Student Life
Handbook
your guide to success!

STUDENT *LIFE*
ILLINOIS CENTRAL COLLEGE

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Section I
Student Life

Mission Statement

The Mission of Student Life is to complement and enhance the academic programs of Illinois Central College (ICC) and contribute to the growth of the individual student.

Students who are involved in student activities at ICC are able to put into practice theories they are learning in the classroom such as citizenship, leadership, decision making, and group dynamics. Quality cultural, social, and recreational programs are offered for students through Student Life. Ultimately, student activities are events designed by ICC students for ICC students, faculty, and staff.

Department Goals

Incorporate, uphold, and convey the core values of ICC: Learning, Community, Integrity, Responsibility, and Excellence.

Provide a vehicle for students to learn about leadership development, group dynamics, budgeting procedures, decision making, and service through participation in student organizations.

Provide varied cultural and contemporary activity programs for students.

Provide services for the community college students. These may include volunteer opportunities, posting services, multipurpose and study lounges, leadership training, and recognition programs.

Provide administrative guidance in the development of student handbooks, procedural manuals, activities, calendars, promotional materials, and official publications.

Provide interpretation of College policies and procedures for Registered Student Organizations (RSOs).

Provide supervision of programs.

Approve all Registered Student Organization (RSO) events and expenditures.

This Handbook

The Student Life staff has developed this handbook as a resource for the members and advisors of Registered Student Organizations (RSOs). Included is information about the establishment of new organizations. This handbook is intended to serve as a guide to general policies and procedures that impact the student organization.

All forms referenced in this book can be found online at https://icc.edu/students/student-life/ and in the forms sections of this handbook; they are bolded throughout the contents of this handbook. For a copy of any form, please contact Student Life.

Because there are many variables that make each group and situation unique, issues may arise throughout the course of the year that are not addressed in this manual. If you need further information on services, please contact Student Life. ICC reserves the right to make changes to this handbook without prior notice.

We look forward to serving you! Please stop by Student Life to learn more about the support services, resource materials, and student development opportunities available to your RSO. We are located in Room 303A on the East Peoria Campus. Our phone number is 309-694-5201 and email address is studentlife@icc.edu.

Bylaws and Policies

Bylaws and Policies of the Board of Trustees of Illinois Central College Article IV Student Services Section 7. Extra-curricular program for students:

A. Definition. To enlarge and enrich the educational program of Illinois Central College, a program of extra-curricular activities will be made available. Activities may include: student government, forensics, dramatics, service organizations, social activities, and other related activities.

B. Participation. All students having an interest in such activities shall have the opportunity to participate according to their interests. There shall be no discrimination with respect to race, color, religion, sex, age, national origin, ancestry, or physical or mental disability.

Benefits of Chartered Organizations

• Membership solicitation
• Use of College facilities and equipment as approved
• Raising funds virtually for an identified educational purpose to benefit the organization
• Meetings and social functions virtually
• Use of College printing facilities, mail services, and accounting services for organization needs
• Publicizing activities on campus and in College publications
• Having a mailbox in Student Life, East Peoria campus, Room 303A
• Participating in College events and activities
• Opportunity to request funds from Student Life in order to attend educational conferences and/or plan an educational, campus-wide event for the student body

Section II Chartering & Registration of Organizations

In order to enjoy the benefits listed in Section I, all student organizations must be chartered and maintain their registration according to the following guidelines:

How to Start a Student Organization

Before starting the process of forming a new student organization, keep in mind each organization at ICC must support the mission of the College and must meet a need currently not being met by an existing organization.

Take some time and check out the existing student organizations listed on the ICC website. These groups have been formed to meet a variety of personal, social, political, recreational, leadership, and religious interests. You may find there is already a group on campus doing exactly what you want to do. It is often more effective to combine forces than duplicate efforts, which can create competition for resources (financial or people). Most organizations are very eager for new members; they want talents, new ideas, enthusiasm, and commitment.

If, however, there is not an existing organization, and the organization you are proposing to start supports the mission of the College, then we encourage you to follow the steps below in order to start the process of forming a new organization. Hopefully, there are many other students out there with interests similar to yours looking for a group to join!

In order to start a new organization, you'll need to follow this checklist:

- ✓ Request a charter packet from Student Life at studentlife@icc.edu.
- ✓ Select an Advisor(s) for your club. This must be a currently employed staff or faculty member (part-time or full-time) of ICC approved by the Student Life Manager.
- ✓ Survey students and find a minimum of 10 students who are interested in joining the organization.
- ✓ Meet with the Manager of Student Life to discuss your plans and goals.
- ✓ Draft a constitution. (Sample in book)
- ✓ Turn in your **Meeting Information**, **General Membership Roster**, **Constitution**, and **Planning Form** to Student Life.
- ✓ The Manager of Student Life and the Dean of Students will review the paperwork to be recognized as a Registered Student Organization (RSO). You will be notified regarding your proposed RSO's approval. Once your RSO is approved, then you should proceed to the next step.
- ✓ Meet with the Student Life Manager and Organization Advisor to discuss paperwork and policies. View the RSO room and learn about the services Student Life provides.
- ✓ Complete **Signature Pages**.
- ✓ Hold an organizational meeting to approve the constitution and formally elect officers.
- ✓ Receive a copy of **Student Life Handbook**.

Don't forget to maintain status as a Registered Student Organization. Your organization will need to submit a **Planning Form** at the beginning of every academic year. Student Life will send your advisor information regarding these papers prior to the start of the fall semester.

At first the process to form a new student organization may seem overwhelming, but our office is here as a resource to help you. If you need assistance with any of these steps, contact us at 309-694-5201.

Maintaining a Charter

For an organization to maintain its charter, the group must:

- Submit the **Planning Document** and **Membership Roster** at the beginning of each academic year.
- If your constitution has not been reviewed/updated in more than three years, your organization will need to review the constitution and submit a copy with the date reviewed. Failure to return these forms by the specified date may result in the organization being blocked from continuing organization business.
- Submit the required **Results Form** including a proposed organization budget, co-curricular assessment, and year-end report by the date specified.

Revocation of Charter/Re-Chartering

A group's charter may be revoked for any of the following reasons:

- Inactive for two years.
- Violations of College policies, or state, national, or local law.
- Disciplinary action; student organizations are subject to disciplinary actions as explained in the Student Code of Conduct.
- Noncompliance with organization registration procedures and constitution requirements.
- Falsification of any registration information.
- Misuse of funds, overextension of organization funds, or misuse of requested funds received from Student Life.

If an organization charter has been revoked, the group must first correct behavior or actions that resulted in the loss of charter and then reapply for charter following all procedures and regulations outlined in this manual.

Membership

Membership in a recognized student organization shall be open to all ICC students, faculty, staff, and residents of Community College District 514. Officers of student organizations must be current students. All students having an interest in such activities shall have the opportunity to participate according to their interests. There shall be no discrimination with respect to race, color, religion, sex, age, sexual orientation, gender identity, veteran or military status, marital status, national origin, ancestry, or physical or mental disability.

Legal Liability

ICC does not assume liability for the RSO's financial transactions, group activities, or the actions of individual or group members who are found in violation of College policies or local, state, or federal laws. The College recognizes students are adults, and they and the organizations to which they belong are expected to obey the law and take responsibility for their conduct. The College specifically recognizes students and student groups are not agents of the College, and the College will not assume any responsibility for them on or off campus. RSOs will be disciplined if their conduct threatens disorder, public disturbances, danger to themselves and others, or property damage.

Sample Constitution or Bylaw Outline

This is a sample of the items most typically found in a standard constitution. It is to be used as a guide for setting up a constitution tailored to your organization. Articles and sections with asterisks* are the minimal information requirements that will be accepted by Student Life. Italicized text must be included verbatim. Your constitution must include and conform to these policies.

*Article I – Name

　　* Section 1. The name of this organization shall be...

*Article II – Purpose

　　* Section 1. The purpose of this organization shall be to…

*Article III – Source of Power

　　*Section 1. (*Name of Organization derives its authorization from the Manager of Student Life, Dean of Students, Vice President of Student Success, the President of the College and the Board of Trustees of the College. They shall possess the power of veto over any decision made by this organization*.)

Article IV - Membership

　　*Section 1. (*Membership shall be open to all ICC students, faculty, staff, and to residents of Community College District 514. All requirements must conform to the Board of Trustees' policies regarding nondiscrimination on the basis of race, religion, sex, or national origin*.)

　　*Section 2. Eligibility requirements. (Include methods of induction or selection requirements such as grade point average, college enrollment, etc.)

*Article V - Officers

　　*Section 1. Officer titles. Officers of this organization shall be called...

　　*Section 2. Qualifications for each office. Officers must be ICC students. (Note: Faculty/Staff may not hold office.)

　　*Section 3. Term of Office.

　　*Section 4. Duties of Officers.

　　* Section 5. Provisions for selection/replacement of officers.

　　* Section 6. Provisions for removal of officers.

*Article VI – Meetings

    *Section 1. Meetings shall be held…

    *Section 2. Special meetings may be called at any time by the president or chairperson upon petition of _____ members or upon petition of members of the executive board or committee upon _____ days' notice of such meetings to members, etc.

    *Section 3. A quorum shall consist of. . . (i.e., how many members present at any regular or special meeting; how many present voting members at any regular or special meeting; percentage of members, etc.)

*Article VII – Elections

    *Section 1. Election of officers shall be held. . .

    *Section 2. Who may vote? How? Include rules on proxy votes, etc.

    *Section 3. Notice of elections or appointments.

*Article VIII – Sponsors, Advisors

    *Section 1. (Organizations shall be advised by one or more members of the ICC faculty or staff.)

    *Section 2. Method of selecting advisors

    *Section 3. Duties and/or responsibilities of advisors. (List those specific to your organization, stating that this is in addition to duties and/or responsibilities as outlined in the ICC Student Life Handbook.)

