

2018-2019

**Student Club &
Organizations
EQUIP Handbook**

Guidelines and Policies for Student Organizations



clubs@cpcc.edu

PLEASE VISIT THE EQUIP WEBSITE (WWW.CPCC.EDU/STUDENT_LIFE/CLUBS/FORMS) FOR AN ELECTRONIC VERSION OF THIS DOCUMENT, WITH ACTIVE LINKS TO IMPORTANT WEB PAGES, EMAIL ADDRESSES, AND FORMS MENTIONED THROUGHOUT THIS BOOKLET.

STUDENT LIFE MISSION

The Office of Student Life at Central Piedmont Community College (CPCC) facilitates **student learning** and development by providing activities and services that **enhance positive relationships** among students, the College, and the community. These relationships are created and nurtured through accessible programs and services, **connections to campus and community resources**, and **co-curricular opportunities** that focus on **diversity, leadership, service, and personal well-being**.

INTRODUCTION

This handbook outlines policies and procedures that student organizations at CPCC will use to conduct college business both on and off campus. College business is defined as activities where students are participating on behalf of, or representing, the college in some official capacity. This may include, but is not limited to: conferences, field trips, or college-sponsored activities.

Please note that additional policies found in the [CPCC Student Handbook](#), in [College Policies and Procedures](#), in the [Student Code of Conduct](#), or on various CPCC departmental web sites also apply. This handbook must be used in conjunction with advising by Student Life staff and student organization advisors. Members of student organizations have a responsibility and obligation to know and understand the policies and procedures in this handbook. Failure to comply with these policies may result in sanctions and/or revocation of organization recognition (see pages 5 – 7 for more information).

Any questions about information presented in this handbook can be directed to the Office of Student Life. Student Life retains the right to edit or amend this document on an ongoing basis. The most current version will always be found through the [Student Life web site](#).

Please also note Student Life has a general email address that we encourage you to use for **submitting all paperwork**, asking general questions, and any other Student Organization needs. This email address is: clubs@cpcc.edu

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STUDENT LIFE CONTACT INFORMATION FOR CLUBS

Office of Student Life		Phone Number: 704-330-6584 Fax Number: 704-330-6442
Central Campus Offices	Location: Worrell 1120	Phone Number:
Jennifer Conway	Student Life Coordinator-Clubs & Leadership	704-330-6743
Jamar Whitfield	Student Life Coordinator-Programming	704-330-6665
Justin Knoll	Student Life Coordinator-Recreation	704-330-2722 x3243
Central Campus Administration	Location: Overcash 241	Phone Number:
Demika Wallace	Administrative Assistant II	704-330-6584
Amanda Capobianchi	Associate Dean of Student Life	704-330-6374
Cato Campus	Location: Cato III bldg., Room 021	Phone Number:
David Mahatha	Student Life Coordinator	704-330-4822
Harper Campus	Location: Room 342	Phone Number:
Anita McGill	Student Life Coordinator	704-330-4422
Harris Campus	Location: Harris I bldg., Room 1232	Phone Number:
John Gomez	Student Life Coordinator	704-330-4622
Levine Campus	Location: Room 1401	Phone Number:
Nakeshia Staley	Student Life Coordinator	704-330-4226
Merancas Campus	Location: Transport Systems, 231	Phone Number:
Jesse Bennett	Student Life Coordinator	704-330-4174

***All CPCC employees may be reached via email at their [first name] dot [last name] @cpcc.edu for example: Jennifer.conway@cpcc.edu

SERVICE-LEARNING CONTACT INFORMATION

Student Life works very closely with the Service-Learning department to provide service opportunities in order to teach civic engagement, critical thinking skills and enrich our campus and community. We encourage clubs to take advantage of these opportunities to perform service as an engagement experience, and for teambuilding or fellowship.

If you need assistance planning these activities, please visit the Service-Learning website at www.cpcc.edu/service-learning for a list of our Community Partners, or contact the Service-Learning Coordinator on your campus. For additional information about service, please contact the Director of Service-Learning at Jenn.Marts@cpcc.edu or at 704-330-6824.

ORGANIZATION STRUCTURE

Student Life works to build community on campus through engaging, co-curricular activities. These activities are supported by student activity fees paid by CPCC's curriculum students. Student Life works diligently to ensure the fair and equitable distribution of funds, while acknowledging that our CPCC community consists of many different kinds of students. The guidelines below illustrate the parameters around how all CPCC students, staff and faculty may engage in our campus community.

Student Membership

Student organizations are supported by, and eligible to receive funding from, student activity fees distributed by the CPCC [Student Government Association](#) (SGA). For this reason, all voting members of CPCC student organizations must be **currently enrolled, curriculum students at CPCC**. Students under 18, who wish to travel with CPCC, will be required to complete an additional permission form that a guardian will sign. Students who have not completed high school may also be ineligible to serve as an organization's officer, in some cases. Students who are under the age of 18 may also be required to have a parent/guardian signature agreeing to their participation.

Members of student organizations should also refer to the "Organization Responsibilities and Expectations" section of the [Student Organization EXPLORE Handbook](#).

Others (prospective students, community members, alumni, faculty, or staff) **may be considered affiliates** of student organizations, but do not have voting rights and cannot receive benefits (i.e. travel or other financial sponsorships) otherwise granted to members of CPCC student organizations.

Alumni and Affiliates

Alumni, community professionals, and local/national associations can be a valuable resource to student organizations. It is recommended that student organizations maintain, when available, connections with their alumni and affiliates through emails and newsletters, invitations to campus activities, networking and career development events, and requests for speakers and mentors. However, in no instance shall alumni, community professionals, or members of local/national associations serve as student organization officers, have voting privileges with student organizations, or receive any funding from the student organization, SGA or otherwise.

Advisor Requirements

Student organizations are **required to have at least one advisor**. Full-time staff and faculty at CPCC are eligible to serve as an advisor to one student organization at a time. Advising a student organization takes time, energy and commitment. Because all of our club advisors have other duties at CPCC, whether they be teaching classes or working in other areas, it is unreasonable for faculty and staff to spread this commitment among more than one student organization. This also allows for a variety of individuals to support our student clubs. Clubs are **encouraged to have multiple or co-advisors** to help share the duties of advising. Each advisor must complete annual orientation, annual Clery Act training, and have individual Advisor Agreement forms on file.

Advisors must annually sign the [Advisor Agreement](#) and should adhere to all the responsibilities therein, in addition to relevant CPCC policies, student organization guidelines, and expectations listed in the [Student Organization EXPLORE Handbook](#). All club and student organization advisors are designated as "Campus Security Authorities" by the federal government through the [Clery Act](#), and will be required to complete Clery training annually through CPCC Professional Development. Advisors serve on a voluntary basis and cannot receive gifts, gift cards, or stipends.

Loss/Removal of Advisor

During the course of the semester or year, an advisor of an organization might request to resign from his/her duties. Should this be the case, the advisor should provide their **termination in writing** to [Jennifer Conway](#).

Advisors may also be removed from their duties if it has been determined that they have **violated College policy, the guidelines set forth in this handbook, or have violated the Advisor Agreement** signed in the beginning of the year and submitted with the Student Organization Registration Form (SORF). Should students in an organization have particular concerns about the abilities or behavior of their student organization advisor, they should provide a written statement of their concern to Amanda Capobianchi, the Associate Dean of Student Life, who will then work with both the students and the advisor to resolve and/or mediate the concerns and, when necessary, make final recommendations.

Replacing an Advisor

Should a student organization need to replace an advisor, the **organization will be moved to inactive status** until the student organization can find a new advisor and be properly oriented. Please work jointly with Student Life during this time as staff might be able to recommend an individual who would be able to fulfill the departing advisor's role.

During any **inactive status, no club sponsored activities** may take place or monetary transactions can occur, unless otherwise approved by Student Life.

ORGANIZATION STATUS

Active/Inactive Status

The Office of Student Life is responsible for the recognition of all student organizations. Once an organization achieves "active" status for the first time, they are an officially recognized student organization at CPCC. Each fall, recognized organizations must be granted active status for that given academic year to continue to operate.

