

ALL YOU NEED TO KNOW

ILLINOIS CENTRAL COLLEGE

Student
Leadership
& Engagement



STUDENT LIFE
HANDBOOK

OPEN TO
FIND
YOUR  ORGANIZATION'S
**GUIDE TO
SUCCESS**

Name Change

Please note Student Leadership and Engagement will be renamed Student Life effective January 2016. The words “Student Life” are used throughout this handbook and refer to the current Student Leadership and Engagement Office.

Handbook updated: September 2015

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Section I

Student Life

Mission Statement

The Mission of Student Life is to complement and enhance the academic programs of Illinois Central College (ICC) and contribute to the growth of the individual student.

Students who are involved in student activities at ICC are able to put into practice theories they are learning in the classroom such as citizenship, leadership, decision making, and group dynamics. Through Student Life, quality cultural, social, and recreational programs are offered for students. Ultimately student activities are events designed by ICC students for ICC students, faculty, and staff.

Department Goals

Incorporate, uphold, and convey the core values of ICC: Learning, Integrity, Community, Responsibility, and Excellence.

Provide a vehicle for students to learn about leadership development, group dynamics, budgeting procedures, decision making, and service through participation in student organizations.

Provide varied cultural and contemporary activity programs for students.

Provide services for the community college students. These may include volunteer opportunities, posting services, multipurpose and study lounges, leadership training and recognition programs.

Provide administrative guidance in the development of student handbooks, procedural manuals, activities calendars, promotional materials, and official publications.

Provide interpretation of college policies and procedures for registered student organizations (RSOs).

Provide supervision of programs.

Approve all registered student organization (RSO) events and expenditures.

This Handbook

The Student Life staff has developed this handbook as a resource for the members and advisors of Registered Student Organizations (RSO). Included is information about the establishment of new organizations. This handbook is intended to serve as a guide to general policies and procedures that impact the student organization.

All forms referenced in this book can be found in the appendices and are bolded throughout the contents of this handbook. For a copy of any form, please contact Student Life.

Because there are many variables which make each group and situation unique, issues may arise throughout the course of the year that are not addressed in this manual. If you need further information on services, please contact Student Life. ICC reserves the right to make changes to this handbook without prior notice.

We look forward to serving you! Please stop by Student Life to learn more about the support services, resource materials, and student development opportunities available to your RSO. We are located in room 303A on the East Peoria campus. Our phone number is 309-694-5201.

Bylaws and Policies

Bylaws and Policies of the Board of Trustees of Illinois Central College Article IV Student Services
Section 7. Extra-curricular program for students:

- A. Definition. To enlarge and enrich the educational program of Illinois Central College, a program of extra-curricular activities will be made available. Activities may include: student government, forensics, dramatics, service organizations, social activities, and other related activities.
- B. Participation. All students having an interest in such activities shall have the opportunity to participate according to their interests. There shall be no discrimination with respect to race, color, religion, sex, age, national origin, ancestry or physical or mental disability.

Benefits of Chartered Organizations

- Membership solicitation on campus.
- Use of College facilities and equipment as approved.
- Raising funds on campus for an identified educational purpose to benefit the organization.
- Meetings and social functions on campus.
- Use of college printing facilities, mail services and accounting services for organization needs.
- Publicizing activities on campus and in college publications.
- Having a mailbox in Student Life, East Peoria campus, room 303A.
- Participating in College events and activities.
- Opportunity to request funds from Student Life in order to attend educational conferences and/or plan an educational, campus-wide event for the student body.
- Access to RSO office and use of computers in room 302A, East Peoria campus.

Section II

Chartering &

Registration of

Organizations

In order to enjoy the benefits listed in Section I, all student organizations must be chartered and maintain their registration according to the following guidelines:

How to Start a Student Organization

Before starting the process of forming a new student organization, keep in mind each organization at ICC must support the mission of the college and must meet a need currently not being met by an existing organization.

Take some time and check out the existing student organizations listed on the ICC website. These groups have been formed to meet a variety of personal, social, political, recreational, leadership and religious interests. You may find there is already a group on campus doing exactly what you want to do. It is often more effective to combine forces than duplicate efforts which can create competition for resources—financial or people. Most organizations are very eager for new members; they want talents, new ideas, enthusiasm, and commitment.

If, however, there is not an existing organization, and the organization you are proposing to start supports the mission of the college, then we encourage you to follow the steps below in order to start the process of forming a new organization. Hopefully, there are many other students out there with similar interests as yours looking for a group to join!

In order to start a new organization, you'll need to follow this checklist:

- ✓ Complete and return to Student Life the **Chartering Form**.
- ✓ Meet with the Manager of Student Leadership & Engagement to discuss your plans and goals. To schedule a meeting call 309-694-5201 or stop by Student Life, Room 303A East Peoria campus.
- ✓ Survey students and find a minimum of 10 students who are interested in joining the organization. Complete and return the **General Membership Roster** to Student Life.
- ✓ Select an advisor(s) for your organization. This must be a currently employed staff or faculty member (part-time or full-time) of ICC and the advisor(s) must be approved by the Manager of Student Leadership & Engagement.
- ✓ Draft a constitution and turn into Student Life (Sample constitution can be viewed in this handbook.)
- ✓ Meet with the Manager of Student Leadership & Engagement and organization advisor to discuss paperwork, constitution, policies, and services Student Life offers.
- ✓ Hold an organizational meeting to approve the constitution and formally elect officers.
- ✓ Complete and return to Student Life the **Intent to Be Active Form**.
- ✓ Complete the **Signature Pages** (each advisor and the student president should sign a signature page.)
- ✓ Turn in your **General Membership Roster, Constitution, and Intent to Be Active Form** to Student Life.
- ✓ The Manager of Student Leadership & Engagement and the Dean of Student Success will review the paperwork for the organization to be recognized as a Registered Student Organization (RSO). You will be notified regarding your proposed organization's approval. If/when your organization is approved, proceed to the next step.
- ✓ Meet with the Manager of Student Leadership & Engagement and Organization Advisor to discuss paperwork, policies, view the student organization room and learn about the services that Student Life provides.
- ✓ Receive a copy of the **Student Life Handbook**.

Don't forget to maintain status as a Registered Student Organization. Your organization will need to submit an **Intent to Be Active** form and **Signature Pages** for each advisor and your organization president at the beginning of every academic year. Student Life will send your advisor information regarding these papers prior to the start of the fall semester.

At first the process to form a new student organization may seem overwhelming but our office is here as a resource to help you. If you need assistance with any of these steps, contact us at 309-694-5201.

Maintaining a Charter

For an organization to maintain its charter, the group must:

- Submit the **Intent to Be Active Form** to Student Life by the date specified including the roster of involved students.
- Submit a completed **President Signature Page and Advisor Signature Page** (one for each advisor) to Student Life by the date specified.
- Complete a student organization orientation.
- Submit the **Information Update Form** when there is a change in officers, advisors, and organization name. It is the responsibility of the organization to notify Student Life of changes.
- If your constitution has not been reviewed/updated in more than three years, your organization will need to review the constitution and submit a copy with the date reviewed. Failure to return these forms by the specified date may result in the organization being blocked from continuing organization business.
- Submit the required **End-of-the-Year Documents** including a proposed organization budget, co-curricular assessment, and year-end report by the date specified.