*Article IX – Committees

    *Section 1. Standing committees. Describe composition, appointment, membership, function, powers, and duties.

    *Section 2. Appointment of committees. By whom - Chairperson/President, Executive Board, etc.

*Article X – Dues

    *Section 1. Specify the amount of dues per month, semester, etc.

*Article XI – Handling of Funds

    *Section 1. (*All funds collected on campus must be deposited in the student organization's Trust and Agency account. The treasurer shall be the primary officer designated to handle the organization finances and manage the Trust and Agency account. Other officers may be authorized as indicated on the registration form.*)

*Article XII – Amendments

    *Section 1. Constitutions may be amended by: (choose one of the following) 2/3 or 3/4 or total membership. Amendments may be tabled for vote at a later meeting.

    *Section 2. Provisions for advance notice of amendments.

Role of a Student Organization Advisor

The advisor is an integral part of every campus organization. As a member of the faculty or staff of the College, the primary function of the student organization advisor is to actively advise, counsel, and serve as a resource person. By asking questions that allow the student to search through possible alternatives and by making appropriate comments and suggestions, the advisor can assist the students in achieving a degree of mature thinking and considered action that will strengthen the organization and help it to fulfill its objectives.

Student Life serves as a resource for any questions, concerns, or comments that you as a student organization advisor may have regarding your organization. We are happy to assist you in your role as an advisor.

Student organizations are required to have an approved advisor, either a full-time or part-time faculty or staff member who provides support and guidance to officers and members. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

Advisors cannot be related to students who serve on the board to avoid any conflict of interest without approval from the Manager of Student Life and the Dean of Students.

Advising a student organization can be a very rewarding experience. Working with students outside of the classroom allows faculty and staff the ability to share information and resources and encourage development in the student. This close interaction with students allows advisors the opportunity to promote skills such as leadership development, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave Illinois Central College.

Responsibilities of the Organization to the Advisor

The organization has some definite responsibilities to its advisor. The following are guidelines to assist in building a healthy organization/advisor relationship:

- Meet with your advisor at least one day before your meeting to go over the agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor's knowledge and experience to come up with solutions.
- Meet with your advisor after the meeting to discuss what happened if he or she could not attend. Be willing to ask for advice if any problems or issues arise. Keep the advisor posted on the progress of the organization.
- Share with your advisor! Make your advisor feel like they are part of the organization. Ask for input in discussions. You may even want to include in your agenda a section for "Advisors' Comments/Communications."

Advisors can expect student members to:

- Inform and update them regularly of organizational issues and accomplishments.
- Provide them with meeting minutes.
- Provide them with event information (date, time, and location) and changes.
- Have open and honest communication.
- Have mutual respect.
- Be committed to the organization.
- Establish written goals and objectives for the semester.
- Maintain accurate record keeping.
- Be present at all programs and meetings.
- Be committed to a smooth officer transition between each semester and each year.
- Thank them for a job well done. Advisors should be shown appreciation and respect for the work they do on behalf of the group.

In most instances, advisors are graciously volunteering their time to serve the organization and promote student development. It is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship that serves as a resource for the students. One way an organization can recognize their advisor is with a nomination for the Advisor of the Year award. This award is given to an advisor each year during the Student Leadership Awards. The chosen advisor is selected by a group of students, faculty, and staff. The committee looks for advisors who have gone above and beyond expectations to serve the students. During the spring semester, organizations can obtain nomination information from Student Life. The following is adapted from the Resource and Policy Manual, Virginia Commonwealth University.

Responsibilities of the Advisor to the Organization

Every student organization is required to have a full-time or part-time ICC faculty or staff person serving as an advisor. Locating and asking a faculty or academic staff person to be an advisor is the responsibility of the organization.

The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and several other factors determine the nature of an advisor's involvement with the organization. Organizations should recognize the value of having a good advisor and use that advisor as a resource person. In short, a good advisor plays an essential role in an organization's success.

An advisor's function is fourfold:

- To be a consultant and to help with the organization's growth and development;
- To provide continuity to the organization;
- To act as an authorized and responsible agent of the organization;
- To ensure compliance with all College policies and procedures.

Choose your advisor well. Discuss with your organization and with your advisor what you want the advisor's role to be. Take into consideration the advisor has to maintain a liaison role between the organization and ICC. An advisor is a consultant and should be a stabilizing source when you need help. It is the advisor's duty to ensure officers are aware of the policies and regulations established for RSOs. Both the advisor and the organization should understand the advisor is there to help the organization, and the advisor is chosen and retained at the organization's discretion. Organizations should realize an advisor has the right to resign. The key role of the advisor is to serve as a resource for the organization. Therefore, it is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship.

Students can expect their advisor to:

- Attend general meetings and/or executive committee meetings.
- Be accessible for weekly or bi-weekly meetings with the president.
- Assist with College procedural matters.
- Provide suggestions on ways to improve the organization.
- Assist with goal setting.
- Assist with executive board leadership training.
- Attend RSO events and activities.
- Represent and advocate for the group to the campus community.
- Serve as a sounding board.
- Recommend programs, speakers, etc.
- Assist with financial matters and risk management.
- Travel with the organization when necessary.

One way an advisor can recognize an outstanding organization is with a nomination for the Organization of the Year Award. This award is given to an organization each year during the Student Leadership Awards. The chosen organization is selected by a group of students, faculty, and staff. The committee looks for organizations who have done an exceptional job in following through on events, activities, and fundraisers. Organizations can obtain nomination information from Student Life.

Good advisors keep the following three sets of responsibilities in mind while working with student organizations:

1. Responsibility to the individual group members
2. Responsibility to the student organization
3. Responsibility to the institution – Illinois Central College

Responsibility to the Individual Group Members

1. The advisor should help the students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and may overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
2. The advisor should encourage each individual to participate in and plan group events. Some students fade into the background if not effectively encouraged. Being a member of a student group can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.
3. The advisor should encourage students to accept responsibility for specific roles within the group. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

Responsibility to the Student Organization

1. The advisor should assist the group in developing realistic goals, strategic planning, and training for the academic year. This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.
2. The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans. The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of each activity.
3. The advisor should be available to organization officers/members and regularly meet with the organization. Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them, an organization will be better off.
4. The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative. Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.
5. The advisor may need to refer students to counseling. Invariably, during interaction with the group's members, the advisor will encounter students with personal problems. The counseling role might require individual consultation on a personal level or referral to the student counseling office.
6. The advisor should provide continuity within the group and should be familiar with the group's history and constitution. Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer group members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the group's memory and continuity link, the advisor can help new officers build on history and develop long-term plans for the future of the organization.
7. The advisor should offer ideas for projects and events. The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. He or she should not dominate the program planning process. However, advisors should ensure that the group understands a program's complexity and has discussed the necessary steps that

need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.

8. The advisor should assist the group in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

9. The advisor should maintain continuity and tradition of organization as members graduate. This includes knowing the history and being passionate about teaching the new members what the organizations means.

Responsibility to Illinois Central College

1. The advisor should attend Illinois Central College's Student Life sponsored training activities. Although some advisors have been an advisor before, it's important that advisors attend all training sessions created for them. New things happen in Student Life, and we want to keep advisors as up to date as possible.

2. The advisor should work with the group, but not direct its activities. Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct.

3. Occasionally, an advisor can help an organization during an emergency. Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group's president as a spokesperson or serving as the main contact for the College can help in these cases.

What is the Role of an Advisor?

Advisors to student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members graduate.
3. To assist in the area of program content and purpose.

Advisor roles may differ depending on the student organization, but the role is always an important one. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship with the organization. It is our hope that as an advisor you will maintain regular contract with the organization. An advisor accepts responsibility for remaining informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Several factors determine the nature of the advisor's role, such as the effectiveness of organization members, organization activities, and the availability of the advisor. However, advisors should never serve as only a signature on registration forms. Most advisors have significant knowledge and experience than can be applied to student organization goal-setting, conflict resolution, and group effectiveness. It is often the advisor that maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization's success.

The Supervisory Cycle

The nature of the advisor's role will change based on what the organization needs at a particular time. It is important for advisors to understand the six stages of the supervisory cycle as noted by Carr and Jardine. This handbook and other resources provided by Student Life can assist you with advising strategies for all stages of the cycle.

Advising Tips

The following is adapted from University of South Florida's Advisor Handbook.

Every student organization will differ and may require a different approach by the advisor. The following information can serve as a starting point.

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.
2. Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
3. Assist in the establishment of responsibilities for each officer and member.
4. Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
5. Remember: praise in public, criticize in private. Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
6. Maintain a sense of humor – it's college, not rocket science.
7. Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
8. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
9. Help them see alternatives and provide an outside perspective.
10. Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

Advising Expectations

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. As groups vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The advisor and the group should agree on a set of expectations of one another from the onset.

Some Initial Questions You May Want to Ask the Organization:

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan per semester?
4. How experienced are the student leaders?
5. How do your skills match the needs of the organization?
6. What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
7. What are some of the ways the advisor can be more helpful to the group?
8. Will the advisor be a silent observer at meetings or an active participant?
9. Should you interrupt during meetings if you think the group is getting off track? How? When?
10. If things get unruly, should you interrupt or remain silent?
11. Is the advisor expected to give feedback? How? When?
12. Are there areas of the organization that are "hands off" to the advisor?
13. Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?

Liability and Risk Management

As an advisor of a student organization, you are the College's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities, and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

Advisors of student organizations may incur personal liability due to the role. The risk of personal liability can be limited through taking appropriate measures, knowing and abiding by regulations, and using common sense. If you are confronted by a situation that you feel may be risky, please do not hesitate to contact Student Life and ask.

