved by the appropriate college official, the new organization will be granted registration for the present school year. If the group does not complete the required registration steps within 30 days from the date the declaration of intent form is submitted, the intent is considered expired.

As representatives of the above-named group, we are aware of and understand the rules, regulations, policies, and procedures governing student organizations as published in the Student Handbook and the Clubs & Organizations Guide. We certify that this organization will function in accordance with these policies and procedures.

AS THE STUDENT, I have read and agree to abide by and enforce the Student Code of Conduct and Howard College District rules, regulation and policies regarding the use of facilities and club activities.

Student Name (Print): \_\_\_\_\_ Student Name (Print): \_\_\_\_\_

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

Student Name (Print): \_\_\_\_\_ Student Name (Print): \_\_\_\_\_

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

Student Name (Print): \_\_\_\_\_ Student Name (Print): \_\_\_\_\_

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

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### FOR OFFICE USE ONLY

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

Club or Organization approved? ☐ No ☐ Yes Date: \_\_\_\_\_

Student Services Official Signature: \_\_\_\_\_

Date Approval sent to Club/Organization and Advisor: \_\_\_\_\_



## HOWARD COLLEGE/SWCD CLUBS AND ORGANIZATIONS

### APPLICATION FOR REGISTRATION

Club/Organization Name: \_\_\_\_\_

Student Contact Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Officers, please fill in required information below:

| OFFICE | NAME | STUDENT ID | PHONE | E-MAIL |
|--------|------|------------|-------|--------|
|        |      |            |       |        |
|        |      |            |       |        |
|        |      |            |       |        |
|        |      |            |       |        |
|        |      |            |       |        |
|        |      |            |       |        |

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

I am aware of the responsibilities of a student organization advisor, and provided registration is granted, I agree to serve in the role for the above-named organization.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total number of members: \_\_\_\_\_ Anticipated meeting dates: \_\_\_\_\_

Anticipated meeting location: \_\_\_\_\_

Has meeting location been reserved for dates above? ☐ No ☐ Yes

It is hereby certified that the above named organization will abide by and conduct its activities in accordance with State and Federal law, its constitution, and the rules, regulations, policies, and procedures governing student organizations as published in the Student Handbook and the Club Guide. It is further certified that the information appearing above is true and correct. All appropriate documentation such as constitution, bylaws, etc. should be submitted with this form.

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### FOR OFFICE USE ONLY

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

Club or Organization registration approved? ☐ No ☐ Yes Date: \_\_\_\_\_

Student Services Official Signature: \_\_\_\_\_

Date Approval sent to Club/Organization and Advisor: \_\_\_\_\_

Howard College account approved? ☐ No ☐ Yes Account number: \_\_\_\_\_

Account start up fund received? ☐ No ☐ Yes *If yes, amount received:* \_\_\_\_\_



## ACTIVITY REQUEST FORM

Club/Organization Name: \_\_\_\_\_

Student Contact Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

Title of Activity/Event: \_\_\_\_\_

Activity/Event Date: \_\_\_\_\_ Activity/Event Start and End Time: \_\_\_\_\_

Briefly Describe the Activity/Event (Attach a separate sheet if needed):

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

The proposed Activity/Event (Please check all that apply):

- ☐ will purchase equipment/supply    ☐ is a concert/live performance    ☐ involves the serving of food  
☐ involves cash handling/fundraising    ☐ involves ticket sales    ☐ is a field trip/conference  
☐ is expecting over 100 attendees    ☐ t-shirt printing (logo must be approved by Student Services Official)  
☐ will be held on-campus – Has location been reserved? ☐ No ☐ Yes  
☐ will be held off-campus - Location: \_\_\_\_\_

Will the club/organization request student activity sponsorship? ☐ No ☐ Yes *If yes, please attach an event budget proposal.*

Is an outside sponsor involved with the event? ☐ No ☐ Yes *If yes – What is the sponsor's name?* \_\_\_\_\_

Is the Activity/Event open to the public? ☐ No ☐ Yes *If yes – What is the admission fee?* \_\_\_\_\_

Attach a list of all merchandise to be sold with pricing. All logos must be approved by the Student Services Official.

Will food be served? ☐ No ☐ Yes *If yes – Who is providing the food?* ☐ Great Western Dining ☐ Other: \_\_\_\_\_

Attach promotional flyer for Student Services Official approval.

AS THE STUDENT, I have read and agree to abide by and enforce the Student Code of Conduct and Howard College District rules, regulations and policies regarding the use of facilities and club activities.

