

Club Advisor
Information Session

FALL 2018

CLUB FORMS

- Advisor Agreement (one per advisor)
- Club Officers Form
 - All information must be included
 - Any changes must be submitted within one week of change
 - Advisor *must* sign
- Constitution (must be updated every 2 years)
- All 3 forms must be submitted by first Monday in October

EVENT AUTHORIZATION FORM

- Must be submitted at least 3 weeks prior to event
- Funds must be secured before submitting form (contact Director of Student Life)
- Rooms must be secured before submitting form
- Advisor *must* sign
- Entire form must be completed **in ink**
- No cross-outs or scribble; must be legible and professional looking

WHAT CONSTITUTES AN EVENT?

- Guest Speaker
- Performance
- Dance or Social Activities
- Workshop
- Inductions
- Educational Activities
- Community Service Activities

WHAT IS NOT AN EVENT?

(No Event Form Needed)

- Club Meetings (unless you are having a guest speaker)
- Bake Sales
 - Sign up for dates in SC111
 - Pick up a table from Student Life (**must** be returned immediately after or privilege is lost)
 - Any funds raised must be deposited in SC111 immediately after
 - Only one bake sale per day to be fair to clubs/organizations
- Cookie Sales (using ovens from Student Life)
- Club members just going out socially
- We cannot sanction any event where alcohol will be consumed (no reimbursements for alcoholic beverages)

TRAVEL REQUESTS

- Forms on MLink
 - **Travel Request Authorization Form:** For **all** “out of state” travel. If travelling “in state” and you need more than mileage, tolls, and parking costs reimbursed plus hotel, meals, registration, and other fees, use this form.
 - Must be submitted at least 1 month in advance (if discount rates for hotel/air or registration apply, submit accordingly)
 - *Student life recommends submission of forms 2 months in advance since it can take longer than 1 month to obtain signatures/approval.
 - **Local Travel Reimbursement Form:** Only submit if travel is “in state” and **NO** hotel, meals, or registration is required. This form does not go to VP for department or VP for Administration and Finance, or President. (*Only to department supervisor for approval*)
- All students must complete the Release and Indemnification Form

Local Travel

- Prior to travel, write a memo to your supervisor if travel occurs during a class or work hours
- Local Travel Reimbursement Form is submitted if you are:
 - Driving your own vehicle or one of MCCC's vehicles and;
 - Travelling locally/in-state travel only
- If you drive your own vehicle, you can get reimbursed for mileage, tolls, and parking
- If you drive MCCC's vehicle, you can get reimbursed for gas, tolls and parking only (have itemized receipts)
- These reimbursements are for advisors only (no mileage/gas reimbursements for students)
- Form is submitted after your travel is completed

Travel Request Authorization Form

- Use if:
 - Travel occurs out-of-state (even if you use your personal vehicle)
 - Air/Hotel accommodations required
 - Meals required
 - Event requires registration, admission or other associated fees (i.e., bus rental, ticket fees, etc.)
 - Travel occurs in-state and event is over a 90 minute drive (one way) with a hotel required (hotel approval not guaranteed)
- Form ***must*** be submitted at least 1 month in advance (if discount rates apply, submit accordingly)
- Prior to submitting Travel Authorization Form, confer with Director of Student Life to ascertain if funds are available
- Each advisor traveling needs to complete their own travel form
 - Include Release & Indemnification Forms for each student you are supervising
 - No more than 5:1 ratio per advisor

Travel Request Authorization Form

Initial Submission

- Complete “Initial Request” section I (these numbers are understood to be estimates and reimbursements will be based on final numbers)
- Students need to complete Release and Indemnification form (1 per student)
 - These forms should be included in the packet of the advisor who will supervise them (no more than 5 students per advisor)
- Submit a typed “Travel Justification” document
 - Explain purpose of the trip (educational value, etc.)
 - State if you have/have not purchased air/hotel accommodations: Purchasing is responsible for making these reservations for Advisors only. Do **not** reserve air/hotel until your travel is approved by the President.
- You will receive a copy of your approved travel paperwork with an attached “orange” note with instructions on completing your travel paperwork after your return from travel (your final numbers will be entered on this paperwork)

Travel Request Authorization Form

Final Submission

- Complete “Report of Trip” section III
 - These numbers are understood to be the actual costs incurred
 - The “Weekly Expense Report” must match these numbers
- Weekly Expense Report
 - Include printed, original itemized receipts for air baggage fees, food, taxi, Uber, Lyft, etc.
 - Be sure that total costs from this report are transferred to Section III “Report of Trip”
- Submit “Travel Summary” document that de-briefs travel addressed to your supervisor
- Paperwork is due 10 business days after return from trip