Here are a few things that your organization can do to identify and reduce risk:

A.   Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel).
B.   Identify options for reducing risks including, but not limited to:

    a.   Hiring a third party vendor or contractor
    b.   Purchasing additional liability insurance
    c.   Preparing liability waivers, if necessary
    d.   Providing advanced training
    e.   Assuming a worse-case scenario and preparing for it in order to reduce likelihood of it occurring.
    f.   Utilizing waivers that outline the specific nature and risk associate with the event
    g.   Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility of the risk involved

C.   Assess the capability of the group to manage risk.
D.   Identify the challenges in managing risk, as well as resources to assist in your planning.
E.   Develop a plan of action in reducing risk.
F.   Communicate with everyone involved (officers, members, advisors, participants, facilities staff, etc.)
G.   Be aware of/have access to Illinois Central College's policies and procedures involving student organizations.

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the semester.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

The Team Effort

The team effort involves the outgoing-officer board, the advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/notebooks for their office and updating those together.
2. Discussion topics should include:

   a. Completed projects for the past year
   b. Upcoming/incomplete projects
   c. Challenges and setbacks
   d. Anything the new officers need to know to do their job effectively

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks.

If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have.

The structure of a team effort retreat can take many forms. The advisor's role in this process is to provide historical background when needed; help keep goals specific, attainable, and measurable; and provide advice on policies and procedures.

One-on-One Training & Advisor with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. In that situation, there should be a joint meeting of the new officers. After that meeting, the advisor should meet individually with each officer and examine the notebook of the previous officer (or create a new one). Things to include in a new notebook:

1. Any forms the officers may need to use.
2. Copies of previous meeting agendas.
3. A copy of the organization's constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Section III Organizational Operating Procedures

Recognized Student Organization Fundraising Events & Cash Handling Guidelines

The College permits controlled sales campaigns and solicitations on College property by officially registered student organizations. Student organizations must request permission and register their fundraising event no less than 10 business days in advance with Student Life. If a fundraiser is approved, the following guidelines must be followed:

- All expenditures for the fundraising event must be done through the organization's Fund 10 account following related and appropriate College policies and procedures for expenditures.
- All deposits must be made to the organization's Fund 10 account daily through Student Accounting and adhere to all related and appropriate College policies and procedures. If fundraising event extends into evening and/or weekend hours, deposits must be done the following business day.

  a. Checks must be made out to Illinois Central College. (The organization name or event name may be noted in the memo.)
  b. It may be possible to take credit card payments, however, this request must be done no less than 15 business days prior to the fundraiser start date.

- If a third party vendor is being utilized for the fundraiser, the contract(s) must be submitted to Student Life for review and processing as early as possible, but no less than 15 business days prior to the beginning of the event. Organization members and/or advisors are NOT allowed to sign contracts on behalf of the organization or College.
- No less than 2 organization members (or advisors) must be present when payments of any type are being accepted. Student Life reserves the right to require an advisor (or other pre-approved advisor substitute) be present depending on the location and type of fundraising event.
- If the fundraiser involves food items, all appropriate food handling guidelines, as determined by ICC Campus Dining, must be followed.
- Newly chartered or reactivated organizations that would like to establish a Fund 10 account should request one through Student Life.
- All organizations collecting dues, fees, and/or assessments must deposit the collected monies with Student Life within one (1) business day of receiving the funds. The organization will be given a receipt at that time and the money will be deposited through the appropriate office at the College.
- Separate bank accounts for individual organizations may not be maintained.
- All expenditures listed on an **Expenditure Request Form** must be authorized by the organization's advisor and the Manager of Student Life. Funds will not be disbursed without itemized receipts or itemized invoices. This is in compliance with College policy.
- Student organizations and advisors must always work through Student Life when dealing with contracts and outside vendors, guest lecturers, performers, etc. If an organization wishes to enter into a contract with another party, notify Student Life so they can assist you in this process. There are many individuals at the College who are experienced in contract negotiations and would be happy to lend their expertise to help your organization. **All contracts related to Student Life must go through the Dean of Students or the Vice President of Administration and Finance depending on the monetary amount.**

Organization Budget Guidelines

All student organizations are expected to operate within their budget. Each fall the officers and advisors are encouraged to develop a budget for the year. This will allow the group to make plans and commit to any necessary fundraising. Groups are responsible for all bills incurred in their name. All bills should be paid in a timely fashion. Overspending and/or not taking care of bills in an appropriate and prompt manner may be grounds for revocation of the organization's charter.

Organization Event Planning

All requests for the scheduling of events or activities, even virtual ones, should be initiated with Student Life by submitting a **Program/Event Application**. Student Life will assist in planning an activity and in arranging services as necessary.

All RSO events and meetings must have a two-week business day reservation by completing a Student Life Program/Event Application even if they are virtual. Student organizations will be encouraged to continue meeting throughout the semester virtually whenever possible. All attendance must be reported to studentlife@icc.edu no more than 24 hours after the meeting or event. For all student organization gatherings, events, or meetings, both in person and virtually, an advisor MUST be present for the full duration of said function. Failure to meet these requirements may result in the cancellation of your future events.

Events with speakers invited from off campus must be cancelled, postponed, or conducted remotely. There will be a gradual move to some in-person Student Life events and activities when possible. These guidelines are in accordance with College-wide scheduling policies and may be subject to change.

Raffles

Organizations interested in holding a raffle must fill out a **Program/Event Application** and submit to the Manager of Student Life for review. The raffle application will be returned to the organization so they may submit it to either the City of East Peoria or the City of Peoria. The organization is responsible for paying the cost associated with a raffle license.

Once the event is approved, the student organization will be directed to work with the Educational Foundation to secure a raffle license. Please note if your organization is interested in holding a raffle at the Peoria Campus and the East Peoria Campus, the organization will need to obtain licenses from both the City of Peoria and the City of East Peoria respectively.

Mail

All student organizations may request to use Illinois Central College letterhead and envelopes for organization business correspondence. Envelopes should be stamped with the organization name for their return address. Inter-campus mail services are available.

Organizations can request a mailbox. Campus mailboxes must be checked weekly. Failure to check and empty mailbox may result in the loss of mailbox privileges. Mail should be addressed as follows:

> Organization/Organization Name
> Illinois Central College
> Student Life 303A
> 1 College Drive
> East Peoria, IL 61635

Publicity

Organizations are encouraged to work with our student graphic designers to market their events on campus. Student Life staff is available to assist the group with computerized design and layout for posters, brochures, banners, etc. If the organization would like assistance with a graphic design, please submit a **Graphic Design Request Form** to Student Life 3-4 weeks or 15 business days prior to the date needed. After the design work is completed, our office will post your event.

All news releases are prepared by the College's Marketing department. Organizations interested in having a press release for an event should submit information on the **Request for Media Release Form** to Student Life, who will submit the request to the Marketing department. All requests should be submitted at least two or three weeks prior to the event, if appropriate.

Section IV Student/Advisor Development & Recognition

Student Representation on Committees

ICC believes its students, as members of a democratic community, should be provided with opportunities for active and effective participation in College affairs. Therefore, Student Government Association members and students at-large are appointed to serve on campus-wide, student-faculty committees. Following is a list of committees that include student participation; if you are interested in participating contact the Student Government Association.

Academic Standards Committees

Reviews and develops academic policies such as grading procedures, late withdrawals, etc. Will meet three times during the fall semester.

Calendar Committee

Develops College Academic Calendar, making recommendations regarding beginning and ending dates of semesters, breaks, final exam periods, etc. Meets one or two times during the school year. (Three student representatives are involved.)

Intercultural Diversity Committee

Recommends, selects, and coordinates events and activities to encourage awareness of other cultures.

Curriculum Committee

Review proposals for new academic programs and courses and makes recommendations for approval or denial. Meets monthly. (Two student representatives are involved.)

Gallion Award Committee

Reviews student nominations of full-time faculty and selects recipient for this annual award for outstanding teaching. Meets once, usually in March. (Eight student representatives are involved.)

Student of the Year Selection Committee

Reviews faculty nominations for Student of the Year Awards and selects recipient(s). (Two representatives are involved.)

Traffic Committee

Review traffic fine appeals, campus traffic safety, and parking. Meets monthly. (One student representative is involved.)

Student of the Year Award

Each spring semester, Student Life distributes "Student of the Year" nomination information to faculty and staff. Nominations are based on scholastic achievement, participation in campus organizations or community projects, and overall character. The recipient is honored at the Student Leadership Awards and commencement ceremony. A student is not allowed to nominate another student or himself/herself.

Student Leadership Awards

Each spring Student Life holds Student Leadership Awards. Student organization representatives and other student campus leaders who have won awards or been recognized for outstanding achievement over the course of the school year are invited to attend. Each RSO is asked to submit a list of students to invite from their respective club to Student Life. Awards include Student Organization Officer of the Year, Outstanding First Year Member, Advisor of the Year, and Student Organization of the Year.

Section V
General
College Policies

Campus Solicitation, Advertisements, Product or Sample Product Dissemination

The Board of Trustees regards the campus environment as a space free from solicitation, advertisement, or sample product dissemination. The Board reserves the right to regulate all solicitation, dissemination of information or sample product distribution by all current or potential solicitors, vendors, or advertisers.

- Any solicitation, advertisement, or product/sample product dissemination must be sponsored by one or more recognized organizations or departments. Organizations must submit a **Program/Event Application.**
- The College shall maintain the right to regulate the time, place, and size of the area allowed for these activities in an effort to maintain safety and eliminate conflicts with normal College activities.
- Regulations of campus activities under these provisions shall be the responsibility of the President of Illinois Central College.

Posting Policy

Posters, notices, and flyers for student organizations and the community are all approved and posted by Student Life, Room 303A, East Peoria Campus. ICC departments post their own posters, notices, and flyers.

