



**ANOKA-RAMSEY**  
COMMUNITY COLLEGE

CAMBRIDGE • COON RAPIDS

# Clubs & Organizations Guide

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**The information contained within this guide is subject to change. Check with Student Activities Coordinator for any changes and updates.**



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## INTRODUCTION

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The Anoka-Ramsey Community College (ARCC) Student Life Program provides opportunities for student growth through a variety of clubs, organizations, and activities. The Student Activities Office on each campus supports extra-curricular programming to supplement courses. Academic clubs (designed to further education and promote academic activities), social clubs or recreational clubs (designed to promote fraternization and recreation), as well as intramural and recreational sports and other student activities are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating in an ARCC club or organization. For further information, contact the Coordinator of Student Engagement and Activities on either campus.

***This guide and associated forms are located on our college website.***

**To find the forms go to [anokaramsey.edu](http://anokaramsey.edu) → Student Resources → Forms → Club Forms**

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## Student Senate Role

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The College President recognizes the Student Senate as the official representative of the students. With the exception of Phi Theta Kappa, the Student Senate has the exclusive right to charter all clubs and organizations at ARCC. The Student Senate recommends the Student Life budget to the President and has jurisdiction over a variety of matters relating to student clubs and organizations.

Student Senate is the liaison to each of the recognized clubs and organizations, and has the ability to:

- Serve as informational resource
- Attend club meetings
- Require follow-up for funding request

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## Student Clubs and Organizations

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### PURPOSE

Student clubs and organizations shall contribute to the development of students through experiences that accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics.
- Provide experience of working with groups.
- Provide activities related to classroom experiences.
- Develop professional ideals and standards through activities.
- Develop personal and professional friendships and associations.
- Develop member's leadership capabilities.
- Provide recreational experiences within the environment of the ARCC community.
- Allow members to exercise the responsibilities of citizenship.

### PRIVILEGES

Student clubs and organizations are allowed:



- To communicate and disseminate information through campus media.
- To get assistance from staff in planning and conducting programs.
- To use campus facilities, services, buildings and property in conformity with college policies.

### MEMBERSHIP AND ESTABLISHMENT

- Only currently enrolled ARCC students may form or participate in a club or organization at ARCC.

### CAMPUS ACTIVITIES BOARD (CAB)

- Clubs are required to send a club member and/or advisor to one Campus Activities Board (CAB) meeting per month to maintain club status.
- Clubs failing to attend one Campus Activities Board meeting a month could have their funding frozen. Funding will be frozen until coming to two (2) consecutive meetings. After funds are unfrozen and are used and club fails to come to Campus Activities Board again, future funding requests can be denied. If you can't make a CAB meeting connect with the Coordinator of Student Engagement and Activities.

### FUNDING AND EXPENDITURES

Each spring term, clubs/organizations/activities submit an **Annual Budget Request**, for the following year, to be reviewed by the Student Life Budget Committee. Clubs are automatically allocated \$500 for event and activity planning for an academic year. If clubs that want to plan events above and beyond that \$500, and did not request funding money during the previous spring term can submit a proposal to request funding from Student Senate (**Request for Funding Form**). New clubs seeking funding for events and activities may also present a proposal to Student Senate.

- Each club has an annual \$500.00 that can be accessed by giving a funding request (**Request for Funding Form**) directly to the Coordinator of Student Engagement and Activities, and this does not require Student Senate Approval.
- Club Advisors will be notified of approved budgets.

### INFORMATION ABOUT FUNDING & EXPENDITURES

- Clubs and organizations are Student Life activities, and student activity fees are the primary source of funding.
- Student Life budgets are established in early spring for the following fiscal (July 1- June 30) year in accordance with the Student Life policy.
- Fundraising activities are limited and shall be conducted in accordance with expectations set forth by the Foundation Department and with prior approval from the Club Advisor and Director of Student Development & Engagement. (**Application to Request Support from the Public**)
- Funds collected and spent by clubs and organizations shall be accounted for through an agency account in accordance with college policy.
  - Club and organization expenditures require prior approval.
    - From the Student Senate, Coordinator of Student Engagement and Activities, and Director of Student Development & Engagement.
  - The following steps must be completed in advance of club or organization purchase or expenditure:
    - If the activity has not taken place and a purchase order "PO" is accepted, advisors will need to fill out an internal requisition via the ARCC website. Go to Employees, Intranet, log in with Star ID, click on Budget Management, on left under Quick Links. Click on Purchasing under Administrative Applications then Minnesota State