To become and/or remain active, an organization must:

- Coordinate and complete an **annual student organization guidelines orientation** with [Jennifer Conway](#) or your Student Life Coordinator on your campus.
 - Multiple orientation sessions will be offered each year and at every campus.
 - Student leaders and advisors must attend.
 - New student organizations will receive orientations as needed.
 - Student organizations will not have access to their funds, reservations to rooms, or the ability to travel until an orientation is completed.
- Have a **constitution** and, if applicable, documents showing the ability to serve hot food [501(c)3 status] on file with Student Life.
- Have at least **one advisor** and an **updated [Advisor Agreement](#) on file** every year.
- Have an **updated [Student Organization Registration Form](#) (SORF)** on file with Student Life. Student Life must be informed of any changes to the SORF during the academic year.
- Participate in any **required training** and/or campus activities (i.e. General Assembly meetings and campus festivals) as determined by Student Life.
- **Uphold policies** found in this Equip Manual, the [CPCC Student Handbook](#), in [College Policies and Procedures](#), and in the [Student Code of Conduct](#).

An organization will change to an “inactive” status if the above-mentioned requirements are not completed. An inactive organization cannot sponsor events/activities, access funds in their bank account, hold meetings, or travel. Once an organization is classified inactive, it must follow the process for obtaining active organization status to become active again.

Any organization which remains inactive for two (2) consecutive years will **lose its official recognition** and must follow the process of establishing a new organization if it ever seeks to be an organization again. Any funds remaining in that student organization’s account will be distributed to the SGA for allocation through the funds request process outlined on page 9.

Policy Violations and Organization Sanctions

Recognition as a CPCS student organization is a **privilege, not a right**. This privilege carries with it certain responsibilities. Organization members are obligated to conduct themselves in a manner that is a credit to themselves, their organization and fellow organization members, advisors, and the College.

Any violation of College policy, the Student Code of Conduct, or guidelines set forth by this document and the Office of Student Life is subject to possible sanctions. Sanctions for organizational violations may include, but are not limited to: official reprimand, probation, restitution, suspension of specific privileges, and in some cases, revocation of official recognition. In addition, individual student violations are subject to the CPCS student disciplinary procedures.

Complaints regarding alleged violations of the responsibilities by a student organization(s) should be directed to the Office of Student Life. Complaints regarding allegations must be submitted in writing to the Associate Dean of Student Life ([Amanda Capobianchi](#)) within thirty (30) days of the alleged infraction and should include a detailed description of the grounds for the complaint. This should include names, dates, places, times, and other information necessary for complete understanding of the allegation. Amanda Capobianchi will receive and review the complaint and investigate the matter further. Investigation may include holding a meeting with the involved parties to settle the dispute or, if necessary, impose sanctions of the involved student organization.

These situations will be handled on a case by case basis, by the organization advisor in cooperation with Student Life. If sanctions are imposed, the organization will receive a written letter documenting sanctions, which will be kept on file in the Office of Student Life. Should the organization wish to appeal the decision, they may provide their intent to appeal in writing to the Associate Dean of Student Life ([Amanda Capobianchi](#)) in accordance with the appeals process described below.

Revocation of Official Recognition

Revocation of official recognition means the College retracts its recognition of the student organization, resulting in the loss of all College rights and privileges on a permanent basis. Circumstances which could result in revoking a student organization’s recognition are not limited to, but include:

- Violations of CPCS or Student Life policies and procedures
- Violation of local, state and/or federal laws
- Hazing
- Discriminatory practices
- Inappropriate use of student organization funds

If a student organization's recognition is revoked, the organization must remain inactive for a minimum of one (1) semester. The Associate Dean of Student Life has the ability to reinstate an organization's official recognition after this time.

Appeals Process for Sanctions and Revocation

If an organization would like to appeal sanctions or official revocation, they may do so within five (5) business days of receiving the written notice of the sanctions/revocation. Appeals must be completed in writing and given to Amanda Capobianchi. The Associate Dean will review the appeal, (if necessary) meet with the student(s) and advisor, and will make a decision within five (5) business days of receiving the original appeal. The decision will be provided in writing to the party submitting the appeal.

If a student(s) wishes to appeal the decision of the Associate Dean, they may do so in writing within five (5) business days of receiving the decision, by writing a final appeal to the Dean of Student Life. The Dean of Student Life will make the final decision within five (5) business days of receiving the final appeal and will notify the student(s) in writing of the decision. This will serve as the ultimate and final decision on the matter.

ORGANIZATION FINANCES

On-Campus Accounts

Once a student organization has been officially recognized, an on-campus bank account is assigned. Account numbers are on record in the Office of Student Life, and **all transactions related to this account are managed by Student Life staff**. This account will be used to distribute all Student Life/SGA funds to student organizations. Organizations may also deposit fund-raising income into this account. **For up-to-date account information, please contact [Demika Wallace](#) in Student Life.**

Use of Organization Funds

The Office of Student Life provides banking services and accounting advice to organizations, but it is the responsibility of each student organization to raise funds as needed. Funds from an organization's bank account may be accessed to support activities mutually approved by the students and the advisor of the organization. Organization funds are designated as institutional dollars at CPCC, and must be spent according to guidelines set forth by the College. Prohibited items include, but are not limited to: alcohol & tobacco and affiliated products, gift cards given to CPCC employees, and fuel gift cards (given to anyone).

It is also the responsibility of the student organization to be aware of their account balance and understand that Student Life will not cover any deficits that occur. If you have questions about what student organization funds can be used for, please contact staff in Student Life so that we can point you in the right direction. Additional information can be found in the [General P-Card Usage Guidelines](#).

Please follow the guidelines for accessing organization funds as explained below.

Petty Cash Advance

The College will allow student organizations to spend up to \$250 of club money as petty cash expenditures, at one time, if the organization has adequate funds in its account. All **original, itemized** receipts must be saved and turned in to Student Life to finalize any petty cash transaction. Items on receipts should be for **organization purchases only**. Any items not for reimbursement should be on a separate receipt.

- **Step 1.** Complete a [Petty Cash Request Form](#). Both the advisor and at least one officer whose name and signature appears on the SORF must sign and date the form.

- **Step 2.** The completed form should be given to [Demika Wallace](#) in Student Life. She will help the organization representative obtain the cash needed. If the petty cash is to reimburse the organization member, original receipt(s) will need to be turned in with the Petty Cash Request Form.
- **Step 3.** All original receipts for the items purchased and any remaining cash must be saved and returned to Student Life as soon as possible. Business is complete when all receipts and remaining cash are turned in. (Any change remaining plus receipt amounts should equal the cash amount given).

Request for Payment

Payment for any purchase not paid for with petty cash must be processed through Student Life and paid directly to the vendor from the organization’s on-campus account. The Office of Student Life can use a p-card or request a check in these instances. Complete a [Payment Request Form](#), with supporting documentation and signatures, and return it to [Demika Wallace](#) in Student Life.

Organizations wishing to pay for the cost of hosting an individual or group (musician, performer, guest lecturer, etc.) must complete an artist contract (available at any Student Life office) between the College/CPCC Student Life and the guest. The contract must be approved and completed by staff in Student Life. Organization advisors, student officers, members, or community members are not authorized to sign contracts on behalf of CPCC. For more information about artist contracts, please see the “Types of Activities” section of this handbook or contact the [Student Life Coordinator](#) on your campus.

Reimbursements

Reimbursements are paid to advisors and members of student organizations only when an approved expense occurs and when adequate funds are in the student organization’s on-campus account. Requests for reimbursement should be done within thirty (30) days of the receipt date. Complete a [Payment Request Form](#), with attached receipts and documentation, and return it to [Demika Wallace](#) in Student Life.

Sales Tax & Use Tax

Central Piedmont Community College is not tax exempt and must pay the appropriate sales tax on taxable transactions. Because student organizations house their funds within institutional accounts, this also applies to club account. If a vendor doesn't charge sales tax at the time of purchase, use tax must be paid directly to the NC Department of Revenue on taxable transactions. Please note: Your account will be charged use tax if sales tax was not charged by the vendor on the invoice. The use tax is calculated at the same rate as the sales tax. For more information on Use Tax, please visit: <http://www.dornrc.com/taxes/sales/use.html>

Per NC Department of Revenue, G.S. 105-164.4(a)(11), and guidelines of the CPCC Financial Services, the following activities are also subject to sales tax as of May 13, 2014:

Culinary Arts and Live Projects	Sales are subject to sales tax. If Culinary Arts is purely charging a fee to recoup expenses, then the sales are not taxable and should be deposited into an expense account.
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Student Fundraisers	Student fundraisers are subject to sales tax. If donations are requested (as opposed to sales) the donations would not be subject to sales tax . Additionally, donations should be deposited into a gifts object code (not sales revenue) account.
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Sales & Use Taxes collected by student organizations will be deposited into a **separate liabilities account**.

