

# Student Organization Guide

for  
**Registered Student Groups**  
and  
**Registered Student Funded Organizations**



**2017-2018 Edition**



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To find the online forms mentioned in this guidebook, visit:

[hagerstowncc.edu/student-activities/student-organizations](http://hagerstowncc.edu/student-activities/student-organizations)

Links to the forms will be in the gray box on the right side of the page.

## Introduction

Thank you for the important role you play in HCC's student life program. Getting involved on campus outside the classroom has been shown to increase a student's GPA and overall satisfaction with the college experience. In addition, those involved in extracurricular activities have a higher program completion and graduation rate than students who do not get involved in campus life. Benefits of HCC's student organizations would not be possible without our dedicated faculty and staff advisors.

All active students are eligible for organization membership. HCC defines an active student as a currently registered HCC credit student who is not on academic or disciplinary probation or a currently registered HCC non-credit student who has satisfactorily completed a course. First-time HCC students are given active student status on a temporary basis until a GPA or satisfactory course completion is established. The GPA requirements may be higher for academic or honorary groups or to serve as an SGA officer.

Registration of a Student Organization does not mean that the college endorses the student group, its purpose, values and/or viewpoint.

Student Organizations must not be connected to a commercial enterprise, and must not be for a commercial purpose.

Please review the full Student Organization Policy & Procedures Statement located in the back of this guidebook and online.

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## Affiliation with Off-Campus Organizations

On occasion, RSG/RSFO student leaders may wish to align their student organization with the mission and/or activities of off-campus local, regional and/or national organizations. These organizations may serve a professional, honorary, religious, service, sport or other special interest. RSG/RSFO student leaders may elect to affiliate their HCC student organization with off-campus groups within the following guidelines:

- HCC's recognition and registration of the RSG/RSFO is limited to the on campus student organization; off-campus local, regional, and national groups are not endorsed by the College. Off-campus groups do not have access to college facilities or resources because of any affiliation with an RSG/RSFO.
- Student membership in a RSG/RSFO shall remain voluntary and free of paid dues. Student officers may elect to fundraise individual dues payable to affiliated off-campus organizations in the same fashion they may elect to fundraise for charitable causes. Individual RSG/RSFO members may opt to pay dues to outside organizations at their free will.
- RSG/RSFO funding cannot be used to serve non-HCC students or off-campus entities.

RSG/RSFO student leaders seeking to align their student organization with off-campus organizations will be asked to sign a waiver of understanding of the above guidelines.

## **Types of HCC Student Organizations**

There are two types of student organizations at HCC. A Registered Student Funded Organization (RSFO) and a Registered Student Group (RSG). In general, an RSFO needs at least five active members, an HCC advisor, and receives a budget and opportunity for additional fundraising; an RSG needs at least two members, does not need an advisor, and doesn't have a budget or opportunity to fundraise. RSFO guidelines will be reviewed first, and RSG guidelines will start on page 15.

### **Registered Student Funded Organization (RSFO)**

#### **Definition**

An RSFO is an organization of five or more HCC active students which is recognized and registered in the Dean of Students Office. An RSFO must have a faculty/exempt staff advisor and be in compliance with all administrative procedures. RSFOs receive limited funds to conduct activities and with approval may raise additional funds through fundraising efforts.

#### **Establishing a new RSFO**

1. Find an eligible HCC faculty or exempt staff member to be an advisor.
2. Find at least four other student members. Members can be credit or non-credit students who meet the criteria listed under eligibility on page 3.
3. Complete the application materials (application, constitution, prospectus) and submit them to the student activities coordinator. Forms can be found on the HCC website, under student organizations.

Application materials may be submitted to the student activities coordinator any time throughout the year. The coordinator and the dean of students will evaluate the request, and the dean will have final approval. Consideration will be given to the value of the organization as it relates to student development and engagement, learning outcomes, and the mission of HCC.

Budgets are awarded in September and January. RSFOs formed after budgets are dispersed can use fundraising monies until the next budget cycle.

## **Benefits of RSFO Recognition**

HCC-recognized organizations receive many benefits on campus. These include:

- Ability to have flyers posted on bulletin boards
- Free promotional space on the college website
- Free space for meetings and activities
- Student Organization directory listing
- Free organizational email
- Assistance from the Dean of Students and Student Activities offices
- Recruiting publications listing
- Space at the New Student Orientation Social Hour and Student Life Fair held each semester, the annual open house, and other student recruitment events
- Budget allotment and opportunity to request/raise additional funds
- Consultation meetings monthly with the student activities coordinator
- Use of college vehicles for approved trips
- Bulk mailings for a fee
- Copy services for a fee

## **Eligibility**

### **Student Members**

All HCC credit students not on academic or disciplinary probation and non-credit students who have satisfactorily completed at least one course are eligible for RSFO membership. Joining an organization is a great way to connect with other HCC students with similar interests and to build leadership skills. HCC organizations are open to all active students, both full-time and part-time, regardless of race, sex, ethnic background, age, disability, sexual orientation, or religion.

### **Advisors**

Full-time faculty, full-time exempt-status college employees, and adjunct faculty and part-time exempt staff who have worked at the college for at least four years are eligible to serve as an advisor.

## **Officer Training**

At the beginning of each fall semester, the student activities coordinator and SGA officers will hold training sessions for RSFO officers. Advisors are also welcome to attend all sessions. General “how to” topics will include:

1. For presidents & VPs: how to run a meeting, keep your team motivated, discover your leadership style
2. For treasurers: how to work with your budget, fundraise, keep organized records
3. For secretaries: how to take accurate meeting minutes, format notes, keep organized records

## **Election Process**

An important reason for joining an organization is to gain valuable leadership skills students can use in their careers. When an organization first begins, the officers are selected by the founding members. After that first year, elections should be held as per the RSFO's constitution to select new officers. RSFOs should have at a minimum a president, vice-president, and secretary/treasurer. The requirement to have officers may be waived if appropriate for the type of organization being proposed (example: cheerleading squad could not have officers, but cheer captains.)

### **General job duties for each RSFO officer position**

Although officer responsibilities may vary slightly from organization to organization, some general duties officers should be carrying out to further develop leadership skills include:

#### **President:**

- Prepare and agenda for and preside over regularly scheduled meetings. Organize and run the meetings following Robert's Rules of Order
- Organize, delegate and supervise without interfering. The president is always impartial
- Stay in regular communication with the advisor
- Appoint members to special committees as needed
- Help fulfill the objectives of the RSFO as stated in the prospectus
- Lead the organization in a way that follows the Code of Student Conduct, College policies, and reflects the mission and vision of HCC.