Travel Request Authorization Form

Meal Reimbursements

- Meal reimbursement information is included on the “Weekly Expense Report”
 - Total allowed per person per day is \$50 (includes tips up to \$5 per day – be prepared to travel with your own funds, as this is not up to current tipping standards)
 - Breakfast allowance is \$15; Lunch allowance is \$15; Dinner allowance is \$30
 - If you wish total reimbursement, be aware that you cannot spend the maximum for each allowance as it exceeds \$50
 - Alcoholic beverages will not be reimbursed
 - Candy, energy drinks, and similar purchases will not be reimbursed. Snacks bought for meals will be reimbursed [i.e., nuts, health bars, fruit, vegetables]. Dessert, if part of a meal, will be reimbursed.
- Only purchases with original itemized receipts will be reimbursed
- The times for meals are: Breakfast 6-11am; Lunch 11:30am-3pm; Dinner 3:30-10pm

CATERING REQUESTS

- Lessings link (Online Catering) found on MLink in “Requests, Orders, Forms” section
- Must obtain PO# from Director of Student Life
- Orders must be submitted at least 3 days prior to event for ordering supplies and approval by Purchasing Department
- Advisors must create their own Lessings login - directions found on MLink in “Requests, Orders, Forms” section (Lessings – Catering Guidelines)
- In “Notes” section of catering request form, include:
 - Danielle Garruba in “Bill to” field
 - Name of event and club name
- Use discretion – please keep order totals reasonable
- Each club gets 2 lunch orders per semester sponsored by SGA

FACILITIES REQUESTS

- On MLink, click “SchoolDude – Facilities Work Order Requests”
- Create your own account
- Submit any requests at least 3 days prior to event (*after event is approved*)
- Include a diagram if tables need to be arranged
- Follow reporting protocols on MLink (“Facilities” in top menu)

MEDIA REQUESTS

- Must be submitted at least 3 days prior to event
- Submit after event is approved
- Email tech-help@mccc.edu with media needs (microphone, projector, etc.)

EVENT PUBLICITY

- All flyers must be approved by Student Life & Leadership (SC111)
- Submit flyers for approval after event is approved
- Flyers can only be posted on bulletin boards (**NOT** on doors, windows, car windshields, walls, etc.)
- Be courteous! Do **not** cover up someone else's flyer.
- Do **not** post more than one flyer on each bulletin board
- Do **not** remove someone else's flyer
- Student Life can print up to 30 copies of a flyer with at least 24 hours notice (black and white or on colored paper)
- Only **one** poster per event on large poster machine in Student Life. Must be up at least **one week** to advertise an event properly. Paper is very expensive.
- TV Ads – if clubs send a .JPG file (landscaped), a TV ad can also be posted (**24 hours notice required**)

ROOM REQUESTS

- Student Life has SC104 from 11am to 2pm on Mondays-Thursdays only during the fall and spring semesters.
 - Clubs may request to use SC104 during these times.
 - Contact Student Life for reservation
- Cafeteria & Quad reservations are done through Denise Salvatore (salvatod@mccc.edu).
- All other rooms must be requested through Floyd Bledsoe (bledsoef@mccc.edu).

FINANCIAL MATTERS

- All vendor payments **MUST** be done via purchase order
 - A W-9 form is needed for each vendor to be added in the system
 - An itemized invoice is needed from vendor
- Purchase orders may take up to 2-8 weeks for complete processing
- All club deposits must be made immediately after the event to Student Life & Leadership (SC111)
- No outside bank accounts can be used (must use MCCC's club account)

FINANCIAL MATTERS (*continued*)

- Check requests are used only for reimbursements
 - A W-9 form is needed for the individual to be added to the system
 - An itemized receipt is required (not just a credit card receipt)
 - MCCC does not reimburse sales tax (obtain a Tax Exemption form from Student Life)
 - Purchases can be made by cash or by using *your* credit card (not someone else's)
 - Receipts must be submitted within 30 days or will not be accepted (Accounting department's policy)
 - If a student is getting reimbursed, there is a limit of \$100

ANNUAL CLUB ACTIVITY REPORT

- Due first Monday in May
- Include all events and information to justify the club's activity/existence
- If the report is not submitted, we cannot secure club funds for the next academic year
- Event Authorization forms **must** match your club report!
 - If you did not submit a form through proper channels, you cannot claim credit for the event!

CLUB ADVISOR MANUAL

- Go to www.mccc.edu
- Go to STUDENTS MENU>CURRENT STUDENTS
- Choose “Student Life/Clubs” in menu
- Click “Club Advisor Manual – pdf” option in menu
- Or click link: http://www.mccc.edu/pdf/club_advisor_manual.pdf