

# Student Organization Manual

2021-2022



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## Introduction

Students, Student Leaders and Advisors:

We're excited for you to be a part of the Student Life team and we're excited for you to take a lead role in shaping your student experience at GRCC! We also believe you have the opportunity to help create a thoughtful, inclusive, and fun environment for your fellow GRCC students to get involved in. We believe that the work student organizations do contributes to GRCC's mission, vision and values.

We envision student leaders connecting with the Student Life staff and making good use of the Leadership Hubs in the Student Center and Ender Hall to work together to impact the campus community through programming and other initiatives. We also imagine student leaders will gain real world experiences here and in the local community and look forward to the personal and professional development gained through those involvements. Our ultimate hope is that your college experience will be enriched by doing more of what makes you happy and will make a positive lasting impression for the future of all student organizations. If you're a student who has looked at the list of current student organizations and don't see something you're interested in, we want to work with you to start a new one that does.

We hope that this manual will help answer some questions and get you started. This manual represents a compilation of policies, practices, and procedures for organizations and acts as a reference for event planning and programming. This manual is a valuable resource for student organizations. It contains detailed information regarding facilities scheduling, organization benefits, posting policies, finances, and funding information. Please reach out to us as well – we want to hear from you and walk you through the process. We're excited to work with you and excited to help you accomplish your personal, educational, and professional goals during your time at GRCC!

Sincerely,

**Lina Blair**

Director of Student Life and Conduct  
616/234-3924 | carolineblair@grcc.edu

**Ashley Fox**

Assistant Director of Student Life and Conduct  
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Office Manager  
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**Bruné Garcia**

Service and Technology Coordinator  
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**Vacant**

Student Resources Coordinator

The Office of Student Life and Conduct is located in the Student Center Building, room 002, first floor.

Staff members are available Monday- Friday 8:00am- 5:00 pm.

**Phone:** 616/234-4160 **Website:** grcc.edu/studentlife **Email:** studentlife@grcc.edu

\*Significant parts of this manual were borrowed from Xavier's Student Organization Advisor Manual, Auburn University's Student Organizations Handbook, and Slippery Rock University's Student Organization Manual.

## Office of Student Life and Conduct

Student Life and Conduct is the place for students to find community, grow as responsible adults, develop as leaders, participate in on- and off-campus activities, and access the tools they need to reach their goals.

Student Life and Conduct is a department within the Division of Student Affairs, under the direction of the Associate Provost/Dean of Student Affairs, Tina Hoxie.

Any of our Student Alliance, Campus Activities Board and the Student Life professional staff are willing and able to help you with running your organization, how to get involved, and where to go to find resources. Our Front Desk Staff can offer assistance with Raider Card Readers, Annex access, faxing, printing, postings, etc.

## Student Alliance

### **Brendan Burke**

President of Student Alliance  
brendanburke1@grcc.edu

### **Aracely Marroquin**

External Affairs Director for Student Alliance  
aracelymarroquin@grcc.edu

### **Brandon Van Wyk**

Operations Director for Student Alliance  
brandonvanwyk@email.grcc.edu

**Communications Director**  
**Position Vacant**

## Campus Activities Board

### **Sherry Sokolowski**

President of Campus Activities Board  
sherrysokolowski@email.grcc.edu

## Overview of Information

### Student Alliance

Student Alliance is responsible for representing the student body and advocating for their concerns. Members and the Leadership Board are responsible for oversight of the student activity fee. This includes developing an annual budget, allocating funds to student organizations, and managing ongoing allocation requests throughout the year. The Director of Student Life and Conduct has final approval responsibility, however, the Student Alliance Leadership Board has significant input and decision-making authority in regards to spending this fee.

### Campus Activities Board

Campus Activities Board is a student organization at Grand Rapids Community College that has four central aims that include planning and developing large-scale events for the student body's benefit; to build student community by inspiring students to get involved; to empower students to embrace every opportunity to grow, advance, and succeed; and to help fund, and assist student organizations in large scale programming the campus community.

### Definition of Campus Activities Fee

Every semester, students enrolled in classes pay a campus activity fee (five dollars for part-time students taking **credit-bearing** courses and ten dollars for full-time students taking **credit-bearing** courses). The campus activities fee is non-academic and should not be for instructional use. The fees go to Student Alliance to be allocated between student organizations for activities and events that contribute to the GRCC student experience. This allows for student input regarding what is happening on campus. These activities and events are intended to be co-curricular.

### How Does Student Alliance Allocate the Campus Activity Fee?

The Operations Director will work with the Student Life Office Manager to develop a proposed budget for the Student Alliance Account for the upcoming year. Every year, a set amount of the campus activity fee is set aside for the Allocated Funds Budget, which supports large scale campus programs such as the GoSeeGR! program, the Annual Student Leadership Banquet, as well as the allocations for all registered student organizations. Thirty three percent of the budget must always be planned to be allocated to the Campus Activities Board. The rest of the campus activity fee is distributed based on status (recognized vs. conditional) and classification of student organizations (academic vs. non-academic). The entire Student Alliance budget will be presented at the first Town Hall meeting of the year for approval. If there are no significant changes suggested, a vote for approval will occur at that meeting.

## Organization Registration & Recognition

### Starting a Student Organization

All groups attempting to form a new organization will work with the Office of Student Life and Conduct.

