



CLUB & ORGANIZATION HANDBOOK

REVISED BY THE
DEPARTMENT OF CAMPUS LIFE
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* Can also be found in Share Point

Introduction

The Student Organization Handbook primarily serves as a resource guide to aid organizational leaders, club members, and their advisors. This handbook is supplemental and does not exclusively serve as a comprehensive list of all student related policies, practices, procedures, and or rules. Please access the Student Handbook for additional information.

Why do we have student clubs and organizations on campus?

Research confirms that involvement on campus promotes a number of desirable outcomes such as: increase in the likelihood of a student continuing his/her education, improvement of student academic performance, promotion and development of leadership skills, and enhancement of one's appreciation of diversity. Indeed, student activities can be a rewarding component of each student's education. Through participation in activities and clubs, students can complement the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, etc.

Student organizations also help to create a sense of community on campus. Students should consider Darton College as their home away from home, since the healthiest collegiate environments are characterized by a sense of community and caring. Such an environment is best suited to support academic and personal development.

How is an advisor selected and what are the qualifications to serve as an advisor?

Every student club or organization must have an advisor. Advisors must be a member of the faculty or staff employed on campus. The students should ask the faculty/staff member if he/she would be willing to serve as an advisor. The advisor must agree to serve in this capacity. The voluntary association between the advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill the expectations. An advisor may not serve as an advisor to more than two (2) clubs at one time.

What is the role of the advisor?

The advisor plays a critical role in helping a student organization achieve success. Student leaders are fairly transitory (especially at two year institutions), so the advisor is in a unique position of providing continuity for the organization to make transitions seamless. The advisor should be thoroughly familiar with all institutional policies and practices related to student organizations. He or she should make sure that the student leaders have appropriate information so that they will abide by all policies and procedures and be as effective as possible.

Responsibilities of an Advisor

The specific roles and responsibilities of an advisor will vary from group to group and from advisor to advisor, but the following presents a list of general responsibilities.

- **Communication Link** – The faculty/staff advisor is the primary link between the student group and the College administration. The advisor must be familiar with institutional policies and procedures in order to convey accurate information to the club. The Department of Campus Life communicates with student organizations via the advisors about such important things as how to apply for and access funding, leadership training, Club Fairs, etc. Therefore, the advisor should be sure to respond to all communication from the Department of Campus Life and relay the information to the organization's leadership. The Department of Campus Life will also communicate directly with student leaders, but often advisors are more readily available, especially during transition between semesters.
- **Financial Supervision** – The advisor should monitor the organization's budget. All organizations have a club account. Advisors must sign all paperwork concerning this account. The organization may also set up an Agency Account in the Business Office. **No off-campus accounts are allowed.**
- **Organization Meetings** – The advisor should attend all regular and special meetings of the organization (when not in class conflict) in order to stay informed, and be available for consultation and/or to introduce ideas and suggestions. Meetings should be held as often as necessary. Most clubs meet either weekly or monthly.
- **Operational Guidelines** – Become familiar with the contents of the organization's constitution. The Student Handbook and this document ensure the organization's actions are in line with Darton College goals and guidelines and those of the specific organization.
- **Leadership Development** – Through personal interaction and program development, the advisor can play a significant role in furthering leadership development and personal growth of members, and identifying new leaders for the organization. Some organizations choose to have a formal leadership building retreat or workshop during the year. This affords the advisor a great opportunity to provide resources for success and can also serve to motivate members!
- **Clerical** – Be sure that all requirements for an organization's registration are met in a timely manner. Verify student eligibility and ensure that members meet academic requirements.
- **Events** – Be aware of and consult on all activities of the group and participate when possible. Ensure that all events, activities, and programs scheduled by the organization follow proper planning procedures as specified by the Department of Campus Life. This is particularly important when an event involves travel.
- **Continuity** – The turnover of officers and members is often frequent, and at times, the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members. The advisors walk a fine line in maintaining history while allowing new leadership to develop the organization in new and different directions. The key to

success is remembering that the organization belongs to the students, and part of student development may include allowing for mistakes or organizational and programming experiments.

- **Personal Assistance** – The interaction between advisor and organizations and their members provides a unique opportunity to assist individuals. Knowledge of campus/community resources enables the advisor to make appropriate referrals. Always remember to maintain appropriate confidentiality when students disclose personal information, but also know when to seek guidance. If issues arise, notify the Director of Campus Life, who in turn may involve the Counseling Center or other appropriate resources.
- **Interpretation of Policy** – As a representative of the College to the group, the advisor is constantly in a position to interpret Darton College policies and regulations relevant to the student organization. Advisors should confirm interpretation of policies with the Director of Campus Life.

Tips for Club Advising

Do

- Allow the group to succeed
- Allow the group to make mistakes, within reason
- Know your limits
- Be consistent
- Be visible on campus
- Promote leadership within the group
- Laugh
- Communicate and interpret policies as soon as they are established
- Plan early, plan early, plan early!

Don't

- Control and manipulate the group
- Miss meetings and group functions
- Close communication channels
- Believe you are insignificant
- Over-extend yourself
- Act as the President of the group
- Be afraid of change or new ideas
- Promote or allow apathy within the group
- Plan with little time

Organization Policies

Purpose of Student Organizations at Darton College

In supporting a “free marketplace of ideas,” Darton College provides the opportunity for students to freely associate in formal organizations around common interests. In a community of learners, dedicated to diversity and democracy, student organizations offer educational and personal growth for students, faculty, staff, and the larger community. Student organizations, whose purposes are consistent with the mission of the College, are encouraged to be full and active participants in the life of the College.

Registration Process

All Darton College student organizations must be officially chartered through the Department of Campus Life. The initial procedure for an organization seeking recognition includes submitting an Application for Club Recognition (Appendix 1) to the Director of Campus Life. A constitution and bylaws must be submitted with the application. Recognition is contingent upon an active membership of at least five (5) currently enrolled students.

The Director of Campus Life shall examine each application and reject those not submitted in proper form. The Director may request a hearing on the proposed recognition and may request that the hearing be held before the Student Services Committee. The Director of Campus Life may request oral or documentary evidence and will preserve a record of the hearing for use in event of appeals.

The application, constitution, and by-laws are then submitted to the Student Government Association for approval. If the SGA endorses the application, and if the Director of Campus Life recommends approval, the application is submitted to the Vice President for Student Affairs for approval.

Criteria for Recognition and Review Procedure

Recognition shall be granted to those organizations whose purpose and proposed activities are clearly related to the education, goals, and mission of the College. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the College or any of the following:

1. The regular and orderly operation of the College.
2. The requirements of appropriate discipline within the College community.
3. The academic pursuits of teaching, learning and other campus activities.
4. The laws or public policies of the State of Georgia and the United States.
5. The statutes and regulations of the College and the policies of the Board of Regents.

If the Vice President of Student Affairs does not approve recognition, the organization may appeal the decision to the President of the College, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such a form as the President may require.

Rights of Student Organizations

Recognition authorizes an organization:

1. To use college facilities and equipment, subject to the policies of the Board of Regents and to college regulations governing allocation of student activity fees.
2. To be eligible to receive Student Activities monies subject to the Board of Regents policies and to college regulations governing student activities fees.