#### **Vice-President**

- Fill in for the president when needed
- Help fulfill the objectives of the RSFO as stated in the prospectus

#### **Treasurer**

- Keep accurate records of RSFO budget expenses and deposits, in such a way that it can be passed on to the next treasurer
- Prepare a budget report for each meeting
- Help fulfill the objectives of the RSFO as stated in the prospectus

#### **Secretary**

- Keep accurate minutes of RSFO meetings, in such a way that can be passed along to the next secretary and posted on the HCC student organization site
- Keep members and advisor informed through frequent communication
- Help fulfill the objectives of the RSFO as stated in the prospectus

## Maintaining RSFO Status

To remain eligible for the benefits of RSFO designation, the student organization must have on file in the Student Activities Office:

- An up-to-date membership list that includes at least five members' name, address, and student status (credit or non-credit)
- A signed Student Organization Approval Form verifying that student leaders and advisors understand their responsibilities and are aware of support resources.
- A prospectus with the names of the officers or leaders, and advisor
- A purpose statement
- A constitution

In addition, RSFOs can have no violations of the HCC Student Code of Conduct or other published HCC rules or regulations to remain in good standing.

If an organization fails to maintain the requirements associated with RSFO status, its funding will be dropped and its status will be reclassified as an RSG (assuming those requirements are met). The organization will be eligible for reclassification to an RSFO the following semester, providing all of the criteria are met to be designated as such.

**Please note: Any changes to the advisor or student leaders of an organization must be reported via the online application/renewal form within one week of the change.**

## Social Media Page

RSFOs may set up a social media page to help members stay informed and connected. Social media sites are set up with the assistance of HCC's Public Information Office. All RSFOs choosing to use social media must work with Public Information to establish a social media presence, as outlined in the Social Media guidelines found online at:

[www.hagerstowncc.edu/public-information/social-media/official-accounts](http://www.hagerstowncc.edu/public-information/social-media/official-accounts)

Alternate communication platforms must be approved through Public Information.

Students and employees are not required to provide access to or participate in social media activities as a condition of their participation in extracurricular activities. As such, RSG/RSFOs should have additional ways of communicating with members outside of social media.

## **Budget Allocation**

Each RSFO will get an equal share of the Student Organization funds to conduct its activities, which will be the lesser of \$100 each semester or an amount equal to the quotient of the total funds available for Student Organizations divided by the number of RSFOs.

## **Requesting Additional Funds**

Additional funds may be requested via the online event approval form within the first three weeks of each semester. Additional funding is limited. To be considered for additional funding:

1. Student organization must have shown fiscal responsibility with any funding it received in the past.
2. The activity levels of the organization will be assessed. The dean and activities coordinator will look at:
  - number and frequency of meetings
  - number and frequency of activities and events planned
  - number and frequency of communications about activities/events
3. There must be evidence of research, planning and detailed budgeting for the events for which funding is being requested.
4. For events or activities where attendance will affect the amount of money being requested, the organization must show the number of attendees at any similar past event and the number of proposed attendees for the planned event.

## **Additional Funding Guidelines**

When using the budget allocation, additional funding or fundraising monies, the following guidelines must be adhered to:

1. Funding will not be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use.
2. Advisors, coaches or full-time employees of the college will not be paid from the RSFOs funding or contracted services rendered to organizations. Fundraising may be used for this purpose.
3. RSFOs funding may not be used to purchase self-promotional items (t-shirts, mugs, pens, etc.) Fundraising may be used for this purpose.

*Any RSFO or student aggrieved by a decision regarding funding has the right to appeal to the VP of academic affairs and student services.*



## Annual RSFO Budget

There are two parts to every budget:

Budget Allocation — money given to RSFOs each year through the Dean of Students Office. This money must be spent by June 30 or it goes back into the HCC general fund.

Earned Income — money raised by the RSFO through fundraisers. This money stays in the budget from year to year. RSFOs should have a plan for using the earned income funds, and should not carry over more than \$1,000 each year unless working toward a long-term goal. High earned income balances that carry over between years may impact an RSFO's eligibility for funding through the Dean's Office.

### Paying for Supplies and Events

- Purchase Order: When possible, purchases should be made using a purchase order. A purchase order is a document stating that HCC will pay for a product or service after it has been received. To begin the purchase order process, the RSFO must fill out a purchase requisition, which the advisor can find on the HCC website under "internal forms." Once the purchase requisition is filled out and signed by the advisor, it should be sent to the Student Activities Office. A printout of the description and cost for the requested item(s) should be included. RSFOs can contact Student Activities or the Business and Procurement Office (240-500-2300) for information about this process.
- Check Request: A second option RSFOs can use to pay for items is by receiving an invoice and submitting a check request. Advisors can find this form on the HCC website under "internal forms." The advisor will need to sign it under "requestor," make a copy for club records, attach the original receipt(s), and send it to the Student Activities Office. The request will then be sent to the Finance Office. Deadline for check requests is Monday by 4 p.m. Checks will be sent out or available for pick-up in the Finance Office Thursday after 1 p.m.

### RSFO Purchases

Purchasing of food for student organization events must be done through campus food service. Please contact the Student Activities Office if you need help with this process. For catering options/ideas, call John Dankulich at 240-500-2281.

Amazon.com: Post items in the "wish list," print out wish list and attach it to a purchase order. Send the purchase order to the Student Activities Office.

Party City: Show your HCC ID card and tax exempt card at the register, submit a check request with the receipt to the Student Activities Office.

Rocky's Pizza (College Plaza): Arrange with the owner at least one week ahead of your event to be billed. Submit a check request with the receipt to the Student Activities Office.

*In special circumstances, advisors may be able to receive a cash advance or get reimbursed for purchases. Please discuss these payment options with the student activities coordinator.*

**Monetary requests will be jointly approved by the student activities coordinator and dean of students; the student activities coordinator will act on behalf of the dean of student to process monetary requests.**

## **RSFO Accounts**

All accounts begin with 3150, the next 4 digits are the specific RSFO's cost center

6030—service & maintenance contract
6060—consultants
6071—equipment rental
6072—facility rental
6080—printing/advertising
6110—office supplies
6130—software
6160—reference material/subscription
6190—misc. supplies
6220—postage
6340—dues/membership

number, then the last four digits are the object code from which the funds will be taken.

RSFO ACCOUNT NUMBER: 3150 \_\_\_\_\_

Object Codes:

For example, if the SGA had a consultant on campus, the payment code would be:

3150 5290 6060 (3150 = student organization, 5290 = SGA, 6060 = consultant.)

**NOTE:** It is the RSFOs responsibility to review the organization's budget and confirm there is sufficient funds under the line item object code for the amount being requested **BEFORE** submitting a request to use the funding.

## Deposits

All deposits into the RSFO account will go under earned income:

3150 — <4 digit student org. cost center number> — 4995.

### Earned Income Reminder:

If money is being withdrawn from the organization's earned income account, please use code: 6991

If money is being deposited, use code: 4995

RSFOs must deposit all organizational funds into the account established by HCC's Finance Office. This includes their allocated share of the student organization funds, additional funds approved beyond the annual allocation, and any additional raised funds. All funds must be utilized according to college policies.