Community announcements are posted on two designated "community bulletin boards." Classified ads are posted and approved by Student Life and placed on the restricted-use bulletin board outside Room 305B and outside of the bookstore at the East Peoria Campus. They are also posted to the Student Life restricted-use board at Peoria Campus. The maximum amount of time the advertisement can be posted is four weeks. **Unapproved posters and materials will be removed.**

College-use bulletin boards designated for College community notices and flyers are located throughout the campuses. Items shall be displayed for a period not to exceed 30 days prior to the event, unless prior approval is given. The following restrictions must be observed. Items to be displayed may not be:

- Posted without approval by the Manager of Student Life. Items will be taken down if they do NOT have the Student Life stamp.
- Nailed, tacked, or stapled to any surfaces. A push pin must be used.
- Taped to or painted on glass surfaces inside or outside the building, painted walls, or pillars.
- Placed on cars in the parking lot.

If needed, a copy of ICC's posting policy is available in Student Life and also on the community bulletin boards.

Discriminatory Harassment

It is the policy of Illinois Central College to maintain an environment which respects the dignity and worth of all members of the institutional community and is harmonious with the College's mission of education and providing services. To this end, harassment of administration, faculty, staff, and students at Illinois Central College based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran, or marital status is unacceptable conduct and is in violation of this policy and will not be tolerated. Retaliatory action against a person reporting sexual or other forms of harassment and intentional false accusations are also prohibited.

Individuals in violation of this policy are subject to severe disciplinary action; up to and including suspension, discharge, or expulsion. Illinois Central College is committed to the philosophy that all employees and students have a right to work and be educated in a discrimination-free environment.

This encompasses freedom from sexual harassment, which undermines the integrity of the employment relationship and the educational experience. Title VII of Civil Rights Act of 1964, as amended, includes sexual harassment as a prohibitive form of sex discrimination for employees and Title IX of the Educational Amendment of 1972 prohibits sexual harassment of students. The Illinois Human Rights Act of 1980 also renders sexual harassment illegal.

Section VI
Travel

Student Organization Travel

Use of organization and/or College funds for an activity constitutes an Illinois Central College sponsored event, therefore all College policies apply. All students traveling or representing themselves as an Illinois Central College group, team, etc. are expected to adhere to College policies regarding student conduct. This expectation is to be upheld regardless of the source of funding. Student groups are not allowed to travel unless they have received approval from Student Life. **There is NO travel at this time unless it is approved by the Manager of Student Life and the Dean of Students.** Groups traveling without approval from Student Life may have their charters revoked and be placed on inactive status for the remainder of the semester or academic year.

Advisor and student use of alcohol and/or illegal substances is strictly prohibited. "Student" is defined as anyone registered for credit classes at Illinois Central College, regardless of age. "Advisor" is defined as an Illinois Central College faculty or staff member who has been approved by the Manager of Student Life to serve as an advisor to an organization. If a scheduled activity includes travel, advisors are required to accompany the student group. **Student groups cannot travel without an advisor accompanying them.**

All student groups wishing to travel should review the Student Life **Group Travel Guidelines** found in the following pages. These guidelines outline the steps and necessary documentation that must be completed in order for a student group to receive approval for travel. All students traveling are required to submit a Student Life **Group Travel Application** requesting permission to travel. Before departure, all release forms and contracts must be turned in to Student Life prior to any monies being issued to the student organization. This includes monies from organization accounts (Fund 10) or monies received from Student Life.

Travel Forms

Assumption of Risk and Release Forms must be signed and dated by all student participants. Minors under the age of 18 must have a parent or legal guardian sign their travel forms. Student Life will provide these forms for your organization. All students traveling must complete three forms prior to departure date:

1. **Illinois Central College Assumption of Risk and Release**
2. **Off-campus and Overnight Travel Contract**
3. **Commitment Contract**

Samples of each form may be found in the Appendices.

Group Travel Guidelines

Purpose of Student Life Group Travel Program

- All Student Life group travel must support the mission of the sponsoring organization and the overall mission of the College.
- Traveling advisors must be employees of the College and approved in advance by the Manager of Student Life.
- All students traveling on behalf of the College must be in good standing.

Student Life Group Travel Approval

The assigned trip advisor has primary responsibility for developing and executing the travel program in compliance with all Student Life guidelines, Board Policies and Procedures, and state and federal laws. Prior to travel, organizations must submit the Student Life **Group Travel Application** and all supporting documentation.

Supporting documentation includes:

- Student Life Group Travel Application
- Student Life Group Travel Application Name List
- Flyer of conference/event
- Schedule of conference/event
- Copy of the hotel rate information sheet
- Copy of the conference rate information
- Travel forms for each student who is attending

The Manager of Student Life must approve all group travel applications and travel budget prior to any organization traveling.

Transportation

- All travel arrangements for Student Life group travel must be made through Student Life.
- College vehicles must be used for student organization travel. Only current ICC faculty and staff members are allowed to drive College vehicles. ICC students are not approved drivers regardless of age. Plans should be made well in advance to ensure vehicle availability.
- Interiors of vehicles must be cleaned prior to return (i.e., all personal belongings and garbage removed). Failure to return vans in clean condition will result in loss of vehicle privileges and a cleaning fine.
- Payment of any ticket issued to the driver of a College vehicle is the responsibility of the driver.
- Report any accidents or damage to the Manager of Student Life and the Campus Police department immediately upon occurrence or upon return of the vehicle.
- Organizations have a responsibility to pay for gas, mileage, and any parking fees/fines.
- If a student organization requests a driver from ICC, the organization is responsible for providing the driver with directions to the travel destination, paying for the driver's meal(s), and paying for the driver's hotel accommodations (if applicable). Requested drivers do not constitute an "approved advisor."

Compliance with Board Policies/Procedures and Legal Mandates

- Trip advisors will ensure participants are informed about related Board policies and procedures and Federal and State laws pertinent to their individual responsibilities.
- Trip advisors and participants must conduct themselves in a professional manner in accordance with all applicable federal and state laws, as well as Board policies and procedures.

Access and Participation

- Students or participants involved in Student Life group travel must be a member of an ICC organization and ICC students.
- Individuals may be denied participation in a program if their participation is deemed dangerous to the applicant or the other participants. Trip advisors are to inform the supervising administrator in advance when a student's behavior or other circumstances warrant denial of participation in a Student Life group travel program.
- Trip advisors are to document special student needs and agreed-upon accommodations and submit a copy to Student Life.
- Minors under the age of 18 must have a parent or legal guardian sign their **Conditions of Participation** form.

Emergency Situations

- The trip advisor is expected to call Campus Police and inform them of the situation. Campus Police will get in contact with other ICC staff members as deemed necessary,
- In case of an emergency evacuation, missing participants or in case of repatriation (death of participant), contact the local police. As soon as the group is secure contact Campus Police, the Dean of Students and the Manager of Student Life.

Program Cancellation

- Student Life group travel may be cancelled due to acts of God and other unforeseen events.
- The Dean of Students and/or Campus Police will authorize cancellation of a travel program.

Fiscal Accountability

- Student Life group travel budgets must be approved in advance by the Manager of Student Life.
- Trip advisors must provide required itemized receipts and other documentation for expense reporting. All receipts are due within one week of travel or event. (if later, reimbursement may not be guaranteed.)

Responsibilities of Traveling Advisor

- Advisors are required to accompany the student group in all traveling and in all activities scheduled once the destination is reached. In rare circumstances an ICC faculty or staff member other than the approved advisor may travel with an organization or organization with the approval of the Dean of Students. In such circumstances, the acting advisor is held to the same expectations as an advisor.
- If an approved ICC faculty or staff member is not able to accompany the student group, then the organization is not allowed to travel regardless of the source of funding.
- The advisor must attend all off-campus activities or conferences and is expected to travel with the student group. The College suggests the ratio be a minimum of one advisor per ten (10) students.
- In case of a medical emergency, the advisor shall notify 9-1-1 (or equivalent) immediately. The advisor should accompany the student to the hospital emergency room if at all possible.
- A copy of each student's emergency contact information shall be kept with the advisor at all times during the course of the trip. A copy of all required travel forms should remain in the Student Life Office in the travel folder.
- If ICC is supporting travel costs, the advisor can instill a curfew or other rule(s) to be attended to by all students participating in the excursion.
- Advisors are strictly prohibited from using alcohol and/or illegal substances while traveling with students.
- Should a student be found with illegal drugs, the advisor should contact/notify local authorities. Consequences and/or punishment could include anything from possible banishment from the activity to criminal charges. This is a student conduct code violation which should be discussed with the Dean of Students as soon as possible.

Responsibilities of Traveling Students

- It is the student's responsibility to provide complete information to family members and to provide a telephone number where they can be reached in case of emergency.
- It is advised students should not participate in a special activity or an excursion if their grades are in question.
- Students must remember at all times they are representing ICC. They are expected to behave with decorum and respect other students, conference attendees, hotel guests, etc.
- If the College is paying for travel expenses, students are expected to participate in all seminars, lectures, presentations, or any other activities for which the purpose of the event or excursion is intended. Failure to do so could subject the student to disciplinary measures as determined appropriate by the faculty advisor or Dean of Students.

- Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse approved by the advisor. An unexcused absence could result in the student reimbursing ICC for his/her cost of the trip.
- Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the advisor.
- When traveling as part of an ICC excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
- No student may consume alcohol and/or use illegal substances, regardless of age.
- Should a student be found with illegal drugs, the advisor should contact/notify local authorities. Consequences and/or punishment could include anything from possible banishment from the activity to criminal charges. This is a student conduct code violation which should be discussed with the Dean of Students as soon as possible.

Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the traveler may be removed from office or membership by the organization or by the Manager of Student Life.

Section VII Petitioning for Funds

Funding Requests

Registered Student Organizations wishing to request funds from Student Life must complete a **Request for Travel Funds** form or a **Request for Program Funds** form.