Rules and Regulations Governing Student Organizations

Financial Responsibility

1. Use of allocated Student Activities monies must conform to the purposes and practices approved by the allocating authority.
2. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

Activities

Activities for clubs and organizations must be approved by the Director of Campus Life. If anticipated expenditures exceed \$1499.99 or if the event involves travel, additional approval must be obtained by the Vice President of Student Affairs. Clubs and organizations must submit a pre-event form through Orgsync for approval of activities at least ten days before the event.

Conformance with Organization Purpose

Activities of organizations must be in conformance with their applications' stated purposes.

Campus Announcements via MyDC

The Department of Campus Life has the ability to post announcements on MyDC and send notifications to students' DC emails. Chartered clubs and organizations may request an announcement regarding upcoming events and activities to be sent by contacting the Department of Campus Life. Announcements and notification emails will not be sent via MyDC for clubs and organizations that are not officially chartered through the Department of Campus Life.

Campus Displays

Displays, such as posters, notices, or banners, which litter the campus or damage the property of the College or of other persons or entities, which are obscene, or which materially interfere with the regular and orderly operation of the College, are prohibited.

Property Damages

Unauthorized or malicious damage to the property of the College or other persons or entities resulting from organization activities is prohibited and the student organization shall be responsible for all damages.

Disorderly Conduct

Organizational activities that encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the College, are prohibited.

Parades, Student Rallies, and Gatherings

Parades, student rallies, and other such gatherings either on or off campus must be cleared with the Vice President for Student Affairs through the Department of Campus Life before they may be undertaken.

Use of facilities, equipment, and other college property shall be subject to reasonable scheduling by the Department of Campus Life in order to promote fair sharing of their use.

Law Violations

No organization shall commit, encourage, condone, or contribute to violations of college statutes and regulation, the policies of the Board of Regents, the laws of Georgia or the United States.

Eligibility for Membership and Officer Status

Active membership shall be confined to currently enrolled students.

One hour per semester is the minimum academic load for a student participating in a student organization.

All student club or organizational members are required to maintain a minimum cumulative grade point average of 2.0 (or equivalent academic progress, if taking learning support classes).

Any student not maintaining a minimum cumulative grade point average of 2.0 or higher may not serve as an active member and may not participate in any club or organizationally sponsored activities.

Organization Publications

Student organization publications shall not contain material which is in violation of the Georgia Code of Law (Sections 16-11-39, 16-11-40, 16-12-80, 16-21-81), or which may create a substantial likelihood of material interference with the regular and orderly operation of the college.

Student organization publications shall abide by the guidelines and policies recommended by the Office of Communications and Marketing. The Office of Communications and Marketing must approve all publications if they are to be used outside of the Darton campus.

Student clubs and organizations are required to gain approval from the Department of Campus Life prior to posting materials on campus. Before posting materials on campus, clubs must submit an original posting to the Department of Campus Life in C225. If approved, the original document will be stamped and returned to the respective club advisor. Once the approved document is received by the club advisor, copies of the original approved document may be reproduced and posted on campus. Unapproved campus postings are subject to immediate removal. Each respective club or organization is responsible for

removing its own postings no later than one (1) business day after the conclusion of the event being promoted. Posted materials include but are not limited to flyers, notices, posters, handbills, signs, and other documents or materials designed to inform, notify, or promote Darton sponsored club activities.

Budget Requests and Rechartering of Clubs and Organizations

1. All recognized (chartered) organizations will submit a budget request form through Orgsync each spring semester. The form will:
 - a) be an indication of the organization's interest in continuation,
 - b) provide the Director of Campus Life with the name of the sponsor for the following year,
 - c) provide the Director of Campus Life with a total number of members,
 - d) provide the Director of Campus Life with the purpose and goals of the organization,
 - e) provide the Director of Campus Life with the organization's requested budget for the upcoming year.
2. Criteria for recharter includes the following:
 - a. Clubs must have held or participated in at least one visible campus activity per academic year and one community activity per year as determined by the Darton College post-event Form,
 - b. Subjective evaluation by the Student Services Committee. The advisor and club president may be asked to appear before the committee.
3. A copy of each organization's constitution and bylaws and all subsequent amendments thereto must be submitted to the Director of Campus Life within seven days of enactment.
4. A list of officers must be submitted to the Director of Campus Life by October 31st of each year.
5. Clubs and organizations are expected to participate in the Student Government Association Cabinet (see Student Handbook – Student Government: Part 3, Article VI for more information).
6. Completion of all current year post-event forms for club sponsored events and activities (from July 1 through date of recharter submission).

Review and Enforcement of Regulations

The Director of Campus Life shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President for Student Affairs, or at his discretion, by the Student Services Committee. The Vice President or the Committee may request the presentation of oral and documentary evidence presented at the hearing. The Vice President or the hearing committee shall have a recording or transcript of the hearing prepared. The Vice President or the Committee may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization
2. Monetary fines, withholding, or withdrawal of allocated Student Activity monies
3. Restitution for damages
4. Probation of recognized status
5. Suspension of recognized status
6. Withdrawal of recognition

An organization may appeal the imposition of any penalty to the President of the College, who shall review the action and affirm, reverse, or modify the same. The appeal and review shall be in such form as the President may require. The President may utilize the services of an existing or ad hoc committee in determining the issues involved.

Final Review Powers of the President

Upon notice and hearing, the President of the College may review at any time the recognition of any student organization and make whatever final disposition of the matter deemed necessary for the best interest of the College.

Funding for Student Organizations

Student organizations and activities are mainly financed by the Student Activities Fund. The main source of income for the Student Activities Fund is the student activities fee.

Budget Procedures for Requesting Student Activities Funds

Each recognized club or organization must submit a budget request through Orgsync for each fiscal year (July 1 – June 30), typically in the spring semester.

The Chairman of the Student Services Committee will appoint a subcommittee composed of an equal number of faculty/staff and students. The subcommittee serves as an ad hoc Budget Committee and is charged with recommending the annual Student Activities budgets to the full Student Services Committee. The Student Services Committee then reviews the proposed budgets before recommending them to the Vice President for Student Affairs. The Director of Campus Life serves as executive secretary to this committee with full voting rights.

Criteria for Determining Club/Organization Funding

- Past year's budget usage
- Amount of financial support raised by membership
- Degree to which the program benefits the College community
- How expenditures relate to club/organization's purpose
- Representation in SGA (representation = member of cabinet in good standing - see Student Handbook – Student Government: Part 3, Article VI for more information)
- Recharter and Budget Request form submitted by deadline

Examples of acceptable projects/items to be funded are: Supplies (general office supplies, poster board, paint, paper, etc.), Speakers/lecturers, conference/competition travel, service projects, (direct donations from allocated funds are not permitted) and events open to entire campus.

Examples of unacceptable funding requests are: Material/equipment/supplies for individual use, alcoholic beverages, tobacco products and food which exceed the limitations set forth in the Food Services for Clubs and Organizations section of this handbook.

Timeline for Budget Requests

February	Budget Request Information Session
Late March	Budget Request Submission Deadline
Early April	Budget Review meeting
Late April	Notification of allocation
May	Appeals Hearing
Summer semester	Notification of final allocation

For more information please contact the Department of Campus Life, located in C225 or call 317-6750.