Deposits

Deposits from fundraisers should be discussed with Student Life staff to ensure accurate reporting and deposit account information.

Monies can be deposited into an organization’s on-campus account at the Cashier’s Office on any campus.

- **Step 1.** Complete a [Student Life Deposit Form](#) and a [Cashier’s Depository Request Form](#). Staff in Student Life is available to assist with the completion of these forms and to provide account numbers, should a student/advisor need assistance.
- **Step 2.** Remit the forms and money to the Cashier’s Office on your campus.
- **Step 3.** Return a copy of the deposit receipt to clubs@cpcc.edu or [Demika Wallace](#) in Student Life.
- **Step 4.** Retain a copy for your organization’s records.

SGA GENERAL ASSEMBLY

[General Assembly](#) is a monthly, open meeting where all campus SGA Councils, student organizations, and other student groups meet to share information and news. General Assembly meetings are held the last Wednesday of each month at 12:30 p.m. in Worrell 1112 at Central campus and are webcasted at area campus Student Life offices. The **SGA Constitution requires that each student organization must send a representative** to at least two meetings each semester. The SGA Representative can be an officer or a current member of the organization.

Whether or not a representative can attend a General Assembly meeting, **student organizations should submit a [General Assembly Report Form](#)** to the [Student Life Coordinator](#) on their campus by the Monday prior to the scheduled General Assembly meeting.

REQUESTING FUNDS FROM SGA

When a student organization is in need of funds for travel or for a planned activity, the following steps should be followed:

- **Step 1. Complete a [SGA Funds Request Form](#)** in its entirety. [Jennifer Conway](#) and Student Life staff is available to consult with student organizations on completing this form should questions arise. If the request **includes any travel, the [Intent to Travel Form](#) must also be completed** and included with the request.
- **Step 2. Review the form** with the organization advisor. If all the information is accurate and valid, the advisor should sign and date the request. Advisor approval is required, and an advisor must travel with the student group.
- **Step 3. Submit** the completed SGA Funds Request Form and any supporting documentation (ex. agenda of the conference, budget for the travel expense/activity, etc.) to Student Life **at least three (3) weeks**

prior to date of travel/activity or when an action must be taken related to travel (i.e. payment, reservations, etc.). [Jennifer Conway](#) will then pass the form onto the SGA Treasurer to schedule a review date/time.

- [SGA](#) meets to review funds requests on the **1st and 3rd Wednesday of each month at 12:30 pm** in Worrell 1112 on Central Campus. Arrangements can be made for groups making requests at other campuses, should representatives from that organization be unable to attend in person.
- SGA typically prefers to assist with costs with fixed amounts (i.e. conference registration, airfare, hotel, etc.). SGA will typically not approve funds for food, gas, or other undetermined amounts.
- **Step 4.** The Funds Request Form will be reviewed by the SGA. Student organization officers, representatives, and/or advisor should attend the Funds Request hearing to describe the plans, justify the cost, and answer any other questions.
- **Step 5.** After consideration, the advisor and student listed on the request will be notified as to the outcome of the funds request by the SGA Treasurer. Approved funds will be transferred into the organization's on-campus account.
- **Step 6.** Student organizations, whose funds requests are approved, must return a [SGA Summary Report Form](#) to the SGA within two (2) weeks after travel or activity. This may either be a written summary or an oral presentation to the SGA detailing the activity. The report should include at least the following:
 - The success and/or failure of the activity as a result of the approved funds.
 - Information on how this project benefitted the students and the College.

Funds are approved based solely on the information provided from the original Funds Request Form. Organizations may only request funds once for each activity. If any changes on the Funds Request Form occur after funds are approved, or the intended use of the funds change, the student organization's advisor and president must note the changes in writing to [Jennifer Conway](#). Changes may include, but are not limited to: the name of the activity, the date of the activity, the venue of the activity, the content of the activity, the organizations co-sponsoring the activity, or any fees or other attendance charges. If the planned function is cancelled or postponed, or a significant portion of the allocation is unused due to these changes, the allocated funds may be transferred back to SGA.

FUNDRAISING

Fundraising activities are activities that generate income for the student organization. Fundraising activities may include, but are not limited to: selling baked goods, craft items, flower, candy, etc.; holding a silent auction; washing cars or utilizing other unique traits of the student organization. Only officially recognized CPCC student organizations may engage in fundraising activities to sell products/services or to collect donations in the name of their student organization. Student organizations must obtain prior approval from Student Life for all on-campus and off-campus fundraising activities.

All fundraising activities must be consistent with the mission of CPCC and the purpose of the student organization. Fundraising efforts will be approved on a first-come, first-serve basis each semester. An advisor must be present at all off-campus fundraising activities and must ensure that the organization adheres to all College rules and regulations regarding off-campus activities, student travel, this Equip Manual, the [Student Code of Conduct](#), and the [Drug-Free College Policy](#) as outlined in [College Policies and Procedures](#), the [CPCC Catalog](#) and [Student Handbook](#).

Guidelines for Fundraising

- **Step 1.** Complete and submit a [Fundraising Request Form](#) to Student Life two (2) weeks prior to on-campus activities and one (1) month prior to off-campus activities. Student Life has the right to approve, decline, or amend requests depending on the nature of the fundraising activity.
 - **Ongoing fundraisers require the submission of a Fundraising Request Form for each semester.**
- **Step 2.** If food is being sold, student organizations should complete a [Food Sale Form](#) and must comply with food sale regulations from the Mecklenburg County Health Department.
- **Step 3.** If a service is provided in return for a fee (i.e. ushering at community venues or working at concession stands), please provide the venue with accurate contact information for your [Student Life Coordinator](#) so that questions may be answered and to ensure that monies are sent to the Office of Student Life and deposited into the appropriate account. It is important to review the “Fee-for-Service” section of this handbook for further details.
- **Step 4.** All funds collected in the name of the student organization must be deposited into the organization account no more than 48 hours after the activity concludes and/or after money is collected. If the activity is on-going, please contact the [Student Life Coordinator](#) at your campus to discuss safe keeping of cash. Contact [Demika Wallace](#) in Student Life for the organization account information and [deposit forms](#). Misuse in deposits and management of club funds will be addressed as a violation of the Student Code of Conduct with the Conduct and Civility office, or with law enforcement.

Card Swipe Reader

Student Life has an iPad with a card swipe reader to help collect monies electronically for fundraisers and student organization sales.

- Use of this equipment is made through reservation with Jennifer Conway. Receipts are issued via email or text message to the purchaser.
- Advisors must be present to handle the iPad for the duration of the sale (no students may be permitted to facilitate sales with the equipment).
- Advisors will be trained on the use of the equipment and card swiping software. Advisors are responsible for the safety of the equipment and security of each individual's credit/debit card during the transaction, and will be held liable if the equipment is damaged/lost/stolen or if transactions are mis-handled. Advisors will sign an agreement upon pick-up of equipment.
- Sales tax will be charged to the purchaser when needed (if monies are not donated).
- Usage fees from the credit card processing company (averaging less than 5%) will be charged back to the student organization, up to two months after the sale has concluded.

Fundraising Ideas

- Sell products: The most frequent fundraiser used by student organizations are bake sales, popcorn sales, and the sale of organization T-shirts and/or promotional items.
- Have an entry fee for an activity: Maybe your student organization is hosting a competition, a conference, or a guest speaker or performance. Student organizations are permitted to charge for these kinds of ticketed activities.
- Provide services for a fee: Can your student organization provide a fee-for-service to someone? Cater a lunch, wash cars, yard/lawn work, or provide another service based on the skills in your group. Please refer to the “fee-for-service” section below for further guidance.
- Sell “coupons/passes” for businesses: Auto Bell and Smoothie King are two local businesses that partner with student organizations to sell coupons/passes on their behalf, which allows for your organization to keep a percentage of the proceeds.