Revocation of Charter/Re-Chartering

A group's charter may be revoked for any of the following reasons:

- Inactive for two years.
- Violations of College policies, State, National or Local law.
- Disciplinary action. Student organizations are subject to disciplinary actions as explained in the Student Handbook.
- Non-compliance with organization registration procedures and constitution requirements.
- Falsification of any registration information.
- Misuse of funds, overextension of organization funds or misuse of requested funds received from Student Life.

If an organization charter has been revoked, the group must first correct behavior or actions that resulted in the loss of charter and then reapply for charter following all procedures and regulations outlined in this manual.

Membership

Membership in a recognized student organization shall be open to all ICC students, faculty, and staff who meet the stated qualifications. Officers of student organizations must be current students. Faculty, staff, and ICC alum may join any student organization. All students having an interest in such activities shall have the opportunity to participate according to their interests. There shall be no discrimination with respect to race, color, religion, sex, age, national origin, ancestry or physical or mental disability.

Legal Liability

ICC does not assume liability for a RSO's financial transactions, group activities or the actions of individual or group members who are found in violation of College policies, Local, State or Federal laws. The College recognizes students are adults, and they and the organizations to which they belong are expected to obey the law and take responsibility for their conduct. The College specifically recognizes students and student groups are not agents of the College, and the College will not assume any responsibility for them on and off campus. RSOs will be disciplined if their conduct threatens disorder, public disturbances, danger to themselves and others or property damage.

Sample Constitution or Bylaw Outline

This is a sample of the items most typically found in a standard constitution. It is to be used as a guide for setting up a constitution tailored to your organization. Articles and sections with asterisks* are the minimal information requirements that will be accepted by Student Life. Bracketed () material is College policy. Italicized text must be included verbatim. Your constitution must include and conform to these policies.

*Article I – Name

* Section 1. The name of this organization shall be...

*Article II – Purpose

* Section 1. The purpose of this organization shall be to.....

*Article III – Source of Power

**Section 1. (Name of Organization derives its authorization from the Manager of Student Leadership & Engagement, The Vice President of Student Services, the President of the college and the Board of Trustees of the College. They shall possess the power of veto over any decision made by this organization.)*

Article IV - Membership

**Section 1. (Membership in student organizations is limited to ICC students, faculty and staff, and ICC alum. All requirements must conform to the Board of Trustee's policies regarding nondiscrimination on the basis of race, religion, sex, or national origin.)*

*Section 2. Eligibility requirements. (Include methods of induction or selection requirements such as grade point average, college enrollment, etc.)

*Article V - Officers

*Section 1. Officer titles. Officers of this organization shall be called...

* Section 2. Qualifications for each office. Officers must be ICC students. (Note: Faculty/Staff may not hold office.)

*Section 3. Term of Office.

*Section 4. Duties of Officers.

* Section 5. Provisions for selection/replacement of officers.

* Section 6. Provisions for removal of officers.

*Article VI – Meetings

* Section 1.

* Section 2. Special meetings may be called at any time by the president or chairperson upon petition of _____ members or upon petition of members of the executive board or committee upon _____ days' notice of such meetings to members, etc.

*Section 3. A quorum shall consist of. . . (i.e., how many members present at any regular or special meeting; how many present voting members at any regular or special meeting; percentage of members, etc.)

*Article VII – Elections

*Section 1. Election of officers shall be held. . .

*Section 2. Who may vote? How? Include rules on proxy votes, etc.

*Section 3. Notice of elections or appointments.

*Article VIII – Sponsors, Advisors

*Section 1. (Organizations shall be advised by one or more members of the ICC faculty or staff.)

*Section 2. Method of selecting advisors

*Section 3. Duties and/or responsibilities of advisors. (List those specific to your organization, stating that this is in addition to duties and/or responsibilities as outlined in the ICC Organization Handbook.)

*Article IX – Committees

*Section 1. Standing committees. Describe composition, appointment, membership, function, powers, and duties.

*Section 2. Appointment of committees. By whom/ Chairperson/President, Executive Board, etc.

*Article X – Dues

*Section 1. Specify the amount of dues per month, semester, etc.

*Article XI – Handling of Funds

*Section 1. *(All funds collected on campus must be deposited in the student organization's Trust and Agency account. The treasurer shall be the primary officer designated to handle the organization finances and manage the Trust and Agency account. Other officers may be authorized as indicated on the registration form.)*

*Article XII – Amendments

*Section 1. Constitutions may be amended by: (choose one of the following) 2/3 or 3/4 or total membership. Amendments may be tabled for vote at a later meeting.

*Section 2. Provisions for advance notice of amendments.

Responsibilities of the Advisor to the Organization

Every student organization is required to have a full-time or part-time ICC faculty or staff person serving as an advisor. Locating and asking a faculty or academic staff person to be an advisor is the responsibility of the organization.

The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and several other factors determine the nature of an advisors involvement with the organization. Organizations should recognize the value of having a good advisor and use that advisor as a resource person. In short, a good advisor plays an essential role in an organization's success.

An advisor's function is fourfold:

- To be a consultant and to help with the organization's growth and development;
- To provide continuity to the organization;
- To act as an authorized and responsible agent of the organization;
- To ensure compliance with all college policies and procedures.

Choose your advisor well. Discuss with your organization and with your advisor what you want the advisor's role to be. Take into consideration the advisor has to maintain a liaison role between the organization and ICC. An advisor is a consultant and should be a stabilizing source when you need help. It is the advisor's duty to ensure officers are aware of the policies and regulations established for RSOs. Both the advisor and the organization should understand the advisor is there to help the organization and the advisor is chosen and retained at the organization's discretion. Organizations should realize an advisor has the right to resign. The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship.

Students can expect their advisor to:

- Attend general meetings and/or executive committee meetings.
- Be accessible for weekly or bi-weekly meetings with the president.
- Assist with college procedural matters.
- Provide suggestions on ways to improve the organization.
- Assist with goal setting.
- Assist with executive board leadership training.
- Attend RSO events and activities.
- Represent and advocate for the group to the campus community.
- Serve as a sounding board.
- Recommend programs, speakers, etc.
- Assist with financial matters and risk management.
- Travel with the organization when necessary.

One way an advisor can recognize an outstanding organization is with a nomination for the Organization of the Year Award. This award is given to an organization each year during the Student Leadership Awards. The chosen organization is selected by a group of students, faculty, and staff. The committee looks for organizations who have done an exceptional job in following through on events, activities, and fundraisers. Organizations can obtain nomination information from Student Life.

Responsibilities of the Organization to the Advisor

The organization has some definite responsibilities to its advisor. The following are guidelines to assist in building a healthy organization/advisor relationship:

- Meet with your advisor at least one day before your meeting to go over the agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor's knowledge and experience to come up with solutions.
- Meet with your advisor after the meeting to discuss what happened if he or she could not attend. Be willing to ask for advice if any problems or issues arise. Keep the advisor posted on the progress of the organization.
- Share with your advisor! Make your advisor feel like they are part of the organization. Ask for input in discussions. You may even want to include in your agenda a section for "Advisors' Comments/Communications."