These forms and budgets are reviewed. Organizations are notified if their petition has been approved and the amount of funding awarded.

Funded program and funded travel must provide the student body with educational, cultural, entertainment, or recreational programming which uses funds consistent with the educational goals and purposes of the institution and has a significant impact upon and appeal to the student body. All programs must adhere to the Non-Discrimination in Educational Programming Clause. The amount of money awarded will vary from year to year as the College budget changes.

Organizations who are allocated funds may not use those funds for:

- Financial support for political programs, parties, individual political candidates, or direct lobbying efforts.
- Support and/or contributions to any private person, group, association, or business except to pay for goods and services rendered.
- Payment for employment of faculty or staff unless authorized because of unusual circumstances.
- Payment of faculty or staff professional dues.
- Gifts for advisory and participating members.
- Payments of debts and expenditures incurred from any previous fiscal year except under special circumstances.
- Purchase of alcohol.
- Sales tax for merchandise.

For more information regarding the request for funds process, contact Student Life.

Funds must be spent in accordance with College, Board of Trustees, and funding board guidelines. Any violation of federal, state or local laws or funding board guidelines may result in immediate termination of funding.

Conclusion

At first it may seem overwhelming to manage a student organization. This handbook is your guide to running a successful organization. Whether you are an organization member needing to make copies of a flyer, or the president of your organization planning an executive board retreat, this handbook and Student Life are your resources. If you cannot find information or need clarification, please contact Student Life on the East Peoria Campus in Room 303A, by phone at (309) 694-5201, or by email to studentlife@icc.edu. Please note that at times we find it necessary to update policy or procedure. If that occurs, all Registered Student Organizations will be notified.

Organization Assessment Forms

General Membership Roster

Organization Name: Date:

Last Name	First Name	Student ID#	Address	Position	Phone Number	Email

Planning Document for Student Organizations

To maintain status as a Registered Student Organization and be eligible for funding, your organization will need to submit the **Planning Document** as well as a **Membership Roster** at the beginning of each academic year and the **Results Document** and updated **Membership Roster** at the end of each academic year. Student Life will send information regarding these documents prior to the start of the fall semester.

Name of Student Organization: _____

Purpose or Mission: _____

President's Name: _____ Advisor's Name: _____

Person Completing this Form: _____ Email and Phone: _____

Is membership to this organization open to all enrolled students? □ Yes   □ No

Current number of members: _____   At the start of academic year: _____

Program Goals

Program goals are statements that describe initiatives for improving the organization. Choose at least one program goal that your organization wishes to pursue this year *(example: increased attendance at yearly event, hosting a successful regional event, increase fundraising by 50%)* At least one program goal is required.

Program Goal #1 (required):	
Action steps/timeline for meeting this goal:	
How will you measure your results?	□ Survey/Questionnaire □ Other (define): □ Review of Records □ Resource Analysis

Program Goal #2 (optional):	
Action steps/timeline for meeting this goal:	
How will you measure your results?	□ Survey/Questionnaire □ Other (define): □ Review of Records □ Resource Analysis

Learning Outcomes

Learning outcomes are statements that specify what learners will know or be able to do as a result of a learning activity. Choose at least one learning outcome/goal that your organization wishes to pursue this year (example: students will plan Landscape & Garden Day) At least one learning outcome is required.

Learning Outcome 1 (required):	
Action steps/timeline for meeting this outcome:	
How will you measure your results?	□ Reflective Journals □ Other (define): □ Survey/Questionnaire □ Interviews
This learning outcome aligns with which Strategic Priorities?	□ Helping Students Learn □ Meeting Student and Other Stakeholder Needs □ Knowledge Management & Resource Stewardship
This learning outcome aligns with which General Education Goals? *(see attached)*	□ 1 Communication □ 2 Reasoning □ 3 Responsibility

Learning Outcome 2 (optional):	
Action steps/timeline for meeting this outcome:	
How will you measure your results?	□ Reflective Journals □ Other (define): □ Survey/Questionnaire □ Interviews
This learning outcome aligns with which Strategic Priorities?	□ Helping Students Learn □ Meeting Student and Other Stakeholder Needs □ Knowledge Management & Resource Stewardship
This learning outcome aligns with which General Education Goals? *(see attached)*	□ 1 Communication □ 2 Reasoning □ 3 Responsibility

Learning Outcomes

General Education Goals

Goal#1: Communication

Associate degree graduates have the ability to transfer information, concepts, or emotions to an audience through written, oral, symbolic, aesthetic, and/or nonverbal communication methods that successfully align with their purpose.

Goal#2: Reasoning

Associate degree graduates identify and solve problems, analyze new information, synthesize and evaluate ideas, and transform ideas into a course of action by using critical, creative, and/or analytical skills.

Goal#3: Responsibility

Associate degree graduates understand the implication of choices and actions, demonstrate appropriate behaviors in academic/professional contexts, and contribute constructively within the context of community.

Strategic Priorities

- Helping Students Learn
- Meeting Student and Other Stakeholder Needs
- Knowledge Management and Resource Stewardship

Results Document for Student Organizations

This form is an opportunity for campus organizations to share their organization results for the academic year. Please provide detail for all questions. This form must be completed by the organization in order to be eligible for future funding or to maintain your status as a registered student organization.

Name of Student Organization: _____

President's Name: _____   Advisor's Name: _____

Person Completing this Form: _____   Email and Phone: _____

Membership

Please fill out the following information regarding membership and attach current membership roster.

Is membership to this organization open to all enrolled students? □ Yes   □ No

Current number of members: _____   At the end of academic year: _____

For the past academic year, indicate:

Number of new members _____   Number of members have left or become inactive _____

Meetings

Please fill out the following information regarding your organization's meetings.

Were meetings held regularly? □ Yes □ No	*How often were meetings held?*
Did the president preside over the meetings? □ Yes □ No	*If no, who led the meetings?*

Leadership

Please fill out the following information regarding the leadership of your organization.

Did officers have executive board meetings? □ Yes □ No	
Officers completed full terms? □ Yes □ No	*If no, why did officers resign?*
Do you have an established officer transition plan? □ Yes □ No	*If yes, please describe the plan:*

Programs and Events

Please fill out the following information regarding your organization's programs and events.

Total service hours performed by members:	*List community organizations your group worked with/for:*
Did you hold community service events? □ Yes □ No	*If yes, please list and describe:*
Did you hold fundraising events? □ Yes □ No	*If yes, please list and describe:*
Did you hold educational events for ICC students? □ Yes □ No	*If yes, please list and describe:*
Did you hold social events for ICC students? □ Yes □ No	*If yes, please list and describe:*
Did you hold events to connect ICC students with the community? □ Yes □ No	*If yes, please list and describe:*

Program Goals

Program Goal #1 (required):	
How did you measure your results?	□ Survey/Questionnaire □ Other (define): □ Review of Records □ Resource Analysis
Describe your results:	
How will you use these results for future planning?	

Program Goal #2 (optional):	
How did you measure your results?	□ Survey/Questionnaire □ Other (define): □ Review of Records □ Resource Analysis
Describe your results:	
How will you use these results for future planning?	

Learning Outcomes

Learning Outcome 1 (required):	
How did you measure your results?	□ Reflective Journals □ Other (define): □ Survey/Questionnaire □ Interviews
Describe your results:	
How will you use these results for future planning?	

Learning Outcome 2 (optional):	
How did you measure your results?	□ Reflective Journals □ Other (define): □ Survey/Questionnaire □ Interviews
Describe your results:	
How will you use these results for future planning?	

Organization Business Request Forms

Graphic Design Request Form

Please Note: Graphic design requests must be submitted 15 business days prior to date of pickup of posting. For complex or more detailed requests, four weeks are required.

Date Submitted: _____

Date to be emailed to the student organization (2 weeks prior to event):
_____

Name of Event: _____ Date of Event: _____

Contact Name: _____ Organization: _____

Contact Email: _____ Location: _____

Phone Number: _____ Time: _____

Information to be included on design: _____

Do you have an idea of what you would like on the design?   Yes   No

If yes, please write a description or please sketch a rough drawing/concept on the back of this paper. Please write legibly. Adjustments may be made by graphic designer due to design restrictions.

It will be the contact person's responsibility to proof the design by _____ (date).

Designs not proofed by this date will not be printed and charged to the organization's account.

Expenditure Request Form

Delivery method for check:

___ Will pick up

___ Campus mail to advisor

___ Direct mail to vendor/payee

Event: _____

Student Organization Name: _____

Account #:   10- _____

Date check needed: _____

Please complete all information below.

Vendor/Payee: _____ Phone # _____

Student ID required for all student vendors: _____

Street Address: _____

City/State/Zip Code: _____

Qty	Item	Unit Cost	Total Cost

(Please remember to attach all receipt/invoices) Total Cost of Items: _____

Requested by: _____ Date: _____
         (Organization Officer Signature)

Approved by: _____ Date: _____
         (Organization Officer Signature)

Approved by: _____ Date: _____
         (Manager of Student Life)

Illinois Central College
Office of Student Life
Student Organizations Program/Event Application

==*This form must be completed and submitted for all RSO events*==
==*and meetings two weeks before the event, even for a virtual event.*==

Date Submitted _____

Event and/or Speaker _____

Sponsoring Group _____

Event Dates _____ Event Start and Stop Time(s) _____

Desirable Location(s) _____ Setup Time _____ Take Down Time _____

Anticipated Attendance _____ Internal Guests [ ] External Guests [ ] Both [ ]

Contact Person: _____ Email/Phone: _____

Please provide a description of the event:

_____

==*Did you fill out a Graphic Design form?* ❑ *Yes* ❑ *No*==

Approved by: _____ Date: _____
                      Club Advisor

Approved by: _____ Date: _____
                    Manager of Student Life

==*Please make 1 copy for your records and return original to studentlife@icc.edu*==

Request for Media Release

Please type or print clearly.