Project Funder- Online Fundraising with the CPCC Foundation

If a student organization is preparing for a special project in which fundraising is important, student organizations may apply for use of an online fundraising component through the CPCC Foundation. This online fundraising component is able to be shared electronically with family and friends and in social media, and allows supporters to contribute using a credit card. Donors will receive a letter of support from the CPCC Foundation, and all funds collected will be earmarked for the student organization's project in the CPCC Foundation.

There are a few keys to successful online fundraising – **planning** and **allowing enough time** to share your project and generate gifts; **asking often** (sending reminder emails; sharing via social media, etc.) -- a minimum of three times within your posting period so that your project/case stays in front of people who can support your project with their gifts or by sharing their support of your project to their friends; and thanking your supporters for both their donation and for sharing the project (and their support of your project) with friends.

Please contact [Jennifer Conway](#) if your organization wishes to inquire about online fundraising through the CPCC Foundation.

Raffles

Raffles are prohibited at CPCC. A raffle is a form of lottery in which one or more persons buy one or more chances to win a prize. Please refer to the North Carolina [General Statute § 14-309.15](#).

CPCC has numerous officially recognized student organizations. In order to abide by the NC statute referred to above, only one student organization per year would be able to hold a raffle as a fundraiser. This would not fairly serve CPCC student organizations. For this reason, fundraising raffles at CPCC (or at any off-campus organization activity) are not permitted.

Alternative options for raffles may include:

- **Door prizes:** You can still offer ticketed door prizes, at no cost, for people who attend your activity.
- **Silent auctions:** Does someone in your student organization make great crafts? Could a group of students agree to do some yard work? Wash a car? Gather your best ideas and hold a silent auction where people bid on your offerings.

Fee-for-service

In the past, student organizations have worked concession stands, provided catering for events, and provided other services for profit. If your student organization is interested in providing a service for a fee, you must do the following:

- Inform the business/organization about proper check procedures.
 - Checks should be made payable to: **CPCC** – “Name of your Student Organization”
 - Checks should be mailed to: Jennifer Conway, Student Life, Central Piedmont Community College, PO Box 35009, Charlotte, NC 28235
- After the service has been concluded, you must provide the Student Life Coordinator on your campus with the expected amount and approximate date a check should be received so that we can assure funds are deposited into the correct student organization account. *Make sure that the business/organization includes the name of your organization on the check.
- If you work concession stands, it is important to remember that the Drug-Free College policy applies to off-campus events. Students and faculty/staff are **not allowed to sell or serve alcohol at any event**.

SOLICITATION OF DONATIONS

Solicitations of donations include receiving or requesting: money, goods, and/or services. Only officially recognized CPCC student organizations may engage in solicitation of donations in the name of their student organization. No student organization is allowed to approach or request donations from any business or organization without prior approval from the [CPCC Foundation](#). Student Life works closely with the Foundation to support student organizations for this purpose.

Guidelines for Solicitation

- **Step 1.** Complete and submit a [Fundraising Request Form](#) to Student Life one (1) month prior to the date you would like to begin solicitations. Student Life has the right to approve, decline, or amend requests depending on the nature of the fundraising activity.
- **Step 2.** Attach a list of intended solicitations to the Fundraising Request Form, which will be forwarded to the [CPCC Foundation](#) for approval. This list must include the name of the business/organization, contact information, and details of what you are requesting.
- **Step 3.** Prior to receiving any non-cash gift (i.e. equipment, food, supplies, etc.), complete a [Gift-in-Kind Form](#) and submit to the Office of Student Life. Once approval is given, the student organization can receive the gift-in-kind.
- **Step 4.** Make sure to thank the business/entity in writing for donating items/money to your organization.

Non-Profit Status

A common question from CPCC student organizations is whether or not your student organization is considered a non-profit. **The short answer to this question is, NO.** CPCC student organizations are not considered to be non-profit organizations, sometimes referred to as “501(c)3”.

- **What about when items (i.e. equipment, supplies) are donated to our organization? The business might want documentation from us?** When you are seeking gift-in-kind donations from local businesses, simply:
 - Contact Student Life with the donation information you are soliciting, including the name, contact person, email address and fax number of the business. We are happy to send a letter to them stating that your organization is an officially recognized student organization at CPCC. We can also provide them with other information they deem necessary.
 - Once you receive the donation, be sure to complete the [Gift-in-Kind Form](#) and return it to Student Life so that we may inform the CPCC Foundation who tracks all donations to the college and college entities, and provides official receipts for all gifts.
- **What about when my student organization wants to sell food?** Any student organization may sell “fun foods” or bake sale items on campus. However, not all student organizations may be eligible to sell “hot food” (pizza, hot dogs, burgers, etc.). If you have documentation on file in Student Life stating that your organization is an officially recognized chapter of a larger professional association – who IS a non-profit and 501(c)(3) – then, your student organization may be allowed to sell hot food on campus. Please contact Student Life staff if you would like to pursue this. Please refer to the “Food Guidelines” section of this handbook on page 21.
- **What about if someone wants to donate funds to my student organization and receive a letter of “charitable contribution”?** In some instances, individuals or businesses have had interest in financially

supporting a student organization or a special activity or project. All monetary donations to student organizations must be sent directly to the [CPCC Foundation](#) in name of the student organization. Student Life staff work jointly with staff in the CPCC Foundation to ensure that funds are received and used for the expressed purpose of the donation. Monetary gifts should never be directly deposited into a student organization's on-campus bank account if letters for tax purposes need to be provided.

- **What if my student organization wants to hold a raffle?** Raffles are prohibited at CPCC. Please refer to the "Raffles" section of this handbook on page 11. Door Prize drawings or Silent Auctions are an alternative.

TRAVEL

Travel by student organizations can provide outstanding learning opportunities, but can be very expensive and involve inherent risks. All travel should be well planned, expenses should be kept to a minimum, and risks should be considered. Liability issues can be discussed with Student Life staff.

Travel Expectations

Those participating in or traveling to an off-campus activity are representing the College, and thus it is essential for their behavior to meet the highest standards of integrity and propriety. While on the trip, and prior to departure, student organization members and advisors are expected to uphold, at all times, the expectations expressed in this document, in the [CPCC Student Handbook](#), in [College Policies and Procedures](#), and in the [Student Code of Conduct](#). This includes the use of alcohol, as described in the CPCC Drug-Free College policies for [students](#) and [staff](#).

Traveling on behalf of the College and the student organization is a privilege, and not a right, and should be treated as such. The Associate Dean for Student Life reserves the right to restrict traveling privileges for students who are unable to meet the following eligibility criteria: current curriculum enrollment at CPCC, status in "good standing" with the College's Office of Conduct & Civility, and confidence from the club Advisor that the student traveling is able to successfully represent the College without concern or liability.

If CPCC or Student Life policies are violated during travel, it is the responsibility of the advisor to report those violations to Student Life. Detailed records of incidents should document who was involved, who witnessed the activity, and the alleged policy violation. Student Life retains the authority to process any policy violation through the CPCC Student Code of Conduct. Please refer to the "Policy Violations and Sanctions" section on page 6 for more information.

If the alleged policy violation occurs during the travel and is (as determined by the student organization advisor) severe enough that the student must be sent home, the student will be responsible for their expenses to return home. Advisors must consult with Jennifer Conway and/or Amanda Capobianchi prior to sending a student home.

Process for Travel

Student Life suggests that advisors discuss all travel plans with [Jennifer Conway](#), who can offer insight on SGA funds requests, College travel policies, and best practices for travel.

- **Step 1.** Complete an [Intent to Travel Form](#) three (3) weeks prior to travel or any action that must be taken related to travel (i.e. payment or reservations). The Intent to Travel Form will include a complete

list of students, with ID numbers, who will be traveling. Hotel and transportation information is also included on this form.