1. In order for any club or organization to receive funds from Student Activities, a club budget request form must be submitted through Orgsync to the Student Services Committee during spring semester. Clubs may elect to request the minimum amount of seed money or they may submit an itemized budget request. The Student Services Committee will allocate funds for each club or organization based on their request. At the beginning of the fiscal year (July 1), these funds are placed into an account in the organization's name. Requests for expenditures of these funds originate with the organization through the pre-event form. The request is routed through the Director of Campus Life and the Vice President for Student Affairs for approval, and administered by the Vice President for Business and Financial Services. Requests for expenditures should be approved in advance with adequate lead-time for processing.
2. All activities and events, including fund raising activities, must be cleared through the Department of Campus Life by the pre-event form. Pre-event forms should be submitted at least 10 days prior to the event. Information should include a description of the activity, anticipated expenditures and the account from which the expenditures are to be paid.
3. Funds earned or collected by organizations may:
 - a. Be deposited in the respective organization's student activity fee account and be administered as described above, or
 - b. Be deposited in a special agency account in the Vice President for Business and Financial Services' office and be administered as above, but bypass the Vice President for Student Affairs for expenditure authorization.
 - c. **Not be deposited in an off-campus account.**

4. **The College reserves the right to audit all student club accounts.**

5. See Paperwork Procedures and Helpful Hints for spending your club funds!

Student Travel

Student Travel funds are available through the Student Services Committee on a first-come basis. Requests will be reviewed on a case by case basis. Please read and be familiar with the Travel Policy for Student Activity funded events. This includes the requirements for using SUV/automobiles/minivans, twelve and fifteen passenger vans, buses, and airplanes. All clubs and organizations must submit a pre-event form for all student travel. Students must sign a waiver before traveling.

Student Services Committee Guidelines for Funding Student Travel

- Each request for travel funds may be reviewed by the Student Services Committee on an individual basis. **These are general guidelines. Requests for funds may be reviewed on a case by case basis.**
- A request for funds must be written and submitted to the Student Services Committee explaining the benefits students will receive from the trip or excursion. Requested travel funds may be included within the club's annual budget. Individual requests for travel funds may also be made throughout the year on an "as needed" basis.
- Additional information should include:
 - name of group
 - number in group
 - info and schedule of events or copy of agenda on conference, workshop, convention, etc.
 - breakdown of funds requested, i.e. registration, lodging, transportation
 - any type of fund raising activities that have raised funds for a particular trip
- Please submit requests to the committee at least two weeks prior to the trip, as funds are limited. Clubs and organizations are encouraged to plan ahead and sponsor fund raising events throughout the year to raise some of the needed funds for conferences and conventions. Please include any fund raising activities with your request.
- As a **general** rule, if funds are available:
 - * The committee **may** fund ½ **registration costs** and **100% transportation** costs up to a maximum total amount of **\$250 per**

student per trip. Students may be reimbursed for lodging \$50 per room per night up to 2 nights per trip. Rooms must be shared whenever possible. Students are limited to a **maximum of \$500 per year** in Student Travel funds.

* Students and advisors may be responsible for all expenses prior to the trip (purchasing airline tickets, deposits on rooms, etc.)

* After participating in the trip, students should submit a Travel Expense Statement (found in Share Point or under “Files” in Orgsync). Students should attach the following:

- documentation of participation, including an agenda
- all original receipts
- a copy of the approved pre-event form

The Travel Expense Statement will be processed for reimbursement for the amount allocated by the committee. Upon returning from the trip, Travel Expense Statements should be submitted to the Department of Campus Life for processing.

* Advisors’ travel expenses should be submitted through a Travel Expense Statement (found in SharePoint or under “Files” in Orgsync). Advisors should attach the following:

- documentation of participation, including an agenda
- all original receipts
- a copy of the Travel Request form (found on Share Point or under “Files” in Orgsync)

Upon returning from the trip, Travel Expense Statements should be submitted to the Department of Campus Life for processing.

* Advisors’ expenses will be limited to a **maximum amount of \$600 per year.**

* Expenses for advisors to clubs that are closely associated with department/division may be viewed differently than advisors not associated with a department/division. For advisors who are also directors of programs or closely associated with the program, the committee may allocate up to one half of the expenses of the advisor up to a maximum of \$600 with the division or department contributing to the rest of the expenses.

***STUDENTS AND ADVISORS MUST SUBMIT RECEIPTS IN ORDER TO BE REIMBURSED. Social Security Numbers must be provided on all travel expense statements to be processed. Reimbursements must be made during the same semester of the activity.**

Student Behavior at Darton Sponsored Off-Campus Activities

Students participating in Darton College off-campus trips and activities are subject to the same rules and regulations as outlined in the Student Handbook. Advisors having problems with a student(s) may file a written complaint with the Vice President for Student Affairs. Complaints must be documented by the advisor. Documentation should include the details of the offense, date, time, place, witnesses and any other pertinent information. Please see Appendix 13, Incident Report, for documentation of offense.

a:travel/revised 7/07

DARTON COLLEGE TRAVEL POLICY STUDENT ACTIVITIES FUNDED EVENTS

I. Purpose

- A. To provide a framework for safe and efficient student travel for the Darton College Student Activities Program.
- B. To assign responsibility and accountability for enforcement.

II. Applicability

- A. For purposes of this policy, Student Activities Programs are defined as:
 - Darton College Chartered Clubs
 - Darton College Chartered Organizations
 - Student Activities Funded Events

III. Responsibility for Administration

- A. The Darton College Vice President for Student Affairs shall be responsible for overall administration. The Darton College Vice President for Student Affairs or his/her designee shall provide a copy of this policy to every faculty or staff member traveling with students and maintain on file in his/her office a signed certificate by each individual stating he/she has read and understands the policy.
- B. The Darton College Vice President for Student Affairs or his/her designee shall have the responsibility to verify the type vehicle recommended for use for travel is in compliance with the policy. Individuals requesting Student Activities Funded Travel Activities are responsible for developing their travel plans, to include recommended vehicle types, and gaining written approval from the Vice President for Student Affairs in advance of the travel date or subsequent changes.
- C. The Darton College Vice President for Student Affairs or his/her designee shall review and recommend revision, as deemed appropriate to the policy annually, in accordance with institutional guidelines on policy revisions.

IV. Accountability

Any individual knowingly violating this policy will be suspended with or without pay until a determination has been made by the Darton College Vice President for Student Affairs or his/her designee as a result of the completion

of the investigation of the violation. Violations may result in disciplinary action or termination.

V. Supplemental Insurance

Darton College will procure and maintain in effect a catastrophic accidental insurance for travel connected to Student Activities Travel Program.

VI. Types of Vehicles used for Student Activities Travel and Requirements for Operation

General Requirement: Faculty, staff and other individuals approved by the Vice President for Student Affairs may drive vehicles used for student travel, if the specific requirements for the vehicle are met. Drivers must be employees of Darton College or contracted by the College.