#### Step One: Recruiting Members and an Advisor

To become a recognized student organization you will need to have at least 4 members (including executive board). **Members can only be currently enrolled GRCC students.** You will need to collect their name, student ID number, and email. A student roster will be asked for at the time of registration. Each recognized student organization must secure a **GRCC employee who has served 2 years of employment at GRCC** to serve as an advisor.

**Step Two: Make Contact with the Office of Student Life and Conduct**

Please contact the Assistant Director, Office Manager and/or the Student Resources Coordinator of Student Life and Conduct. They will be able to give you upcoming dates on mandatory trainings that you and your members will want to attend. They will also be able to guide you through the process of using Raider Connect, registering your organization, and writing your constitution.

**Step Three: Identify Executive Board and Write a Constitution**

When registering as a new student organization, each organization must identify at least 2 students who are currently enrolled at GRCC in credit bearing courses; in order to serve on the executive board (e-board), students are encouraged to prioritize academics over student involvement. Students are also strongly advised to be respectful of the policies and procedures set forth through the college.

**Step Four: Registering as a New Student Organization**

Students interested in forming an organization should register as a New Student Organization on Raider Connect. After an initial review, the application will be forwarded along with any comments or suggestions to the Assistant Director of Student Life and Conduct for final review and approval.

Factors that contribute to recognized status:

- An organization representative present at Student Alliance meetings during the semester is strongly encouraged.
- Student Organization has demonstrated a commitment to recruiting new members
- Student Organization has not overspent their budget allocation
- Student Organization has maintained an accurate Raider Connect page (calendar, roster, constitution, etc.)
- Student Organization has attended Student Leadership Conferences, including the Officers Meeting, Finance Meeting, etc.

**Statuses of Student Organization****Recognized Student Organization Status**

A recognized student organization at GRCC:

1. Strongly encouraged to have a representative at each Student Alliance meeting
2. Is any group whose membership consists of at least 4 students currently enrolled at GRCC
3. Is formed in order to contribute to the students' educational growth, recreational needs, or personal development
4. Has properly filed all needed forms with Student Life.
5. Attend student leadership trainings i.e. Student Leadership Conference, officer's meeting, travel and finance workshops.

**Inactive Status** A status given to any previously recognized student organization. The Office of Student Life and Conduct reserves the right to remove recognition and deactivate an organization at any time. Organizations can appeal decisions to the Director of Student Life and Conduct. Organizations can be placed on inactive status due to any of the following reasons, including but not limited to:

1. Violation of policies, processes, and regulations.
2. If the organization president or advisor report that the student organization is no longer functioning
3. Maintaining less than 4 active members
4. After 3 years, unspent funds will be allocated back to the general funds.

### **Maintaining a Recognized Student Organization**

Once an organization has been approved and recognized by the Office of Student Life and Conduct, they are considered active. Student Organizations are required to maintain an active membership of at least 4 currently enrolled students as members, hold meetings on a consistent basis, produce activities and events that are complementary to their mission statement, and comply with Institutional policies and procedures as well as those from the Office of Student Life and Conduct.

Throughout the academic year, there are various steps that are required to maintain active student organizations. This includes the following:

1. Update your student organization's Raider Connect profile with calendar, roster, newly elected officers and advisor(s), constitution, etc.
2. Executive board(e-board) members are strongly encouraged to be in good academic standing, and good conduct standing.
3. Renew your student organization on Raider Connect at the beginning of the year.
4. Advisor must complete Clery Compliance Training with GRCC Campus Police.

NOTE: Student Organizations with fewer than four semesters of inactive status may utilize the process outlined above to reinstate their status as an active Recognized Student Organization. After the fourth semester see section above titled “inactive status”.

## **Responsibilities & Privileges of Student Organizations**

### **Student Organization Responsibilities**

As a student organization affiliated with Grand Rapids Community College, your actions, events and standards of operating should best reflect the mission of the College and the mission of your organization. In addition, a student organization should accept the following responsibilities, including:

- **Adhering to all Student Organization policies and procedures as outlined in this manual.**
- **All student organizations shall maintain a Faculty/Staff Advisor.**
  - Faculty/Staff Advisors must be registered with the Office of Student Life and Conduct.
  - Faculty/Staff Advisors must be knowledgeable of all policies and procedures listed in the Organization Manual.
  - Faculty/Staff Advisors must participate in the annual Clery Compliance Training.
  - Faculty/Staff Advisors must be an employee of Grand Rapids Community College and have served the college for more than 2 years.
  - Non-College employee volunteer advisors must complete a background check prior to serving as an advisor. All volunteer advisors must contact the Office of Student Life and Conduct in order to proceed.
- **All student organizations shall maintain a Faculty/Staff Advisor. Maintaining registration throughout the year by keeping officer information and membership roster updated and current in Raider Connect and by completing an annual renewal registration for the organization during the Student Organization Activation Window once per academic year (see Important Dates).**
  - If at any time your organization has a change in officers or advisor prior to regular yearly elections, the organization is required to inform the Assistant Director of Student Life and Conduct of this change.
- **Student organization status will be reviewed each year. During the Student Organization Activation Window, organizations will be notified by the Office of Student Life and Conduct.**
  - Please see “Important Dates” for deadlines.
- **All organization e-board members are required to attend and participate throughout the school year.**

- General student organizations are strongly encouraged to attend the bi-weekly Student Alliance Town Hall meetings.
- All student organizations are expected to comply with College Policy, local, state, and federal law, as well as the Student Code of Conduct.
- Fulfill an obligation to maximize the use of funding allocated from the Student Activity Fee to best benefit the student body.
- All organizations must ensure continuity from year to year by training new leaders and keeping good records.
- All student organizations must send at minimum one representative to a finance and travel workshop.