Advisors can expect student members to:

- Inform and update them regularly of organizational issues and accomplishments.
- Provide them with meeting minutes.
- Provide them with event information (date, time, and location) and changes.
- Have open and honest communication.
- Have mutual respect.
- Be committed to the organization.
- Establish written goals and objectives for the semester.
- Maintain accurate record keeping.
- Be present at all programs and meetings.
- Be committed to a smooth officer transition between each semester and each year.
- Thank them for a job well done. Advisors should be shown appreciation and respect for the work they do on behalf of the group.

In most instances, advisors are graciously volunteering their time to serve the organization and promote student development. It is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship that serves as a resource for the students. One way an organization can recognize their advisor is with a nomination for the Advisor of the Year award. This award is given to an advisor each year during the Student Leadership Awards. The chosen advisor is selected by a group of students, faculty, and staff. The committee looks for advisors who have gone above and beyond expectations to serve the students. During the spring semester, organizations can obtain nomination information from Student Life.

Student Organization Office Space

There is a limited amount of office space available for organizations to utilize at the East Peoria campus. All organizations may use the computers located in room 302A on the East Peoria campus. Filing drawers are also available for organizations to use. If an organization is interested in having file drawer space, they should submit an e-mail request for space. If there are any issues pertaining to the use of meeting space, phones, or computers in room 302A, students should bring their concerns to Student Life.

Section III

Organizational

Operating

Procedures

Recognized Student Organization Fundraising Events & Cash Handling Guidelines

The College permits controlled sales campaigns and solicitations on college property by officially registered student organizations. Student organizations must request permission and register their fundraising event no less than 10 business days in advance with Student Leadership & Engagement. If fundraiser is approved, the following guidelines must be followed:

- All expenditures for the fundraising event must be done through the organization's Fund 10 account following related and appropriate College policies and procedures for expenditures.
- All deposits must be made to the organization's Fund 10 account daily through Student Accounting and adhering to all related and appropriate College policies and procedures. If fundraising event extends into evening and/or weekend hours, deposits must be done the following business day.
 - a. Checks must be made out to Illinois Central College. (The organization name or event name may be noted in the memo.)
 - b. It may be possible to take credit card payments, however, this request must be done no less than 15 business days prior to the fundraiser start date.
- If a third party vendor is being utilized for the fundraiser, the contract(s) must be submitted to Student Leadership & Engagement for review and processing as early as possible, but no less than 15 business days prior to the beginning of the event. Organization members and/or advisors are NOT allowed to sign contracts on behalf of the organization or College.
- No less than 2 organization members (or Advisors) must be present when payments of any type are being accepted. Student Leadership & Engagement reserves the right to require an Advisor (or other pre-approved advisor substitute) to be present depending on the location and type of fundraising event.
- If the fundraiser involves food items, all appropriate food handling guidelines, as determined by ICC Food Services, must be followed.
- Newly chartered or reactivated organizations that would like to establish a Fund 10 account should request one through Student Life.
- All organizations collecting dues, fees, and/or assessments must deposit the collected monies with Student Life within 1 business day of receiving the funds. The organization will be given a receipt at that time and the money will be deposited through the appropriate office at the College.
- Separate bank accounts for individual organizations may not be maintained.
- All expenditures listed on an Expenditure Request form must be authorized by the organization's advisor and Manager of Student Leadership & Engagement. Funds will not be disbursed without receipts or invoices. This is in compliance with College policy.
- Student organizations and advisors must always work through Student Life when dealing with contracts and outside vendors, guest lecturers, performers, etc. If an organization wishes to enter into a contract with another party, notify Student Life so they can assist you in this process. There are many individuals at the college who are experienced in contract negotiations and would be happy to lend their expertise to help your organization. **The Vice President of Administration and Finance is the only individual at ICC allowed to sign contracts on behalf of the College.**

Organization Budget Guidelines

All student organizations are expected to operate within their budget. Each fall the officers and advisors are encouraged to develop a budget for the year. This will allow the group to make plans and commit to

any necessary fund-raising. Groups are responsible for all bills incurred in their name. All bills should be paid in a timely fashion. Overspending and/or not taking care of bills in an appropriate and prompt manner may be grounds for revocation of the organization's charter.

Use of College Facilities

All requests for the scheduling of events, activities, or college facilities should be initiated with Student Life by submitting a Program/Event Application. Student Life will assist in planning an activity and in arranging services and facilities as necessary. In order for other departments to effectively fulfill your request, the departments must be given enough time and notice to process your request. Also, requests for set-up, audio/visual and goods and services requiring human resources must be planned in advance and placed on individuals' schedules. With over 135 events taking place in one month on campus at ICC, resources are often stretched thin. It is important Program/Event Applications are submitted in a timely fashion.

Please note the following requests and the number of days' notice needed in order to process your request. Below are the minimum days required. Planning in advance is greatly appreciated and ensures we can have your requests available.

- Requests for Rooms – allow a minimum of 5 business days
- Tables in the Atrium – allow a minimum of 10 business days
- Audio/Visual Equipment – allow a minimum of 15 business days
- Special Set-up – allow a minimum of 15 business days
- Food Services – allow a minimum of 15 business days

These guidelines are in accordance with College-wide scheduling policies and may be subject to change.

Events in which an organization is contracting with an outside agency, expecting an audience of over 75 participants, or is inviting the general community should be planned far in advance to ensure College departments can accommodate your request.

Student organizations who have scheduled the use of college facilities are expected to use those facilities on the date and time requested. If a student organization will be unable to utilize requested facilities, it is required they notify Student Life at least 24 hours in advance.

Audio/Visual Equipment

Any organization requiring use of A/V Equipment for events or activities must request the desired equipment through Student Life by submitting a Program/ Event Application. The organization must supply the date, time, and location where the equipment will be used.

Items available for use include TV/MM/DVD/CD/Speakers combination, overhead projectors, portable PA system, skinny cart (TV/DVD/Flash drive), etc. Organizations are responsible for any damage or loss incurred to A/V Equipment while it is in their possession.

Fundraising

Popcorn Machine

Popcorn machines are available through an Event Application for use by student organizations. Student Life will provide 2 popcorn packets to the student organization and then will charge for each additional packet used. For other departments, there is a usage fee and a per packet charge. Instructions for use and clean-up are labeled on each machine. Student organizations who use the popcorn machine are expected to return it cleaned. Groups who return the machine and have not cleaned it will be fined \$20 and will still be responsible for having it cleaned.

Raffles

Organizations interested in holding a raffle must fill out a Program/Event Application and submit a copy of their raffle application to the Manager of Student Leadership & Engagement for review. The raffle application will be returned to the organization so they may submit it to either the City of East Peoria or the City of Peoria. The organization is responsible for paying the cost associated with a raffle license.

Once an organization has obtained their official raffle license, organizations should submit a copy of their license to Student Life to keep a copy in the organization folder. Please note if your organization is interested in holding a raffle at the North Campus or Downtown Campus and the East Peoria Campus, the organization will need to obtain licenses from both the City of Peoria and the City of East Peoria respectively.

Temporary Food Service License

Any organization wishing to give away or sell food to the general public must turn in a Program/Event Application registering their event with Student Life. Depending on the nature and the location of the event, it may be required for the organization to secure a Temporary Food Service License from either Tazewell County or the City of Peoria. Organizations must submit a copy of their Food Service License to be kept on file with Student Life.