B. SUV/Automobiles/Minivans (Specific Requirements)

1. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested (six hours of sleep within the last 24 hours).
2. A check of the designated driver's license history for the past 7 years indicates no major violations (Aggressive Driving, Vehicular Homicide, Driving Under the Influence, Unlawful Passing of a School Bus or Exceeding the speed limit by more than 24 miles an hour) or other violations which total 6 or more points on the Georgia Point System.
3. Vehicles are limited to five (5) occupants including the driver.
4. No towing of trailers or carrying of equipment or luggage on top of the van.
5. All occupants of vans are required to wear seat belts correctly at all times.
6. Faculty/Staff/Advisors are encouraged to spend the night on the road due to unsafe weather conditions and/or physical condition of the driver.
7. No travel between 2:00 am and 5:00 am unless an approved second driver is available.
8. Required rest stops every two hours.
9. No exceeding of posted speed limit.
10. Plant Operations is responsible for maintaining and repairing college owned vehicles.
11. Only Darton College employees or students currently enrolled at the College are permitted to travel in college owned vehicles.
12. Time of return to the College will be included on the mileage forms when using Darton College vehicles.

C. Twelve and Fifteen Passenger vans

1. Drivers must be at least 21 years of age, have a valid and approved Class B Commercial Driver's License whether or not

- required by law and be rested (Six hours of sleep within the last 24 hours).
2. A check of the designated driver's license history for the past 7 years indicates no major violations (Aggressive Driving, Vehicular Homicide, Driving Under the Influence, Unlawful Passing of a School Bus or Exceeding the speed limit by more than 24 miles an hour) or other violations which total 6 or more points on the Georgia Point System.
 3. Drivers must submit to health check as required by the license or upon hiring, must pass a medical exam and pass an annual exam thereafter. The Drivers Medical Clearance Form will be signed by a licensed MD or DO. Darton College will reimburse for the cost of the exam not covered by the individual's insurance.
 4. Drivers will be subject to random drug testing to be paid by Darton College.
 5. Only vans with a 155 inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 100 miles one way.
 6. Twelve passenger and fifteen passenger vans shall be loaded with no more than seven (7) passengers and equipment.
 7. No towing of trailers or carrying of equipment or luggage on top of the van.
 8. All occupants of vans are required to wear seat belts correctly at all times.
 9. Faculty/Staff/Advisors are encouraged to spend the night on the road due to unsafe weather conditions and/or physical condition of the driver.
 10. No travel between 2:00 am and 5:00 am unless an approved second driver is available.
 11. Required rest stops every two hours.
 12. No exceeding of posted speed limit.
 13. The driver will be responsible for completing and signing the Vehicle Inspection Form immediately prior to use. Plant Operations is responsible for maintaining and repairing college owned vehicles.
 14. Only Darton College employees or students currently enrolled at the College are permitted to travel in college owned vehicles.
 15. Time of return to the College will included on the mileage form when using Darton College vehicles

D. Buses (Specific Requirements)

1. When more than 20 passengers are part of the land travel party, a bus or mini-bus shall be used.

2. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to venues.
3. Approved buses for student transport are motor coach common carriers or institution leased, own or operated over-the-road bus transports or institution owned buses.
4. Drivers employed by the Darton College must have a valid and approved Class B Commercial Driver's License and be rested (Six hours of sleep within the last 24 hours)
5. Chartered bus drivers will follow the laws and regulations of State of Georgia.
6. Drivers employed by Darton College must submit to health check as required by the license or upon hiring, must pass a medical exam and pass an annual exam thereafter.
7. Drivers will be subject to random drug testing to be paid by Darton College.
8. A check of a Darton College employee driver's license history for the past 7 years indicates no major violations (Aggressive Driving, Vehicular Homicide, Driving Under the Influence, Unlawful Passing of a School Bus or Exceeding the speed limit by more than 24 miles an hour) or other violations which total 6 or more points on the Georgia Point System.
9. Drivers using the Darton College bus will be responsible for completing and signing the Vehicle Inspection Form immediately prior to use. Plant Operations is responsible for maintaining and repairing college owned vehicles.
10. Only Darton College employees or students connected with the College are permitted to travel in college owned vehicles. Other individuals are allowed to travel on chartered buses.
11. Faculty/Staff/Advisors are encouraged to spend the night on the road due unsafe weather conditions and/or physical condition of the driver.
12. No travel between 2:00 am and 5:00 am unless an approved second driver is available.
13. No exceeding posted the speed limit.
14. Time of return to the College will be included on the mileage forms when using Darton College vehicles.

E. Air Transportation

Commercial air carriers may be used for the purposes stated and are subject to the provisions below:

1. Commercial Airlines

Commercial airlines are the only acceptable means of air travel for student travel. Tickets must be procured under the travel guidelines established by Darton College.

G. Approved Drivers

In order to secure an approved driver for your trip, please contact the Department of Campus Life at (229) 317-6750.

FOOD SERVICES FOR CLUBS AND ORGANIZATIONS

Purchasing Food for Students

The purpose of this section of the handbook is to provide guidance in those instances where food may be consumed by students, volunteers, and other groups or individuals while not on travel status. The following are a combination of guidelines provided by the Department of Campus Life and the Board of Regents Business Procedures Manual. To access the complete manual, please visit:

http://www.usg.edu/business_procedures_manual

For the purpose of this policy, “students” are defined as individuals currently enrolled in classes at Darton college, who currently pay student activity fees.

For the purpose of this policy, sanctioned student events include events and travel sponsored by recognized student groups, and other campus events open to the general student body designed to facilitate student development and education. For the purpose of this policy, sanctioned events include events and activities approved via the Campus Life pre-event form.

Chartered clubs and organizations may purchase and provide food at sanctioned events, programs, and activities within the guidelines of the food service policies. At this time, all food services must be scheduled through Darton’s exclusive food service provider, Sodexo. Sodexo retains the option to accept or decline/refuse a club food service request. At that time, the club may seek other food service providers. However, Sodexo must have “first right of refusal.” Additionally, food services may only be scheduled after gaining approval via the approved pre-event form. Clubs should present an approved pre-event form to Kiawanna Everett, Food Service Director, at the time of the request. Ms. Everett may be contacted at 317-6893 or by email at kiawanna.everett@sodexo.com.

The per diem limits listed below apply to food purchased for consumption by all students participating in all sanctioned student events. These rates represent the maximum allowable rates, per student, per activity, per meal.

Meal Type	Per diem max per person
Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$15.00

In the event that an employee expends funds in excess of the authorized per diem rates, the amount spent in excess should be reimbursed by the employee making that expenditure (BOR, 2009).

Documentation Requirements for Food Purchases

1. Food purchased for a group event should include a flyer, email, agenda, or other form of documentation substantiating that the event was an official event (BOR, 2009).

Please note: The pre-event form and the post-event form should be completed for each event. The post-event form will adequately verify the authorized event, program, or activity.

2. Food purchased at a restaurant or on a per person basis should include a list of participants (BOR, 2009). For example, if a chartered club conducts a sanctioned meeting primarily designed for club members and not for the general student body, a list of the attendees must be provided at the conclusion of the meeting. In this case, food was purchased on a “per person” basis and not as a “group meal” available to the general student body.