Organization name: _____

Date submitted: _____

Name of event: _____ Time: _____

Location: _____ Date of event: _____

What type of media coverage are you requesting? (Please circle all that apply)

eNews (ICC Email)   Newspaper   Radio   Television

Carousel (ICC Cable Channel)   Other: _____

Give a brief description regarding the nature of your event.

_____

_____

_____

_____

Please attach additional information regarding this event such as posters, fliers, announcements, etc. Please note, the Marketing Department will contact you regarding your request for media. Do not contact the media directly.

Student Contact: _____

Advisor: _____

Approved By: _____
                (Manager of Student Life)

Date:_____

Event Evaluation Form

This form is to help you evaluate the different events that your RSO has done. By completing it and keeping a record, it will help you and future members to develop and improve future events.

RSO Name: _____   Venue: _____

Event Title: _____   Theme: (if any) _____

Event Date: _____   Attendance: _____

Was the program useful? Why or why not?
What do you think could improve this event?
What did you dislike about the event?
What did you like about the event?
Anything you would like to share about this event?

At-A-Glance Rating

Factor	Standard	Score (1 = poor, 2 = Satisfactory, 3 = Good, 4 = Excellent)
Entertainment Value	Event entertained all attendees.	1 2 3 4
Promotion	Promotions were adequate for the event type and size. Promotions were effective.	1 2 3 4
Setup	Setup was efficient. Layout of event was adequate.	1 2 3 4
Sound	Sound system used was sufficient for the size of the audience and the size of the venue.	1 2 3 4
Location	Location was sufficient for the event type and size. Location was convenient for the majority of attendees.	1 2 3 4
Diversity	Event satisfied a diverse group of people.	1 2 3 4
Committee Participation	Committee members participated in planning, organizing, promoting, and working the event.	1 2 3 4
Executive Participation	Executive board members and were helpful in planning, coordinating, promoting, and working event.	1 2 3 4

Promotion Information

● Type and Number of Promotions Used (check box if used, please indicate number of each type):

☐ TV Monitors: _____   ☐ Flyers: _____   ☐ Harbinger: (date(s) run) _____

☐ Table Tents: _____   ☐ Poster: _____   ☐ Other: _____

Event Information

Attendance (please fill in number): Students____ Faculty/Staff ____ Others____

TOTAL ATTENDANCE _____

Total Cost of Event (as reflected on "Event Budget Sheet"): $_____

Cost per Attendee: (Total Cost of Event divided by Total Attendance): $_____

Organization Travel Forms

Group Travel Application

Please type or print clearly.

Paperwork Deadlines:

- Day Trips are due three weeks before departure.
- Travel with overnight stay is due six weeks before departure.

Organization name: _____

Date submitted: _____

Advisor who will be traveling with students (required): _____

Advisor office number: _____

Phone number where you can be reached when traveling: _____

Date of travel: _____

Description of travel:

Overview and importance/relevance to organization (how does this support the mission of the College):

Current organization balance (as of date of application): _____

Total number of student travelers: _____ Number of advisors: _____

Attachments required:

1. **Group Travel Application Name List**
2. Flier of conference or event.
3. Copy of hotel information.
4. Copy of conference registration which includes registration fees.
5. Travel forms for each student who is attending (after reviewing this application)

Advisor Signature: _____ Date: _____

Group Travel Application Name List

Please type or print clearly.

NOTE: Each student traveling must submit an **Assumption of Risk and Release** form and **Field Trip Travel Contract** form. These forms MUST be on file with Student Life prior to traveling.

Name of Person Attending	Attendees Cell #	Family Emergency Contact #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Advisors – Please make a copy and take with you on your trip

Off-Campus & Overnight Field Trip Travel Contract

Date submitted: _____

Student's name: _____ Age: _____

Home phone #: _____

Student ID #: _____

Trip to: _____ Date of trip: _____

Organization: _____

IN CASE OF EMERGENCY, CONTACT:

Name: _____ Relationship: _____

Address: _____ City: _____ Zip: _____

Home Phone #: _____ Business Phone #: _____

In order to safeguard my physical health and safety and that of my fellow students, and to protect the good name and reputation of Illinois Central College while on this field trip, I agree to:

1. Observe all federal, state, and local laws as well as Illinois Central College policies and regulations at all times.
2. Conduct myself in a professional and responsible manner, keeping in mind that I am representing my student organization and Illinois Central College.
3. Observe all rules of the host institution or agency which apply to visitors or the general public.
4. Attend all activities, meetings, or sessions during the conference/trip unless the trip advisor gives prior approval otherwise.

While the College encourages organization/organization advisors to travel with students on overnight trips, situations may arise that prevent an advisor from attending all or a portion of the scheduled activity. All student travel in the absence of direct supervision will be on a trial basis. Nevertheless, Illinois Central College expects all students to act as ambassadors of the College and abide by our policies and regulations. Noncompliance with College policies may result in disciplinary action as outlined in the *Illinois Central College Student Handbook*, and additional travel for the organization or organization also may be denied.

Illinois Central College reserves the right to disallow, discontinue, and cancel any participant's trip with reasonable cause. Alcohol consumption, use of illegal substances, disruptive, abusive, and inappropriate behavior are prohibited and may result in my being sent home. If I am asked to leave, I understand that I must reimburse the organization and Illinois Central College for any expenses they covered for my participation in the conference.

I have read and understand the terms of this contract, and I agree to abide by them.

_____   _____
Student's Signature   Date

_____
Parent's Signature (If student is under 18, a Parent or Legal Guardian MUST sign)

ILLINOIS CENTRAL COLLEGE

ASSUMPTION OF RISK AND RELEASE

I, _____ (name), acknowledge that I am a student/visitor participating in the following activity sponsored by Community College District No. 514 (Illinois Central College):

Department: <u>Student Life</u>   Date of Activity: <u>July 22, 2016</u>

Description of Activity: <u>Leadership Conference in Addison, IL</u>

I desire to participate in the activity described above. As a participant in the activity, I recognize and acknowledge that there are certain risks of physical injury inherent in participating in the activity. With full knowledge of the facts and circumstances surrounding this activity, I voluntarily undertake this activity and I agree to assume all responsibility and risk from my participation in this activity, including all risk of any injuries, damages, or loss which I may sustain as a result of participating, in any manner, in the activity described above.

To the extent permitted by law, I release Illinois Central College, and its Trustees, officers, employees and agents, from any liability for personal injuries, property damage, or any other claims whatsoever arising out of my participation in the activity. I further agree to fully defend, indemnify, and hold harmless Illinois Central College, its Trustees, officers, employees and agents from and against any claim, expense, cost or liability of any nature (including attorney's fees) arising out of or resulting from my negligence or conduct while participating in the activity.

I understand the nature of the activity in which I will be participating and have read and understand this Assumption of Risk and Release.

_____   _____

Parent Signature   Student's Signature

 (If participant is *under* the Age of Eighteen (18), a Parent or Legal Guardian MUST Sign)

Date: _____

ILLINOIS CENTRAL COLLEGE

ASSUMPTION OF RISK AND RELEASE ALTERNATE TRANSPORTATION
ATTENDANCE NOT REQUIRED

I, _____(name), acknowledge that I am a student participating in the following activity sponsored by Community College District #514 (Illinois Central College):

Department: <u>Student Life</u>   Date of Activity: <u>4/9-10/2016</u>

Description of Activity: <u>State Leadership Conference in Effingham, IL</u>

Circumstances for request: _____

Student's Cell Phone Number: _____

The undersigned student participant hereby agrees to fully defend, indemnify, and hold harmless Community College District #514 (Illinois Central College), its directors, officers, employees, and agents from and against any claim, expense, cost or liability of whatsoever nature including attorneys' fees arising out of the alternate means of transportation being chosen by the student. It is also hereby understood that students who choose an alternate method of transportation are fully responsible for any property damage or personal injuries that may occur while traveling to and from the scheduled activity. The College is not responsible for any injuries or property damage that may occur while the student is utilizing an alternate form of transportation. Subsequently, any bills should be submitted to the student's insurance carrier for coverage determination. It is further agreed that this alternate form of transportation is being chosen voluntarily by the undersigned student.

To the extent permitted by law, I release Illinois Central College, and its Trustees, officers, employees and agents, from any liability for personal injuries, property damage, or any other claims whatsoever arising out of my alternate transportation to or from the scheduled activity.

I understand the nature of my choice for alternate transportation and have read and understand this Assumption of Risk and Release.

_____   _____

Parent Signature   Student's Signature

(If participant is *under* the Age of Eighteen (18), a Parent or Legal Guardian MUST Sign)

Date: _____

Request for Funding Forms

Request for Travel Funds

Organization Name: _____

Respond to the following for each program request form.

1) Please provide a description and purpose of requested travel/program:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

2) Dates of travel:

_____

3) Travel destination (city, state):

_____

4) What are the registration or admission costs associated with this travel per person?

_____

5) How many travelers will this budget request support?

_____

6) What other funding sources, apart from student fees, will be used to support this travel?

Funding Type	Description	Amount

7)   Does this organization charge dues? If yes, what is the total amount collected annually?
_____

8)   How will this travel benefit the Illinois Central College community? Are there other communities (groups outside of ICC) served by this travel?

_____

_____

_____

_____

_____

9)   What strategies have or will the organization pursue to control costs associated with this travel?

_____

_____

10) If the organization does not receive funding or only partial funding, will participants still travel?

_____

_____

11) Name of advisor who will be traveling with the student organization (must be a current ICC faculty or staff member).

_____

_____

12) How does this activity support the mission of the College?