Mail

All student organizations may request to use Illinois Central College letterhead and envelopes for organization business correspondence. Envelopes should be stamped with the organization name for their return address. Inter-campus mail services are available.

Organizations can request a mailbox. Campus mailboxes must be checked weekly. Failure to check and empty mailbox may result in the loss of mailbox privileges. Mail should be addressed as follows:

Organization/Organization Name

Illinois Central College

Student Life 303A

One College Drive

East Peoria, IL 61635

Telephone Use

Telephones are located in the RSO office, room 302A, East Peoria campus and may be used to conduct the business of the organization/organization. Only local calls may be placed. Organizations interested in having a telephone number should contact Student Life.

Publicity

Organizations are encouraged to work with our student graphic designer to market their events on campus. Student Life staff is available to assist the group with computerized design and layout for posters, brochures, banners, etc. If the organization would like assistance with a graphic design, please submit a Graphic Design Request Form to Student Life 2-3 weeks prior to the date needed. After the design work is completed, our office will post your event.

All news releases are prepared by the college's marketing department. Organizations interested in having a press release for an event should submit information on the **Request for Media Release Form** to Student Life, who will submit the request to the Marketing department. All requests should be submitted at least two or three weeks prior to the event, if appropriate.

Document Services

Organizations may utilize the services of the College's Document Services for organization duplication needs. This may include agendas, minutes, newsletters, posters, fliers, brochures, signs, or other printed materials. Student Life will cover the cost of printing for organizations within reason. Items will be printed according to the following guidelines:

- Instructional materials for the College will take priority at all times.
- Allow additional time for printed materials at the beginning and end of each semester.
- Discuss projects before starting so we can provide guidelines that will give the results you want.
- Student Life will forward all printing requests to Documents Services and completed work will be returned to Student Life. Most of the time, printed material can be ready in two working days if not scheduled during rush times.

General Access to ICC Buildings

General access to all ICC buildings is from 7:00 a.m.-10:00 p.m. Other times for events need to be scheduled in advance with Student Life.

Section IV

Student/Advisor

Development &

Recognition

Student Representation on Committees

ICC believes its students, as members of a democratic community, should be provided with opportunities for active and effective participation in college affairs. Therefore, Student Government Association members and students at-large are appointed to serve on campus-wide, student-faculty committees. Following is a list of committees that include student participation; if you are interested in participating contact Student Government Association.

Academic Standards Committees

Reviews and develops academic policies such as grading procedures, late withdrawals, etc. Will meet three times during the Fall Semester.

Calendar Committee

Develops College Academic Calendar, making recommendations regarding beginning and ending dates of semesters, breaks, final exam periods, etc. Meets one or two times during the school year. (Three student representatives are involved.)

Intercultural Diversity Committee

Recommends, selects, and coordinates events and activities to encourage awareness of other cultures.

Curriculum Committee

Review proposals for new academic programs and courses and makes recommendations for approval or denial. Meets monthly. (Two student representatives are involved.)

Gallion Award Committee

Reviews student nominations of full-time faculty and selects recipient for this annual award for outstanding teaching. Meets once, usually in March. (Eight student representatives are involved.)

Student of the Year Selection Committee

Reviews faculty nominations for Student of the Year Awards and selects recipient(s). (Two representatives are involved.)

Traffic Committee

Review traffic fine appeals, campus traffic safety, and parking. Meets monthly. (One student representative is involved.)

Student of the Year Award

Each spring semester, Student Life distributes “Student of the Year” nomination information to faculty and staff. Nominations are based on scholastic achievement, participation in campus organizations or community project, and overall character. The recipient is honored at the Leadership Awards and commencement ceremony. A student is not allowed to nominate another student or himself/herself.

Leadership Awards

Each spring Student Life holds Leadership Awards. Student organization representatives and other student campus leaders who have won awards or been recognized for outstanding achievement over the course of the school year are invited to attend. Each RSO is asked to submit a list of students to invite from their respective club to Student Life.

Student Development Transcript

The Student Development Transcript (D.E.T.A.I.L.S.) is a self-reported official document that provides an opportunity to record and verify participation in co-curricular and extra-curricular activities, leadership experiences and other accomplishments while attending ICC. The primary purpose of the Student Development Transcript is to provide an official record of the student's involvement in non-academic activities to complement resumes and academic transcripts for application to universities and prospective employers. The Student Development Transcript also:

- Provides a process for students to analyze and evaluate skills and abilities gained through involvement, both on and off-campus.
- Assists students in choosing an area of involvement with personal and career goals.
- Helps students communicate to others the valuable skills gained in out-of-class activities.

Any student wanting to participate must obtain verification forms from Student Life. These forms must be filled out and verified after each event or activity the student wants to include on the transcript. The form must be turned in by the designated date in order for events to be included on the transcript.

Section V

General

College Policies

Campus Solicitation, Advertisements, Product or Sample Product Dissemination

The Board of Trustees regards the campus environment as a space free from solicitation, advertisement, or sample product dissemination. The Board reserves the right to regulate all solicitation, dissemination of information or sample product distribution by all current or potential solicitors, vendors, or advertisers.

- Any solicitation, advertisement, or product/sample product dissemination must be sponsored by one or more recognized organizations or departments. Organizations must submit a **Program/Event Application**.
- The College shall maintain the right to regulate the time, place and size of the area allowed for these activities in an effort to maintain safety and eliminate conflicts with normal college activities.
- Regulations of campus activities under these provisions shall be the responsibility of the President of Illinois Central College.

Speakers, Performers, and Presenters

Pursuant to these policies, presentations by speakers, performers or presenters with varying points of view on pertinent issues may be undertaken by the Board and Administration of ICC in fulfilling its obligation as an educative force in the community.

- In such a forum, any program involving an issue or person of a controversial nature will, if possible, provide a balanced presentation.
- Campus speakers, performers, or presenters will be sponsored by one or more recognized organizations or departments.
- The College shall maintain the right to regulate time, place and size of audience attending a campus event in an effort to maintain safety and eliminate conflicts with normal college activities.
- Regulation of campus activities under these provisions shall be the responsibility of the President of Illinois Central College.

Posting Policy

Posters, notices, and flyers for student organizations and the community are all approved and posted by Student Life, room 303A, East Peoria campus. ICC departments post their own posters, notices, and flyers.

Community announcements are posted on two designated “community bulletin boards.” Classified ads are posted and approved by Student Life and placed on the restricted-use bulletin board outside room 305B and outside of the bookstore at the East Peoria campus. They are placed also at North Campus and Downtown Campus. The maximum amount of time the advertisement can be posted is 4 weeks.

Unapproved posters and materials will be removed.

College use bulletin boards designated for college community notices and flyers are located throughout the campuses. Items shall be displayed for a period not to exceed 30 days prior to the event, unless prior approval given. The following restrictions must be observed. Items to be displayed may not be:

- Posted without approval by the Manager of Student Leadership & Engagement. Items will be taken down if they do NOT have the Student Life stamp.
- Nailed, tacked, or stapled to any wooden surfaces.
- Taped to or painted on glass surfaces inside or outside the building, painted walls, or pillars.
- Placed on cars in the parking lot.

If needed, a copy of ICC’s posting policy is available in Student Life.