### **Student Organization Privileges\*\***

- Access to Raider Connect
- Eligible to obtain an annual budget allocation from Student Alliance
- Eligible to request storage space in the Student Life Storage Annex
- Access to the Student Organization resources and check-out equipment
- Eligible to reserve space on campus
- Eligible to hold outdoor events and reserve outdoor space
- Eligible to participate in Fall and Winter Welcome Week Involvement Day and Raider Rally
- Ability to submit events to the College Calendar
- Access to college staff for student organization assistance, advising, and resourcing
- Eligible to fundraise
- Leadership Hub use
- Eligible to request from the Allocation Fund\*

\*Inactive Student Organizations do not receive any privileges

### **Raider Connect Overview**

Raider Connect creates an online community for campus that helps departments, programs, and all member-based organizations streamline processes and drive engagement. The platform reflects GRCC's unique structure and helps you connect and engage with your student organizations and potential members, improves information sharing, minimizes paper usage, tracks co-curricular involvement, and allows you to generate reports on all data collected for annual reports and accreditation.

For GRCC student organizations specifically, this is where you will want to go for specific forms such as travel, check, and event requests. This is where you can publicize your events and also see what other student organizations are planning. Your Raider Connect can serve as archives for your organization by posting attendance, meeting agendas, minutes, photos and useful resources.

### **Molly Maczka Leadership Hub and Ender Hall Leadership Hub Purpose and Use**

The Leadership Hubs were created by Student Alliance and provide a welcoming and open space for student leaders to conduct student organization business and to collaborate with members in their student organization as well as with members of other student organizations. This space has been created for student organization members to hold office hours, business meetings and accomplish tasks related to their student organization. The Leadership Hubs are open during normal business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.). There are several services available to student organizations including mail, printing, computer access, butcher block paper, die-cutting machine, meeting space, and consultation with Student Life and Conduct staff members.

## Sources of Funding

### Allocated Budget

Allocated budgets are given to student organizations to support events, meetings, conferences, and activities. These activities should be open to all GRCC students and only be used for GRCC students. The amount of the allocation will be proposed by the Student Alliance Leadership Board at the first Town Hall Meeting each year and must be voted on for approval. All recognized student organizations will be required to attend a financial workshop at the beginning of the semester in order to apply for allocations through Student Alliance. At least one student organization officer is required to attend the entire meeting.

Please see the Student Alliance Guiding Document for more details. Any amount of unused Allocated Funds will be returned to the Student Alliance Budget at the end of the fiscal year (June 30). See the section below about **Recapturing Funds and Rollover Funds**.

### Allocation Funds

Student Alliance allocates funds to support the efforts of student organizations implementing new programs, traveling to conferences, and other initiatives that require money beyond the allocation. Allocation requests can take up to two weeks to be reviewed and processed. Requests of \$1,000 or more must be submitted by each biweekly Town Hall meeting. Requests for allocations should include a detailed budget and demonstrate value to the educational/social experience. The organization requesting additional funds must show commitment to funding the activity on their own (through allocated, fundraised, or personal funds) and submit their request via Raider Connect. Groups that over-utilize the allocation fund process will not be considered. Allocation funds can only cover student expenses. Advisor expenses are not to be covered by allocation funds. See the Student Alliance Guiding Document and Raider Connect for complete deadlines.

## Student Alliance Meeting Schedule

Fall 2021		All meetings held Thursdays from 2:00-3:30 pm	
Date	Meeting Type	Location	Topic
<i>September 2</i>	Leadership Board	20 Student Center	TBD
<i>September 9</i>	Town Hall	500 Finkelstein Hall	TBD
<i>September 16</i>	Leadership Board	20 Student Center	TBD
<i>September 23</i>	Town Hall	500 Finkelstein Hall	TBD
<i>September 30</i>	Leadership Board	20 Student Center	TBD
<i>October 7</i>	Town Hall	500 Finkelstein Hall	TBD
<i>October 14</i>	Leadership Board	20 Student Center	TBD
<i>October 21</i>	Town Hall	500 Finkelstein Hall	TBD
<i>October 28</i>	Leadership Meeting	20 Student Center	TBD
<i>November 4</i>	Town Hall	500 Finkelstein Hall	TBD
<i>November 11</i>	Leadership Meeting	20 Student Center	TBD
<i>November 18</i>	Town Hall	500 Finkelstein Hall	TBD
<i>November 25</i>	<b>Holiday - No Meeting</b>		
<i>December 2</i>	Town Hall	500 Finkelstein Hall	TBD
<i>December 9</i>	Leadership Meeting	20 Student Center	TBD
Winter 2022			
Date	Meeting Type	Location	Topic
<i>January 13</i>	Town Hall	500 Finkelstein Hall	TBD