### Keeping track of the budget

RSFOs are responsible for keeping financial records. Copies of budgets will be distributed by the SGA treasurer at the monthly SGA/Student Org meeting. To check on an account any other time, the RSFO advisor can pull up the budget in WebAdvisor, call the student activities coordinator, or call Finance at 240-500-2396.

### RSFO Budget Access in WebAdvisor

All advisors should have access to their RSFO budget in WebAdvisor. The RSFO advisor can contact Student Activities for guidance in obtaining access.

Directions for finding budget information once logged into WebAdvisor:

- Click on Employee
- Click on Budget Selection in the top right corner
- Fund = 31; Function = 50; Cost Center = your RSFO's 4 -digit cost center number
- Hit submit at the bottom of the page
- If you click on information in BLUE, it will give you further details about the amount

RSFO treasurers are encouraged to keep the financial records for the organization's expenses/deposits, but WebAdvisor is a useful back-up tool.

## Fundraising

RSFOs are allowed to raise additional funds to supplement the budget given by the dean of students. Fundraisers bring members together and build teamwork, organization, leadership and time management skills. Fundraising is not required, but encouraged for every RSFO to try at least one time per year. Fundraising is defined as requests for pledges, cash, corporate sponsorships, items of property, donated services, in kind gifts, grants, and sale of items.

Guidelines for RSFO fundraising:

1. *Have a goal in mind.*

Fundraising should be done for a purpose - whether it's to benefit the RSFO or an outside non-profit organization. If benefiting the RSFO, money raised from the fundraiser goes into the earned income account, which stays with the RSFO from year-to-year. If the fundraiser is benefiting an outside agency, money raised from the fundraiser goes into the earned income account, then a check written to the outside agency. The RSFO must submit a check request for this, as directed on page 7.

2. *Get permission.*

RSFOs must have all fundraisers approved through the online fundraiser approval form. The fundraiser approval form can be found online at: <http://www.hagerstowncc.edu/forms/student-activities/student-organization-fundraising-form>. RSFOs are not permitted to sign contracts. Contracts must be submitted to the student activities coordinator.

3. *Give back to the community.*

There are many local charities and non-profit agencies that could benefit from an RSFOs generosity. The start-up funds must be taken from earned income or paid back to the RSFO before the proceeds can be donated. For example, if an RSFO holds a candy bar sale to benefit Relay for Life, the money needed to buy the candy bars must be paid back into the RSFO account before the proceeds are donated to Relay.

4. *Pick the location.*

RSFO members are not allowed to engage in office-to-office solicitations on campus. Tables may be set up in building lobbies, outside areas, the Hilltop Grill and the Valley Eatery. Arrangements should be made through Student Activities for table location. Students may not fundraise anywhere on campus that will disrupt classroom learning or day-to-day operations of the College.

Popular fundraising ideas include: bake sales, item sales (candles, cookie dough), concession sales, car washes, t-shirt sales, and prize drawings (any prize except cash or credit card).

## Framework of a Successful Organization

RSFOs will have varying levels of activity based on their mission and purpose. There are some general components, though, that have proven to be successful in having a strong RSFO.

### These include:

1. Have a minimum of 5-10 students who are active.
2. Have a regular way of communicating. E-mail, text, Facebook chat are just a few to consider. Decide which works best for the RSFO, stick with it, and communicate OFTEN so members get into the habit of participating. Consider using Skype or videotaping regular meetings so students off campus can stay connected.
3. Have a regular schedule for meetings, keep meetings to around 1 hour, and have an agenda.
4. Each year, plan to do at least one campus-wide event, one field trip, one on campus club event, one fundraiser for the club and one fundraiser or community service project for an outside non-profit.
5. Attend the Student Life Fair each semester.
6. The most successful RSFOs have active advisors. Try to plan meetings at a time the advisor(s) can attend, or be sure officers stay in regular communication with the advisor so moving the RSFO forward is a team effort.
7. Maintain the RSFOs webpage on the HCC website by sending updated information often to HCC's webmaster. This will be a great place for members to "stay in the loop" with events and initiatives, review meeting minutes, post pictures of past events, etc.
8. Take time to discuss why members joined the organization. What do they hope to get out of it? Tailor your activities around those ideas. RSFOs that have member buy-in will have a better turn out for events and meetings.
9. Have officers attend the mandatory SGA officer training sessions held at the beginning of the fall semester.
10. Be sure a representative attends the monthly SGA/Student Org meetings held each third Thursday at 3 p.m. in the Student Center. This is a great way to find out what other student organizations are planning and possibly partner on activities and field trips. Decisions about additional funding are dependent, in part, on an organization's attendance at these monthly meetings.

## Off-Campus Travel Guidelines

RSFOs are encouraged to take advantage of the campus's ideal location for access to a wide array of day-trip activities. Cultural activities, conferences, competitions, teambuilding events, and other educational opportunities abound in the area. RSFOs may also travel overnight with approval from the Dean.

- Students traveling off campus for an HCC-sponsored event must be accompanied by the RSFO advisor or an HCC employee substitute who is a FT faculty or FT exempt staff. Requests for substitute advisers are to be submitted to the Dean of Students and VP AASS at least 48 hours prior to an activity. No off-campus activity or on-campus based off-hour activity can occur without an approved adviser or substitute being present throughout the activity.
- Options available for transportation include
  - 30-passenger bus, with driver (15 passenger minimum)
  - Mini-vans, with someone from RSFO driving
  - 4-door cars, with someone from RSFO driving
- Transportation cost will come out of the organizations budget. Here are the general charges:
  - HCC cars and minivans: \$.51/mile
  - HCC bus: \$19.38/hr for driver, plus \$1.25/mile
- Drivers of HCC vehicles must have their driving record and insurance information on file with Carolyn Hoover (ATC-126A). HCC covers the cost of obtaining the driving record, but the process could take a few days, so plan ahead.
- Advisors need to arrange the time off with their supervisor, using vacation or comp time.
- Only HCC students and employees are allowed to travel in HCC vehicles.
- No alcohol is to be consumed by anyone on an HCC-sponsored trip. Each participant must have an emergency contact form on file in the Student Activities Office. This form can be found on the Student Organization webpage and in the back of this guidebook.

### **A few important notes:**

- Students and advisors will not get reimbursed for gas if they drive their own vehicle unless maintenance confirms with Student Activities that an HCC vehicle is not available.
- Students and advisors who transport others in their private vehicle will be held responsible for any expenses in the event of an accident. Use of private vehicles for student organization purposes is highly discouraged.
- Students and advisors who use their private vehicle need to show proof of insurance to the Office of Administration and Finance (ATC-126) before the event.
- Students must be at least 18 years old to drive an HCC vehicle.

