Manual for Student Clubs and Organizations
Welcome to another great year!

The Office of Student Activities wants to thank you for taking time to read this manual, which has been prepared to assist you in making this year a successful one for your club or organization.

Whether your club is a new one or a seasoned group, we encourage you to read this manual thoroughly. It contains new procedures and updated information that will be used throughout the school year.

If you have any questions, please contact our office at 847-543-2280.

Have a wonderful year!

Student Activities

Revised 08/06/2018
# Manual for Student Clubs and Organizations

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A. STARTING A CLUB OR ORGANIZATION

- The Office of Student Activities encourages students to create and formally establish student groups of interest as officially recognized clubs. The College of Lake County also provides opportunities for official recognition to student “organizations,” the term used at CLC to refer to local chapters of national student organizations. National organizations often have specific guidelines for their chapters on matters such as membership requirements and the contents of local chapter constitutions. The Department of Student Life recognizes student organization chapters as student programs which may receive many of the same services and benefits as recognized student clubs. Although this Manual will use the term “club” throughout, its provisions concerning club operations, and the need for and role of advisors, also pertain to student organizations. Questions as to the scope of the Manual’s coverage should be directed to the Director of Student Activities.

- The process for starting a club is an easy one that can generally be accomplished within a two-week period. A club can be started at any time and the club can request a budget (subject to approval) the following fiscal year.

- Begin by contacting the Office of Student Activities to arrange a meeting with the Director of Student Activities to discuss your group’s mission and goals and whether the proposed club would fill an unmet need or interest of students.

- Obtain ten (10) chartering members who are currently enrolled in classes and interested in forming the club. You may recruit chartering members by leaving a sign-up form in the Office of Student Activities and/or leaving a flyer. However, keep in mind that Student Activities is not responsible for your recruiting efforts.

- Select an Advisor for your club. The Advisor must be an active full or part-time faculty or staff member who has been identified as a CSA (Campus Security Authority) trained employee who is also approved by the Director of Student Life.
Activities to serve in that capacity. An advisor who is not CSA trained has two weeks to complete.

- Advisors who have an interest in starting a club may do so as well. **Advisor must identify a student to serve as President and work with student to develop club.**

- Complete and submit the Chartering Form & Membership Form to the Office of Student Activities.

- Meet at least once with your club to establish a constitution committee by the first meeting. Draft the constitution (see template below) and review it with the Advisor and Director of Student Activities.

- Meet with your club to approve your constitution and elect officers within the first two meetings of the semester (if you have 10 members, then at least 6 students representing a quorum have to agree on the constitution). A quorum is half the members, +1.

- An inactive club can be reinstated with the Director’s approval. A club becomes inactive by: **Informing the Director of Student Activities that they are inactive, not programming events for 1 full semester, incomplete community service hours, or 3 consecutive missed ICC meetings.**

- Clubs and/or organizations have the right to dismiss an advisor if they feel the advisor is not a good fit. The club will then have to meet with the Director of Student activities to discuss how to replace the current advisor with another one.

**B. YOUR CLUB’S CONSTITUTION**

Once a club’s constitution is created and approved by its members, it should be reviewed at the beginning of each subsequent academic year by the President of the Club with the officers and club members so they are familiar with its contents (**Advisor input is suggested**).

Once the updated constitution has been reviewed and approved, it should be submitted to the Office of Student Activities within one (1) week after the 1st fall ICC meeting.

To amend the club’s constitution:

- Advisor, co-advisors, officers, and interested club members should recommend changes.
- Proposed amendments should be brought before the club in writing to be discussed and voted upon at a regular club meeting.
• An updated constitution including approved amendments can be submitted any time throughout the semester to the Office of Student Activities.

C. CONSTITUTION TEMPLATE

Your club’s constitution must include each of the items listed in this template.