<i>January 20</i>	Leadership Board	20 Student Center	TBD
<i>January 27</i>	Town Hall	500 Finkelstein Hall	TBD
<i>February 3</i>	Leadership Board	20 Student Center	TBD
<i>February 17</i>	Town Hall	500 Finkelstein Hall	TBD
<i>February 17</i>	Leadership Board	20 Student Center	TBD
<i>February 24</i>	Town Hall	500 Finkelstein Hall	TBD
<i>March 3</i>	<b>Mid-Winter Break - No Meeting</b>		
<i>March 10</i>	Leadership Board	20 Student Center	TBD
<i>March 17</i>	Town Hall	500 Finkelstein Hall	TBD
<i>March 24</i>	Leadership Board	20 Student Center	TBD
<i>March 31</i>	Town Hall	500 Finkelstein Hall	TBD
<i>April 7</i>	Leadership Board	20 Student Center	TBD
<i>April 14</i>	Town Hall	500 Finkelstein Hall	TBD
<i>April 21</i>	Leadership Board	20 Student Center	TBD

### **Fundraised Funds**

Student organizations may complete the Permission to Raise Funds form on Raider Connect at least two weeks prior to fundraising. Students must also complete the Event Registration Form (which will also allow you to reserve a table/space if you need it and/or manage other event details). If you are seeking to raise funds through off campus solicitations (asking persons, organizations, or businesses for funds), you **MUST** attach a list of who will be asked along with a copy of the solicitation letter to your form. (**This requires 4 weeks** prior planning, as Student Life must consult with the GRCC Foundation prior to determining approval). Any allocated funds used to support fundraising efforts must be repaid to the allocated account before a profit is made and deposited into the organization's earned account. Groups are allowed to sell food and/or items with the GRCC logo, so long as it is a "one-time" event, not something that is in direct competition long term with on-campus food venues or the bookstore.

### **Recapturing Funds and Rollover Funds**

Each year, in an effort to ensure greater financial discipline, The Office of Student Life and Conduct reviews each student organization budget at the close of the fiscal year (June 30) to determine if the student organization has any remaining allocated funds to be recaptured\*.

- Any unspent allocated funds will return to the larger budget for Student Alliance to re-allocate the following fiscal year.
- Any fundraised unspent money will rollover from year to year
- If the student organization receives an allocation, any unspent funds from that allocation will be returned to the pool available for use that current year. (e.g. student organization receives \$1,000 allocation to support event, but only uses \$700. The remaining \$300 will be returned to the Student Alliance Allocation Budget after the event.)

\*Campus Activities Board is exempt from recapture due to summer programming expectations set by the College.

## Funding Eligibility

	Allocation Funds
<b>Recognized Student Organizations</b>	Yes; amount varies per request
<b>Inactive Student Organizations</b>	Ineligible for funding

## Utilizing Funds

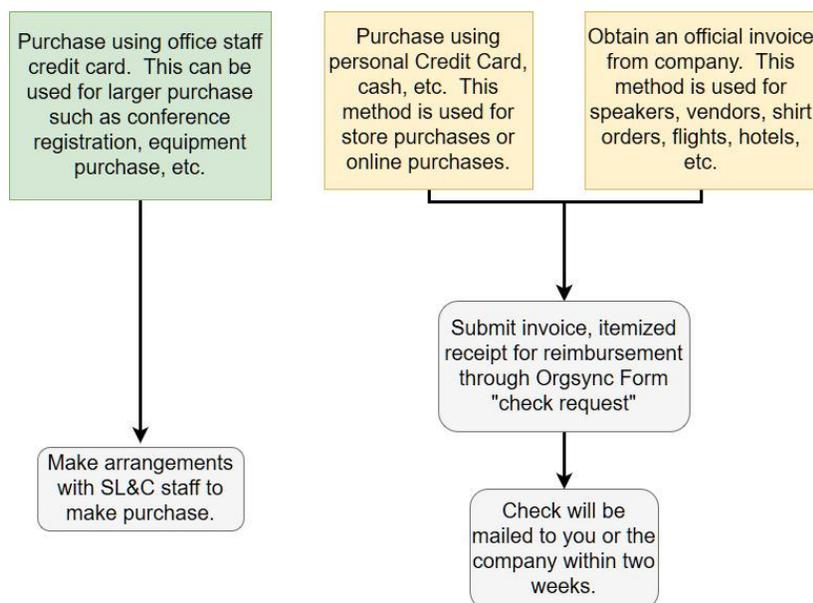
NOTE: For more detailed information on spending guidelines and rules, reference the Budget section under Policies and Procedures (p. 18). All spending must be in accordance with the Purchasing Policy ([http://www.grcc.edu/sites/default/files/docs/policies/11-15\\_purchasing\\_policy.pdf](http://www.grcc.edu/sites/default/files/docs/policies/11-15_purchasing_policy.pdf)) and may not be in violation of any other college policies. Organizations are expected to be good financial stewards of student activity fee money. We trust that our student organizations at GRCC will spend the funds allocated and raised in a moral and ethical manner. Funding for student organizations is provided through the Campus Activity Fee that is charged to all credit-bearing students. All purchases must be made through the Student Life and Conduct office. Advisors are not allowed to make any purchases using their department procurement cards.