- Contact [Demika Wallace](#) or [Jennifer Conway](#) in Student Life to arrange for reservation and payment of accommodations and registration fees. Please note that reservation and payment will not be processed until adequate funds exist in the student organization's on-campus account.
- **Step 2.** Student Life will complete the College's internal travel authorization process using the information provided on the Intent to Travel Form. Travel authorization is required to be approved by the College to the Vice President level, in order for the travel to commence.
- **Step 3.** Once the travel is completed, all original receipts for expenditures shall be returned to Student Life within one (1) week of your return. If reimbursements are involved, please complete a [Request for Payment Form](#).

Guidelines for Travel

- Unless otherwise approved by Amanda Capobianchi, **at least one (1) advisor must be present** during any student organization travel.
- Travel and related expenses funded by the organization should only support **currently enrolled students over the age of 18, and active members of the student organization**, unless authorized by the Associate Dean of Student Life.
- Traveling students and advisors must make arrangements to stay in the same hotel.
- Students wishing to utilize frequent flyer miles for travel may do so, with the permission of their student organization advisor and Student Life.
- Each participant must be on record as traveling with your organization (even if this travel occurs within Mecklenburg County), and thus covered by the Accident Insurance policy through CPCC Student Life. Student Life coordinates this coverage and will collect this information through your travel documents. Student organizations are responsible for notifying Student Life of any changes.
- Students are **required** to complete a [Hold Harmless agreement](#) indemnifying CPCC of responsibility, except for coverage provided by student accident insurance covered through a blanket policy in Student Life.
- It is **strongly recommended** that each participant complete and sign a [Learning Contract](#), which is a binding agreement between students and advisors about expectations while on overnight trips.
- It is **strongly recommended** that each participant complete a [Medical Release Form](#), which details emergency information, allergies, medications, and other pertinent health-related information. Advisors are responsible for keeping Medical Release Forms in a secure, confidential place. These forms should be shredded upon return, unless there is an incident that warrants otherwise.
- Please note: Spring semester is a popular time for student organization travel. It is strongly recommended that student organizations submit an Intent to Travel Form as soon as possible to avoid unnecessary delay.

International Travel

In rare occasions student organizations may have the opportunity to travel abroad. This is an exciting adventure and a wonderful learning experience, but the following guidelines should be noted. Please keep in mind that these experiences are expensive and take a long time to plan.

- Should your organization decide to travel abroad, early notice (at least 6 months prior to the trip) should be given to Jennifer Conway.

- Immediately after notifying Student Life, your student organization will need to meet with the Director of Global Learning. This office coordinates ALL international travel, including courses, individual study abroad, and student organization travel abroad.
 - Please visit the [Global Learning web site](#) for forms and up to date information about travel abroad.
 - Please note that documentation for traveling abroad must be signed by the College President and other appropriate administrators. This can take time.
- Your student organization is required to hold a meeting, early in your planning, to include:
 - Your student organization advisor
 - Your student organization officers
 - The Associate Dean for Student Life
 - The Director of Global Learning
 - Your campus Dean (or other relevant Administrator(s))
- **STUDENT LIFE REQUIRES THAT NO FEWER THAN TWO (2) FACULTY/STAFF MEMBERS MUST TRAVEL ABROAD WITH YOUR STUDENT ORGANIZATION.**
- Your student organization will be expected to develop a budget prior to the approval of the trip, which clearly denotes:
 - All transportation expenses
 - All hotel/accommodation costs
 - Incidental costs
 - Meals
 - Per person costs for each individual traveling
 - Your student organization’s plan for payment of expenses
- In addition to other documents required by the International Learning Office, Student Life requires that all students sign a [Hold Harmless Agreement](#) and a [Learning Contract](#) prior to leaving that clearly denotes the financial commitment incurred by the student organization, the individual student, and the advisors. Notice shall also be given to students regarding the expectation for behavior while away. Students will be informed that advisors have the discretion to, in the event of a policy violation, send a student home (at the student’s personal expense) at any time while abroad.
- Students and advisors will be required to attend a spending orientation with Student Life staff, which will cover guidelines for tracking expenses and receipts while abroad. This will include details on exchanging currency, how to report expenses once back on campus, reimbursement procedures, etc.

Transportation

Student Life Vans

- Two Student Life vans are available to student organizations for travel when reserved in advance. Each van holds seven people (one driver and six passengers). Only college employees who are approved drivers are allowed to drive College vehicles. Employees interested in driving college vehicles must annually complete the [Motor Vehicle Report \(MVR\) Inquiry Form](#).
- Student Life vans can be reserved by contacting the Central Campus Student Life office to speak with [Jennifer Conway](#) or Demika Wallace. On the day of travel, a designee from the organization will need to stop by the Office of Student Life at Central Campus OC 241 to pick up the envelope and keys for the van. Vans are first come, first serve, and the space reservations fill quickly. If you know you are in need of a student van, please reserve the van with [Jennifer Conway](#) as soon as possible.
- Each van envelope contains a van key, a p-card for gas purchase only, and a smaller envelope for the gas receipt(s). Be sure to put the gas receipt(s) in the envelope labeled “receipts.”

- Student Life requires that vans be returned to campus with a full tank. In addition, if you change the configuration of the van and seats, it is your responsibility to reassemble them to their proper location.
- Keys must be returned during normal Student Life business hours, unless otherwise approved by Student Life Staff.
- Fuel costs (not mileage) will be billed back to each individual club.
- Park in flat parking lots only (no parking decks). Both vans have a lockable hard-shell luggage carrier on top which is too tall to fit in most parking decks.

College Vehicles

- Additional college vehicles can be reserved through Facility Services by calling 704-330-6000. A [CPCC Vehicle Use Authorization Form](#) must be completed and returned to Facility Services.
- Mileage will be charged at the state rate to the student organization. Beginning and ending mileage should be recorded in the logs provided when the van keys are picked up. When the van is returned, the interior should be clean and the fuel tanks should be filled.
- Only college employees who are approved drivers are allowed to drive College vehicles. Employees interested in driving college vehicles must annually complete the [Motor Vehicle Report \(MVR\) Inquiry Form](#).

Vehicle Rentals

In some cases, CPCC vehicles are unavailable for travel and student organization use. In this event, a student organization may rent a vehicle for travel (assuming student organization funds are available to cover this expense). Students are not permitted to drive rented vehicles.

CPCC has state contract agreements with car rental agencies and these preferred vendors should be used. Please review Procurement's policies and procedures on [rental cars](#). Student Life staff can provide your student organization with direction in this matter. If a student organization rents a vehicle for travel, it is the advisor's responsibility to ensure that the student organization abides by the rental agreement set forth by the vendor.

Bus rental: In some instances student organizations may wish to charter a bus. Student Life has frequent contacts with various travel companies. Contact [Demika Wallace](#) for more information.

Personal Vehicles

This policy applies to students who have received permission from Jennifer Conway to operate their personal vehicles for college business. As a member of a student organization, you are voluntarily traveling on behalf of your group. You are never required to participate, so to do so is at your own risk. CPCC's automobile insurance policy does not provide coverage in case of injury or accident; liability falls under the driver's personal automobile insurance. Any student driving personal vehicles for college business must sign a [Hold Harmless Agreement](#), and must have a **valid driver's license** and **proof of current automobile insurance**.

General Operating Instructions

- Students choosing to drive their own vehicle must receive approval from their advisor and Student Life regarding travel arrangements to, from, and during the trip/activity.
- Students choosing to drive their own vehicle for college business will not be reimbursed for fuel costs or any other cost related to such travel, unless otherwise approved by your advisor.
- Personal drivers must drive responsibly and are required to follow all traffic laws.
- Personal drivers must immediately inform the advisor if there are any problems during travel.

Risk and Liability

Some student organization activities, fundraisers and/or travel experiences come with inherent risks. In those instances, student organization advisors should contact Student Life to consult about [Medical Release Forms](#), liability waivers, and student accident insurance. It is the responsibility of the student organization and advisor to inform the Office of Student Life when occasions of potential risk arise and to complete any documentation needed prior to the activity, fundraiser, or travel date. Student Life staff can assist student organizations in these instances and are the only way to document a student's coverage by student accident insurance.

Reporting Accidents or Injuries

It is the responsibility of the student organization advisor to notify the Office of Student Life within 24 hours of any injury occurring at any student organization activity, fundraiser, travel, etc. The advisor and injured student should provide a written account of the accident to the Office of Student Life, and may also need to complete any related incident or accident paperwork required by the College.