*Article I-Name

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

*Article II-Purpose

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

*Article III- Eligibility for Membership

*Section 1. Membership in student clubs is limited to CLC students. Honorary nonstudent membership must be approved by the Director of Student Activities. Student clubs which desire the benefits of recognized status at CLC must include in their constitution a nondiscrimination policy statement consistent with the College’s Guide to Student Rights and Responsibilities Policy and Procedures found at: http://dept.clcillinois.edu/ssd/studentRightsandResponsibilitiesProcedures.pdf, which states that CLC is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. CLC complies with the requirements of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any educational, employment, or extracurricular activity. Sexual misconduct, as described in CLC’s Sexual Misconduct and Title IX Procedures found at: http://dept.clcillinois.edu/ssd/TitleIXProcedures.pdf, is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Domestic violence, dating violence and stalking are also prohibited conduct as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013.
Also see CLC’s Policy on Non-discrimination at:
http://www.clcillinois.edu/aboutclc/who-we-are/consumer-information/nondiscrimination

*Section 2. Officer titles. Officers of this club shall be called...

*Section 3. Qualifications for each office. Officers must be currently enrolled CLC students. A student club formed to foster or affirm the sincerely held religious beliefs of its members may adopt eligibility criteria for its officers and voting members that are consistent with those beliefs. For example, a Christian club or organization may limit eligibility for elected offices and voting rights to members who adhere to and affirm agreement with its Christian beliefs.

*Section 4. Terms of office.

*Section 5. Duties of officers.


*Article V-Meetings

*Section 1. Regular meetings of this club shall be held...

*Section 2. Special meetings may be called at any time by the President or chairperson.

*Section 3. A quorum shall consist of ... (half the club’s members +1 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 VI-Elections

*Section 1. Optional election of officers shall be held by the first club meeting of the new semester.

*Section 2. Who may vote? HOW? Include rules on proxy votes, etc.
*Section 3. Notice of elections or appointments (if necessary).

*Article VII-Sponsors, Advisors

*Section 1. One or more members of the CLC’s actively employed CSA trained faculty or staff shall advise clubs.

*Section 2. Method of selecting advisors.

*Section 3. Duties and/or responsibilities of advisors. (List those specific to your club, stating that this is in addition to duties and/or responsibilities as outlined in the CLC Club Manual.)

*Article VIII-Committees (optional)

*Section 1. Standing committees. Describe composition, appointment, membership, function, powers, and duties. Also budget, promotions, special events, etc.

*Section 2. Appointment of committees is determined by the Chairperson, President, Executive Board, etc.

Article IX-Fees (optional)

*Section 1. Specify the amount of fees per month, semester, etc. Include a statement, which covers fees, assessments, procedure for expenditures, and statements of fiscal policy.

*Article X-Handling of Funds

*Section 1. All revenue collected during college activities must be deposited in the student club's Fund 28 account. The treasurer shall be the primary officer designated to handle the club finances and manage the Fund 28 account with the Student Activities Office Bookkeeper. See definition of Fund 28 under Section III.

*Article XI-Amendments

*Section 1. Constitutions may be amended by 2/3 vote or 3/4 of total membership. Amendments may be tabled for vote at a later meeting. Include statement of conditions under which constitution may be amended.
D. MAINTAINING YOUR CHARTER

As an officially recognized club, permission to be active on campus depends upon maintaining the club’s charter. A charter can be active, inactive, or revoked:

1. **Active Charter**
   - The club completes the re-charter form each fall semester by the date specified on the form and submits it to the Office of Student Activities, keeps all information on the club current, and adheres to the policies and procedures of the Club Manual and the College.

2. **Inactive Charter**
   - The club has not programmed events all semester, failed to complete community service, or missed 3 consecutive ICC meetings.

3. **Revoked Charter**
   - If the club has failed to comply with club or other College policies and procedures, falsified information, or violated CLC policy or any local, state or national laws, its charter may be revoked.

A club whose charter is inactive or has been revoked may submit a request to the Director of Student Activities to be re-activated. To be re-activated, the club will be required to demonstrate that it has been cleared of any sanctions and/or that there is student interest in re-activating the club.

E. INTER-CLUB COUNCIL MEETINGS (ICC Meetings)

The Student Government Association holds an Inter-Club Council meeting (ICC) three times per semester. At least one member of each club must attend each meeting. The meeting dates are on the College’s website under Student Life. Failure to attend the Inter-Club Council meetings may result in a warning, a freezing of fund 10 and 28 for thirty (30) days, and no travel, or deactivation of the club, to be determined by the Director of Student Activities.