Please note: A simple list of the participants involved in the event, program, or activity must accompany the check request when completing payment for food on a “per person” basis. A sample list is included as Appendix 16 in this handbook. A list of participants is not needed when providing food for the general student body.

3. In the event that an employee expends funds in excess of the authorized per diem rates, the amount spent in excess should be reimbursed by the employee making that expenditure (BOR, 2009).

Food for Volunteers

For the purpose of this policy only, volunteers are defined as individuals that provide benefits to sanctioned Student Activity events, programs, and activities approved by the Campus Life Office and the Vice President for Student Affairs.

Volunteers often play a key role in the effectiveness of clubs and organizations. Student Activity monies may be used to purchase food for volunteers on a quid pro quo basis only. For example, Student Activity monies may not be expended to fund a volunteer appreciation activity, event, or program. However, volunteers who provide services in conjunction with sanctioned Student Activity events, programs, or activities on a quid pro quo basis may be provided food purchased with Student Activity funds.

Example 1: If a Biology instructor volunteers to serve as a judge for a sanctioned student talent contest not associated with his or her respective job duties, he or she is recognized as a “Volunteer.” If a meal is purchased for the instructor on the night of the talent show in return for his or her services, the meal is considered acceptable (as long as it remains within the per diem rates and does not conflict with any other institutional or Board of Regents Policies or laws).

Example 2: If a student worker or employee is participating in the talent contest while being paid, he or she is not considered a volunteer. He or she is considered to be an employee.

Note: Employees working additional hours in their own area, using work time to provide volunteer service, or otherwise participating in activities expected of employees, are not volunteers for the purposes of this policy (BOR, 2009).

Employees with responsibility for administering institutional funds and employees requesting reimbursement from institutional funds should ensure that funds are spent only for legitimate public purposes and not for the personal benefit of the employee or other individuals. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties (BOR, 2009).

How to Make Purchases

It is the club advisor's responsibility to approve expenditures using club funds. The procedures listed below are designed to ensure that proper approval is given and obtained with respect to expenditures. If you have additional questions not addressed in this area of the Handbook, please contact the Department of Campus Life.

Purchase Requisitions are used to order supplies, materials, and most tangible items for the club. Examples of these are the following:

- Materials and supplies
- Induction supplies
- Stoles
- Medallions
- Tee shirts
- Scrapbook materials
- Items not allowable via check requests

A Purchase Requisition can be found on Share Point in DC Forms/Purchasing or under "Files" in Orgsync. Purchase Requisitions should be prepared, approved and processed PRIOR to items being ordered, delivered, or picked up.

Please take into consideration that Purchase Requisitions must go through channels for approval, so it is necessary to process your requisitions in a timely manner. Purchase Requisitions \$1499.99 or less must be signed by the Director of Campus Life. Purchase Requisitions \$1500.00 - \$1999.99 must include the signature of the VPSA. Purchase Requisitions \$2000.00 or more must include the signature of the VPBA and the President.

Additionally, students or others not employed by the College may not make purchases for the College. This includes inductions, scrapbook materials, decorations, etc. Purchases must be delivered to the college or picked up by the advisor or an employee of the College. The purchases are Darton College property and must be accounted for by the advisor. Once an item has been received, the signed original invoice must be turned in to the Department of Campus Life. ALL original invoices should be given to the Department of Campus Life.

Check Requests are to be used for the following **ONLY**:

- Food
- Memberships, registrations, dues
- Hotel rooms and rental cars *if students are attending conference or event*
- Refundable Deposits
- Royalties, copyright, commission and License fee payments
- Teaching and instructional services
- Television cable fees
- Entertainment
- Transportation fares
- Utilities
- Exhibition, entry, conference room fees
- Freight

Check Requests can be found on Share Point in DC Forms/Check Requests or under “Files” in Orgsync. All Check Requests should be printed on BLUE paper.

Fill out Check Requests completely. This includes tax ID (FEI) number or social security number, name and address.

Backup (receipt, invoice, etc.) is required for all Check Requests stating what is being paid and the exact amount. The backup must equal the amount requested.

- Include the original invoice, order forms or applications.
- If a copy of the invoice or any paperwork needs to be mailed with check, an envelope must be addressed and a copy of the invoice/paperwork put in envelope. This is requested by DC Business Office.
- If the total on a check request is made up of several invoices/receipts, a calculator tape or spreadsheet should be attached to the check request showing how this total was reached. This is requested by the DC Business Office.

Purchase Requisitions and Check Requests are to be sent to the Department of Campus Life for processing:

- (1) Account number is assigned
- (2) Director of Campus Life signs
- (3) Vice President for Student Affairs signs
- (4) Check Requests are sent to the Business Office (Accounts Payable) and Purchase Requisitions are sent to Purchasing for PO# to be assigned

NOTE: If over \$1499.99, CR or PR must be signed by VPSA. If over \$1999.99, PR must be signed by the VPBA and the President.

Each year in mid-April, the Business Office sends out an email stating a cut-off date for Check Requests and Purchase Requisitions. Please keep this in mind and make plans to use your club funds before the final date.

Out of Pocket Purchases may be made by the advisor on behalf of the club or organization in the amount of \$100 or less; however, the purchase must be approved via the pre-event form prior to the acquisition. A check request should be completed for reimbursement of the expenditure(s). Please remember that the check request should be printed and sent to the Campus Life Office along with the receipts for the out-of-pocket purchase.

REMINDER: PLAN AHEAD!!

Process your paperwork in a timely manner to avoid delays.

Helpful Hints

- Vice Presidents from every club or organization will represent their organization in the Student Government Association (SGA). In the absence of a vice president, an official representative shall be selected by the membership of said club or organization.
- Use of facilities can be reserved with the Office of Continuing Education through a P-32 form submitted through Orgsync.
- Club and organization advisors are eligible for the same benefits as fee paying Darton College students.
- All clubs may participate in competition for the Club of the Year Award. This award is presented at the Honors Ceremony in the spring. Criteria for selection is based on a scrapbook of the club's activities and projects, a written report of completed club objectives, college and community service, average club membership and members attendance at meetings, interview with club president and/or two club representatives and an exhibition of college spirit through athletics, the arts and/or Student Activities. Selection is made by an ad hoc committee. A \$200 cash prize is awarded to the chosen Club of the Year.
- Call the Department of Campus Life for various volunteer activities for your club or organization.
- Clubs should contact the Department of Campus Life to find out where to post flyers around campus. Clubs are responsible for the removal of flyers immediately following an activity.

Appendices And Forms

**DARTON COLLEGE
APPLICATION FOR ORGANIZATION RECOGNITION**

An organization seeking recognition must complete the following items and return the completed form to the Director of Student Activities (C112). A copy of the organization's constitution and/or by-laws must accompany this application. Recognition is contingent upon an active membership of at least five (5) currently enrolled Darton College students.

1. Name of Organization: _____

2. Purpose (Including explanation of why the organization is desirable on campus): _____

3. Is the organization affiliated with any local, regional or national organizations, or any Darton College departments or programs? _____ If so, specify name of affiliate and list a contact individual and phone number:

4. Qualifications for membership (*Please Note: All organizations officers must have a cumulative GPA of 2.0 or higher.*): _____

5. Fees, dues and other considerations for membership: _____

6. Officer and Leadership Structure: _____

7. Faculty/Staff Advisor: _____
8. Names of prospective members who will serve as spokespersons for the organization during the recognition procedure (It is suggested that three students be named): _____

Please attach a proposed organization's constitution to this application.