## Steps for Off-Campus Travel\*

1. At least two weeks in advance, fill out the online event form to have trip approved. The form is at: [www.hagerstowncc.edu/student-services/studentactivities/event-form](http://www.hagerstowncc.edu/student-services/studentactivities/event-form).
2. Remember to request a cash advance if needed for the trip. This request needs to be turned in at least two weeks prior to the trip and the money will be given to the org.'s advisor via direct deposit or check Thursday afternoon of that week. Use an HCC tax exempt card because HCC will not reimburse tax.
3. For security reasons, everyone traveling with the group should park in the same lot. Arrange parking for the group with campus police by calling 240-500-2312.
4. Paying for students meals during the trip is at the discretion of the club. If meals are compensated, the club can pay up to \$5 towards breakfast, \$6 towards lunch, and \$7.50 towards dinner per student. Anything above the allotted student per diem will be the responsibility of the student to pay. Exceptions can be made with permission of the Dean of Students. An itemized receipt, not a credit card receipt, is required by Finance. HCC students and advisors are not permitted to consume alcohol while on an HCC sponsored trip.
5. Each person traveling with the group needs to fill out the HCC Waiver of Liability form. These need to be completed before leaving campus. The RSFO must keep the waivers for a minimum of four years.
6. The advisor is responsible for submitting a roster of attendees when picking up keys for HCC vehicles or traveling on an HCC bus. Please include students/employees and passengers who are driving separately to the same event. Name and ID number must be submitted. If taking a chartered bus, submit a list of attendees to the Dean of Students. HCC **MUST know exactly who is attending all college-sponsored trips.**
7. Pick up the keys to the vehicle(s) in maintenance the day of the event. If leaving campus before 8 a.m., arrange to pick up the keys the day before. If returning after 4 p.m., you can drop off the keys in the night box, located on the garage door of the maintenance shop.
8. If a gas purchase is needed, please keep receipts and be reimbursed out of the RSFO funds.
9. In general, HCC buses are available for groups of 15 or more, traveling within a 3-4 hour radius of HCC. A driver is included with the bus, and the cost comes out of the RSFO's budget. Open food/drink containers are not allowed on the bus. Attendees should plan to park in and leave from lot "O" where the buses are parked.
10. The RSFO advisor is responsible for making sure all students have arranged for a ride home before leaving campus themselves.

\* Faculty advisors may have additional steps depending on their division expectations.

## **Registered Student Group (RSG)**

### **Definition**

An RSG is a group of two or more active students which is registered in the Dean of Students Office, and is not affiliated with or sponsored by the college. No college funding is granted in the form of a group budget, however the RSG may ask for funding to support special projects and activities, such as printed handouts or refreshments, by filling out the event approval form online at [www.hagerstowncc.edu/student-activities/student-organization-event-form](http://www.hagerstowncc.edu/student-activities/student-organization-event-form). Fund-raising is not allowed.

### **Establishing a new RSG**

1. Find at least one other student member. Members can be eligible credit or non-credit students. Eligible students are defined in the introduction on page 1.
2. Complete the application materials (application, membership list, purpose statement) and submit to the Student Activities Coordinator. Forms can be found on the HCC website, under student organizations.
3. RSGs do not need to have an advisor unless the group prefers to. The Student Activities Coordinator may serve as an advisor, especially when a financial allocation has been granted by the Dean of Students.

Application materials may be submitted to the Student Activities Coordinator any time throughout the year. The Coordinator and the Dean of Students will evaluate the request and the group leader will be notified within 10 working days of the outcome.

### **Benefits of RSG Recognition**

HCC-recognized RSGs receive many benefits on campus. These include:

- Ability to have flyers posted on bulletin boards
- Free promotional space on the college website
- Free space for meetings and activities
- Student Organization directory listing
- Assistance from the Dean of Students and Student Activities offices
- Space at the New Student Orientation Social Hour and Student Life Fair held each semester, the annual open house, and other student recruitment events
- Bulk mailings for a fee
- Copy services for a fee



## Maintaining RSG Status

To remain eligible for the benefits of RSG designation, the student organization must have on file with the Student Activities Office:

- An up-to-date membership list that includes members' name, address, and student status (credit or non-credit)
- A designated student leader
- A purpose statement

In addition, RSGs can have no violations of the HCC Student Code of Conduct or other published HCC rules or regulations to remain in good standing.

Please note: Any changes to the student leader of an RSG must be reported within one week of the change via the online form:

[www.hagerstowncc.edu/forms/student-affairs/student-organization-application-renewal-form](http://www.hagerstowncc.edu/forms/student-affairs/student-organization-application-renewal-form)

### **Expectations for ALL Student Organizations (RSGs and RSFOs)**

1. Must complete the annual registration process by submitting all required information, and participate in available training opportunities.
2. Must update membership and other pertinent information within one week of change.
3. Must maintain the minimum membership required for registration category and have a registered Faculty/Exempt Staff Advisor if required.
4. Must follow and abide by all applicable federal, state and local laws and regulations, and all policies and procedures of the college including the Student Code of Conduct.
5. Must meet all fiscal obligations incurred by the Student Organization.

## Campus Event Planning Guidelines

Whether a small event just for organization members, campus event for students, or community event for hundreds, proper planning is the key to success. Details can seem overwhelming, but creating a clear plan of action and allowing enough time to implement the plan will help student organization members stay organized, involved, and motivated.

1. Once the organization decides on the details of an event (including place, date and time), fill out the event form online at: [www.hagerstowncc.edu/student-services/student-activities/event-form](http://www.hagerstowncc.edu/student-services/student-activities/event-form) to get permission to hold your event.

To check on possible event venues on campus, contact Student Activities or the following:

Kepler Theater or Amphitheater: Jason Burhman, 240-500-2337

Classroom or BSH Auditorium: Karen Martin, 240-500-2283

Student Center: Jackie Taylor, 240-500-2526

ARCC: Amy Sterner, 240-500-2404

(please note: only one HCC organization event per school year is allowed in the ARCC gym)

CP Building Conference Center: Mida Clipp, 240-500-2553

Valley Eatery: Kristin Brodka, 240-500-2281

2. Contact campus catering to order food. Student organizations are required to use Food for Thought catering services for events. The form is online: [www.hagerstowncc.edu/student-services/food-services/food-for-thought](http://www.hagerstowncc.edu/student-services/food-services/food-for-thought)
3. For events open to the public or held in the evening or weekend, contact maintenance and security to let them know the date of the event and the expected attendance.
4. Advertise the event.

### **Please note:**

An event planning checklist is included on the student organizations webpage.

**\*\* REMEMBER: \*\***

You must submit an event approval form for each  
on or off campus activity your organization wants to hold.