AS THE ADVISOR, I understand that I am responsible for the club/organization's activity/event as well as the club/organization's liability and I will be present for the duration of the event.

Student Name (Print): \_\_\_\_\_

Advisor Name (Print): \_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_

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

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

### FOR OFFICE USE ONLY

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

Activity approved? ☐ No ☐ Yes    Date: \_\_\_\_\_

Student Services Official Signature: \_\_\_\_\_

Date Approval sent to Club/Organization and Advisor: \_\_\_\_\_



## ACTUAL RESULTS OF ACTIVITY FORM

Club/Organization Name: \_\_\_\_\_

Student Contact Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

Title of Activity/Event: \_\_\_\_\_

Activity/Event Date: \_\_\_\_\_ Activity/Event Start and End Time: \_\_\_\_\_

Briefly Describe the Activity/Event (Attach a separate sheet if needed):

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Did the club/organization request student activity funding? ☐ No ☐ Yes

Was an outside sponsor involved with the event? ☐ No ☐ Yes *If yes – What is the sponsor's name?* \_\_\_\_\_

Was food served? ☐ No ☐ Yes *If yes – Who is provided the food?* ☐ Great Western Dining ☐ Other: \_\_\_\_\_

*Attach a list of all merchandise sold with pricing.*

Amount of Funding Requested: \_\_\_\_\_ Amount of Funding Used: \_\_\_\_\_

Amount Raised from Activity/Event: \_\_\_\_\_

*Please attach an event budget listing all expenses involved in this activity.*

Account Number: \_\_\_\_\_

Club/Organization President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Organization Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Amount Received: \_\_\_\_\_ Date Received: \_\_\_\_\_

Student Services Official Signature: \_\_\_\_\_

Date Amount sent to Business Office: \_\_\_\_\_





**LIABILITY RELEASE FORM**

Club/Organization Name: \_\_\_\_\_

Student Contact Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

Student Emergency Contact Name: \_\_\_\_\_

Emergency Contact Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_ Insurance Policy Holder: \_\_\_\_\_

Insurance Company Phone: \_\_\_\_\_

Title of Activity/Event: \_\_\_\_\_

Activity/Event Date: \_\_\_\_\_ Activity/Event Start and End Time: \_\_\_\_\_

I release the Howard County Junior College District/SWCID, its employees and/or representatives, from any responsibility for incidents which cause me physical, mental or monetary loss or damage, except in those incidents where the District can be shown negligent and directly responsible for the loss or damage.

Student Name (Print): \_\_\_\_\_

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

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**FOR OFFICE USE ONLY**

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

Student Services Official Signature: \_\_\_\_\_

Date form sent to Club/Organization and Advisor: \_\_\_\_\_



## HOWARD COLLEGE FUNDRAISING REQUEST

NAME OF ACTIVITY: \_\_\_\_\_

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program to benefit from fundraiser: \_\_\_\_\_

Associated Costs: \$ \_\_\_\_\_ for \_\_\_\_\_  
(Transportation of gift, annual maintenance, supplies, etc.)

Donors you plan to contact and amount on monies/pledges you want to collect (if applicable). The use of funds must be transparent to the donor and approved by college administration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

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

### **Fundraising Guidelines from the Student Clubs and Organizations Guide**

Due to the very strict laws pertaining to raffles, the college does not allow any raffles to be held by the college or any college-based organization. There are many other allowable methods, as long as it is not a "game of chance". Other methods of fundraising that are allowable would include bake sales, silent auctions, car washes, or most likely any other method that is not a "game of chance" because these are considered gambling. All registered student organizations **shall deposit their funds in the business office within two working days of collecting funds and/or two days after the conclusion of fundraiser.** (Funds belong to the organization, and the college is acting only as a depository.)

- Treasurers of organizations should keep a cash receipts and cash disbursements book.
- Purchases must be made according to college policy.
- The advisor is responsible for knowing and following college purchasing procedures and for informing the organization's members of those procedures. The advisor should certify the organization's expenditures by submitting the "Purchase Requisition" to the lead campus student services administrator.
- The advisor and club/organization treasurer are responsible for all funds raised and for proper deposit of those funds.
- The advisor and the club/organization president are responsible for requesting a purchase order to the lead campus student services administrator.
- The treasurer should check to see that the balance on the organization's books balance with the business office records, including any procurement card purchases.
- All organizations must submit a balance sheet after each fundraiser, with receipts attached, to the lead campus student services administrator offices 48 hours after the events/fundraiser. This form indicates payments and deposits from the fundraiser.
- College student organizations can have one sales tax free event per month. This event cannot exceed a consecutive 24-hour period within that month. If the event lasts longer than 24 hours, the college/student organization is required to obtain a sales tax permit for that organization.
- Rodeo goat delivery, and things of that nature DO NOT fall under any sales tax definitions, because goods and items are not being sold and left with the customer, so our organizations can have as many of these as they want.
- Bake sales, craft sales, and those types of events do fall under this ruling, and we must monitor them so that we do not become susceptible to any types of fines.