Approved Expenses	All expenses that must go through Student Life for Purchasing.	Not Permitted
<ul style="list-style-type: none"> <li>● Expenses to support events, programs                             <ul style="list-style-type: none"> <li>○ Supplies, advertising costs, equipment, speaker/artist fees</li> </ul> </li> <li>● Food for a special meeting or celebration*</li> <li>● Up to 20% tip on food purchases (restaurants, delivery, etc.)</li> <li>● Movie pass purchases under \$50</li> </ul>	<ul style="list-style-type: none"> <li>● Gift cards</li> <li>● Apparel</li> <li>● Movie pass purchases that exceed \$50</li> <li>● Food for members working/participating in events (event needs to be a minimum of 5 hours long for consideration)</li> <li>● Parking Passes</li> <li>● Other incentives and giveaways</li> <li>● Student Organization Travel and Transportation Costs</li> </ul> <p><a href="#">*Fill out form in Raider Connect</a></p>	<ul style="list-style-type: none"> <li>● Alcohol</li> <li>● Catered food for every meeting</li> <li>● Items that benefit individual members</li> <li>● Gifts for employees; for students or 3<sup>rd</sup> party, not allowed unless using fundraised money (includes flowers)</li> <li>● Stipends or scholarships**</li> <li>● Campaign contributions</li> <li>● Leisure trips (organizations can use fundraised funds)</li> </ul>

\*Organizations are required to utilize campus catering services any time they are serving food during a meeting or at an event. (Creative Dining – [www.grcc.edu/campusdining/catering](http://www.grcc.edu/campusdining/catering) OR Catering for the ATC – [www.grcc.edu/secchiabanquetscatering](http://www.grcc.edu/secchiabanquetscatering) ).

\*\*Organizations wishing to award stipends or scholarships may set up an account with the GRCC Foundation

Office using their earned dollars. A minimum of \$500 must be deposited and award criteria developed in conjunction with the organization, their advisor, the Director of Student Life and Conduct, and the Director of the Foundation.



### Reimbursements and Payment Requests

- Complete Check Request Form on Raider Connect for any reimbursements and check requests. Attach a copy of the itemized receipt.
- Receipts must be itemized in order to verify what was paid for.
- Handwritten receipts will not be accepted
- Must list the name of event/activity/travel/etc. for which it was purchased
- Please allow 10 business days to process a check request.
- Reimbursement requests must be completed within 60 calendar days of expense and within the same fiscal year (July 1-June 30) or they will not be processed.

#### NOTE:

If we are reimbursing an employee, the employee must scan a completed Employee Reimbursement Form and their itemized receipt, THEN attach that scanned document to the Check Request Form submitted through Raider Connect. Student Life will then sign it and submit it to Financial Services. (When using a Student Life student organization account, the Director signs the documentation, NOT the direct supervisor).

### Gift Cards/Purchasing Permission Form

- You MUST have permission from the Associate Provost's Office prior to purchasing any gift cards.
- You MUST have permission from the Provost's Office prior to purchasing other incentives (movie passes, parking passes, etc.) for members or giveaways, if the total purchase is over \$50.
- Incentives/gift cards/raffle prizes/etc. may ONLY be given to **students**.
- All raffle prizes MUST be tracked with the Office of Student Life and Conduct. For each incentive, we must know the following information:
  - Name of Student that received incentive
  - ID number of student
  - What incentive they received

- Student Organizations must work with the Office Manager to track incentives.

### **Consequences of Overspending Budget**

- If a student organization is less than \$150 over, that amount will be subtracted from the following year's allocation.
- If the student organization is \$150 or more over, the student organization will be placed on suspension (made inactive) for one semester.
- If a student organization is over budget in any amount for two consecutive semesters, the student organization will be made inactive/suspended for one year, with required budget training prior to renewal.
- If allocated funds are overspent, Student Life and Conduct reserves the right to start deducting from fundraising funds.

### **Special Notes on Various Spending Levels**

- If purchase is less than \$1,000, you can work with the Student Life Office Manager to use a GRCC credit card.
- If purchase is \$2,000 or over, it will require a purchase order.
- If \$5,000 or more, you must solicit 3 bids. You will have to justify selection if the lowest bid is not chosen. Additionally, you will need to complete a Rationale Form (Found on the Purchasing web page, under Resources, available under Forms – <http://www.grcc.edu/purchasing/resources>)
- If \$10,000 or more, the student organization will need to work with Purchasing directly in conjunction with Student Life and Conduct staff for this process.

If a student organization will be purchasing a significant product from one source throughout the year, please discuss the option of establishing a blanket purchase order with the Office Manager for easier check processing throughout the year.

## **Student Life and Conduct Policies & Procedures**

### **Event Planning**

Student Life and Conduct encourages all student organizations to plan events on and off campus. We believe the Campus Activity Fee funds should go back to students. If your student organization would like to plan successful events please visit this link: <https://bit.ly/2XXOa8K> on event planning resources. This document can also be found on Raider Connect and on the GRCC Website.

### **Event Registration and Forms**

- Use of space for events without a reservation is prohibited. To see what spaces are available for meetings, tabling, and large scale events please visit this link: <https://bit.ly/30XjEkf> or you can view it via the GRCC website or Raider Connect.
- Student Organizations seeking space on campus for events and meetings MUST be active (approved through Raider Connect) and go through our office.
- All events on campus or OFF campus MUST be registered.
- An event registration form must be completed on Raider Connect a minimum of 4 weeks prior to any event.
- Reservation confirmation will be emailed following verification that the space is available.
- The Office of Student Life and Conduct reserves the right to change and/or cancel a reservation at any time.
- For questions regarding this policy and the reservation procedure, contact the Office Manager.

### **Amplified Sound**

- You must complete the Amplified Sound request form on Raider Connect for any event that will involve amplified sound (DJs, music through the speakers of any kind, etc.)
- Amplified Sound requests take time to approve.