ORGANIZATION SPONSORED ACTIVITIES

In addition to holding regular organization meetings, student organizations are encouraged to sponsor activities on campus to promote the organization, build community, and provide opportunities for the enhancement of academic, cultural, and social aspects of student life at CPCC. Student Life strongly encourages student organizations to consult the Student Life Coordinator(s) at their campus to seek their expertise in putting together a successful event. Student organizations are encouraged to partner with Student Life during the semester. Oftentimes, student organizations may be invited to already planned events/activities sponsored by Student Life or another student organization.

Scheduling an Activity

Planning events and activities takes time, organization, communication, and teamwork. The following steps should be followed when planning activities outside regularly scheduled organization meetings:

- **Step 1.** Organizations must complete and return an [Activity Proposal Form](#) to the Student Life Coordinator at their campus for prior approval of all organization events, programs, and activities. Student organization events held off-campus are subject to all College policies and procedures and must be approved by the Associate Dean of Student Life.
- **Step 2.** Activity proposals will be reviewed by the Student Life Coordinator on your campus, who will follow-up with a meeting to discuss and confirm event details. This meeting may include:
 - Confirmation that the student organization advisor will attend the activity.
 - Facility availability and campus resources (i.e. room location, staff resources and/or equipment needed).
 - Review of funding needed to support the event/activity.
 - Confirmation that the activity complies with College policy and procedures.

****While Student Life staff work to support the success of student organizations on each CPCC campus, proposed meetings or activities that occur outside regular operating hours for CPCC campuses, staff and faculty, or activities that would require support, funding or coordination outside of what is ordinarily provided may not be approved.**

****NOTE: Failure to follow-through on planned and approved activities may result in your organization's loss of privilege to plan other campus events and activities.**

Guidelines

- Please refer to the “Risk and Liability” section of this handbook.
- At the conclusion of all activities, it is the responsibility of the sponsoring student organization(s) to thoroughly clean all rooms/areas used, including decorations, trash, food or other material used during the activity. Any damages will be charged at the current rate for materials and hourly labor.

Types of Activities

Lecturers/Performers/Invited Guests

Special invited guests can be a great way to involve your members, and develop interest from others. To invite a guest to speak or perform for an honorarium or performance fee:

- **Step 1.** Student organizations should complete the [Activity Proposal Form](#), following the process lined out in the previous section. **Please note that if the invited guest is a person who currently holds a political office, or is in a campaign to run for office, that permission must be granted through Student Life to the College Presidents’ office.
- **Step 2.** If approved, your Student Life Coordinator will have your student organization complete an Artist Contract (available at any Student Life office) designating who, what, when, where, and the honorarium/fee. This contract is a binding agreement for service and payment. The advisor and an organization officer must sign and date the contract at least one month prior to the scheduled activity.
- **Step 3.** Return the completed form to Student Life, who will approve and initiate plans for payment.
- **Step 4.** The advisor should follow-up by contacting [Demika Wallace](#) in Student Life to discuss payment via P-card or discuss the check cutting process.

It can often take up to **eight weeks or more to produce a payment from an artist contract**, in addition to requiring the payee to enroll in the NC e-procurement system, complete the Independent Contractor process through CPCC Human Resources, and to provide a Certificate of Insurance. We encourage you to think creatively when inviting guests to campus on behalf of your student organization. Gift items (plants, baskets, CPCC regalia, etc.) are great ways to thank your guest and can often be purchased without a check request (using p-card, petty cash, etc.). Please refer to the “Organization Funds” section of this handbook on page 7 for further guidance.

Collections/Drives

Collections and drives are good ways to participate in community service. To arrange for a collection or drive of any kind, please contact [Service-Learning](#). Your student organization will need to complete the [Service Collection and Drive Form](#), including details about the drive and/or collection.

Please keep in mind that collections and drives often require space and storage of materials and goods. Service-Learning and Student Life will often be unable to support every request of a student organization doing a service drive. Please think carefully about your plans for storing donated items and contact your campus [Student Life Coordinator](#) to discuss options.

Service Projects

Student organizations are encouraged to give back to CPCC and the community through service projects. Although there is a Rotaract Club that specializes in service, service from all organizations is appreciated and rewarding for those participating. Community service is an opportunity to team build, meet new people, network with agency staff, discover your talents/interests, and learn about issues facing the community.

- Please contact [Service-Learning staff](#) to learn more about available community service opportunities.
- All student organization sponsored service projects must be registered with the Service Learning Center. After completion of a service project, please submit a [Service Documentation Form](#) in Service-Learning.

Prohibited Activities

CPCC student organizations are prohibited from any actions or behaviors defined and described in [CPCC Policies and Procedures](#), the [Student Code of Conduct](#), the [Drug Free College policy](#), and within these student organization Equip guidelines. Other specific warnings may be included below:

- **Gambling:** According to the CPCC Student Code of Conduct, Article IV, section B. 7., “Gambling,” the College prohibits gambling, card games, and other games that foster disruptive behavior. This includes participating on College premises or at College-sponsored activity sites in an activity where making a set wager or playing for money or material is involved. This includes card playing, video games, and all other activities related to playing for money.

Children on Campus

In accordance with [College Policy 7.12, Children on Campus](#), student organization activities must also comply with this College policy. To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Central Piedmont Community College must be under the constant supervision of a responsible adult while on CPCC property or on the site of any approved off-campus class or other CPCC event. Employees of the College have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any College facility at any time.

Special events designed particularly for children may be approved on a case by case basis.

Children should not be regularly attending student organization meetings, functions, other campus activities designed solely for CPCC students, or student organization travel.

The College assumes no responsibility or liability for children, nor for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a CPCC class. Children accompanying employees, students, or visitors are not permitted in classes, labs, or other learning environments without the permission of the instructor or appropriate college personnel. A violation of this policy may result in appropriate disciplinary action.

Outside Vendors

CPCC Policy 6.33, [Non-College Related Solicitation of Employees and Students on College Premises](#), states that solicitations from the general public on CPCC premises are prohibited. However, in some instances, student organizations may wish to partner with outside businesses or vendors to fundraise. This might include selling products, magazines, or other fundraising ventures. Outside vendors are prohibited from selling items or promoting their business or product on campus without prior approval from Student Life, and they must meet the criteria outlined below.

Approval for on-campus sales by outside vendors, in partnership with an officially recognized student organization, will only be considered when it is determined that the vendor:

- Provides significant positive value to the student organization.
- Is not in competition with vendors holding current College-wide contracts.
- Is not duplicative of goods and/or services currently available through established on-campus sources.

- Sells products that are not counterfeits of brand-name goods.
- Does not undermine the academic integrity of the College.
- Does not violate any College Policies and Procedures or guidelines listed in this document or the Student Code of Conduct.

To host an outside vendor on campus, a student organization must:

- **Step 1.** Complete and submit an [Activity Proposal Form](#) to the Student Life Coordinator on your campus, who will provide prior approval of all organization events, programs, and activities. Student organization activities held off-campus are subject to all College policies and procedures and must be approved by Amanda Capobianchi.
- **Step 2.** Attach documentation from the vendor that describes their understanding of this partnership and the benefit to the CPCC student organization. CPCC and Student Life may also require documentation of permits or other documents as necessary.
- **Step 3.** Activity proposals will be reviewed by the Student Life Coordinator on your campus, who will follow with a meeting to discuss and confirm event details**. This meeting will include confirmation that the activity complies with College policy and procedures.

**While Student Life staff work to support the success of student organizations on each CPCC campus, proposed meetings or activities that occur outside regular operating hours for CPCC campuses, staff and faculty, or activities that would require support, funding or coordination outside of what is ordinarily provided may not be approved.

Activity Resources

Requesting Equipment

Student Life equipment includes, but is not limited to: popcorn machines, coolers, carts, easels, hand trucks, appliances, button maker, etc. Please contact the Student Life Coordinator on your campus to learn more about campus equipment and to make reservations. As a general rule, Student Life equipment is not permitted to be taken off campus.

All Student Life equipment is reserved on a first come, first served basis. Student Life must approve any equipment furnished by an outside vendor. It is the student organization's responsibility to schedule, pick up, and return borrowed equipment in clean and working order.