Campus Student Services Administrator/Dean of Students \_\_\_\_\_ Date \_\_\_\_\_

Chief Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_

Institutional Advancement Officer \_\_\_\_\_ Date \_\_\_\_\_

Executive Vice President \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

## **Registered Organizations**

### **Big Spring**

- Student Chapter of American Dental Hygiene Association (SCADHA)
- Phi Theta Kappa
- Student Government Association
- Gaming Club
- Anime Club
- Texas Student Nurses Association
- Vocational Nursing
- Residence Hall Association
- Adventure Club
- Podcast Club
- Howard Cottage Parent Committee
- Hillside

### **Lamesa**

- Student Government Association

### **San Angelo**

- Phi Theta Kappa
- Student Government Association
- BSM (Baptist Student Ministry)
- Howard College Association of Veterans

### **SWCD**

- Baptist Student Ministries
- Residence Hall Association
- Student Government Association

## Hints for an Effective and Successful Organization

1. Have a purpose for existing. This is a must. Have a meaningful program and a unity of purpose which the group understands.
2. Establish goals. There should be short-range goals and long-range goals. Groups that lack goals have mediocre interest and tend to fall short.
3. Have continuity of activities. Sit down and outline meetings and activities for at least a semester in advance. Publicize your club. Put stories in the newspaper. Put up posters. Post notices. Keep your members and others aware of your group.
4. Plan well. Have a printed agenda, preferably with copies for each member, made up in advance of each meeting. Let members know what is coming up.
5. Strongly encourage participation. Non-participation is both the cause of and the result of lack of interest. Get members interested by giving them something to do. Have varied activities, programs, and committee assignments to keep members busy. Give everyone a chance to speak and to express opinions. Ask for opinions of those who fail to express them voluntarily. Give everyone some responsibility. Help each member to feel important.
6. Use the advisor. Ask for their advice, and combine it with the ideas of the members. Let them “run interference” for the organization. They will know contacts and sources of things the organization may need.
7. Set the pace early. Perhaps the most important meeting of the year is the first. The leadership should prepare and organize for it.
8. Enthusiasm is a must. Officers should remember that if they are enthusiastic about the organization, so will the members.
9. Regular meetings, including the time and location, are essential to the satisfactory of meetings and continued acceptable attendance.
10. Evaluate meetings. Take a backward look at meetings and try to improve.
11. Cooperate. Cooperate with faculty, staff, students, and other organizations. In this way, the organization can more advantageously channel its efforts as well as fulfill its objectives.
12. Encourage service projects. The officers should encourage members to assume projects of service on campus and in the community.
13. Foster academic achievement. Encourage students to join organizations and recruit new members, but keep members aware that academic achievement and professional efficiency are prime objectives.
14. Officers should be reminded of their responsibilities. It is the responsibility of an officer:
  - a. To ensure that the group operates within the framework of the constitution and bylaws.
  - b. To ensure that the business of the group is conducted in an orderly and efficient manner.
  - c. To ensure that objectives and goals are accomplished.
  - d. To hold the group together by being friendly, cooperative, and congenial.
  - e. To give members an opportunity to express themselves and to fully participate in the work of the club.

- f. To keep in the background as much as possible, yet keep the organization moving ahead.
- g. To be enthusiastic
- h. To plan, to outline needed work, and to follow through to see that the work is being completed.
- i. To budget personal time so there will be a proper balance between academic programs and extra-curricular activities.
- j. To evaluate meetings in terms of accomplishments by the club and benefits received by the members.

Installation ceremonies of officers may or may not be a part of initiating new officers officially into their position. They are nice, however, and tend to impress the officers with the importance of their jobs. Installations are also a good time to re-emphasize the goals and objectives of the organization.

## General Duties of Officers

The duties of officers listed below are general. Each club may have specific duties assigned to individual officers in addition to these.