This statement certifies that the applicant above seeks recognition as a Darton College Organization/Club. Official recognition is issued with the understanding that the organization agrees to participate in the Student Government Association Cabinet, remain in regular communication with the Office of Student Activities and abide by all regulations officially established by Darton College and the University System of Georgia Board of Regents. I willingly assume responsibility for the above named organization's activities and the appropriate use of college property and funds.

Date

Signature of Faculty/Staff Advisor

Recommended Approval: _____
Signature of SGA President & Date

Signature of Director of Student Activities & Date

DARTON COLLEGE

Guidelines for Writing a Constitution

- Preamble: Optional preface to the constitution which usually contains reasons for formation of the club/organization.
- Constitution: Consists of a few fundamental provisions clearly and briefly written. There are at least seven provisions usually stated in separate articles. Each article may be divided into sections. The articles are as follows:
 - Article I: **Name** – State the official name of the organization.
 - Article II: **Purpose** – State the purpose or goals of the organizations. It may be definitions, academics, cultural, service-oriented, political, religious, etc. The group should not duplicate the ideals of an already existing student organization. If there are similarities, state the unique aspects that characterize the organization. State any local, regional or national affiliations with any other groups. State how the club's/organization's purpose is consistent with the college mission.
 - Article III: **Membership** – Define who is eligible for membership. Membership may only be open to Darton College students, faculty/staff. State the organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran's status, marital status or national origin. State guidelines for membership renewal, removal or voluntary discontinuance. Members must have the freedom to discontinue membership at any time. State that the organization will ensure that its membership will not practice physical or psychological abusive hazing behaviors - either intentionally or unintentionally. State any requirements for membership such as paying dues, GPA, etc.
 - Article IV: **Officers, Duties, and Requirements** – Describe the governance structure. Is there an executive board? State the duties of officers (*call meetings, determine agendas, approve expenditures, etc.*). State any requirements for officers (*GPA, extended membership, etc.*). State the officers of the organization must have at least a 2.0 GPA.
 - Article V: **Meetings** – State approximately how often meetings can be held. State who has the authority to call meetings. State what quorum is required at meetings (if appropriate). State how meetings will be run (*Parliamentary Procedures, etc.*).
 - Article VI: **Elections and Officers Replacement/Renewal** – State how officers will be elected, appointed, removed or replaced and what justifies removal. It is strongly suggested that elections be conducted by democratic procedures. State the time line for elections.
 - Article VII: **Judicial Action (Optional)** – State the process for disciplining members of the organization.
 - Article VIII: **Finances** – State how the organization will be funded (*dues, outside sources, Student Activities*).
 - Article IX: **Advisor** – State the process for selecting/removing the advisor. Advisors must be Darton College faculty or professional staff members. State whether the advisor is a voting or non-voting member.
 - Article X: **Amendments/Revisions** – State the procedures for amending/revising the constitution (*posted notices of amendments for two weeks prior to vote, placing an amendment for the floor for two weeks, etc.*). State who may propose an amendment.
 - Article XI: **Enable Clause** – This must appear at the end of the Constitution:

"The (*name of the organization*) agrees to abide by the policies of Darton College as well as all federal, state and local laws. This Constitution and any revisions or amendments must be approved by the Office of Student Activities prior to implementation."
- By-laws: Contain details necessary to amplify and carry out the provisions of the constitution. All by-laws dealing with the same general subject are grouped together under one article. For instance, there are usually several sections relating to committees. These sections are arranged in consecutive order and together form a by-law or article. By-laws may include the following:
 - 1) Kinds of Membership
 - 2) Detailed requirements for membership
 - 3) Method of admitting new members
 - 4) Dues
 - 5) Powers/duties of committees
 - 6) Powers/duties of officers
 - 7) Election of officer/committees
 - 8) Provisions for calling and conducting meetings
 - 9) Parliamentary authority
 - 10) Number constituting a quorum
 - 11) Vote required for decisions
 - 12) Procedure for amending by-laws

NOTICE

TO ALL PERSONS PARTICIPATING IN ATHLETIC OR RECREATIONAL ACTIVITIES

ASSUMPTION OF RISK AND INSURANCE CERTIFICATION (READ CAREFULLY BEFORE SIGNING)

Many recreational activities and athletic programs involve substantial risks of bodily injury, property damage, and other damages associated with participating in such activities. Dangers related to such activities include, but are not limited to: hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack, and heat exhaustion.

Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualification, preparations, and training.

The undersigned acknowledges that the college/university does not warrant or guarantee in any respect the competency of mental or physical condition of any trip leader, vehicle driver, or individual participant in any athletic or recreational activity.

All participants in voluntary recreational activities and athletic programs will be required to sign the Release, Waiver of Liability and Covenant Not to Sue form found on the reverse side of this page.

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary athletic or recreational activities. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy.

I have received a copy of this Notice, which I have read and understand. I accept and assume all risks, hazards and dangers involved in any such activities in which I may elect to participate, including the training, preparation for and travel to and from the site of such activities.

This _____ day of _____, 201____.

Signature of Participant

Participant's ID Number

Signed in the presence of:

RELEASE, WAIVER OF LIABILITY
AND CONVENTION NOT TO SUE
(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby acknowledges that participation in athletic programs and recreational activities involves an inherent risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of DARTON COLLEGE (the Institution) allowing the undersigned to participate in voluntary recreational programs or athletic activities and, in connection therewith, making available to the undersigned for his/her use while participating in such programs or activities, certain equipment, facilities, grounds, or personnel of the institution, the undersigned participant does hereby waive liability, release forever discharge the Institution and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents and employees of and from any and all claims, demands, rights and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such recreational programs and athletic activities.

I further covenant and agree that for the consideration stated above, I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents or employees for any claim for damages arising or growing out of my voluntary participation in recreational programs or athletic activities.

I understand that the acceptance of this release, waiver of liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Board; its members, officers, agents, and employees.

Further, I understand that this release, waiver of liability, and covenant not to sue shall be effective during the entire period of my enrollment or employment at the Institution.

I have received a copy of this document and I certify that I am _____ years of age and suffering under no legal disabilities and that I have read the above carefully before signing.

This _____ day of _____, 201_____.

Signature of Participant

Participant's ID Number

Signed in the presence of:

DARTON COLLEGE
Club Agency Deposit
DAILY REPORT OF CASH RECEIVED

Appendix 4

DATE _____

BEGINNING RECEIPT NUMBER _____

ENDING RECEIPT NUMBER _____

VOIDED RECEIPT NUMBER _____

EXPLANATION OF VOIDED RECEIPTS: _____

ACCOUNT NAME _____

ACCOUNT NUMBER _____

CASH _____

CHECKS _____

TOTAL AMOUNT RECEIPTED _____

OVER/SHORT _____

TOTAL DEPOSITED _____

PREPARED BY: _____

TITLE _____

RECEIVED BY: _____

CASHIER _____

DATE RECEIVED: _____

RECEIPT NUMBER _____

This form should be prepared daily in duplicate. Office preparing report should forward original plus copy to Cashier who will receipt monies and return one copy of the report along with a receipt to preparing office. Yellow copies of all receipts must be attached to this report. If it becomes necessary to void a receipt, attach both the white and yellow copies to this report.