_____

_____

Individual submitting this form: _____

Individual's position within the student organization: _____

Phone: _____   Email: _____

Return this form along with the Budget Form to Student Life Office, Room 303A, East Peoria Campus.

To be considered for funds, the student organization must have a fundraiser by October 15 for fall semester and February 15 for spring semester.

All trips, meetings, and outings (on-campus or off-campus) need paperwork filled out. Failure to do so could result in an inability to access Fund 10.

Request for Program Funds

Organization Name: _____

Academic Year: _____

Respond to the following for each program request form.

1) Please provide a description and purpose of program:

_____

_____

2) Name of advisor who will be overseeing this event (must be a current ICC faculty or staff member):

_____

_____

3) Who is the program's audience?

_____

_____

_____

4) What strategies have or will the organization pursue to control costs associated with this program?

_____

_____

5) If this program does not receive funding or only partial funding, will the program still occur?

_____

_____

_____

_____

6) If the program does not occur, what will be the impact on the students of Illinois Central College?

_____

_____

_____

_____

7) How many students will be involved in implementing this program? (including advisors)

_____

Budget Worksheet
Request for Travel or Program Funds

Organization Name: _____

Fiscal Year _____

Budget Category	Budget	Description	Requested Amount	Approved Amount
Contractual (registration, entry/admission fee)				
*Travel (vehicle, hotel, airfare, car rental, fuel/mileage, taxi, parking, public transportation)				
*Commodities/Printing (misc. supplies, food/drink, printing)				
Income-Money the organization is contributing (fundraising, dues, department funding, gifts, co-sponsorship, other)				
Grand Totals				

*Tax not included except for hotel tax and meal tax

Appendices

Standard Name: Fundraising and Solicitation Standards	
Department: Educational Foundation	Responsible Cabinet Member: Executive Director, ICC Educational Foundation
Effective Date: 11/2017	Approved by:
Revised Date: 11/2017	
Cabinet Approval Date: 9/2018	
Next Review Date: 9/2021	
Policy: ICC Board of Trustees Bylaws and Administrative Policies Article XI Fundraising and Solicitation (Illinois Central College Educational Foundation)	

Operational Standard/Purpose

The Educational Foundation is responsible for the planning, implementation, and evaluation of all fundraising activities and solicitations for the College from both public and private sources. The ICC Educational Foundation, separately incorporated with 501(c)(3) status, was organized to accept gifts from the private sector. As such, the Educational Foundation has certain legal responsibilities to document and acknowledge the acceptance of all gifts received. The Educational Foundation procedures comply with the standards of the Internal Revenue Service and ethical standards and best practices as set forth by the Association of Fundraising Professionals and the Council for Resource Development.

The Educational Foundation oversees all solicitations made on behalf of the College to ensure that all solicitations support the strategic plan and mission of the College. Planning and coordination are also necessary to ensure the proper stewardship, accounting, and recognition of all gifts.
The College has a comprehensive resource development program coordinated by the Educational Foundation that seeks to expand the College's resources through other sources of revenue. Coordinated efforts guided by comprehensive strategic planning are essential to successful fundraising. It is important to avoid approaching potential prospects with conflicting requests.

The following procedures do not apply to fundraisers (such as popcorn, chicken dinner, and bake sales) and concession sales, which often benefit student clubs and other special interests but are not considered philanthropic giving. Those funds are deposited into Trust and Agency accounts.

Scope/Applicability

Fundraising and solicitation activities referred to in this procedure may include, but are not limited to, requests for pledges, cash, corporate sponsorships, securities, items of property, in-kind gifts, fundraising events, and deferred or planned gifts designed to support programs at ICC such as academic initiatives, athletics, student activities, scholarships, endowments, faculty development, equipment purchases, and capital expansion.

Procedure(s)

1. **All Fundraising Activities:** The following applies to all Illinois Central College fundraising activities:
    a. Annual communication of this procedure will occur in August of every year. Special workshops will be hosted for managers and special interest groups.

b. Received and processed through the Educational Foundation, gifts shall be accepted only if they are consistent with the mission and goals of the College. No gift shall be accepted with intent so restrictive as to impede the use of the gift.

c. All gifts must be consistent with the laws, regulations, and policies of the state and federal government.

d. No individual or unit of the College shall solicit gifts in the name of, or on behalf of, the College until and unless authorized to do so by the President, their designee, and the Educational Foundation chief administrator.

e. Individuals wishing to implement a fundraising effort in support of an approved College-sponsored activity must contact the Educational Foundation for assistance (309) 694-5530. This includes any fundraising events coordinated on behalf of a College group. In addition to ensuring that a proposed fundraiser is properly established, a second consideration includes the avoidance of competing and conflicting requests to the Educational Foundation's current and prospective donor base.

f. College personnel shall not benefit personally from any gifts, sponsorships, or grants received by the College or Educational Foundation.

g. College personnel and other members of the College community who are approached by donors wishing to make gifts to the College should refer all such donors to the Educational Foundation (309) 694-5530.

h. Illinois Central College is incorporated as an institution of higher education. The ICC Educational Foundation is a 501(c)(3) nonprofit organization incorporated for the specific purpose of seeking philanthropic support. Since the College is not authorized to act as a conduit for gift giving, potential donors will be directed to make contributions to the ICC Educational Foundation. Under no circumstances should potential donors be directed to make philanthropic gifts directly to Illinois Central College.

i. All requests for gifts shall be made within ethical business and philanthropic practices, to avoid any real or apparent conflicts of interest in present or future relationships. The ICC Educational Foundation adheres to the Association of Fundraising Professionals' Code of Ethics and the Donor Bill of Rights (www.afpnet.org). Donor anonymity for any gifts will be protected whenever desired by the donor.

j. If any of the above fundraising activities or solicitations is deemed to be in conflict with the fundraising program and activities of the Educational Foundation, the Educational Foundation Chief Administrator will meet with the group or individuals to reach a mutually agreeable solution. If a solution cannot be reached, the President of Illinois Central College will consider the issue, make a final decision in a timely manner, and notify the parties involved of the decision.

2. **Gifts:** Gifts are solicited for and accepted by the Educational Foundation, a nonprofit 501(c)(3) corporation to serve the educational purposes of the College. The Educational Foundation shall not accept any gifts which may jeopardize its tax exempt status with the State of Illinois or U.S. Internal Revenue Service.
   a. Donors may designate how a gift is to be used by the Educational Foundation. The Educational Foundation shall be responsible for receiving, acknowledging, managing,

accounting for, and using gifts in accordance with the purpose designated by the donor. In accordance with IRS regulations, the Educational Foundation determines how funds are used based on a donor's designation. The ICC Educational Foundation Board of Directors maintains final approval for all expenditures from unrestricted funds.

b. All monies collected as charitable gifts will be deposited into the Educational Foundation account. This is required by IRS regulations and is for the protection of the College, the organization, and the donor. To ensure the proper stewardship, accounting, and recognition of all philanthropic gifts, personal solicitation, and underwriting for events will be accepted by the Educational Foundation and placed in the respective account within the Educational Foundation. The appropriate administrator and cabinet member are responsible for approving requests to withdraw funds from those respective accounts. Gifts must be used for the purpose(s) specified in the solicitation.

c. Donors wishing to contribute monetary gifts online may do so by visiting the College's website (http://icc.edu/about-icc/educational-foundation/). Online contributions to the Educational Foundation may be restricted to the donor's interest or to a specific program. Faculty, staff, board members, and students wishing to highlight their department, student activity, or need through online giving may contact the Educational Foundation.

3. **In-Kind Gifts**: The Educational Foundation Chief Administrator must be consulted prior to the acceptance of any in-kind gifts on behalf of the College. In-kind gifts may require an IRS Form 8283 be filed by the donor.
    a. The Educational Foundation staff can advise a donor as to whether they need to consult a financial advisor in regards to the IRS Form 8283. In cases where an IRS Form 8283 is required, the Educational Foundation chief administrator must sign off on the document with the Educational Foundation's Employer Identification Number (EIN).

    b. In-kind gifts are gladly accepted with the approval of the recipient department's Associate Dean or Director. Remember to include any other departments that may be impacted by an in-kind gift (e.g. facilities) in your decision-making process. The IRS prohibits the Educational Foundation from placing a value on the gift, but will recognize the gift with a thank you letter describing the item that can be used for tax purposes. The value is placed by the donor in conjunction with their financial advisor.

    c. Departments wishing to accept an in-kind gift must complete the Gift In-Kind Receipt Request form available on ICCNET under the Educational Foundation heading. Forms must include the donor's name and contact information for proper donor recognition, a detailed description of the item(s) being donated and appropriate signatures as listed. This form insures that in-kind gifts are appropriately recognized and recorded by the College for insurance and inventory purposes.

    d. Disposal or sale of any items previously accepted as in-kind gifts must be approved by the Educational Foundation to adhere to IRS regulations.

4. **Student Organizations and Other Special Interest Groups Fundraising**: Student fundraising projects must have the approval of the group's advisor and the Manager of Student Life prior to initiating and publishing the fundraising project.   Special interest groups must have the support of the appropriate Vice President.

a. The Manager of Student Life is responsible for directing and approving the fundraising activities that directly benefit student clubs and should notify the Educational Foundation of any activities outside of those allowed below.

b. The vice president assigned to any other special interest group (for example, Vocal Jazz, SkillsUSA, Ag Judging Team) is responsible for the directing and approving of fundraising activities at the College and should notify the Educational Foundation of any activities outside of those allowed below.

c. The following do not require approval of the Educational Foundation: the operation of a concession stand; the sale of small items or services (such as clothing); bake sales; car washes; and other small activities that are not fundraising events and do not involve corporate sponsorships. These are not tax-deductible gifts.

d. Students may not fundraise in support of their personal, individual student trip expenses. They may solicit tax deductible gifts for the good of the entire organization or club, which must be directed to the Educational Foundation and/or its website. Students may ask family and friends for support of their **personal, individual expenses**, but these dollars are not tax deductible and students will not receive a receipt for tax purposes. Students are advised against creating crowdfunding sites for personal expenses related to College activities. Students establishing crowdfunding sites for personal expenses cannot solicit on behalf of Illinois Central College, nor use its likeness (logo, photos, name, etc.).

e. For all fundraising that falls outside of these guidelines, the Financial Request Form, available on ICCNET under the Educational Foundation heading, must be submitted to the Educational Foundation prior to organizing a fundraising event or activity. All forms must have the appropriate signatures.

f. After the approvals described above, solicitations of businesses, foundations, individuals, or community organizations by student activity groups or special interest groups must then be approved by the Educational Foundation. This includes any corporate sponsorships or requests for monetary or in-kind donations.