Student Lounge Usage Policy

Organizations wishing to use the Student Lounge for an event must request the space by submitting a **Program/Event Application**. Organizations may not use the television in the lounge to show movies or play video games. Student groups should request the use of A/V equipment by turning in a **Program/Event Application** to Student Life.

Discriminatory Harassment

It is the policy of Illinois Central College to maintain an environment which respects the dignity and worth of all members of the institutional community and is harmonious with the College's mission of education and providing services. To this end, harassment of administration, faculty, staff, and students at Illinois Central College based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran or marital status is unacceptable conduct and is in violation of this policy and will not be tolerated. Retaliatory action against a person reporting sexual or other forms of harassment and intentional false accusations are also prohibited.

Individuals in violation of this policy are subject to severe disciplinary action; up to and including suspension, discharge, or expulsion. Illinois Central College is committed to the philosophy that all employees and students have a right to work and be educated in a discrimination free environment.

This encompasses freedom from sexual harassment, which undermines the integrity of the employment relationship and the educational experience. Title VII of Civil Rights Act of 1964, as amended, includes sexual harassment as a prohibitive form of sex discrimination for employees and Title IX of the Educational Amendment of 1972 prohibits sexual harassment of students. The Illinois Human Rights Act of 1980 also renders sexual harassment illegal.

Section VI

Travel

Student Organization Travel

Use of organization and/or College funds for an activity constitutes an Illinois Central College sponsored event, therefore all college policies apply. All students traveling or representing themselves as an Illinois Central College group, team, etc. are expected to adhere to College policies regarding student conduct. This expectation is to be upheld regardless of the source of funding. Student groups are not allowed to travel unless they have received approval from Student Life. Group traveling without approval from Student Life may have their charter revoked and be placed on inactive status for the remainder of the semester or academic year.

Advisor and student use of alcohol and/or illegal substances is strictly prohibited. “Student” is defined as anyone registered for credit classes at Illinois Central College, regardless of age. “Advisor” is defined as an Illinois Central College faculty or staff member who has been approved by the Manager of Student Leadership & Engagement to serve as an advisor to an organization. If a scheduled activity includes travel, advisors are required to accompany the student group. **Student groups cannot travel without an advisor accompanying them.**

All students groups wishing to travel should review the **Student Life Group Travel Guidelines** found in the following pages. These guidelines outline the steps and necessary documentation that must be taken in order for a student group to receive approval for travel as well as outlines the necessary documentation required. All students traveling are required to submit a **Student Life Group Travel Application** requesting permission to travel. Before departure, all release forms and contracts must be turned into Student Life prior to any monies being issued to the student organization. This includes monies from organization accounts (Fund 10) or monies received from Student Life.

Travel Forms

Risk and Release forms must be signed and dated by all student participants. Minors under the age of 18 must have a parent or legal guardian sign their travel forms. Student Life will provide these forms for your organization. All students traveling must complete two forms prior to departure date:

1. **Illinois Central College/Assumption of Risk and Release**
2. **Off-campus and Overnight Travel Contract**
3. **Commitment Contract**

Samples of each form may be found in the Appendices.

Group Travel Guidelines

Purpose of Student Life Group Travel Program

- All Student Life Group Travel must support the mission of the sponsoring organization and the overall mission of the College.
- Traveling advisors must be employees of the college and approved in advance by the Manager of Student Leadership & Engagement.
- All students traveling on behalf of the College must be in good standing.

Student Life Group Travel Approval

The assigned trip advisor has primary responsibility for developing and executing the travel program in compliance with all Student Life guidelines, Board Policies and Procedures, and State and Federal laws. Prior to travel, organizations must submit the **Student Life Group Travel Application** and all supporting documentation.

Supporting documentation includes:

- **Student Group Travel Application**
- Student Group Travel Members attending
- Flyer of conference/event
- Schedule of conference/event
- Copy of the hotel rate information sheet
- Copy of the conference rate information
- Travel forms for each student who is attending

The Manager of Student Leadership & Engagement must approve all group travel applications and travel budget prior to any organization traveling.

Transportation

- All travel arrangements for Student Life Group Travel must be made through Student Life.
- College vehicles must be used for student organization travel. Only current ICC faculty and staff members are allowed to drive College vehicles. ICC Students are not approved drivers regardless of age. Plans should be made well in advance to ensure vehicle availability.
- Interiors of vehicles must be cleaned prior to return (i.e., all personal belongings and garbage removed). Failure to return vans in clean condition may result in loss of vehicle privileges or a cleaning fine.
- Payment of any ticket issued to the driver of a College vehicle is the responsibility of the driver.
- Report any accidents or damage to the Manager of Student Leadership & Engagement and the Campus Police department immediately upon occurrence or upon return of the vehicle.
- Organizations have a responsibility to pay for gas, mileage, and any parking fees/fines.
- If a student organization requests a driver from ICC, the organization is responsible for providing the driver with directions to the travel destination, paying for the driver's meal, and paying for the driver's hotel accommodations (if applicable). Requested drivers do not constitute an "approved advisor."

Compliance with Board Policies/Procedures and Legal Mandates

- Trip Advisors will ensure participants are informed about related Board policies and procedures and Federal and State laws pertinent to their individual responsibilities.
- Trip Advisors and participants must conduct themselves in a professional manner in accordance with all applicable federal and state laws, as well as Board policies and procedures.

Access and Participation

- Students or participants involved in Student Life Group Travel must be a member of an ICC organization and an ICC student.
- Individuals may be denied participation in a program if their participation is deemed dangerous to the applicant or the other participants. Trip Advisors are to inform the supervising administrator in advance when a student's behavior or other circumstances warrant denial of participation in a Student Life Group Travel program.
- Trip Advisors are to document special student needs and agreed upon accommodations and submit a copy to Student Life.

- Minors under the age of 18 must have a parent or legal guardian sign their **Conditions of Participation** form.

Emergency Situations

- The Trip Advisor is to submit a written incident report as soon as possible to the Manager of Student Leadership & Engagement or designee of all emergency situations, participant's dismissals, or other unique incidents. If necessary, reports may be e-mailed or faxed.
- In case of an emergency evacuation, missing participants or case of repatriation (death of participant), contact the local police. As soon as the group is secure contact Campus Police, the Dean of Student Success and the Manager of Student Leadership & Engagement.

Program Cancellation

- Student Life Group Travel may be cancelled due to acts of God and other unforeseen events.
- The Dean of Student Success and/or Campus Police will authorize cancellation of a travel program.

Fiscal Accountability

- Student Life Group Travel budgets must be approved in advance by the Manager of Student Leadership & Engagement.
- Trip advisors must provide required receipts and other documentation for expense reporting.

Responsibilities of Traveling Advisor

- Advisors are required to accompany the student group in all traveling and in all activities scheduled once the destination sight is reached. In rare circumstances an ICC faculty or staff member other than the approved advisor may travel with an organization or organization with the approval of the Dean of Student Success. In such circumstances, the acting advisor is held to the same expectations as an advisor.
- If an approved ICC faculty or staff member is not able to accompany the student group then the organization is not allowed to travel regardless of the source of funding.
- The advisor must attend all off-campus activities or conferences, and is expected to travel with the student group. The College suggests the ratio be a minimum of one advisor per ten (10) students.
- In case of a medical emergency, the advisor shall notify 9-1-1 (or equivalent immediately. The advisor should accompany the student to the hospital emergency room if at all possible.
- A copy of each students' emergency contact information shall be kept with the advisor at all times during the course of the trip. A copy of all required travel forms should remain in the Student Life Office in the travel folder.
- If ICC is supporting travel costs, the advisor can instill a curfew or other rule(s) to be attended to by all students participating in the excursion.
- Advisors are strictly prohibited from using alcohol and/or illegal substances while traveling with students.
- Should a student be found with illegal drugs, the advisor should contact/notify local authorities. Consequences and/or punishment could include anything from possible banishment from the activity to criminal charges. This is a student conduct code violation which should be discussed with the Dean of Students as soon as possible.