- Requests should be made at least 4-6 weeks prior to any event.

### **RaiderCard Wireless Reader**

- Complete the RaiderCard Wireless Reader Request form on Raider Connect at least 2 weeks in advance.
- Each reader is valued at \$500. If equipment is lost, stolen, or damaged, the organization will be billed for replacement/repair.
- Wireless readers must be returned by the end of business day or 9 am the day after an evening event.

### **Cash Box Requests**

- Organizations can reserve a cash box for any event when money will be collected and you will need to make change.
- Complete the **Cash box Request** form in Raider Connect at least 3 days before the event
- A student organization representative must sign the box out from the Student Life Office the day of the event
- When returning the cash box, the representative must split up the original start up cash that started in the box from any additional funds that should be deposited into the student organization account.
- A Student Life employee will sign the box back in and provide a receipt. Cash boxes must be returned by the end of business day or 9 am the day after an evening event.

### **Technical Support and Sound Equipment**

- Media will NOT provide equipment for DJs; all DJs must provide all necessary equipment (speakers, mics, etc.)
- Organizations may check out the following type of equipment for their event: A/V carts, laptops, portable projection screens, VHS/DVD combo unit, LCD TV/Monitor on cart
- Equipment check out must be indicated on the Event Registration form on Raider Connect
- Once event registration is approved, the Equipment Checkout form on the Information Technology web page must be filled out.

### **Catering and Food Service**

- Food service purchased for events **must be purchased through college food service options\*** (Creative Dining – [www.grcc.edu/campusdining/catering](http://www.grcc.edu/campusdining/catering) OR ATC - [www.grcc.edu/secciabanquetscatering](http://www.grcc.edu/secciabanquetscatering)) only if the event is held at ATC.
- These on-campus catering bodies have “first right of refusal” for food service. This means that food may ONLY be purchased using a vendor outside the college if our campus-catering bodies have denied the request
- Bringing in food prepared by anyone other than an on-campus licensed catering (such as potlucks or ordering from off-campus restaurants) carries potential liability. If a group incurs this risk, they automatically release the college of any liability in the case of illness, etc.
- Please provide Office Manager with an invoice from Creative Dining once received

*\*Once per semester a student organization is permitted to order pizza or other food from an external vendor for a meeting without getting permission to bring in food from an outside source. Please contact the Office Manager for payment details.*

### **Guest Speakers**

Student organizations should be permitted to host public speakers but are expected to follow the procedures as outlined in this manual. The speakers hosted or events held on campus to present their own points of view and do not necessarily represent GRCC. Illegally harassing speech or anything

regarded as in violation of the law will not be tolerated or permitted.

Process:

The notification process should start by submitting the Event Registration form in Raider Connect at least 4 weeks in advance with the following information:

- Name of speaker or entertainer
- Date, time, and location
- Description of the purpose of the program, presentation, or demonstration
- Campus sponsor(s)
- Off-campus sponsor(s) – if applicable

**Screening Movies or TV Shows on Campus**

- To show a movie or TV show on campus, the group must purchase the public viewing rights (copyright) – costs typically range from \$300-\$600
- Student organizations may NOT use a DVD rented, purchased, owned by someone in your organization
- Contact the Assistant Director of Student Life and Conduct to gain assistance or information about this process

Frequently Used College Licensing Agencies:

- |                          |  |                |
|--------------------------|--|----------------|
| ● Swank Motion Pictures  | <a href="http://www.swank.com/college">www.swank.com/college</a>     | 1-800-876-5577 |
| GRCC's Campus Agent:     | Matt Pierson   |                |
|                          | <a href="mailto:mpierson@swankmp.com">mpierson@swankmp.com</a>       |                |
| ● Criterion Pictures USA | <a href="http://www.criterionpicusa.com">www.criterionpicusa.com</a> | 1-800-890-9494 |

**Time and Place Limitations**

- Weekday, daytime events:
  - Must submit request 4-6 weeks prior to event
- Evening events\*\*:
  - MUST be concluded AND cleaned up by 10:30 pm Monday – Thursday
  - Police coverage and approval is required past 10:30 pm – request must be submitted by the 15th of the month prior to the event
  - Evening events past 5:00pm will require the advisors attendance
- Weekend events\*\*:
  - Must be submitted 4 weeks in advance
  - Friday night events must be concluded by 9:30pm, with the building completely vacated by 10 pm in order to avoid overtime costs.
  - Police coverage and approval is required past 9:30pm on Fridays.
  - Police coverage and approval is required past 5:00pm on Saturday/Sunday
  - Police coverage is required – requests must be submitted by the 15th of the month prior to the event
  - All weekend events will also require the advisor's attendance

\*\* Events that require Facilities and/or Police coverage may require paying overtime costs.

**Contract Negotiation**

- ALL contracts for service must be approved by the Director of Student Life and Conduct and signed by the Vice President for Finance and Administration
- Any questions should be directed to the Office of Student Life and Conduct
- In order for us to pay any provider, please note details listed in budget section under “payment requests”

## Advertising and Promotion

### Raider Connect

Events that are registered through Raider Connect will automatically be posted on our Student Life and Conduct website.

### Digital Displays

All registered student events have the option of having their event promoted on digital displays. This request can be made via the Raider Connect “Event Registration” form.