Student Life equipment must be returned by the close of business the day of the activity. If the activity runs past hours of operation, it may be returned by noon the following day. If, upon return, the equipment and/or any associated equipment is missing and/or damaged, the student organization will be charged.

Reserving Campus Facilities

Student Life will assist student organization requests to meet in conference rooms or classrooms on campus. Requests should be made 2 weeks in advance since these requests often must be scheduled through the Dean's office. Space is not guaranteed and is reserved on a first come, first serve basis. Conference rooms are used frequently during the semester, so reservations should be made in advance. Computer labs may not be reserved by clubs. Recurring room reservations require the same advance notice as all other room reservations, and typically these reservations cannot be made until after the start of the term. Priority is given to classes and other events scheduled by CPCC.

Some spaces at CPCC come with a reservation fee which will be charged to the student organization. These facilities include (but are not limited to):

- Performance Facilities (theaters, auditoriums, Overcash Student Commons, lobbies and lawn, and other performance spaces)
- Conference center spaces
- Fitness areas

Please consult with Student Life staff on the fees that are charged for use of these spaces.

Other important points regarding space usage:

- **Please be good neighbors when using any space at CPCC.** Leave it clean when you leave, move furniture back, turn off the lights and/or equipment, and make sure the door is closed. Please also consider removing large amounts of trash or recycling to the appropriate dumpsters.
- **What if the door is locked?** If at Central campus, simply print off the emailed reservation confirmation as proof that your group has the space scheduled and ask Security to open the door for you. If at area campuses, please contact the Student Life Coordinator.
- **What if we are asked to leave?** Proper, professional behavior in all campus facilities is expected at all times. It's important to keep in mind that others use the same space and that faculty could be teaching in an adjacent space.
- **Are there days and times that student organization meetings may not be held?** In keeping with the guidelines established above, proposed meetings or activities that occur outside regular operating hours for CPCC campuses, staff and faculty, or activities that require support, funding or coordination outside what is ordinarily provided, may not be approved.

Security

If, as determined by the Office of Student Life, a student organization is able to hold a meeting or activity outside normal operating days and times, it is the responsibility of the student organization advisor to contact security on the respective campus with the day, time, and purpose of the meeting and/or activity. Appropriate Student Life staff must be included in this written request.

Activities open to the campus and/or the public may be required to have a security presence in addition to that already present on campus. Any organization planning an activity that requires additional security must speak to Jennifer Conway prior to advertising the activity. Any costs related to hiring additional security must be incurred by the organization hosting the activity.

FOOD GUIDELINES

Student organizations are required to adhere to policies set by the College and the Mecklenburg County Health Department when involving food at events and fundraisers. Please consult Student Life staff when adding food for sale to your meeting or event. Note: In order to sell or give-away food, a student(s) must be representing an officially recognized CPCC student organization.

In accordance with the rules and regulations set by the Mecklenburg County Health Department and the General Statutes of North Carolina, CPCC student organizations planning to sell or give away food on any CPCC campus must abide by the following guidelines:

Plan to sell food?

- Officially recognized student organizations may sell food considered non-perishable (such as pre-packaged chips and drinks), bake sale items (such as cookies, brownies, pre-packaged candy, rice-crispy treats, etc.), or “fun foods” (such as dip ice cream, coffee, popcorn, cotton candy, and soft pretzels).
- Potentially hazardous items such as cream-filled cakes and pies are prohibited.

Plan to sell HOT food (hamburgers, pizza, hot dogs, etc.)?

- Officially recognized student organizations may sell hot food only if they can provide documentation proving they have 501(c)3 status and are exempt from federal income tax. Please refer to the “Non-Profit Status” section on page 12 for further guidance. If your organization can prove official recognition as a member of an over-arching non-profit group, and has accurate documentation on file with Student Life, your organization may be able to sell hot food (in line with regulations outlined by the Mecklenburg County Health Department).
- These student organizations may only sell hot food once a month, for a period not to exceed two consecutive days.
- For more information about regulations for temporary food service events, please refer to the [Mecklenburg County Health Department](#).

Plan to give away FREE food?

- Officially recognized student organizations are permitted to give away food (non-perishable or hot) at no cost.
- Organizations do not have to have documentation of 501(c)3 status if they are giving away food, as long as there is no charge for the food or donation accepted.

Plan to have someone else sell food for you?

- Student organizations partnering with an outside vendor or caterer to sell food for a profit must complete the [Food Sale Form](#) and attach to that document: the name of the vendor, contact information for the vendor (including phone and email), and a description of how the profit will be shared between the vendor and the student organization.
- CPCC Student Life will share the information with appropriate staff in College Services to ensure that the partnership does not violate other vending service agreements or contracts on campus. Student Life will also work with College Services to ensure that the vendor is appropriately licensed to sell food. Student Life and College Services must grant approval to the student organization before the fundraiser can be held.

Student organizations meeting the above-mentioned requirements to sell or give away food must:

- **Step 1.** Complete a [Food Sale Form](#) two weeks prior to the event and submit to the Student Life Coordinator on your campus. Organizations must also work with Student Life to reserve space and/or equipment on campus, if deemed appropriate by the Student Life staff at that campus.
- **Step 2.** If selling food, organizations may receive petty cash advances (paid out of their on-campus account) to purchase food and/or ingredients. Complete a [Petty Cash Request Form](#) and submit with the Food Sale Form. Petty cash reimbursement after purchases will not be issued unless authorized by the student organization advisor or Student Life staff. Please refer to the “Petty Cash Advance” section on page 8 for further guidance.
- **Step 3.** If applicable, return receipts to the Student Life Coordinator on your campus.
- **Step 4.** Deposit profits (in addition to any remaining petty cash) into your organization’s on-campus account within 24 hours of the conclusion of the event.

Student Life appreciates your cooperation with these regulations. If your organization has any questions about selling food or would like to learn more about the regulations set forth by the Health Department, please contact Jennifer Conway.

MARKETING AND PROMOTION

Officially recognized student organizations may advertise meetings, activities, and general organization information.

Student Organization Logos

Organizations are encouraged to develop and design their own organization logo. All logos must be approved by Student Life. Use of the official CCCC logo(s) is strictly prohibited. Student Organizations may use a specially designated logo from Student Life instead of, or in addition to, their own logo if they wish. Contact Jennifer Conway for access to this logo.

Copying/Printing

Student Life will assist organizations with reasonable printing requests. Please email the file to clubs@ccc.edu or bring a copy-ready original to Student Life at least two (2) days prior to the day copies are needed. Any print jobs requiring more than 20 copies must be paid for by the organization and should be printed through [Campus Printing](#). Student Life reserves the right to deny any printing request deemed inappropriate or excessive.

Signage

Student organizations are encouraged to promote their activities, meetings, events, and fundraisers on campus. There are many ways in which a student organization can post information on and around campus. Please note that CCCC must adhere to city ordinances and guidelines set by the city of Charlotte and Mecklenburg County. Student organizations should always consult Student Life staff to ensure that plans for signage and promotion on their specific campus fit within the designated guidelines at that campus and that the College must adhere to.

Signage and promotion on campus may in no way deface buildings, classrooms, hallways, sidewalks, parking lots or other campus facilities.

- Flyers/Posters: must be approved by Student Life Coordinator on your campus and should only be posted on pre-approved bulletin boards and other suitable locations on campus. Please refer to the Posting Policy below.
- Banners: if your student organization has a banner to be hung on campus, please consult the Student Life staff on your campus. There are limited locations on campus where banners can be hung. Student Life will help you determine an appropriate time frame for your banner to hang on campus.
- Other temporary signage on campus should be discussed together with Student Life and other campus personnel where appropriate.

Posting Policy

Student organizations must adhere to the following regulations when posting materials designated in this document and outlined in the College Policy and Procedures:

- Student organizations may only post on designated Student Life bulletin boards. Posters and flyers are not allowed to be placed on windows or on telephone poles outside the building. Please contact the Student Life office at your campus for details.
- Student Life approval (a dated stamp) is required prior to posting on any bulletin board. Without prior approval, materials will be removed.
- All materials must contain the name of the student organization.
- Only one copy of each sign, flyer, handbill, or other material may be posted in a designated area.
- The student organization is responsible for removing any posted material within 48 hours after an activity has occurred.
- Student Life reserves the right to deny any material deemed inappropriate.