UNIVERSITY SYSTEM EMPLOYEES
EMPLOYMENT COMPENSATION AGREEMENT
BETWEEN INSTITUTIONS

Appendix 5

1. REQUESTING INSTITUTION _____ PROVIDING INSTITUTION _____

2. REQUESTING INSTITUTION'S NEED for and description of services to be performed (attach additional sheets if necessary).

3. REQUESTING INSTITUTION'S JUSTIFICATION for obtaining parttime services from another University System employee in lieu of obtaining such services from a person not presently employed by the University System (attach additional sheets if necessary).

4. EMPLOYEE'S CERTIFICATION

NAME _____

SOCIAL SECURITY # _____
EMPLOYED BY _____
EMPLOYEE'S SIGNATURE _____
DATE _____

Employee to perform services as (mark one):

_____ Chaplain _____ Fireman _____ Dentist
_____ Registered Nurse _____ Licensed Practical Nurse
_____ Licensed Physician _____ Psychologist
_____ Certified Oral or Manual Interpreter for Deaf/Blind
_____ Teacher or Instructor of an evening or night course or program
_____ Professional holding a doctoral or masters degree from a
accredited college or university

5. MEANS OF PAYMENT :

_____ Requesting institution pays Providing Institution
_____ Requesting institution pays Individual

6. METHOD OF PAYMENT: Subject to performance of services and approval, payment will be made via the institution's normal processing channels. Payment for employees will be made to the providing institution, which will pay excess compensation to the employee. Payment for consultants will be made to consultant directly, unless other arrangements are made.

Account Number	_____
Fee for Service	_____
Estimated Reimbursable Expense	_____
Total Estimated Cost	_____
Projected Dates of Service	_____
Payee (Institution or Individual)	_____

7. CONTACT INFORMATION:

REQUESTING INSTITUTION

Name: _____
Phone: _____
E-mail: _____

PROVIDING INSTITUTION

Name: _____
Phone: _____
E-mail: _____

8. PROVIDING INSTITUTIONS CERTIFICATION OF AVAILABILITY OF EMPLOYEE:

I certify that the above person is available to perform the described services and that the performance of these services will not detract from nor have a detrimental effect on the performance of the person's employment at our institution.

Employee's Dean/Department Head Date

9. APPROVED BY:

President, Providing Institution Date

President, Requesting Institution Date

Steps to be Taken for **Off-Campus Trips & Events**

Once travel funds have been approved by the Student Services Committee, the following steps must be taken in order to prepare for an off-campus trip or event.

Process/Steps	When should the form be sent?	To whom should the form be sent?
Step 1.) Complete a Pre-Event form.	At least 10 days prior to trip	The Department of Campus Life via Orgsync
Step 2.) Complete a "Travel Request form" for Faculty/Staff.	Travel Requests must be approved prior to the trip	Your respective Department or Division Head
Step 3.) If the trip has been approved, check requests and purchase requisitions should be completed.	Suggested: Complete 4-5 weeks prior to the date materials or services are needed	The Department of Campus Life
Step 4.) The status of the Pre-Event form may be checked in Orgsync. Status may be pending, approved, denied or deferred.	In a timely manner	The Advisor may check the status of the form in Orgsync under "My Submissions."
Step 5.) A "waiver form" and "convention not to sue form" must be completed for each student prior to leaving campus (Done by registering on Orgsync and completing the profile information).	Should be completed prior to the trip	The advisor should ensure that all club members have registered on Orgsync and completed the profile information.
Step 6.) After returning from the trip, advisors and students should complete a Travel Expense Statement found under the "Files" section in Orgsync.	After returning from the off-campus trip	Advisors should submit the Travel Expense Statement, along with original receipts, agenda, and previously approved Travel Request form to the Department of Campus Life. Students should submit the Travel Expense Statement, along with original receipts, agenda, and copy of the approved Pre-Event form to the Department of Campus Life.

Steps to be Taken for On-Campus Events and Programs

Once travel funds have been approved by the Student Services Committee, the following steps should be taken in order to prepare for an on-campus event or program.

Process/Steps	When should the form be sent?	To whom should the form be sent?
Step 1.) Complete a Pre-Event form in Orgsync.	At least 10 days prior to trip Suggested: <i>Complete all Pre-Event forms at the beginning of each semester</i>	The Department of Campus Life
Step 2.) Complete a "Request to schedule activity, facility, service" (P-32) form if the event is to be held on campus except for athletic and P.E. facilities. Form is located in the "Forms" section in Orgsync.	At least 10 business days prior to the event date	The Department of Campus Life to be sent to Continuing Education
Step 3.) If the event requires the use of any athletic Wellness or P.E. facility, a (P-32A) form should be completed.	At least 10 business days prior to the event date	The Physical Education Department- Amanda Moore.
Step 4.) Complete all necessary purchase requisitions and check requests for food, materials, or services needed for the event.	Suggested: Complete 4-5 weeks prior to the date materials or services are needed	The Department of Campus Life
Step 5.) If students are to be involved in physical activities, a waiver of liability and convention not to sue form should be completed by each student participating. This is done by registering on Orgsync and completing the profile information.	Prior to any physical activity	The advisor should ensure that all club members have registered on Orgsync and completed the profile information.

Darton College
Student Activities

Incident Report

Date of Incident:

Time of Incident:

Location of Incident:

Student(s) Involved In Incident

Student I.D. Number(s)

Reporting Staff/Faculty Member(s)

Individual(s) or Department(s) Notified: (Please fill in)

Witnesses To Incident:

Phone Number Of Witnesses

Incident Description: (be specific and factual)

--

Date & Time this Report Was Submitted:

--	--

DARTON COLLEGE

CHECK REQUEST Appendix 9

Check Request Date		Accounting Office - Vendor Code	
--------------------	--	---------------------------------	--

Vendor Name: _____

Vendor Address: _____

If applicable, SSN/FEI: _____

Account(s) to be charged	Amount(s) to be charged to each account
VOID	

Purpose of Expenditure: _____

Budget Unit: _____

Originator: _____ Date: _____

Budget Unit Head: _____ Date: _____

Approved (only one signature required):

Instruction

V.P. for Academic Affairs: _____ Date: _____

Student Services

Dean of Student Services: _____ Date: _____

Enrollment Management

Dir. Of Enrollment Mgt. Services: _____ Date: _____

Reviewed:

V.P. for Business & Financial Services: _____ Date: _____

IMPORTANT: Please attach original, backup information and one (1) copy of back-up information.