### Word of Mouth/Tabling

Tabling reservations can be made via Raider Connect. Student organizations are encouraged to publicize their events and recruitment opportunities via tabling and word of mouth. Students are encouraged to make appropriate announcements in, after, or before class.

### Table Tents/Napkin Holders

Table tents and napkin holder flyers can be used for advertising events, and recruitment opportunities. Requests, design, and copies can be made through GRCC EPrint. Table tents and napkin holder flyers can be used at dining facilities across campus (Winchester Alley, Art and Bevs, Raider Rally, and Quiet Cafe).

### Social Media

All student organizations are able to have their own social media accounts. Students must represent their organization and the institution in a positive, and professional manner. Students are encouraged to promote events, engagement opportunities, and recruitment events via social media. Student organizations should provide admin access or the password to the social media accounts. Student Life staff will not access the account unless the advisor and student organization members are no longer involved in the organization.

### Chalking

Sidewalk chalking is another form of advertising that is open for student organizations to take advantage of. Students may chalk the sidewalks of GRCC advertising events, and recruitment opportunities. All information written on GRCC sidewalk property must be appropriate and professional. Profanity, vulgar language, and inappropriate drawings are not allowed and will be subject to disciplinary action with the office of Student Life and Conduct. All chalking MUST include the name of the student organization.

### Posting Policy

Provide 25 copies to Student Life. All posted materials must go through Student Life for approval. Please allow 3 business days for posting. Posters will be posted on designated bulletin boards across campus and removed after the event. No materials may be taped or posted on walls (or areas outside of the boards designated for Student Life) – if posted in this manner, they will be removed. All posters must state the name of the student organization(s) sponsoring the event in order to be approved.

### Raider Buzz

- Raider Buzz is an electronic, blog-style news source located at <https://grccraiderbuzz.wordpress.com/>
- Student Organizations interested in advertising in Raider Buzz must email the advertisement information to the Office Manager at least five business days prior to the day you’d like it to be posted.

### Printing

- Student organizations have the ability to utilize GRCC ePrint services to help create posters,

banners, and other marketing materials.

- Student Organizations must work with the office of Student Life and Conduct staff or the student design team to submit printing via GRCC ePrint.
- All requests must be submitted through the online printing order form found on their website (<http://cms.grcc.edu/grcceprint>)
- All requests should be submitted 2-3 weeks prior to when you need the project completed. Requests that do not allow that time will be reviewed by their staff to determine if completion is possible. Student organization requests will not be prioritized over other requests because of poor planning.
- Members working with their staff to complete a project are expected to be professional and respectful. If Student Life receives complaints about group members acting outside of this expectation, the privilege to utilize the service may be revoked for a set amount of time.

## Student and Student Organization Travel

- All student organizations wishing to travel in the year of 2021-2022 must attend a Travel Workshop before submitting a request for funds. Travel workshop dates and times can be found on the GRCC Student Life Page or on Raider Connect. **One student organization representative and the advisor MUST attend the full workshop, if not attended the student organization will not be allowed to travel.**
- Identify funding sources for travel. If receiving Allocations from Student Alliance, an Allocation proposal must be submitted sixty (60) days prior to departure.
- Must be a currently enrolled student to be eligible to travel. If an organization is traveling over the summer semester, students must be enrolled for summer or fall semester.
- College-sponsored travel is defined as any activity intended to promote learning or student development that requires student participation in a location other than those owned or leased by the College. College-sponsored travel includes, but is not limited to the following:
  - In-Service Area Field Trip
  - Out-of-Service Area Field Trip
  - Study Away
  - Student Life Experiences - may take place within the GRCC service area or out of the GRCC service area
- There is a 12:1 student to advisor ratio the student organizations and advisors must adhere to.
- **At least thirty (30) days prior to travel the Student Organization Advisor** must submit the College Sponsored Travel Approval Form in Raider Connect if lodging and transportation need to be arranged. **If there is no transportation or lodging needed we request travel forms to be turned in 2 weeks prior to said trip.**
  - As you make arrangements please keep in mind the following policies:
    - Advisors have up to \$1,000 to help support their travel costs
    - Advisors must travel with students (being on the same flights, trains, etc)
    - Advisors must stay in the same facility/hotel as the students
    - Advisors are not permitted to stay in the same room as student
    - There is a 12:1 student to advisor ratio the student organizations and advisors must adhere to.
    - When determining room assignments no student should feel forced to stay in a room that they do not want to. Students may choose their room assignments in a respectful manner. Any concerns about room assignments should be addressed to the Office of Student Life and Conduct.
- Student Organization members must work with their Advisor or Student Life and Conduct staff to arrange transportation, lodging, and other purchases associated with travel/conference fees.