## **Advertising Events**

There are many different avenues for advertising membership drives or student organization sponsored events. RSFOs and RSGs are encouraged to get creative with their efforts. Here are a few HCC resources to use for advertising:

### **HCC Public Information**

Brittany Lyle  
240-500-2262  
balyle@hagerstowncc.edu  
- Website calendar feature  
- HCC social media  
- Press release (if event open to the public)

### **Digital Design and Printing Services**

Norman Brown  
240-500-2387  
nebrown@hagerstowncc.edu  
- Fliers and posters - Copying  
- Yard signs - Brochures  
- Banners

### **Student Activities**

Heather Barnhart  
240-500-2225  
hbbarnhart@hagerstowncc.edu  
Ashlie Swann  
240-500-2602  
- Mass e-mail to students  
- Fliers, posters up to 11x17, color copying

### **Note about bulletin boards:**

All flyers must be approved and distributed by the Student Activities Office. The office is located in the Student Center, room 163, and open Monday – Thursday, 8:30 a.m. – 9 p.m., Friday, 8:30 a.m. – 4:30 p.m., and Saturday 9 a.m. – noon. Fliers can also be approved electronically by submitting them to hbbarnhart@hagerstowncc.edu

Please contact the Student Activities Office if the organization is considering paid advertising for a community event or would like a targeted e-mail to go out to a certain segment of the student population.

## Holding Successful Meetings

Students' time commitments are stretched with school, work, and family. Follow the basic guidelines below for holding productive meetings using "Roberts Rules of Order." Also be sure the meetings are within the stated time frame. If the organization can set a consistent meeting time, 1 to 1 1/2 hours in length, there should be good attendance. Consider offering incentives like snacks (paid for out of earned income or members bring something to share) or points for attendance that accrue towards a larger reward. Remember that HCC has reduced classes scheduled on Thursday from 2- 4 p.m.

## Parliamentary Procedure

Parliamentary procedure is a set of rules for conducting business at meetings. Details can be found in the reference book, "Robert's Rules of Order." Student Activities has a copy of the book, or one can be found online. Robert's Rules keeps the meeting organized and on-track while allowing everyone a time to speak.

### Here are some basics:

Start with a fixed agenda. If possible, the agenda should be sent out a week ahead of the meeting to give everyone time to prepare.

The agenda should flow as follows:

1. Call to Order
  - The club president or leader of the meeting tells everyone it's time to start, usually by stating "The meeting will come to order."
2. Minutes
  - The secretary gives a short re-cap of the last meeting.
3. Officers' Reports
  - Officers update the group on what has happened since the last meeting and what will be coming up before the next meeting.
4. Special Committees Reports
  - If there are any special committees within your club, the committee chair would be next to update the group on what has happened since the last meeting and what will be coming up.
5. Special Orders
  - This is important business previously designated for consideration at this meeting.
6. Unfinished Business
  - Items that weren't decided on at the last meeting are discussed here.
7. New Business
  - The president or leader of the meeting should ask if there is any new business to discuss. This is where members would make motions for the group to consider new issues. They would start with something such as, "I move that we purchase..." another student should then second the motion.
8. Open Discussion
  - This is where informal discussion (not motions) is held.
9. Adjournment

## **Meeting and Event Space**

Student organizations are exempt from the rental fee associated with meeting spaces on campus. Use of the Student Center for all meetings and events is strongly encouraged. Please contact the Student Activities Coordinator for help finding a meeting space. If your organization is meeting outside of regular building hours, an advisor must be present.

Kepler Theater (seats 490) and the Alumni Amphitheater (seats 670) are available for event venues. These can be used for events expecting an attendance of 50 or more people. For smaller events, the BSH Auditorium (seats 100) can be booked. The Merle Elliott Conference Rooms can be reserved through the HCC website. Contact information for these venues is on page 16.

## **Copy Machine**

Clubs are welcome to use the copy machine in the Student Center when creating a small number of flyers for events and activities or club brochures (50 or less) for free. Colored copies and colored paper are available.

## **Copying, Printing and Design Services**

For printing/advertising services beyond making a few copies, please submit the project to HCC's Digital Printing and Design Services Department, located in the CP Building. A production form is on the HCC website. The charge will automatically be transferred from your organization's printing/advertising fund to pay for the job.

## **Food for Special Events**

Food for Thought, HCC's in-house catering service, will supply refreshments for your organization's special events. Food for Thought offers everything from coffee service to boxed lunches to fully catered sit-down meals. All requests for catering service must be made at least 14 business days prior to an event. Food for Thought must be consulted and given the right of first refusal, before food can be purchased through an off-campus vendor. Call 240-500-2281 for further information.

The catering request form can be accessed by the organization's advisor at:

[www.hagerstowncc.edu/forms/food-services/catering-request-form](http://www.hagerstowncc.edu/forms/food-services/catering-request-form)

## **Button Machine**

Organizations looking for a unique way to promote themselves or a special activity can use the button-making machine in the Student Activities Office for free. A template is available by contacting the SA Coordinator at [hbbarnhart@hagerstowncc.edu](mailto:hbbarnhart@hagerstowncc.edu).

## **Storage Area**

Student Activities can store student organization items in the Student Center. Contact the Student Activities Coordinator or Assistant for information.

## Recruiting and Retaining Members

Recruiting and retaining organization members can be a struggle. Remember, though, that students who are involved in clubs have a stronger connection to campus, are more likely to graduate, and have higher GPAs than students who don't get involved in extra-curricular activities.

Here are some recruitment ideas for increasing membership, and tips for keeping members involved:

- Current members are your best source for knowing how to attract new members. Have a brainstorming session to find out how current members found out about the organization, what made them join, and what keeps them coming back.
- Campus Life Fairs are held at the beginning of each semester to give organizations the opportunity to recruit new members. Plan to have a giveaway like candy to draw students over to the table, then a catchy display of past activities and initiatives. Be organized and ready to give your meeting times and locations. Be sure to get names and e-mail addresses that are legible so you can follow up with a nice welcome and reminder of the meeting times.
- Information tables are available at New Student Orientation to give out your information to incoming freshmen. You can also create a flyer or brochure to be included in the NSO welcome pack.
- Word of mouth works the best. If current members can make announcements in their classes or walk around campus handing out information flyers about an upcoming meeting, that will be more effective than a flyer posted on a bulletin board. Personal connection is the key to attracting new members.
- Encourage current members to bring a guest to each meeting. The prospective member is more likely to stick with the club if they already know one of the members.
- Hold an informational lunch session to attract possible members and advertise it through mass e-mail, flyers and HCC social media sites.
- Target the students you think would make good members, like the creative writing class for the English Club, and highlight to those students what benefits they would get out of joining.
- To keep members, hold meetings regularly and be sure each member has a part to play in the success of the club.
- Review the framework of a successful club on page 14. If students are participating in a meaningful way, they are more likely to stay engaged and active in the club.

## Student Organization Sanctions

Student Organization events must support the purpose of the organization, as stated in the purpose statement. All activities and events must align with the HCC Code of Student Conduct. Group sanctions will be implemented if a student organization violates the code.

Organizations/Group Sanctions:

*Group Probation:* Group probation is given to a student organization or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

*Group Restriction:* College recognition is removed during the semester in which the offense occurred or for a longer period of time. While under restriction, allocated activity funds will be revoked and the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

*Group Charter Revocation:* College recognition is removed for a group, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the College President.

*Group Restitution:* Student organizations will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.