Responsibilities of Traveling Students

- It is the student's responsibility to provide complete information to family members and to provide a telephone number where they can be reached in case of emergency.
- It is advised students should not participate in a special activity or an excursion if their grades are in question.
- Students must remember at all times they are representing ICC. They are expected to behave with decorum and respect other students, conference attendees, hotel guests, etc.
- If the College is paying for travel expenses, students are expected to participate in all seminars, lectures, presentations, or any other activities for which the purpose of the event or excursion is intended. Failure to do so could subject the student to disciplinary measures as determined appropriate by the faculty advisor or Dean of Student Success.
- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse approved by the advisor. An unexcused absence could result in the student reimbursing ICC for his/her cost of the trip.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the advisor.
- When traveling as part of an ICC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
- No student may consume alcohol and/or use illegal substances, regardless of age.
- Should a student be found with illegal drugs, the advisor should contact/notify local authorities. Consequences and/or punishment could include anything from possible banishment from the activity to criminal charges. This is a student conduct code violation which should be discussed with the Dean of Students as soon as possible.

Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the organization/organization or by the Manager of Student Leadership & Engagement.

Section VII

Petitioning for

Funds

Funding Requests

Registered Student Organizations wishing to request funds from Student Life must complete a **Request for Travel Funds Form** or a **Request for Program Funds Form**.

These forms and budgets are reviewed. Organizations are notified if their petition has been approved and the amount of funding awarded.

Funded program and funded travel must provide the student body with educational, cultural, entertainment or recreational programming which uses funds consistent with the educational goals and purposes of the institution and has a significant impact upon and appeal to the student body. All programs must adhere to the Non-discrimination in Educational Programming Clause. The amount of money amount awarded will vary from year to year as the College budget changes.

Organizations who are allocated funds may not use those fees for:

- Financial support for political programs, parties, individual political candidates, or direct lobbying efforts.
- Support and/or contribute to any private person, group, association, or business except for goods and services rendered.
- Payment for employment of faculty or staff unless authorized because of unusual circumstances.
- Payment of faculty or staff professional dues.
- Gifts for advisory and participating members.
- Payments of debts and expenditures incurred from any previous fiscal year except under special circumstances.
- Purchase of alcohol.

For more information regarding the request for funds process, contact Student Life.

Funds must be spent in accordance with College, Board of Trustees, and Funding Board Guidelines. Any violation of Federal, State or Local laws or Funding Board Guidelines may result in immediate termination of funding.

Conclusion

At first it may seem overwhelming to manage a student organization. This handbook is your guide to running a successful organization. Whether you are an organization member needing to make copies of a flier, or the president of your organization planning an executive board retreat, this handbook and Student Life are your resources. If you cannot find information or need clarification, please contact Student Life on the East Peoria campus in room 303A or by phone at 309-694-5201. Please note at times, we find it necessary to update policy or procedure. If that occurs, all registered student organizations will be notified.

Intent to be Active Forms

New Organization Check Sheet



Organization Name: _____

- Complete and return the Chartering Form to Student Life.
- Meet with the Student Activities Manager to discuss your plans and goals. (To schedule a meeting call 309-694-5201 or stop by Student Life, Room 303A, East Peoria Campus)
- Complete and return to Student Life the General Membership Roster. (Part-time or full-time) of ICC, and the advisor(s) must be approved by the Manager of Student Leadership & Engagement.
- Draft a constitution. (Sample constitution can be viewed from Student Life)
- Hold an organizational meeting to approve the constitution and formally elect officers.
- Complete the Intent to Be Active Form.
- Complete the Signature Pages (each advisor and the student president should sign a signature page).
- Turn in your General Membership Roster, Constitution, Intent to Be Active, and Signature Pages.

****The Manager of Student Leadership & Engagement and the Dean of Student Success will review the paperwork for the organization to be recognized as a Registered Student Organization. You will be notified regarding your proposed organization's approval. Once your organization is approved, then you should proceed to the next step. ****

- Meet with the Manager of Student Leadership & Engagement and Organization Advisor to discuss paperwork, policies, view the RSO room, and learn about the services that Student Life provides.
- Receive a copy of the Registered Organization Handbook, Treasurer's Handbook, and Advisor's Handbook

Don't forget, to maintain status as a Registered Student Organization, your organization will need to submit an Intent to Be Active form and Signature Pages for each advisor and your organization president at the beginning of each academic year. Student Life will send information regarding these papers prior to the start of the fall semester and will also need to submit end-of-the-year and co-curricular reports in the spring.

Chartering Form

Please type or print clearly.



Organization Name: _____

Date Submitted: _____

DESCRIPTION

Give a brief description of the purpose and activities. This information will be available for review by prospective members.

How does this organization meet a need that is not currently being met by an existing organization?

How does this organization support the mission of the college?

Advisor _____

Co-Advisor _____

General Information

Please type or print clearly.



How many students are interested at this time? _____

What are your membership dues/fees?

Are you affiliated with a national, regional, state, or local organization? _____

If yes, list the name, address, and phone number for that organization. _____

Organization Category: (check only one)

_____ Academic/Pre-Professional

_____ Cultural/Ethnic

_____ Honor Society

_____ Literary/Performing Arts

_____ Recreational/Leisure

_____ Service Oriented

_____ Religious

_____ Political/Social Issues

Membership Roster

Please type or print clearly.



Organization Name: _____

Date Submitted: _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Student ID# _____

Intent to Be Active Form

Please type or print clearly.

All organizations (having previously received formal recognition) must complete and submit this form to Student Life prior to attending the Student Organization Expo.



Name of Organization: _____

List the students who will be organization officers for the upcoming year:

President Name: _____ Student ID # _____

E-mail Address: _____ Telephone: _____

Vice Pres. Name: _____ Student ID # _____

E-mail Address: _____ Telephone: _____

Secretary Name: _____ Student ID# _____

E-mail Address: _____ Telephone: _____

Treasurer Name: _____ Student ID # _____

E-mail Address: _____ Telephone: _____

Other Name/Title: _____ Student ID# _____

E-mail Address: _____ Telephone: _____

Other Name/Title: _____ Student ID# _____

E-mail Address: _____ Telephone: _____

Intent to Be Active Form (continued)



Please type or print clearly.

List the advisor(s) for your organization: Each organization must have at least one faculty/staff advisor. Contact information can be a personal e-mail address or an organization e-mail address. Please provide the contact information you are comfortable sharing with the general public.