- If the student organization advisor is using a personal credit card to make arrangements, they will need to go through the Employee Reimbursement process once the charge is complete. The reimbursement request must be signed by the Director of Student Life and Conduct before being sent to Employee Reimbursement.
- If Student Life and Conduct staff is arranging travel, student organization members must come to the office with hotel, flight, and participants information for appropriate travel arrangements to be purchased.
- At least two weeks prior to departure, the Student Organization must submit the Emergency Contact form and the Risk and Release for each participant along with the Trip Information Cover Sheet to the Office Coordinator of Student Life. **If a student listed on the cover sheet does not submit their forms, then the student is not allowed to attend said trip. In not following proper procedure the student will meet with the Director of Student Life and Conduct for a conduct meeting.**
- Advisor and President should get a cell phone number of a Student Life and Conduct staff member in case of emergency.
- Advisors and students are required to report any violation of the Student Code of Conduct to a Student Life and Conduct staff member immediately.
  - May be sent home early at their own expense if there is a substantial violation.
- Students may receive reimbursement for food and other conference related expenses based on funding and purchasing policy in the Student Organization Manual.
  - Itemized receipts are required to receive reimbursement for purchases. This includes purchases at restaurants and fast food businesses.
  - Once arriving back at GRCC, all student reimbursements must be submitted within thirty (30) days. Students must use the check request/reimbursement form in Raider Connect to receive a reimbursement for any purchases.
  - Participants are allowed to drive personal vehicles so long as all participants are 18 or older and understand that there is no insurance coverage from the College should there be an accident.
    - Recommendations for personal vehicle use:
      - Drivers must not operate electronic devices while operating the vehicle
      - Insurance policy with public liability minimum of \$100,000 per person and \$300,000 per accident
      - Insurance policy with property damage minimum of \$5,000 per accident and \$10,000 aggregate
      - Drivers of personal vehicles must abide by all College policies as well as local, state, and federal laws
- Prepare your travel budget. The College does not issue advances. Options for covering costs:
  - Pay for costs out of pocket and submit reimbursement requests within 60 days of your return (Itemized receipts will be required for payment!)
  - Schedule a time to meet with the Director of Student Life or Assistant Director to cover registration costs in advance, to establish hotel payment, and/or to purchase tickets (flights, train, bus, etc.) Call 616/234-4160 to schedule an appointment.
  - Note tips. You can tip up to 20%, but cannot be reimbursed if receipts are lost.
- Direct any additional questions about the budget to the Student Life Office Manager.
- Have all medical forms in case of emergencies – All students are responsible for their own health insurance. Participants should bring necessary information to prove their coverage.
- College personnel are responsible for ensuring the safety of participants and exercising

reasonable precautions to avoid risk or injuries. Participants disregarding the directives of the college employee/advisor, and/or violating the Code of Conduct, may be sent home at the participant's expense and/or subject to disciplinary action through the college judicial system.

- All college policies and rules are in effect during trips. Students and staff can be held liable for violations.
- Academic organization trips must go through Study Away approval if the group is attending as part of a class and receiving credit of any kind.
- Under no circumstances are students allowed to bring alcohol on a college sponsored trip. They are also not allowed to drink alcoholic beverages on the trip, even if they are of legal drinking age.
- The travel approval forms must be approved by the appropriate person, either the Assistant to the Dean of Student Affairs and Theresa Kent-Williams (Finance and Administration Office).

**Note:** GRCC employees traveling must also complete their Leave of Absence Form and receive approval prior to initiating plans as well. ([www.grcc.edu/loa](http://www.grcc.edu/loa)).

## Institutional Policies & Procedures

### Use of College Name, Seal, Emblem/Logo

- The use of the Grand Rapids Community College name, seal, and emblem/logo is restricted to official business of the college. Any entity requesting to utilize the name, seal, and/or emblem/logo for anything other than official college business, must direct their requests in writing to the President's office. All student organizations that wish to utilize the college name, seal, and/or emblem/logo in their student organization name and/or marketing materials must abide by the following format: "Student Organization Name at GRCC" i.e. Student Alliance at GRCC.

### Sexual Harassment

- At GRCC, our primary concern is the safety of our students, faculty, and staff. We are committed to maintaining a positive learning and working environment. Sexual misconduct includes rape, sexual assault, sexual battery, sexual harassment, sexual coercion, domestic violence, dating violence, sexual exploitation and stalking. Sexual misconduct, a form of sex discrimination, detracts from a positive environment, is wrong, will not be tolerated and is prohibited. See the [Sexual Misconduct Policy](#) for complete details and definitions.

### Code of Conduct

- Student Organizations are expected to adhere to the same standards of conduct applicable to individual students as outlined in the Student Code of Conduct. Specific violations of these standards include, but are not limited to:
  - Violating or permitting members or their guests to violate, or failing to prevent when prevention was possible, the violation of the Code of Conduct or any applicable, city, state, or federal law or regulation.
  - Violating or permitting members or their guests to violate, or failing to prevent when prevention was possible, the violation of any contract or other agreement between the student organization and the College.
  - Committing any act in violation of any policy, procedure, or agreement, including the policies described in the most recent version of this manual or another agreement between a student organization and a College official and department, as well as rules promulgated by appropriate College officials, and any other rules made applicable to student organizations.

- o See the [Student Code of Conduct](#) for complete details and definitions.

### **Equal Opportunity and Nondiscrimination Statement**

- All student organizations must follow and adhere to the GRCC Equal Opportunity Statement. Membership and Executive Leadership in a Student Organization may not be restricted on the basis of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.
- A student may not impede or obstruct the College's suspension of a Student Organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the College.

### **Application of Policies**

- Any violation of the above policies by one or more members of a student organization may constitute a violation of the organization itself. Where those administering the Student Code of Conduct conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending member. Conversely, when an organization has been found guilty of a Code offense, those administering the Student Code of Conduct may impose sanctions on some or all members of that organization depending upon the degree of general participation in the offense.
- In the event that a student or group is charged with an offense under the Code, it shall not be a defense that the organization in question is one which is no longer recognized by the College as a result of its status being rescinded, revoked, or suspended.

Last updated: 7/22/2021