## SGA Meeting Attendance

It is the goal of the SGA to have a student organization member at each monthly meeting to share upcoming events and voice member concerns. The meeting is held the third Thursday of each month at 3 p.m. in the Student Center. Representatives should print out and submit the Student Organization Meeting Report Form found on the website and be prepared to report on past and upcoming events. They should also discuss any issues/concerns at this time. A student can represent more than one club at the meeting.

**PLEASE NOTE:** Attendance at monthly SGA meetings will be tracked and will have a direct impact on requests for additional funding through the Dean of Students Office.

## Advisor Responsibilities

1. Complete the RSFO/RSG advisor training.
2. Understand the college's policies and regulations concerning student organization participation and the risks involved in such participation as it relates to the specific RSFO/RSG.
3. Advise RSFO appropriately to ensure that initiatives conform to HCC's policies and regulations, plus follow the RSFOs prospectus or RSGs purpose statement.
4. Attend RSFO/RSGs meetings, activities and programs.
5. Assist members in planning and evaluating events to provide meaningful activities within the scope of the organization's purpose and goals.
6. Oversee the budget. This includes: approving all expenses, overseeing fundraisers and verifying funds raised are deposited in a timely manner, and accessing the budget as needed in WebAdvisor.
7. Accompany RSFO on all off-campus events, or arrange for a suitable HCC employee to fill. Suitable substitutes are limited to FT faculty or FT exempt staff. Advisers should notify the Dean of Students and VP AASS in writing at least 48 hours prior to an off-campus activity with the name of and reason for selecting the substitute. No off-campus activity or on-campus based off-hour activity can occur without an approved adviser or substitute being present throughout the activity.
8. Ensure that every member participating in a field trip or potentially harmful campus activity sponsored by the RSFO/RSG has signed an HCC waiver of liability form.
9. Oversee the election process and verify results.
10. Review social media posts and other communications between RSFO members. Report harassing or bullying behavior to the Dean of Students immediately. If you are in the organization's social media group or text message groups, review posts between RSFO members. Report harassing or bullying behavior to the Dean of Students immediately. Please remember, employees are not required to provide access to or participate in social media activities as a condition of his/her advising a student organization.
11. Keep track of the HCC tax exempt card (if organization is issued a card.)
12. Commit to taking an active role in the RSFO/RSG.
13. Ensure that the RSFO has a minimum of five active student members.
14. Offer constructive criticism and guidance, reminding the RSFO/RSG of HCC's policies and enforcing the policies when necessary. If an RSFO is in violation of college policies or local, or state laws, notify the Dean of Students immediately.
15. As an employee of the College, safeguard the College as well as the RSFO/RSG by working with groups to assure that organizational programs and activities are educational in nature, and contribute to the mission of the College.



# **STUDENT ORGANIZATION POLICY & PROCEDURES**

## **Student Organization Policy Statement**

HCC is a state- and county-supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service.

HCC's vision is to be a learner-centered, accessible, lifelong learning institution dedicated to student and community success. The college maintains a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement.

The college believes in and teaches the ideals and values of cultural and racial diversity and an openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education and lifelong learning. These ideas and values form the basis of the college's Institutional Learning Goals, which are:

- A. Demonstrate personal and social responsibility by practicing responsible citizenship, being open to new ideas, and understanding the value of moral sensitivity and cultural diversity.
- B. Practice intellectual skills such as critical and independent thinking, effective communication, and knowledge acquisition and application.
- C. Demonstrate self-direction, persistence and lifelong learning.

HCC supports students' rights to join, form, and participate in Student Organizations as a critical component of student growth and development. The student experience is enhanced by active engagement in activities that promote leadership and learning. The purpose of this policy is to assure that Active Students and Student Organizations have reasonable access to college resources, without undue disruption to college operations, violation of protected speech activity of others, and endangerment of others or risk to college property. Informal, spontaneous student gatherings are encouraged as long as they are honoring the provisions of the Student Code of Conduct, and the provisions of the HCC policy on Expressive Activity. The college administration is expected to establish and update as needed guidelines for Student Organizations and related procedures to implement all the provisions of this policy.

## Levels of Engagement:

To represent these values, the college has organized Student Organizations into the following levels of engagement:

**A. Registered Student Group (RSG)** – This is a group of two or more Active Students at HCC which is registered in the Dean of Students' Office, and is not affiliated with or sponsored by the college. No college funding is granted in the form of a group budget, but use of college space is permitted for group activity, in accordance with this policy, the Student Code of Conduct, and other related student policies and administrative procedures. RSGs may petition the Dean of Students Office for funding to support special projects and activities, such as printed handouts or refreshments for student gatherings or presentations.

**B. Registered Student Funded Organization (RSFO)** – This is an organization of five or more Active Students at HCC which is recognized and registered in the Dean of Students Office as an active Student Organization. Use of college space for organization activities is granted and, once approved as an RSFO, the organization will receive, at the beginning of each fall and spring semester, funds for that semester, to conduct its activities, based on the criteria listed in the Student Organization Administrative Procedures. The RSFO must have a Faculty/Exempt Staff Advisor and be in compliance with all administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for the designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students.

### Definitions:

For the purposes of this policy and related procedures and guidelines, the following definitions apply:

- A. Active Student** – An Active Student is defined as a currently registered HCC credit student who is not on academic or disciplinary probation or a currently registered HCC non-credit student who has satisfactorily completed a course. First-time HCC students may join Student Organizations and be counted as Active Students on a temporary status until a grade point average (GPA) or satisfactory course completion is established. The GPA requirements may be higher for academic or honorary groups or to serve as a Student Government Association officer.
- B. Faculty/Exempt Staff Advisor** – Full-time faculty, full-time exempt-status college employees, and adjunct faculty and part-time staff who have worked at the college for four years or more are eligible to serve in an advisory capacity to a student organization. A Faculty/Exempt Staff Advisor is required for all RSFOs. Faculty and exempt staff may serve as advisor to more than one Student Organization.
- C.** In regard to this policy, **Student Organization** means Registered Student Group (RSG), and Registered Student Funded Organization (RSFO). Use of the term "Student Organization" in this policy does include student group terminology frequently used in higher education such as chapters, clubs, and all other similar entities, funded and / or not funded. This definition excludes student academic program memberships and related fees, supplies, equipment, and apparel that are funded through the instructional budget of the college.

# Administrative Procedures for Student Organizations

## A. Scope

1. These procedures apply to all Active Students. Only Active Students may be members of Student Organizations.
2. Registration of a Student Organization does not mean that the college endorses the student group, its purposes, values, and/or viewpoint.
3. Student Organizations must not be connected to a commercial enterprise, and must not be for a commercial purpose.
4. Student Organizations can have no violations of the HCC Student Code of Conduct or other published HCC rules or regulations to remain in good standing.