Advertising

Student organizations are encouraged to use creative methods of advertising planned activities. Several effective methods of on-campus advertisement are listed below:

- **Student Life Calendar of Events** is a Google calendar that highlights activities and events sponsored by Student Life and Service Learning. Contact the [Student Life Coordinator](#) at your campus to post an activity/event.
- **CPCC Student Life or Campus Facebook pages, Instagram and Twitter** are great resources to post your activity/event and connect with CPCC students, faculty, and staff. Contact the [Student Life Coordinator](#) at your campus to post an activity/event.
- **CPCC Today** is a weekly student newsletter delivered every Wednesday to your CPCC student e-mail account. Contact Student Life on your campus to submit items to CPCC Today.
- **The Communicator** is our weekly faculty/staff online newsletter. Deadline for information is due Wednesday at noon. Contact Student Life on your campus to submit items to The Communicator.
- **Media coverage** must be coordinated through Community Relations and Marketing Services. Please contact the Jennifer Conway if there is sufficient reason to have media coverage for an event.

Online Presence of Student Organizations

CPCC Student Life works hard to ensure that all information posted on the Student Life web site is accurate and up to date. In order to do this well, CPCC student organizations must do their part to maintain accurate information online. This can be difficult to do when organization membership often changes from semester to semester and year to year. Because of this, the following guidelines have been established.

Social Media

CPCC uses many different social media platforms with its official CPCC accounts. Student organizations must consider the following points before using social media with your student organization.

- ***Do you wish to primarily communicate with the members of your student organization?***
Most student organizations find that they're communicating on Facebook with other members. Reminding people of meetings, asking them about organization business, reminding them to complete tasks, etc. For this purpose, having a **"closed group" on Facebook is the preferred method**. That way, student leaders can approve members and have the most effective conversations with the most relevant individuals. Please consult your Student Life Coordinator if you have questions about closed groups on Facebook.

- **Do you wish to only reach the campus your student organization is housed at?**
If your message is primarily relevant to your campus (maybe you want to promote an upcoming event, fundraiser, speaker, etc.) then your Student Life Coordinator on your campus can post your message through the Facebook account affiliated with your campus. This is helpful when your message applies only to students and staff on your campus.
- **Do you want to reach a larger audience with your message? Is it relevant on all campuses?**
If you wish to reach a college-wide audience, and your advisor and the Student Life Coordinator on your campus agree, you can submit your message to be included on the CCCC Student Life Facebook page, an official CCCC Student Life tweet, Instagram, etc. Student Life staff can help you with this decision and posting.

Expectations

CCCC recognizes that social media sites (such as Facebook, Google+, LinkedIn, Twitter, YouTube, etc.) and personal blogs/web sites can be effective tools for exchanging information. CCCC does not prohibit students from joining and participating in online communities as individuals. However, any online behavior on behalf of officially recognized student organizations is subject to [College Policies and Procedures](#), the guidelines listed in this document, and the [Student Code of Conduct](#).

CCCC student organizations must ensure that any content on social media sites and/or personal blogs/web sites is appropriate to their student organization's mission and purpose, as well as students' roles as student leaders at CCCC.

The following types of content are prohibited on blogs, web sites, and social media sites:

- Do not post confidential or proprietary information about the College, its students, its employees, or its alumni. Employees must still follow all applicable federal privacy requirements including [FERPA](#) and [HIPAA](#), and adhere to all applicable College privacy and confidentiality [policies](#). Employees and/or students who share confidential information do so at the risk of disciplinary action and personal liability.
- Do not use the CCCC logo or any other College images or iconography on personal social media sites or any sites not approved by the Office of Student Life.
- Derogatory language or demeaning statements.
- Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior/language.
- Content that violates state or federal law.
- Information or images that are obscene, untrue, or defamatory.

Web sites

- **Does your student organization wish to create a web site?**
 - We recommend that CCCC student organizations take advantage of "[Google Sites](#)," provided by your CCCC student e-mail account. "Google Sites" is easy to use and develop, and is perfect for student organizations.
 - If you are developing a Google site for your student organization, please email [Jennifer Conway](#) with the site name and the person who developed it. She will then contact ITS at CCCC and inform them of the student organization site.
 - A link to your web site can be posted with the description of your student organization on the [List of Student Organizations page](#).

- **Does your student organization already have a web site?**
 - If your student organization already has an external web site, please include that information on your annual SORF.
- Web sites should be maintained on a regular basis. Should a web site become dormant, Student Life may request that the site be deleted permanently.
- Web sites should contain accurate information relevant to the student organization and should always be used in a professional, positive manner. Student Life has the authority to address or sanction a student organization should questions arise regarding the material and media posted on a student organization web site.
- Relevant College Policies: All student organizations must adhere to the following CPCC policies regarding technology:
 - [Policy 6.20, Use of CPCC Information Technologies](#)
 - [Policy 6.23, Network and Internet Access](#)
 - [Student Code of Conduct, IV, B.5, Use of Technology](#)

Best Practices

- Strive for accuracy: Get the facts straight before posting them online via social media or other online resources. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the College in any capacity.
- Be respectful: Understand that content contributed to a social media site or other web site may encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the individual and/or the College. All responses should be courteous and professional.
- Remember your audience: Be aware that an online presence is, or easily can be, made available to the public at large. This includes prospective students, current students, colleagues, peers and other stakeholders. Consider this before publishing to ensure the post will not alienate, harm or provoke any of these groups.
- Be transparent: On personal sites, identify your views as your own. If you identify yourself as a CPCC faculty or staff member online, it should be clear that the views expressed are not necessarily those of the College.
- Photography: Photographs posted online can easily be appropriated by visitors. Consider adding a watermark to protect your intellectual property. You may also use images at a size sufficient for viewing on the Web, but not suitable for printing.

Procedures

- **Step 1.** CPCC student organizations wishing to have an online presence must make their requests on the Student Organization Request Form (SORF) provided to Student. Student Life must approve all sites prior to activation. The Student Life Coordinator will then follow with a discussion including the student leaders and the Advisor. Considerations to the points mentioned in this section will serve as a guide to the discussion.
- **Step 2.** The Student Life Coordinator will inform CPCC Community Relations & Marketing Services of any new social media site and/or group, and will reflect the change on the student organization's SORF.
- **Step 3.** It is required that a designated Student Life staff person be included as an administrator to any CPCC student organization social media site, in the event that content should be removed or for termination of the site, group, etc.

CPCC and Student Life have the authority to request deletion of unauthorized sites affiliated with the College. Please note that College policy regarding social media may change at any given time. Student Life

will always default to the guidelines set forth by CPCC Community Relations & Marketing Services when working with social media. Visit www.cpcc.edu/social for more information.

ADDITIONAL RESOURCES

Relevant College Policies

The policies and procedures that pertain to student organizations include:

- Chapter 6
 - [6.07 Travel](#)
 - [6.11 Campus Notices](#)
 - [6.15 Use of College Facilities](#)
 - [6.31 Free Speech, Public Assembly, and Distribution/Petitioning Regulations](#)
 - [6.33 Non College Related Solicitation](#)
- Chapter 7
 - [7.00 Conduct of Students](#)
 - [7.01 Drug Free College](#)
 - [7.04 Student Organizations](#)
 - [7.05 Fraternities and Sororities](#)
 - [7.13 Discrimination and Harassment](#)
 - [7.15 Student Mediation Program](#)
 - [7.16 Accommodation Request Procedures for Persons with Disabilities](#)
 - [7.17 Prevention of Violence in the Workplace and Learning Environment](#)

Student Organization EXPLORE Handbook

The [EXPLORE Handbook](#) is used to help guide students through the process of establishing a new student organization at CPCC. However, it is a good resource to reference throughout the year on student officer and advisor responsibilities and expectations.

Student Organization EVOLVE Resources

The [EVOLVE webpage](#) is designed to meet the leadership development needs of student organizations. It is a resource to assist student leaders with handling the day-to-day operations of your organization and provides necessary tools for continued success.