Marketplace on the left and login with Star Id and password. *For instructions go to Intranet/Purchasing (under Business Office) for videos and guides on using Minnesota State Marketplace.*

- If the activity is out of state, you will need to complete an **Out of State Travel/Special Expense form** and submit to the Coordinator of Student Engagement and Activities.
  - The Form can be found in N:\ARCC Public\FORMS – Out of State – Special Expense (only advisors have access to this)
  - After the Out of State Travel Form is approved you need to submit Internal requisitions for Airfare, lodging, and registration. This can be done through the Minnesota State Marketplace (if they take a PO use the process under #1 above). Route to the Coordinator of Student Engagement and Activities, for approval.
  - Requisitions need to be submitted at least **two months before the travel.** Requests that do not meet this time frame may not be approved.
- If you have paid for the activity, complete an Employee Expense Form and submit to the Coordinator of Student Engagement and Activities. Your reimbursement will be on your paycheck. If a student has paid for the activity, they should complete a **Student Expense Report** and submit to the Coordinator of Student Engagement and Activities. Their reimbursement will be sent to them in the mail.
- All students participating in an ARCC club must complete an **Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement**. You should keep a copy for your records and a copy should be given to the Coordinator of Student Engagement and Activities.
- If your students are traveling, they must complete the **Student Travel form** and the **Student Travel Responsibility Contract**. You should keep a copy for your records and a copy should be given to the Coordinator of Student Engagement and Activities.
- When a purchase is completed, the vendor will supply an invoice. This invoice needs to be submitted to Accounts Payable so they can make final payment. If the vendor does not provide an invoice, please have them complete an **ARCC invoice**.
- Money received from student activity fees are considered state funds. Therefore, certain expenditures are not allowed and include:
  - Gifts or parties for club or organization members
  - Tuition reimbursements
  - Donations
  - Alcohol
  - Food for meetings
  - Miscellaneous expenditures for personal benefit
  - More than 50% of the cost of clothing
- ARCC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See the Coordinator of Student Engagement and Activities if written proof of tax-exempt status is needed by a vendor.

## PLANNING AN EVENT

Please see below for the Club/Organization Event Checklist. If you receive funding, please complete the **Club Event Evaluation form**.



## CLUB/ORGANIZATION EVENT CHECKLIST

- ✓ Do Request for Funding Form to secure money if needed (Advisor)
- ✓ Before continuing on with event planning make sure money is secured
- ✓ Do Room Reservation (EMS Online/Advisor)
- ✓ Do Internal Requisition if needed through Minnesota State Marketplace (Advisor)
- ✓ Order food if needed through Food Service Provider (Advisor/Online)
- ✓ Complete travel forms if needed (Students/Advisor)
- ✓ Do promotional flyer (See Student Life Operations Assistant for assistance if needed)
- ✓ Put on TV Monitors (Public Relations)
- ✓ Add to Linked Blog (Margie Schlueter/President's Office)
- ✓ Add to Social Media (Student Life Operations Assistant)
- ✓ Send e-mail to students (Advisor e-mails Coordinator of Student Engagement and Activities)
- ✓ Send e-mail to faculty and staff (Advisor)
- ✓ Required follow-up
- ✓ Complete a [Club/Organization Event Evaluation Form](#) (online)

## MOVIE/FILM COPYRIGHT POLICY

Students must obtain the appropriate permission prior to showing a film or movie on campus. You cannot rent a movie and show publicly on-campus without obtaining a copyright license for the showing. Please see the Coordinator of Student Engagement and Activities if you have any question about this.

### *What the law says:*

- The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.
- This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.
- The movie studios who own copyrights and their agents are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.
- Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

### *What ARCC says:*

- Each showing of the movie will only be to ARCC students who are members of a specific club.
- The viewing will not be open to anyone outside of the student club.
- The viewing is for an educational purpose and not entertainment.
- No admission fee will be charged.



- The viewing will take place in a classroom or similar location devoted to educational purposes (e.g., theater).
- No public advertising will occur (no need to draw attention to an activity in the grey area of copyright law).
- A legally obtained copy of the movie will be used.
- A faculty member will lead the face to face teaching activity.