Name: _____

Room Number: _____ Phone: _____

E-mail Address: _____

Name: _____

Room Number: _____ Phone: _____

E-mail Address: _____

Organization Meetings

Time: _____ Place: _____ Starting Date: _____

Day of the Week: _____ How often? _____

Would you like to have an organization mailbox in Student Life? _____

Many students stop in our office and ask about contact information for organizations. Please decide as an organization what contact information you would like our office to provide. The contact information can be a personal e-mail address or an organization e-mail address. Please provide the contact information you are comfortable sharing with the general public.

E-mail Address: _____

Person who will receive these e-mails: _____

Signature Pages

Please type or print clearly.

As the President and representative of my Registered Student Organization (RSO), I agree on behalf of my RSO to:



1. Be enrolled as a student at Illinois Central College.
2. Update contact information with Student Life as soon as any changes are made.
3. Maintain a level of membership no less than ten students.
4. Have a ratified constitution that meets all RSO requirements on file with Student Life.
5. Check mailbox during each semester at least once per week (if applicable).
6. Pay all bills on time. I understand that if the RSO becomes delinquent paying bills, our organization will be suspended until the bill is either paid in full or an agreed upon payment plan has been signed off on.
7. Follow all Illinois Central College policies, procedures, and rules as outlined in the Student Handbook, Organization Handbook, and Board Policies.
8. Register trips/RSO travel events with Student Life.
9. Register all programs/events with Student Life.
10. Contact Student Life 309-694-5201 with any questions or concerns.

RSO Name: _____

RSO President Print Name: _____ Date: _____

RSO President Signature: _____

Signature Pages

Please type or print clearly.

As a Registered Student Organization (RSO) Advisor I agree to:



1. Be a full time faculty or staff employee at Illinois Central College.
2. Keep in contact with the RSO members and make sure that they are maintaining their purpose/mission.
3. Provide a sounding board for ideas and suggestions.
4. Help the RSO understand Illinois Central College policies, procedures, and rules and ensure the organization is in compliance with all Illinois Central College policies, procedures, and rules as outlined in the Student Handbook, Organization Handbook, and Board Policies.
5. Help with any activities that the RSO participates in to the best of my ability.
6. Ensure the RSO members are behaving in a fiscally responsible manner.
7. Register trips/RSO travel events with Student Life.
8. Register all programs/events with Student Life.
9. Contact Student Life 309-694-5201 with any questions or concerns.

RSO Name: _____

RSO Advisor Print Name: _____ Date: _____

RSO Advisor Signature: _____

Trust and Agency New Account Request



Please type or print clearly.

Account Title: _____

Date Submitted: _____

The person(s) who can authorize payments from this fund: _____

Purpose of the fund and/or any restrictions required for this fund: _____

*NOTE: After two years of inactivity, any remaining money will be placed into a Trust and Agency general fund.

New Account Approved By

Advisor of the Organization: _____ Date: _____

Organization Business Request Forms

Graphic Design Request Form



This form must be submitted to a Student Life employee. Failure to do so will result in your request NOT being processed.

Please Note: Graphic design requests must be submitted 15 business days prior to date of pickup of posting. This is a requirement of Student Life & Document Services. For complex or more detailed requests, four weeks are required.

Date Submitted: _____

Date to be posted on campus or picked up (2 weeks prior to event): _____

Name of Event: _____ Date of Event: _____

Contact Name: _____ Organization: _____

Contact E-mail: _____ Location: _____

Phone Number: _____ Time: _____

Information to be included on design:

Do you have an idea of what you would like on the design? Yes No

If yes, please write a description or please sketch a rough drawing/concept on the back of this paper. Please write legibly. Adjustments may be made by graphic designer due to design restrictions.

It will be the contact person's responsibility to proof the design by _____ (date).

Designs not proofed by this date will not be printed and charged to the organization's account.

Printing Services (Please mark all that you need and please circle the number you need printed):

____ Posters (22" x 28")—How many? - 1 2 3 4 (4 is the maximum)

____ Flyers—How many? _____ (20 is the maximum)

____ Other _____

Note: Cost of printing will be deducted from your organizational printing budget.

Expenditure Request Form



Delivery Method for Check:

- Will pick up
- Campus Mail to Advisor
- Direct Mail to Vendor/Payee

Event: _____

Student Organization Name: _____

Account #: 10- _____

Date Check Needed: _____

*Please complete all information below.

Vendor/Payee: _____ Phone # _____

Student ID required for all student vendors: _____

Street Address: _____

City/State/Zip Code: _____

| Qty | Item | Unit Cost | Total Cost |
|-----|------|-----------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

(Please remember to attach all receipt/invoices) Total Cost of Items: _____

Requested by: _____ Date: _____
(Organization Officer Signature)

Approved by: _____ Date: _____
(Organization Officer Signature)

Approved by: _____ Date: _____
(Manager of Student Leadership & Engagement)

Student Organization Program/Event Application



Event and/or Speaker: _____

Date Submitted: _____

Sponsoring Group: _____

Event Date(s): _____

Event Start and Stop Time(s): _____

Desirable Location(s): _____ etup Time: _____ Take down time: _____

Contact Name if needed: _____ Ph# or Email: _____

Equipment Needed

- _____ # of 6 ft. Tables
- _____ # of 8 ft. Tables
- _____ # of Chairs
- _____ Popcorn Machine w/supplies
- _____ Podium (Tabletop or Standing)
(Circle one)
- _____ *Table Skirting
(White___Blue___ or Blue
w/ICC logo___)
- _____ *Cafeteria Request
- _____ **Setup Time** _____
- _____ **Take Down Time** _____
- * **Fund 10 Acct# 10 - 0** _____ or
Acct#

Audio/Visual Items

- _____ Overhead Projector
- _____ PC cart w/MM/DVD/CD/Speakers
- _____ Mic w/stand or Table Top Mic **(Circle one)**
- _____ Portable PA System **(On Tripod Stand)**
- _____ Screen
- _____ Standards (Poster Size Holder)
- _____ Skinny Cart (TV/DVD/Flash Drive)
- _____ Internet Access
- _____ **Other** (Please specify)

If necessary, please use the back of this application to draw your desired setup

Did you fill out a Graphic Design form? Yes / No

Approved by: _____ Date: _____
(Organization Advisor)

Approved by: _____ Date: _____
(Manager of Student Leadership & Engagement)

Please make 1 copy for your records and return original to 303A

Request for Media Release

Please type or print clearly.



Organization Name: _____

Date Submitted: _____

Name of Event: _____ Time: _____

Location: _____ Date of Event: _____

What type of Media Coverage are you requesting? (Please circle all that apply)

E-News (ICC E-Mail) Newspaper Radio Television

Carousel (ICC Cable Channel) Other: _____

Description:

Give a brief description regarding the nature of your event.

Please attach additional information regarding this event such as posters, fliers, announcements, etc. Please note the Marketing Department will contact you regarding your request for media. Do not contact the media directly.

Student Contact: _____

Advisor: _____

Approved By: _____

(Manager of Student Leadership & Engagement)

Date

Organization Travel Forms

Group Travel Application

Please type or print clearly.



Paperwork Deadlines:

- Day Trips are due 3 weeks before departure.
- Travel with overnight stay is due six weeks before departure.