F. MEMBERSHIP

All members of recognized clubs must be enrolled in at least ONE (1) semester hour of a credit course. All elected officers must maintain at least a 2.0 cumulative GPA in order to hold office. Student Activities staff will monitor GPAs for accuracy. Also, to be a registered member of a club, students must attend at least three (3) consecutive club meetings. Community members may attend club meetings as guests, but cannot travel, handle funds, or serve as an active voting member.

G. ADVISORS

Advisors play an important role in assisting in the creation and development of a new club, and they can also promote continuity of the club as its membership changes. Advisors are
expected to review and follow the guidance in the Advisor Handbook at: http://clcweb.clcillinois.edu/depts/act.asp.

Selection of Advisor

1. All officially recognized clubs must have an active full or part-time faculty or staff advisor who has been CSA trained. CSAs are defined as: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to: club advisors, student discipline and campus judicial proceedings.

2. Members of the club select faculty or staff advisors. Or, an active faculty or staff member can request to work with a club/organization.

3. Faculty or staff advisors are retained by the club from year to year if they consent to continue serving in that capacity.

Responsibilities of Advisors and Co-advisors

• Regularly attend all club meetings and events.

• Ensure that the Student Activities staff is informed of club programs and activities on a timely and regular basis, per Program Request Form.

• Review and approve/sign all club Program Request Forms and Payment Request Forms.

• Monitor membership form each semester to make sure club roster is accurate.

• Assist officers in learning and following budgetary procedures and handling all financial transactions in accordance with college business and financial policies.

• Assist the club in conducting its affairs in accordance with college policies and procedures.

• Serve as a resource person and facilitator for the club.

• Serve as a chaperone for overnight and off campus events. If Advisor or Co-Advisor cannot make an event, you must notify the Student Activities Office and find a replacement of an active part-time or full-time CLC employee who is also CSA trained.

• Ensure that students follow CLC policy and procedures during meetings, activities and events, including travel. See Section 1 of Article III- Eligibility for Membership in club Constitution and travel.
• Attend Advisor information sessions each fall and spring semesters.
• Complete all travel proposals and send them electronically to Bookkeeper.

SECTION II

CLUB OPERATIONS

A. MAIL

Each student club is provided with a mail box in the Office of Student Activities. A
member of the club should be assigned to check the mail box at least one (1) time per
week. Please make sure whoever is picking up the club mail that he/she always shares
the contents with the group especially when budget information is in there. If a club
anticipates outside groups sending mail, please use the address as follows:

Club Name
College of Lake County
Office of Student Activities-B106
19351 W. Washington Street
Grayslake, IL  60030-1198

B. TELEPHONE USE

The telephone in the Office of Student Activities may NOT be used for club business.
Absolutely no long-distance calls are to be made. Student private calls that are an
emergency can be made in the Student Resource Center (B113) and should be no more
than two (2) minutes.

C. PRINTING SERVICES

Registered clubs may request printing and mailing services through Campus Services. Any
costs incurred will be charged to the club budget, when applicable. This may include
copying agendas, minutes, newsletters, posters, fliers, brochures, signs, or other printed
materials. For basic duplication needs, please allow two weeks. For more detailed requests
(stapling, collating, hole-punch, etc.) please allow for an additional two to three days.
During peak times, some services will take longer than two weeks. Please consult with the
support staff in Student Activities.
D. SCHEDULING PROGRAMS/MEETINGS/EVENTS

Each semester, a club can submit a flyer electronically of dates, times and locations of their meetings for Rise TV monitors and Nova Display. The Nova Displays are clear, plastic panels in the student commons area outside of Café Willow. The Student Activities office can assist you with advertising club meetings and events. The NOVA display area is for 8 ½ x 11 paper fliers in portrait format only. Fliers will be posted by the Student Activities office once approved. For posting guidelines, see K. Publicity.