## B. Registered Student Group (RSG)

1. To become a Registered Student Group, these criteria must be submitted to, and confirmed by the Office of the Dean of Students:
  - a. Membership must be open to all Active Students.
  - b. Membership must maintain at least two (2) Active Students. The Office of the Dean of Students will verify membership each semester.
  - c. The group must have a designated leader who meets the criteria as an Active Student and whose name is registered with the Office of the Dean of Students. Any change in the leader of a Registered Student Group must be updated within one week of the change with the Office of the Dean of Students.
  - d. The Registered Student Group must maintain a current membership list of Active students and an up-to-date purpose statement.
  - e. The group may petition the Office of the Dean of Students for funding of special projects and activities, such as refreshments for student gatherings or presentations related to the group's purpose, in accordance with the criteria referenced in Section D of these administrative procedures.
  - f. The Student Activities Coordinator will serve as an advisor to RSGs, as needed, especially when a financial allocation has been granted by the Dean of Students, unless the group prefers to, and has identified, a Faculty/Exempt Staff Advisor.

## C. Registered Student Funded Organization (RSFO)

1. To become a Registered Student Funded Organization (RSFO), the following criteria must be met:
  - a. Membership must be open to all Active Students.
  - b. Must have and maintain a membership of at least five (5) Active Students.

- c. Must have a Faculty/Exempt Staff Advisor. Any change in the Advisor for an RSFO must be updated within one week of the change, with written notification to the Office of the Dean of Students.
- d. The Student Organization must maintain an up-to-date membership list and a one or two page prospectus including the names of Active Students officers or leaders and a purpose statement. Any change in the student officers or leader of an RSFO student group must be updated within one week of the change and written notification sent to the Office of the Dean of Students.
- e. Each RSFO will get an equal share of the Student Organization funds to conduct its activities, which will be the lesser of \$200 a year (\$100 in the fall semester and \$100 in the spring semester) or an amount equal to the quotient of the total funds available for Student Organizations divided by the number of RSFOs. This amount will be reviewed annually as part of the HCC's budget development processes. The Office of the Dean of Students will verify membership numbers, as submitted by each RSFO, prior to the funding allocations each fall and spring semester. Additional funds may be requested, in accordance with the criteria referenced in Section D of these administrative procedures. RSFOs are permitted to raise additional funds into a college-issued account, with prior approval for all designated fundraising activity by the Faculty/Exempt Staff Advisor and the Office of the Dean of Students. As part of the Board of Trustees approved annual college budget, funds are designated to cover the cost of all student activities, including student organizations. No student activity fee is charged and budgets for student activities and student groups are allocated from the college's general fund revenue.
- f. Must deposit all organizational funds into restricted accounts established by HCC's Financial Services Office. This includes their allocated equal, proportional share of the Student Organization funds, additional funds approved beyond the annual allocation, and any additional raised funds. All funds must be utilized according to college policies.
- g. If an RSFO fails to maintain all of these requirements, its funding will be dropped and its status will be reclassified as an RSG, depending on active membership numbers.

#### D. Criteria for Requesting Additional Funds

- 1. Student Organizations may request additional funding, which may or may not be granted, based on budget availability and adherence to the following criteria, which will be applied in a viewpoint neutral manner.
  - a. The Student Organization must have shown fiscal responsibility with any funding it received in the past.
  - b. The activity levels of the Student Organization will be assessed, with consideration given to the number and frequency of meetings held, the number and frequency of activities and events planned, and the number and frequency of communications about their activities and events.

- c. There must be evidence of research, planning, and detailed budgeting for all the activities for which funding is being requested.
  - d. For events or activities where attendance will affect the amount of money being requested, the Student Organization must show the number of attendees at any similar past event and the number of proposed attendees for the planned event.
  - e. Student Organization funding will not be allocated for equipment, supplies, or programs whose primary function is for classroom or instructional use.
  - f. Advisors, coaches, or full-time employees of the college will not be paid from Student Organization funding or contracted services rendered to Student Organizations. A Student Organization may use fundraising income for this purpose.
  - g. Student Organization funding may not be used to purchase self-promotional items (t-shirts, mugs, pens, etc.). Only fundraising income may be used for this purpose.
  - h. All requests must be submitted to the Dean of Students no later than three weeks after the start of the fall semester for activities during the fall semester and the period of time prior to the start of the subsequent spring semester, and no later than three weeks after the start of the spring semester for activities during the spring semester and the period of time prior to the start of the subsequent fall semester.
2. Any Student Organization or student aggrieved by any decision under this Policy shall have a right to appeal to the Vice President of Academic Affairs and Student Services if they have not able to resolve the matter up through the level of the Dean of Students.
- E. Registered Student Groups (RSG) and Registered Student Funded Organizations (RSFO) Benefits
- 1. The benefits for Registered Student Groups include:
    - a. permission to post flyers on bulletin boards;
    - b. free promotional space on the college website;
    - c. reserving rooms on campus for meetings free of charge;
    - d. being listed on the Student Organization directory;
    - e. being provided assistance from the Dean of Students and his or her staff;
    - f. participating in the Student Organization fair; the annual open house, and other student recruitment events;
    - g. bulk mailings for a fee; and
    - h. copy services for a fee.

2. Registered Student Funded Organizations (RSFO) receive the following benefits:
  - a. permission to post flyers on bulletin board;
  - b. free promotional space on the college website;
  - c. reserving rooms on campus for meetings free of charge;
  - d. being listed on the Student Organization directory;
  - e. being provided with free organizational email;
  - f. being provided assistance from the Dean of Students and his or her staff;
  - g. being listed in recruiting publications;
  - h. participating in the Student Organization fair, the annual open house, and other student recruitment events;
  - i. receiving a budget allotment for the organization;
  - j. consultation meetings monthly with the Coordinator of Student Activities;
  - k. college vehicles at the paid mileage rate (.51 cents per mile) for approved trips;
  - l. bulk mailings for a fee; and
  - m. copy services for a fee.

F. Expectations for ALL Student Organizations (RSGs and RSFOs)

1. Must complete the annual registration process by submitting all required information, and participate in available training opportunities, and make timely changes to information;
2. Must update membership and other pertinent information when they change;
3. Must maintain the minimum membership required for registration category and have a registered Faculty/Exempt Staff Advisor if required;
4. Must follow and abide by all applicable federal, state, and local laws and regulations, and all policies and procedures of the college including the Student Code of Conduct; and
5. Must meet all fiscal obligations incurred by the Student Organization.

**Hagerstown Community College**  
**Off Campus Travel**  
**Student Emergency Contact Information**

Student Name (printed): \_\_\_\_\_

HCC Student ID Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Trip Name: \_\_\_\_\_

Trip Date(s): \_\_\_\_\_

In the event of an emergency, please contact:

1. NAME: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. NAME: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Continued on back

The purpose of this section is to help the HCC advisor provide you with appropriate help, if necessary. This disclosure is voluntary, but students have to accept responsibility for their decision not to complete information that may assist the College in ensuring a positive experience. It is important that your advisor be made aware of any medical, emotional or other special issues that might affect your participation in this college-sponsored trip. Any information will remain confidential and will only be shared with appropriate professionals on a need-to-know basis.

Please initial one:

\_\_\_\_\_ I choose not to provide the information.