Please print on blue paper



Appendix 10

PURCHASE REQUISITION

Dept. Requisition No.		
Requisition Date	Delivery Date	Procurement use only

Item No.	Item Code	Description (double space between items)	Qty./Unit	Unit Price	Total Price
VOID					
Business related purpose of this purchase:					

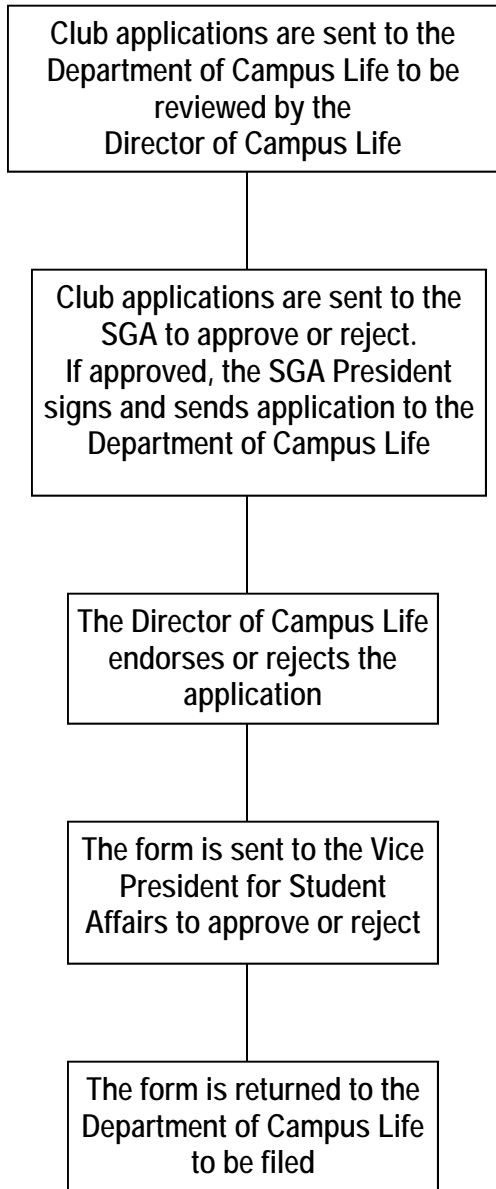
Suggested Supplier: (include complete address, fax & telephone numbers)	Grand Total
--	--------------------

Budget Unit/ Account Code	Procurement Signature	Date
---------------------------	-----------------------	------

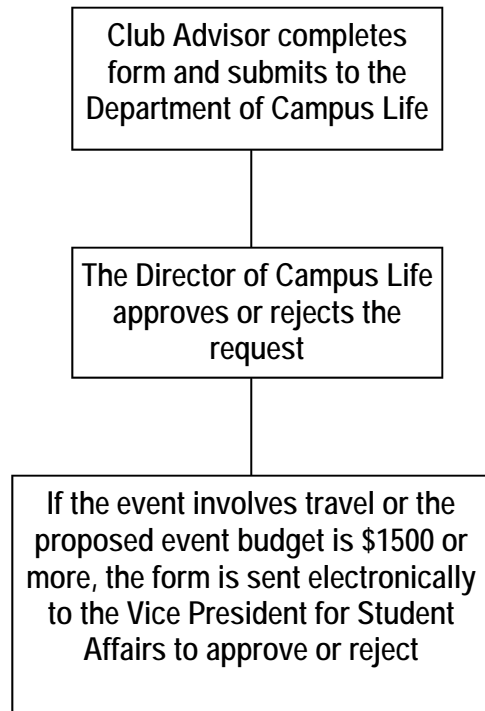
Originator's Signature	DATE	Approved (Budget Head)	DATE	Approved (Other)	DATE
APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE
Vice President for Academic Affairs		Vice President for Business/Financial Services		President	

Approval Process for Forms

Approval Process for Club Applications

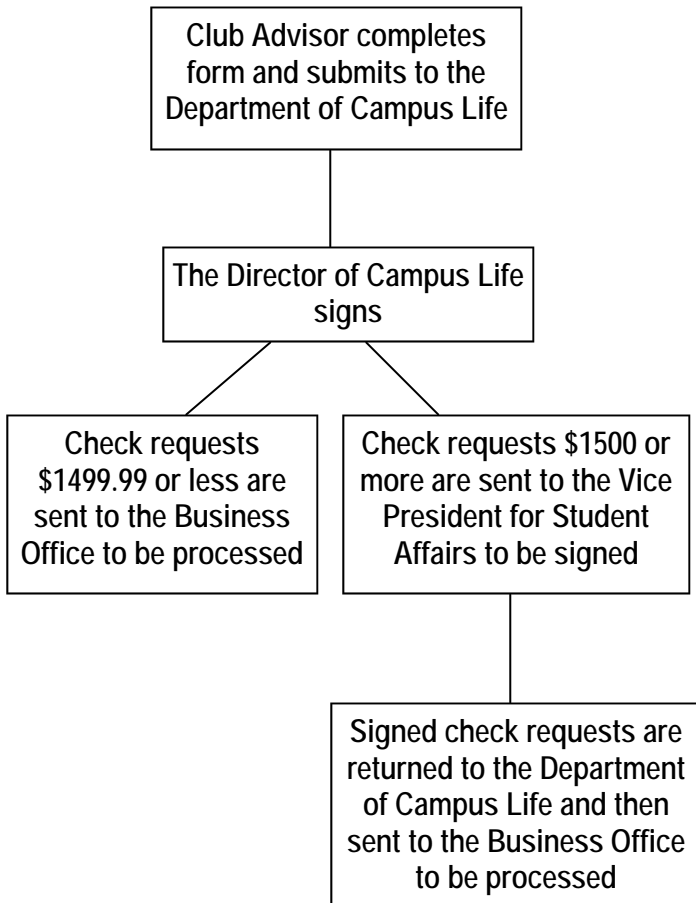


Approval Process for Pre-Event Form (via Orgsync)

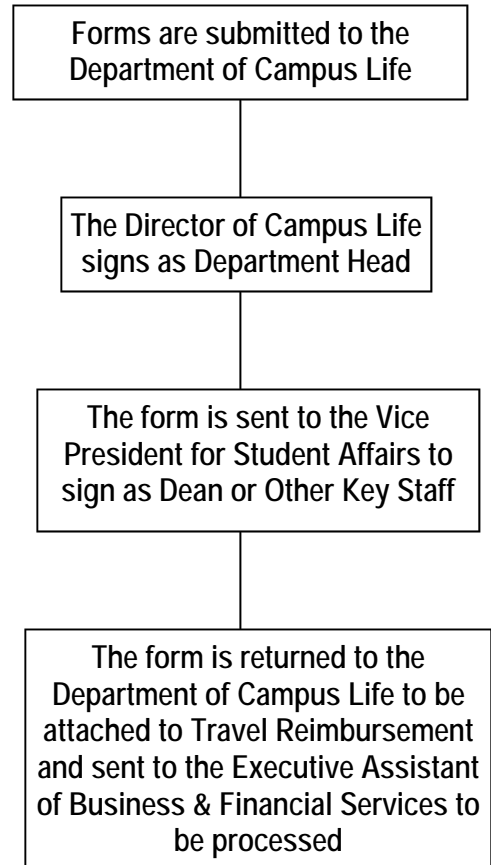


Approval Process for Forms (cont'd)

Approval Process for Check Requests



Approval Process for Travel Request & Leave Request Forms



Approval Process for Forms (cont'd)