The use of college facilities by any chartered student club for meetings, fundraising, or special programs and events must be scheduled through the Office of Student Activities who works with the College’s Central Scheduling Department. Advisors cannot request rooms themselves through their office. All requests for scheduling programs, meetings or events on or off-campus must be initiated by submitting a Program Request Form. The Program Request Form is located in the Office of Student Activities and on the Student Life intranet at: [http://clcweb.clcillinois.edu/depts/act.asp](http://clcweb.clcillinois.edu/depts/act.asp). This form must be completed in full and signed by the club advisor before submitting to the Office of Student Activities. If denied, an explanation will be provided. Student Activities will assist in planning the activity, arranging catering, facilities, audio-visual needs, and other services as necessary. For planning political or expressive events, please also see N. Political and Expressive Activities.

*Program Request Forms must be submitted at least three (3) weeks prior to the scheduled meeting, activity or event.* To receive form, go to: [http://dept.clcillinois.edu/act/ClubProgramRequestForm.pdf](http://dept.clcillinois.edu/act/ClubProgramRequestForm.pdf)

E. REQUESTS FOR PAYMENT

All requests for payment must be submitted at least three (3) weeks prior to the date payment is needed. Checks are available on Friday mornings and will be placed in the club mailbox. Request for payment forms are available in the Office of Student Activities and on the Student Life intranet: [http://dept.clcillinois.edu/act/PurchaseRequistionForm.pdf](http://dept.clcillinois.edu/act/PurchaseRequistionForm.pdf). An invoice or itemized receipt must be attached to the form and signed by the club advisor before submitting to Student Activities. *Requests for reimbursement must be turned in within two (2) weeks of purchase and payment will only be made to advisor.*

F. FUNDRAISING

Prior authorization of fundraising activities is required from the Office of Student Activities by submitting a Program Request Form. The following activities are common fundraisers for clubs:
Bake sales – selling home-baked goods. Ingredients must be listed and displayed during time of sale. No pre-packaged items. Dances/Special Events – student clubs may plan special events that have ticket sales or other sale items for fundraising for students on or off campus. A common rule is not to sell the same items as our Café’ such as coffee (they have a coffee shop). Please see Office Associate, Mardi Chaput if there are any questions on this matter.

Raffles – any student club can host a raffle for a predetermined prize with the approval of the Director of Student Activities. A Program Request Form must be completed and on file before the raffle can be held.

The Office of Student Activities can assist clubs in generating fundraising ideas and can provide information on how to organize a successful event. We encourage club collaboration and generating ideas amongst each other. Student Activity Fee (Fund 10) monies designated for club budgets cannot be used to support fundraisers. See definition of Fund 10 under Section III p. 17.

G. CAMPUS LEADERS FOR COMMUNITY SERVICE (CLCS)

The core principles of the CLCS Program are:

- Community Service and Civic Engagement: responsibility, compassion, social consciousness, and philanthropy
- Self-Knowledge: identifying strengths, goal setting, time management, integrity and ethics, and developing a vision
- Relationships: communication, problem solving, collaboration, diversity, and mentorship

CLCS Program Requirements:

- Open to incoming freshmen and CLC students taking credit classes with a 2.0 GPA or higher.
- Participate in three (3) workshops from Succeed at CLC’s Leadership Workshop Series.
- One (1) off-campus individual or group project per fall and per spring semester. Minimum ten (10) hours total for the year, including planning, travel and on-site volunteering.
- Choose one (1) of the following: 1) One (1) on-campus outreach project. Minimum four (4) hours for planning and volunteering and/or 2) three additional student events/activities assigned by the Director of Student Activities.
- All project paperwork and assignments due one week after project completion.

A community service project is defined as any unpaid service project that benefits CLC students and the community. The project must inspire CLC’s Core Value of Service to improve educational, economic, social and cultural quality of life for our students and community. Other Core Values such as Learning, Accountability and Diversity, also are
strongly encouraged. CLCS registration forms and information can be found in the Student Activities Office.

**H. CONTRACTS**

All Independent Contractor Agreements, Waivers and W-9s for any vendors, speakers, DJs, or other entertainment services, must be initiated with the Student Activities Bookkeeper at least one month prior to the event. Do not sign any contracts on behalf of your club. The only agent who shall sign contracts for Student Activities is the Purchasing/Contracts Department.