\_\_\_\_\_ The responses to this voluntary questionnaire are true to the best of my knowledge.

Please circle "Yes" or "No"

YES NO Are you currently being treated for a physical or mental health condition that might affect your participation in this college-sponsored trip? If yes, please explain: \_\_\_\_\_

YES NO Do you have allergies that might affect your participation? If yes, please explain: \_\_\_\_\_

YES NO Are you taking any medications that might affect your participation? If yes, please explain: \_\_\_\_\_

YES NO Have you had any recent injuries, diseases or ailments that might affect your participation? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

YES NO Are you a vegetarian or are you on a restricted diet? If yes, please explain:

\_\_\_\_\_

YES NO Is there any additional information that you wish to share that would be helpful for the Advisor to be aware of during this trip? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*If under age 18, a parent/legal guardian signature is required whether or not information is provided.*

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Printed Name



## HCC Student Organization

### Advisor Guidelines for Overnight Travel

**NOTE: A copy of this form is due to Student Activities 48 hours before trip**

1. In the event of a possible emergency, call 9-1-1. Do not make assumptions or take matters into your own hands.
2. An advisor must travel with students to and from all activities.
3. Anyone driving an HCC vehicle must be approved and have his/her drivers license and insurance information on file with the Office of the VP of Administration and Finance.
4. Personal transportation should only be used if an HCC vehicle is not available, and with special permission from the Dean of Students. HCC does not encourage and never requires use of personal vehicles for college-sponsored trips. The college does not have liability or automobile coverage for advisors or students driving themselves or other students during college-sponsored trips. Automobile insurance policies held by the advisors/students are the only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
5. Overnight stays for students and advisors are limited to the hotel and not personal residences.
6. Students are not permitted to stay in the same hotel room as advisors.
7. If funded by HCC, guests are not allowed to stay in hotel rooms with students or advisors without special permission from the Dean of Students.
8. Use, possession and/or distribution of alcohol or illegal drugs by students or advisors, regardless of age, are not permitted on HCC sponsored trips
9. Student Code of Conduct and employee responsibilities as stated in the HCC Employee Handbook apply at all times. It is the advisors responsibility to enforce the Student Code of Conduct.
10. In the event of a violation of the Student Code of Conduct, or any incident involving violence or threat to student safety, advisor should document the incident and contact the Dean of Students immediately to discuss the best course of action.

**Dr. Christine Ohl-Gigliotti**

**Office: 240-500-2526**

**Cell: 240-675-0863**

11. All Student Code of Conduct violations should be documented after the trip by completing the Student Code of Conduct Report form:  
***[https://cm.maxient.com/reportingform.php?HagerstownCC&layout\\_id=3](https://cm.maxient.com/reportingform.php?HagerstownCC&layout_id=3)***

12. All expenditures must be approved in advance by the Dean of Students with the exception of emergencies. Advisors should ensure that purchases using College funds are appropriate and that itemized receipts and documentation are submitted to the Student Activities Office.
13. Advisors must collect and maintain the following travel forms from each student:
  - Copy of signed student travel guidelines
  - Emergency contact information
  - Signed HCC Waiver of Liability
 Following the trip, this information should be turned in to the Student Activities Office.
14. Minors who travel must have a FERPA release from a parent or guardian.
15. Advisor must submit a list of attendees with ID #'s to the Student Activities Office before leaving campus.
16. Additional guidelines specific to this activity include: (curfew, means of transportation during trip, safety issues, etc.)

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I understand the expectations for student and advisor overnight travel and agree to abide by the guidelines to the best of my abilities.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**If any questions arise, please contact the Student Activities Coordinator:**

Heather Barnhart  
Office: 240-500-2225  
Cell: 240-291-0966

## HCC Student Organization

### Advisor Guidelines for Overnight Travel

**NOTE: A copy of this form is due to Student Activities 48 hours before trip**

Hagerstown Community College may allow student organizations to travel overnight for special events as a means of providing comprehensive and diverse learning opportunities. All attendees are expected to conduct themselves in a professional and positive manner as representatives of HCC. By initialing and signing below, the participant understands and agrees to the rules and regulations that will be in effect through the entire trip.

Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Student Organization: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Dates of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Name & Address of the Hotel: \_\_\_\_\_

Phone Number of the Hotel: \_\_\_\_\_

Please Initial:

- \_\_\_\_ 1. I am in good academic standing and have asked permission from my instructors to be excused from class to attend this event (if applicable).
- \_\_\_\_ 2. I am in good physical and mental condition and do not suffer from any medical condition that would prevent or limit my voluntary participation in this activity.
- \_\_\_\_ 3. As a representative of Hagerstown Community College, I will conduct myself with dignity, professionalism, and decorum.
- \_\_\_\_ 4. I will adhere to the HCC Code of Student Conduct, venue regulations, and state laws at all times.
- \_\_\_\_ 5. I will sleep in the room I am assigned and understand that co-ed rooming is not permitted unless there are extreme circumstances and I have prior permission from the Dean or Athletic Director.
- \_\_\_\_ 6. Guests/visitors are not allowed to attend/participate in HCC-sponsored activities and cannot stay overnight in my room.
- \_\_\_\_ 7. I will participate in all activities for which the purpose of the event or excursion is intended.

- \_\_\_\_ 8. I will not leave the premises without prior approval from the student organization advisor.
- \_\_\_\_ 9. I will not consume alcohol or drugs, or condone such behavior from others, at any time during the trip, regardless of my age.
- \_\_\_\_ 10. I am over 18 years of age, or have gotten special permission from the Dean of Students to participate in this activity and my parents/legal guardian have signed this form indicating their permission for me to attend.
- \_\_\_\_ 11. Should I become injured during this activity, my permission is given to provide or obtain necessary medical attention.
- \_\_\_\_ 12. I will carry my health insurance card (or a copy) and a photo ID with me at all times.
- \_\_\_\_ 13. I understand that the College does not have liability or automobile coverage for students driving themselves or other students during College-sponsored trips. Automobile insurance policies held by the students are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles.
- \_\_\_\_ 14. Additional guidelines specific to this activity include: (curfew, means of transportation during trip, safety issues, etc.)

\_\_\_\_\_

\_\_\_\_\_

As an active HCC student, I understand these expectations for student travel and agree to abide by the rules set forth here and in the student handbook. Also, if I have evidence that other students on any HCC sponsored trip are violating the rules, I know I have an obligation to inform the advisor(s) and to also notify the Dean of Students' office immediately upon my return to campus. I further understand that the student organization advisor is in charge of decision making throughout the off-campus trip; I will accept his/her authority during the entire course of this trip. I have read and signed HCC's Waiver of Liability form for my participation in this activity.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

If participant is under 18 years of age:

Parent / Guardian Name (print): \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian

For Office Use Only:	
<input type="checkbox"/> birthdate and active status verified	NAME: _____ DATE: _____





## Important contacts

### **Dean of Students**

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### **Maintenance:**

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### **HCC Website Updates:**

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