Duties for officers include:

### 1. President

- a. Know the proper procedure for conducting meetings. Be impartial. Have some knowledge of parliamentary procedure. Prepare an agenda for each meeting. Review the minutes of the last meeting so nothing is forgotten.
- b. Understand and follow the constitution and bylaws.
- c. Represent the club. Be present at all functions.
- d. Carry out the groups wishes and decisions even if you personally do not agree.
- e. Be democratic. Remember that majority rules.
- f. Know the college policies and regulations and see that they are observed.
- g. Keep the advisor informed of all meetings. Consult the advisor if the club plans to hold a special meeting or event.
- h. Know the duties of the other officers.
- i. Appoint various committees. Do not try to do it all yourself. Total participation of all members makes for a strong organization.
- j. Write things down. Do not trust your memory.

### 2. Vice President

- a. Take over the duties of the president in his/her absence.
- b. Assist the president in any way possible.
- c. Assume and carry out all special duties that may be assigned by the president, the constitution, executive board, or members.
- d. Attend all meetings.
- e. Know and understand the constitution and bylaws.

### 3. Secretary

- a. Keep all records.
- b. Keep minutes of meetings.
- c. Read minutes and correspondence at meetings.
- d. Keep an accurate roster of all members and record their attendance at each meeting.
- e. Keep a copy of the constitution and bylaws on permanent file and available for reference during meetings.
- f. Keep copies of all committee reports.
- g. Record motions accurately and prepare to read them back immediately.
- h. Be responsible for all club correspondence.
- i. Prepare press releases for the local, regional and state media in coordination with the corresponding Student Services Official.

### 4. Treasurer

- a. Collect all funds.

- b. Deposit all funds with the respective student accounting office of the college.
- c. Have the advisor sign all business transaction forms.
- d. Prepare a club budget and have it approved by the executive board and the members.
- e. Ensure that the organization appropriately spends available club funds according to college policies and regulations.
- f. Make a treasurer's report when called upon, giving receipts, expenditures, and balance on hand.
- g. Ensure that bills are paid promptly.
- h. Have records available and ready for examination at any time.

## **General Advisor Responsibilities**

The advisor is an integral part of every organization. General responsibilities of the sponsor are listed below:

1. Advise and council.
2. Serve as a resource.
3. Assist in achieving the degree of mature thinking and action that tends to strengthen an organization.
4. Be present at all meetings and functions.
5. Be knowledgeable of college rules, policies, and regulations.
6. Encourage significant actions and programs.
7. Be available to sign college forms when needed.
8. Bring forth any serious failure of the group.
9. Assist in the planning of functions.
10. Assist in formulating a budget and in determining acceptable fundraising activities.
11. Assist the treasurer in maintaining accurate records.
12. Maintain an active liaison between the organization and the primary Student Services Official for your campus.
13. Be knowledgeable of what the organization is doing.



## **General Club Member Responsibilities to the Advisor**

The members of an organization have the following responsibilities to the advisor:

1. Show the advisor proper considerations and respect.
2. Clear everything with the advisor.
3. Schedule meetings and functions when the advisor can attend.
4. Ask for the advisor's opinion.
5. Do not attempt to by-pass the advisor in working out plans and problems.
6. Show appreciation by personal thanks, appropriate motions, or thank you notes.

## Conducting Effective Meetings

Conducting effective meetings is usually a matter of practice and experience, but some suggestions may be in order:

1. Prepare an agenda in advance
2. Have a definite order of business. The constitution or bylaws will usually provide this.
3. Have a designated place for all meetings.
4. Have a scheduled time for meetings. Always strive to start and finish on time.
5. Conduct meetings in a business-like manner.
6. Focus on the entire group. If one person talks too long, others will lose interest.
7. The president or the person chairing the meeting should be impartial.
8. Recognize all who wish to be recognized.
9. Keep the group on the topic being discussed.
10. Clarify questions. Restate them so they are understood.
11. If the president wishes to debate, call the vice president to the chair.
12. Get motions in writing and have them read back by the secretary
13. When a speaker has been invited, be courteous and do not prolong business.
14. Check lighting, air conditioning/heating, seating, etc.
15. Express appreciation as deemed.
16. Evaluate all meetings by checking such things as:
  - a. Goals – Accomplished?
  - b. Discussion – Pertinent to the subject?
  - c. Leadership – Good? Democratic? Interesting? Stimulating?
  - d. Participation – General? Limited? Dominated by a few?
  - e. Atmosphere – Working together? Individuals free to express themselves? Open-minded? Friendly?
  - f. Results – Progress made? Conclusions reached? Meeting worthwhile?