**I. CASH BOX/CREDIT CARD SQUARES**

For programs that will require the sale and receipt of money, a cash box and credit card square can be provided. On the Program Request Form, there is a designated area for requesting a cash box. All cash boxes used must be returned to the Office of Student Activities with the money collected and the Club/Organization Fundraising Form immediately after each event. The money will be deposited into the club account by the bookkeeper and the club will receive a deposit slip in the club mailbox. If the event is held after office hours, the cashbox should go to the club advisor to be turned in. Funds should be counted by at least 2 assigned club members for accuracy and turned in. The Student Activities Bookkeeper will make the final count. Deposits generally take ten (10) business days for a club to see the funds in their account. This also applies to the credit card squares.

**J. TICKET SALES**

The James Lumber Center for the Performing Arts Box Office can provide event tickets. Please indicate on the Program Request Form the choice to have pre-sale tickets available. The club may sell tickets independently and this must be arranged through the Office of Student Activities.

**K. PUBLICITY**

1. Fliers for the Rise TV monitors and 8 ½ x11 only paper flier display must be approved by the Director of Student Activities. Please send in PDF file.

2. Please note that flyers may NOT be put on cars at any time. Hand-to-hand distribution of fliers is also not permitted, except during student activities and at reserved event tables. A request for a table must be submitted using the Program Request Form to market events if fliers are being passed out.

3. Requests to have information concerning club events on Rise TV, or announced on Lancer Radio should be noted on the Program Request Form.
4. Fliers can be posted upon approval by the Student Activities Office for upcoming events as early as one week before the event between the fire doors only, and clubs are responsible for taking them down immediately after the event.

L. OFF-CAMPUS PUBLICITY

1. Student clubs may not publicize an activity at off-campus locations (e.g. store windows, cars in parking lots of businesses) without prior approval of the business. Club advisors can contact the business and speak with a representative to get permission, and should notify the Office of Student Activities that they have received permission.

2. Clubs seeking publicity in the community (i.e. TV, Newspaper, etc.) must first consult with the Director of Student Activities. If approved, the club can also work with Program Board to assist with fliers and publications.

M. MOVIES

No club shall show/view a published movie on or off-campus as any part of an official club activity without purchasing a licensing fee. Purchasing this fee must be approved by the Director of Student Activities. Movies can be ordered through SWANK at www.swank.com. Clubs can contact CLC’s representative, Matt, at 800-876-5577, about purchasing fees. Clubs may check to see if the movie is owned by the CLC library. If so, please check with a library employee to see if the movie is copyright. Finally, movies can be shown from an online source as long as copyright permissions are granted by the owner of the movie in writing and shown to the Director of Student Activities.

N. POLITICAL and EXPRESSIVE ACTIVITIES

During county, state and federal election periods, political candidates often request to be on CLC campuses to do election campaigning. Any campaign activity supporting or providing College space or materials for political purposes must be approved by the Office of Student Activities. Per CLC’s 956 ETHICS POLICY/ORDINANCE, College employees and officers cannot facilitate or participate in “prohibited political activity,” which means “(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event. (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution. (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question. (5) Surveying or gathering information
from potential or actual voters in an election to determine probable vote outcome in connection
with a campaign for elective office or on behalf of a political organization for political purposes or
for or against any referendum question.”

Students have rights to freedom of speech and freedom of assembly consistent with the College’s
environment and lawful regulations. If there is a desired initiative for a politically expressive event, a
Program Request Form along with CLC’s Program Registration and Reservation Form must be filled
out. To access this form, please visit the link:
http://dept.clcillinois.edu/bld/CS/CLCFreeSpeechAppWaiver.pdf. This link will
probably change once the form is finalized. CLC will accommodate free speech activities by students or
others affiliated with the College, and individuals or groups not affiliated with the College pursuant to
the time, place and manner regulations set forth in the Program Registration and Reservation Form. The
use of College property for these purposes does not imply acceptance or endorsement of the College of
any view expressed. The Director of Student Activities may withdraw or modify approval and use of the
facility space for the program if, after consultations with College Police Department, it is necessary to do
so for the safety and protection of the College community and/or other members of the public. This
exercise of free speech, not to include advertising or solicitation of for-profit products and services, may
take place as previously scheduled through the Facilities Office/Central Scheduling.