### STUDENT LEADERSHIP STIPEND

Student Leadership Stipend recognizes the contributions of student leaders at Anoka-Ramsey Community College. Awards ranging from \$50-\$1,000 are determined every semester and granted to student leaders based upon a committee's evaluation of the student's leadership, level of involvement, breadth of involvement and effect of contribution to campus life and community during the most recent term. Applicants need to be actively enrolled at least half-time (six credits, and meeting or exceeding the college's satisfactory academic progress standards). Applications are available and due toward the end of each semester.

### STARTING A CLUB/ORGANIZATION

- Any group of students wishing to form a campus club must secure approval from the Coordinator of Student Engagement and Activities and Student Senate before the club/organization can be recognized as official to the college. To secure approval for a club, a group of students must meet the following requirements:
- Be open to with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.
- Ensure the club's purpose, benefits students and the College.
- Secure an advisor approved by the Coordinator of Student Engagement and Activities.
- Submit a **Provisional Club Application form** to the Coordinator of Student Engagement and Activities.

### PROVISIONAL CLUB STATUS

Students wishing to form a club may pursue provisional club status by completing the **Provisional Club Application form**. Provisional clubs are extended regular club privileges with the exception of access to funding under the Student Life budget process. Provisional club status is temporary.

### PERMANENT CLUB STATUS

Permanent club status enables clubs or organizations access to funding under the Student Life budgeting process and to sponsor events and activities that are appropriate to the special interests of their organization under the auspices of ARCC. Shortly after being granted provisional club status, students who wish to pursue permanent club status must submit the following items to the Student Senate and the Coordinator of Student Engagement and Activities:

Submit a [Roster](#) of active student members and tech ID's, ensuring the minimum membership is a least five (5) students. This is an online form and must be submitted that way. An email will be sent to advisors with the link and more details regarding a deadline to submit this form.

- **Expectations and Responsibilities form** – signed by the club advisor and the club president.
- A copy of the **Club Charter/Constitution** and appropriate bylaws. If the club is affiliated with a national organization, the national charter/constitution and bylaws must also be submitted.



## REVOCATION OF CLUB & ORGANIZATION RECOGNITION

With the exception of Phi Theta Kappa, the Student Senate may revoke the recognition of any club or organization when any of the following occurs:

- A club or organization or advisor submits a written request to disband.
- A constitutional provision deactivates a club or organization as of a certain date.
- No record of activity exists for the previous academic year.
- A list of current officers or members is unavailable.
- If club or organization has not attended monthly Campus Activity Board meetings
- If you have not turned in the **Expectations and Responsibilities form**.

## CLUB & ORGANIZATION OFFICE SPACE AND FACILITY USE

The College provides clubs and organizations with office space to work on activities and event projects. Offices are generally equipped with local access telephones and computers, which are to be used for club related activities only. Contact your advisor for the combination (combination changed each term). Offices should be kept locked when not in use.

Coon Rapids Campus	
Coordinator of Student Engagement and Activities	SC173
Club and Organization Quad	Main Office SC175
Student Newspaper	SC177
Student Senate	SC174

Cambridge Campus	
Student Activities Coordinator	E203C
Phi Theta Kappa	E203E
Student Senate	E203D

## TELEPHONES

The telephone number to the clubs office is 763-433-1530. There is a voice mailbox, so students will be able to leave a message. If you take a call for a club, please leave a written message in the clubs mailbox. Voice-mail is checked daily by the Student Life Operations Assistant located in SC170.

## COMPUTERS

To use the computers, please log on with your own StarID and password.

## FACILITY RESERVATIONS

Other than the designated office space, to reserve a room for meetings or events, the club or organization advisor needs to contact the event & room schedulers on campus or login to the online room reservation software, EMS, to book a space.

- Ravae Anderson – 763.433.1398 or [Ravae.Anderson@anokaramsey.edu](mailto:Ravae.Anderson@anokaramsey.edu)
- EMS URL: <https://arcc.scheduling.mnscu.edu/Default.aspx>

## COLLEGE VEHICLES

Clubs and organization members may use college vehicles for school related functions and in accordance with college policies. Vehicle availability is limited, so arrangements should be made at least two weeks in advance through the Information Desk on campus. You will also need to fill out an **Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement**.

As a student and a representative of ARCC, you are expected to:





- Obey traffic laws and use driver courtesy.
- Return the vehicle clean and the interior emptied of trash.
- Return the vehicle with the gas tank at least half-full.
- Return keys and clipboard (completed usage information) to the Information Center. If the campus is closed, put the clipboard with keys under the driver's seat.
- Inform the Coordinator of Student Engagement and Activities of unusual occurrences related to vehicle use.