Organization Name: _____

Date Submitted: _____

Advisor who will be traveling with students (required): _____

Advisor office number: _____

Phone number where you can be reached when traveling: _____

Date of travel: _____

Description of travel:

Overview and importance/relevance to organization (how does this support the mission of the College):

Current organization balance (as of date of application):

Total number of student travelers: _____ Number of advisors: _____

Attachments required:

1. Group Travel Application Name List
2. Flier of conference or event.
3. Copy of hotel information.
4. Copy of conference registration which includes registration fees.
5. Travel forms for each student who is attending (after reviewing this application)

Advisor Signature: _____ Date: _____

ILLINOIS CENTRAL COLLEGE

ASSUMPTION OF RISK AND RELEASE

I, _____ (Name), acknowledge that I am a student/visitor participating in the following activity sponsored by Community College District No. 514 (Illinois Central College):

Department: Student Life

Date of Activity: July 22, 2010

Description of Activity: Leadership Conference in Addison, IL

I desire to participate in the activity described above. As a participant in the activity, I recognize and acknowledge that there are certain risks of physical injury inherent in participating in the activity. With full knowledge of the facts and circumstances surrounding this activity, I voluntarily undertake this activity and I agree to assume all responsibility and risk from my participation in this activity, including all risk of any injuries, damages, or loss which I may sustain as a result of participating, in any manner, in the activity described above.

To the extent permitted by law, I release Illinois Central College, and its Trustees, officers, employees and agents, from any liability for personal injuries, property damage, or any other claims whatsoever arising out of my participation in the activity. I further agree to fully defend, indemnify, and hold harmless Illinois Central College, its Trustees, officers, employees and agents from and against any claim, expense, cost or liability of any nature (including attorney's fees) arising out of or resulting from my negligence or conduct while participating in the activity.

I understand the nature of the activity in which I will be participating and have read and understand this Assumption of Risk and Release.

Parent Signature

Student's Signature

(If participant is *under* the Age of Eighteen (18), a Parent or Legal Guardian MUST Sign)

Date: _____

ILLINOIS CENTRAL COLLEGE
ASSUMPTION OF RISK AND RELEASE
ALTERNATE TRANSPORTATION
ATTENDANCE NOT REQUIRED

I, _____ (Name), acknowledge that I am a student participating in the following activity sponsored by Community College District #514 (Illinois Central College):

Department: Student Life

Date of Activity: 4/9-10/2010

Description of Activity: State Leadership Conference in Effingham, IL

Circumstances for request:

Student's Cell Phone Number:

The undersigned student participant hereby agrees to fully defend, indemnify, and hold harmless Community College District #514 (Illinois Central College), its directors, officers, employees, and agents from and against any claim, expense, cost or liability of whatsoever nature including attorneys' fees arising out of the alternate means of transportation being chosen by the student. It is also hereby understood that students who choose an alternate method of transportation are fully responsible for any property damage or personal injuries that may occur while traveling to and from the scheduled activity. The College is not responsible for any injuries or property damage that may occur while the student is utilizing an alternate form of transportation. Subsequently, any bills should be submitted to the student's insurance carrier for coverage determination. It is further agreed that this alternate form of transportation is being chosen voluntarily by the undersigned student.

To the extent permitted by law, I release Illinois Central College, and its Trustees, officers, employees and agents, from any liability for personal injuries, property damage, or any other claims whatsoever arising out of my alternate transportation to or from the scheduled activity.

I understand the nature of my choice for alternate transportation and have read and understand this Assumption of Risk and Release.

Parent Signature

Student's Signature

(If participant is *under* the Age of Eighteen (18), a Parent or Legal Guardian MUST Sign)

Date: _____

Off-Campus & Overnight Field Trip Travel Contract



Date submitted: _____

Student's Name: _____ Age: _____

Home Phone #: _____

Student ID #: _____

Trip to: _____ Date of Trip: _____

Organization: _____

IN CASE OF EMERGENCY, CONTACT:

Name: _____ Relationship: _____

Address: _____ City: _____ Zip: _____

Home Phone #: _____ Business Phone #: _____

In order to safeguard my physical health and safety and that of my fellow students, and to protect the good name and reputation of ILLINOIS CENTRAL COLLEGE while on this field trip, I agree to:

1. Observe all federal, state and local laws as well as ILLINOIS CENTRAL COLLEGE policies and regulations at all times.
2. Conduct myself in a professional and responsible manner, keeping in mind that I am representing my student organization and Illinois Central College.
3. Observe all rules of the host institution or agency which apply to visitors or the general public.
4. Attend all activities, meetings, or sessions during the conference/trip unless the trip advisor gives prior approval otherwise.

While the College encourages organization/organization advisors to travel with students on overnight trips, situations may arise that prevent an advisor from attending all or a portion of the scheduled activity. All student travel in the absence of direct supervision will be on a trial basis. Nevertheless, Illinois Central College expects all students to act as ambassadors of the College and abide by our policies and regulations. Noncompliance with College policies may result in disciplinary action as outlined in the Illinois Central College Student Handbook, and additional travel for the organization or organization also may be denied.

ILLINOIS CENTRAL COLLEGE reserves the right to disallow, discontinue, and cancel any participant's trip with reasonable cause. Alcohol consumption, use of illegal substances, disruptive, abusive, and inappropriate behavior are prohibited and may result in my being sent home. If I am asked to leave, I understand that I must reimburse the organization and Illinois Central College for any expenses they covered for my participation in the conference.

I have read and understand the terms of this contract, and I agree to abide by them.

Student's Signature

Date

Parent's Signature (If student is under 18, a Parent or Legal Guardian MUST sign)

Request for Funding Forms

7) Does this organization charge dues? If yes, what is the total amount collected annually?

8) How will this travel benefit the Illinois Central College community? Are there other communities (groups outside of ICC) served by this travel?

9) What strategies have or will the organization pursue to control costs associated with this travel?

10) If the organization does not receive funding or only partial funding, will participants still travel?

11) Name of advisor who will be traveling with the student organization (must be a current ICC faculty or staff member).

12) How does this activity support the mission of the College?

Individual submitting this form: _____

Individual's position within the student organization: _____

Phone: _____ Email: _____

*Return this form along with the Budget Form to Student Life Office, Room 303A, East Peoria campus.

Request for Program Funds



Organization Name: _____

Academic Year: _____

Respond to the following for each program request form.

1) Please provide a description and purpose of program:

2) Name of advisor who will be overseeing this event (must be a current ICC faculty or staff member)?

3) Who is the program's audience?

4) What strategies have or will the organization pursue to control costs associated with this program?

5) If this program does not receive funding or only partial funding, will the program still occur?

6) If the program does not occur, what will be the impact on the students of Illinois Central College?

7) How many students will be involved in implementing this program? (Including advisors)

Budget Worksheet

Request for Travel or Program Funds



Organization Name: _____

Fiscal Year _____

| Budget Category | Budget | Description | Requested Amount | Approved Amount |
|---|--------|-------------|------------------|-----------------|
| Contractual (registration, entry/admission fee) | | | | |
| Travel (vehicle, hotel, airfare, car rental, fuel/mileage, taxi, parking, public transportation) | | | | |
| Commodities/Printing (misc. supplies, food/drink, printing) | | | | |
| Income-Money the organization is contributing (fundraising, dues, department funding, gifts, co-sponsorship, other) | | | | |
| Grand Totals | | | | |

STUDENT LIFE

Illinois Central College

1 College Drive, Room 303A

East Peoria, IL 61635-0001

309-694-5201