O. ALCOHOL AND DRUG POLICY

No CLC student, whether 21 years of age or not, is allowed to purchase, consume, or possess drugs
(with the exception of prescribed medication) or alcohol during a College student event on or off
campus. Public intoxication and/or distribution of alcoholic beverages is also prohibited. Any
violation of this policy may be subject to suspension or expulsion from club participation and
referral to Student Development for potential violation of the Student Rights and Responsibilities
Policy and Procedures.

P. STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS

All CLC students are expected to conduct themselves according to the CLC Guide to Student Rights
and Responsibilities Policy and Procedures at:
http://dept.clcillinois.edu/ssd/StudentRightsandResponsibilitiesProcedures.pdf. Club and
organization members serve as representatives of the College and, therefore, are expected to be
the best example of good citizenship at all times and should abide by all department and College
guidelines and policies established for any club/org. activity. Those in violation of department or
College policies may face disciplinary procedures.

Student workers and paid student officers who are designated as Responsible Employees (REs)
under Title IX and/or Campus Security Officers (CSAs) under the Clery Act are expected to complete
their required training and report per their training to the appropriate College authority any
concerning behavior, including sex or gender-based misconduct and incidents that may negatively
impact the safety of the College community and its members.

Any CLC student is strongly encouraged to report incidents to any College authorities, including the
SECTION III

Budgeting and Business Operations

A. CLUB BUDGET GUIDELINES

All clubs are expected to operate within their budget. Each fall, the officers and advisors are asked to develop a budget for the next academic year. This will allow the club to make plans for activities and any necessary fundraising.

**Fund 10** = A portion of student tuition under the Activity Fee. Fund 10 money can only be used for expenses pertaining to educational activities such as but not limited to: travel to museums and conferences, and hosting speakers and workshops. These funds cannot be used for donations to other clubs, colleges or community entities. Please check with the Student Activities Bookkeeper if uncertain about whether an activity qualifies for Fund 10 funding or not.

**Fund 28** = Club Fundraising. These monies are typically acquired through revenue from club activities such as: bake sales, sponsors, and donations. Please plan accordingly on how you would like to spend your club money! Bowling, going to a restaurant, potlucks, going to a movie and making a donation to a charity organization are all examples of activities you can support by using your Fund 28. Always check to see how much is in your budget before planning an event. Please check with the Director of Student Activities if uncertain about whether an activity qualifies for Fund 28 funding or not.

B. REVENUE

Once a new club has been formed, a separate account (Fund 28) will be established. This funding can be used on less-restricted activities for the club with approval from the Director of Student Activities. Any balance will roll over to the next academic year. **If a club is inactive, the funds may be reallocated.**
Expenditures and Revenue should be handled by the club treasurer and/or advisor of the club. This person should contact the Student Activities Office Bookkeeper when requesting a deposit, requisition, or reimbursement. **Reimbursements can only be made in the club advisor's name.** Do not deposit money or handle any paperwork with CLC's Finance Department. All paperwork and processing will occur through the Office of Student Activities. The Student Activities Office Bookkeeper deposits club funds at the Cashier’s Office within two (2) days of receiving funds from the clubs.

The following information will be helpful in establishing club budgets.

**C. HOW TO DEVELOP A BUDGET**

The first step in developing the club's budget is to assess what the club has done over the past two (2) years. The budgets from the previous two (2) years are good indicators as to how much money was needed to produce various activities. Look through each of these years and decide what programs are "keepers" and what programs are not worth doing again. Assess the club efforts to generate revenue and see which ones profited and which ones did not.

1. **Establishing Club Programs and Activities**

Once the club has decided what programs to keep, the next step would be to look at what programs to do in the coming year. Be creative and look at the program from a standpoint of meeting the educational, social, cultural or other interests of the members and the CLC community. An example would be to develop an activity for each of the aforementioned interests.