If a state vehicle is unavailable, you **may** be reimbursed for driving your own vehicle at the current rate for direct route miles.

### VEHICLE USE AGREEMENT

Risk Management Division of the Dept. of Administration promulgated a vehicle Fleet Safety Program and Minnesota State implemented the program. The program requires that our students that have been identified as potential drivers of college, state, leased, or rented vehicles have verification made of their eligibility to operate those vehicles for college business, events, or activities. Minnesota State requires us to have students fill out a **Vehicle Use Agreement form**, and have the instructor or supervisor also sign. RMD makes the driving record checks for us and advises of the results. The Director of Safety and Security coordinates these efforts and advises the student's supervisor or instructor of the results of the driving record checks.

### CLUB AND ORGANIZATION MEMBER SURVEY

The **Assessment of Student Learning** is a central part of the mission of ARCC. We value the learning that takes place both in class and in activities. Your assessment of this club/organization is important to us. As a member of a club or organization, you are asked to respond to the questions. Your individual responses will remain completely confidential. This information is intended to continually enhance programming at ARCC and will be used for research purposes. This survey is completed online and a link will be sent out to students listed on Club/Organization Rosters.

### STUDENT TRAVEL & ACCOMMODATIONS

Students traveling for college-related functions do so as representatives of ARCC and are required to adhere to college policies. A copy of the **Student Travel Form** should be left with the Coordinator of Student Engagement and Activities, or Student Life Operations Assistant in case of an emergency. This need to be done prior to arrangements made by the college, and is not reimbursable.

Overnight travel requiring room accommodations should follow the guidelines below:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodations.
- Work with advisor for room accommodations.
- Whenever possible, an advisor should accompany students on school-related functions.
- All out-of-state travel must be accompanied by a club advisor.

Upon approval for travel for the student and/or club the **Student Travel Responsibility Contract** must be filled out and returned to the Coordinator of Student Engagement and Activities or the Student Life Operations Assistant simultaneously with the **Student Travel form and the Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement**.

The Student Travel Responsibility Contract indicates the student's responsibility for attendance, documentation, procedures, and liability of reimbursement to the college for any nonrefundable charges and fees. Out of State Travel Requests must be submitted at least two months prior to the to the requested travel date.



## MAILING, PRINTING, COPYING AND ADVERTISING SERVICES

Services for mailing, printing and copying are provided by ARCC. Please work with your Club Advisor, Student Life Operations Assistant, or the Coordinator of Student Engagement and Activities for assistance.

Clubs and organizations may advertise using campus media, including:

- Bulletin Boards, Posters or Table Tents—The Student Life Operations Assistant is available to assist clubs with designing club flyers/posters. All flyers need to be approved and printed by the club advisor. Flyers and posters will be approved and posted by the Student Activities Office
- Anoka-Ramsey Community College tablecloths and easels are available for checkout from the Student Activities Office in SC170.
- Student Newspaper – (CR) - Melody Hoffmann in the Campus Eye Office (SC177) at [melody.hoffmann@anokaramsey.edu](mailto:melody.hoffmann@anokaramsey.edu) or (CC) - Mackenzie Krzmarzick (E159A) [Mackenzie.Krzmarzick@anokaramsey.edu](mailto:Mackenzie.Krzmarzick@anokaramsey.edu)
- Linked Blog—submit to Margie Schlueter in the President’s Office (C261) at [margie.schlueter@anokaramsey.edu](mailto:margie.schlueter@anokaramsey.edu)
- E-mail—The advisor must submit all e-mail requests to the Coordinator of Student Engagement and Activities
- Facebook, Twitter, Instagram, & Snapchat — See the Student Life Operations Assistant
- Community Newspapers—submit requests to Fia Prpic in the Public Relations Office (SC123) at [fia.prpic@anokaramsey.edu](mailto:fia.prpic@anokaramsey.edu)

## CAMPUS FOOD SERVICE

All on-campus food purchases need to be purchased through our Food Service Provider. Food purchasing requests are done by Advisors, and can be accessed from the main webpage via selecting the employee homepage. Under *Campus Resources* there is a link for *Staff Resources*, and on the left side bar under “other related topics” click on *Campus Dining*. Then you will be directed to log in and be prompted to place your food order.