Break the programs down to their barest components and determine what it would cost to accomplish each segment. Using a dance event as an example, the program may need a disc jockey, decorations, refreshments, flyers/posters, tickets, and workers/volunteers--price out each segment.

2. **Establishing a Travel Budget**

Club travel should be a shared responsibility between the members attending and the club's budget. **DO NOT PLAN OR APPROVE A TRIP IF THE CLUB DOES NOT HAVE ENOUGH FUNDS!!!** If a club needs to travel within the state or to regional/national conferences, the cost of registration, meals, and transportation needs to be figured into the total cost of traveling. *Please Note* If Club Advisors are traveling without students on business, they must receive permission from the club (in writing) that it is okay to use the club funds, and they must notify the Director of Student Activities. Business travel would include: leadership trainings, conferences, or workshops. Clubs must follow the stipulations in the travel policy to finalize the travel section of the budget. *Please Note* If traveling overnight, a student travel budget proposal must be submitted and travel must be pre-approved by the Vice-President of Student Development before any steps are taken. If
staying overnight in a hotel, co-ed rooms are not permitted, but may be pre-approved by the Director of Student Activities on a case-by-case basis. Advisors that are approved drivers are to use College owned vehicles or Enterprise when transporting students, faculty etc. Students traveling or driving on their own, must complete a waiver, code of conduct, and emergency contact form in the Student Activities Office. Travel forms can be found on the student life intranet page at:
http://dept.clcillinois.edu/act/StudentActivitiesTravelProposal.pdf

Steps to completing a Travel Proposal:

- Fill out the Travel Proposal Form
- Attachments include: Student Code of Conducts forms, student waiver, overnight parking form, emergency contacts form, conference agenda, fliers, registration fees, hotel costs
- For CLC Van or Rental Car- travel in mileage (google maps attached)-must do a gas calculation to determine how much gas will be needed. Gas Calculator can be found at: https://www.dollartimes.com/calculators/cost-of-road-trip.htm
- For flights, estimated airfare must be attached, luggage cost (Advisor should pay for all luggage so advance is easiest and must have credit card), taxi to and from airport, cost of food, hotel costs (including tax). KEEP ALL RECEIPTS!
  *All receipts and unused funds must be returned back to the student activities bookkeeper within 48 hours from the time the club has returned from the trip.
- If travel plans change, a new travel proposal is required. THIS WILL RESTART THE TIME OF THE PROPOSAL AND THE PROCESS WILL START OVER.

3. Revising the Club Budget

After completing the three segments (programs, revenue, travel) of the budget, assess the overall budget outlay against the club’s previous year’s budget. Look to see if the present budget could realistically be approved based on the club’s expenditures and revenue from the previous year. It is better that the club “reduces” its own budget (if necessary) than to have extensive cuts made by the budget committee.

4. Writing the Budget

The final step in making the club budget will be to list the information the club developed through the above process under certain accounts.
D. BUSINESS OPERATIONS

Each club may spend money designated for their group during the fall and spring semesters. Clubs are not active during summer or intersession, unless special permission is given.

All student clubs must retain budget accounts on campus with the Student Activities Office Bookkeeper. No club or organization shall hold a private bank account, savings account, credit card, or debit card.

E. CATERING

All catering must be done “in house” through CLC’s food service, A’viands, or permission is needed from them in order to get food from outside vendors. They have first right of refusal. Submit catering forms, which can be found at:  
http://dept.clcillinois.edu/bld/CS/CLCcatering_form.pdf, at least two (2) weeks in advance. Exceptions can be made on a case-by-case basis according to A’viands. “Hot Food” sales are only provided through A’viands. Bake sales can continue as a form of fundraising.

F. CO-CURRICULAR TRANSCRIPTS

Students who have participated in clubs and/or organizations, athletics, received an award or another major achievement reviewed by the Director of Student Activities can request a co-curricular transcript in the Student Activities office. The student should plan to meet with a Student Activities staff member for approximately fifteen (15) minutes to review a list of their accomplishments of the three (3) categories mentioned. They should also have their CLC I.D. ready for the staff member entering the information for them. The co-curricular transcript can include the extra-curricular activities the student was involved in while attending the College of Lake County when they decide to transfer to another institution.