5. **Athletic Department Fundraising:** The Director of Athletics is responsible for coordinating the casual fundraising activities that directly benefit the intercollegiate athletics program at the College.
   a. All bake sales, concessions, leagues and camps, clothing sales, and other casual activities done on behalf of the athletic department and for athletic teams must have the approval of the Director of Athletics. Funds raised in this manner will be placed in the appropriate Trust and Agency Account and are not tax deductible.

   b. Any events or fundraisers that utilize community or corporate sponsors must work with the Educational Foundation in advance of the event (see "Fundraising Events" below).

   c. In the event the Athletic department wishes to target a formal list of specific businesses and donors or for capital projects or sponsorships, such solicitations must be done in conjunction with the Educational Foundation to maximize ICC's effectiveness, minimize duplication of donor solicitations, and to ensure proper donor stewardship. The athletic department donor recognition wall will be updated annually upon the completion of the calendar year in coordination with the Educational Foundation.

6. **Fundraising Events:**
   a. The [Financial Request Form](#), available on ICCNET under the Educational Foundation heading, must be submitted to the Educational Foundation prior to organizing a fundraising event or activity. All forms must have the appropriate signatures.

   b. Any events or fundraisers that utilize community or corporate sponsors must work with the Educational Foundation in advance of the event (golf outings, dinners, performances, etc.).

   c. To ensure the proper stewardship, accounting and recognition of all philanthropic gifts, personal solicitation and underwriting for events will be accepted by the Educational Foundation and placed in the respective account within the Educational Foundation. The appropriate administrator and cabinet member are responsible for approving requests to withdraw funds from those respective accounts.

7. **Raffles:** Groups that are interested in the sale of raffle tickets must contact the Educational Foundation to ensure that all local laws are followed. Groups conducting raffles are required to obtain a raffle license from the cities/counties in which they will sell raffle tickets. Raffle license applications must be submitted by the Educational Foundation. The timing of this request is critical, as to allow for processing and approval by local officials.

8. **Crowdfunding Sites:** Crowdfunding is the practice of funding a project or venture by raising monetary contributions through online sites, such as GoFundMe, Kickstarter, Teespring, CrowdRise, etc. **Faculty, staff, board members, and students are not authorized to establish a crowdfunding account on behalf of the College, the Educational Foundation, or College-sponsored team, club, organization, etc.** Donors wishing to contribute monetary gifts online must do so by visiting the College's website (http://icc.edu/about-icc/educational-foundation/). Online contributions to the Educational Foundation may be restricted to the donor's interest or to a specific program. Faculty, staff, board members, and students wishing to highlight their department, student activity or need through online giving may contact the Educational Foundation.

9. **Fundraising and Solicitations by External Groups:** Solicitations, sales, and fundraising by external groups in the College's facilities are prohibited unless authorized by the Executive Vice President of Administration, the Vice President of Academic Affairs, or their designee(s).
   a. The President of the College may designate certain charities as College-wide causes (e.g., United Way). It is understood that personnel will spend a reasonable amount of time on these efforts, an amount of time that will do justice to the cause but will not detract from their regular duties.

   b. College personnel who rent facilities to external groups for fundraisers should consult with the Executive Vice President of Administration before agreeing to rent the facility, to confirm that the fundraising effort of the external group is not in competition or conflict with the College's and Educational Foundation's fundraising efforts.

Additional Provisions/Information

Q: Where would one find the IRS Form 8283?
A: The form is located on the IRS website at https://www.irs.gov/forms-pubs/about-form-8283. The donor and/or their financial advisor must generate the IRS Form 8283. The form serves as a formal report of the donor's noncash charitable contributions when the amount of their deduction for all noncash gifts is more than $500. Representatives of the College and Educational Foundation are

prohibited from accessing the value of any in-kind gift. The appraisal must be made by a qualified appraiser, who is not affiliated with the nonprofit receiving the gift. The Educational Foundation Chief Administrator must complete the Donee Acknowledgement on the IRS Form 8283.

Q: Where would one find the Educational Foundation Gift In-Kind Receipt Request Form?
A: The Educational Foundation Gift In-Kind Receipt Request Form is located on ICCNET under the Educational Foundation heading.

Q: Where would one find the Educational Foundation Financial Request Form?
A: The Educational Foundation Financial Request Form is located on ICCNET under the Educational Foundation heading.

Q: Following a fundraising event or activity, where would one find the Educational Foundation Financial Request Form?
A: The Educational Foundation Financial Request Form is located on ICCNET under the Educational Foundation heading.

Standard Name: Social Media	
Department: Human Resources	Responsible Cabinet Member: Associate Vice President of Human Resources
Effective Date: 11/2009	Approved by:
Revised Date: 5/6/2019	
Cabinet Approval Date: 5/6/2019	
Next Review Date: 5/2021	
Policy: Employee Handbook, Board of Trustees policy Social Media Policy	

Operational Standard/Purpose

Illinois Central College believes its employees are often the best ambassadors for the College. Social media provides ICC employees with ample opportunities to represent the College in the "virtual" community. ICC also recognizes its responsibility to ensure employees, trustees, and volunteers adhere to local, state, and federal requirements to protect student and staff privacy.

The College retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of College computer resources, and restrict employee activities that do not add value to the College mission, vision, strategic priorities, general learning goals, or financial well-being.

Refer to the Board of Trustees policy Social Media Policy for additional information.

Scope/Applicability

Refer to the Employee Handbook or Board of Trustees policy Social Media Policy for additional information.

Procedure(s)

1. Employees and volunteers adhere to ICC's internal standards on appropriate use of computer resources, media relations, Core Values, Diversity Pledge, CougarCare Principles, Red Flags policy, Ethics Ordinance, Brand Standards, and general use guidelines when using social media for specific job-related tasks of Illinois Central College. These standards can be found at *https://icc.edu/faculty-staff/files/2014/01/ICC-Standards-Brand-Standards.pdf*.

2. When employees or ICC volunteers identify themselves as employed and/or associated with ICC, they should include a disclaimer that indicates that their opinions, comments, interpretations, etc., are their own and not those of the College and may not represent current or accurate information. In most cases, listing a title in a "profile" or "resume" would not require such a disclaimer but commenting on policy, governmental affairs, or controversial issues without adherence to the College's media relation standards and/or Ethics Ordinance would require such a disclaimer. Personal opinions expressed in personal restricted venues using personal computing resources most often would not require disclaimers.

3. Individuals may report any alleged violations of the Board of Trustees Social Media policy to the Associate Vice President of Human Resources.

Additional Provisions/Information

Fund 10 - Trust & Agency Accounts
Policy Guidelines & Procedures

Trust and Agency Funds are used to account for assets held by the College in a trustee capacity, or as an agent for student organizations & numerous College departments. Agency Funds function primarily as clearing accounts for cash resources which are collected by various College departments and student organizations, held for a brief period, and then disbursed to authorized recipients.

These Guidelines and Procedures are provided to address most circumstances relating to Trust & Agency expenditures and disbursements. Situations that may be unique or not covered by this policy should be addressed specifically with the appropriate Account Manager responsible for the funds.

Accounts Payable Processing Timeline

The Accounts Payable Department will continue to process (Fund 10) Trust & Agency disbursement requests on a weekly basis. In order to ensure timely reimbursements and disbursements, **all** approved requests and supporting receipt(s) or documents(s) must be received in the Accounts Payable Department (L-442) no later than **Tuesday, 12:00 noon** for an anticipated check disbursement on **Thursday**. The Contact Person will be notified when checks are available to be picked-up.

Direct Reimbursement/Disbursement Request Procedures

This form is to be completed for reimbursement of expenses incurred in association with a student group activity, or for payment of supplies needed to conduct a student group activity. Only purchases deemed appropriate as defined by ICC budget policies and procedures will be approved for reimbursement/disbursement.

Complete the on-line Trust & Agency Disbursement Request Form by filling out the complete Name of the Payee, the complete Address, the requested check Amount, the name of the Organization, a descriptive Reason for Payment, the PeopleSoft account code to be charged (e.g. Dept or Organization number), the name of the person requesting the payment, the date of the request, and obtain appropriate Approvals. Attach all supporting receipt(s) and document(s) behind the Disbursement Request.

Retain a copy for your records. Submit **all** approved requests to the Accounts Payable Dept. (L-442) no later than **Tuesday, 12:00 noon** for an anticipated check disbursement on **Thursday**. Any request submitted without required documentation may delay the processing of the disbursement.

The following on-line form is available on ICCNET under "FUND 10 - TRUST & AGENCY":

- Disbursement Request Form   (Press F1 for on-line instructions)

Approvals

All disbursement requests require the approval of the appropriate Account Manager responsible for the funds. Any requests in the amount of $1000 or greater require an additional approval of the appropriate Vice President or Dean of Student Services. In order to expedite the disbursement process, all required approvals should be obtained prior to forwarding to Accounts Payable (L-442) for processing.

Student Service Center – Deposit of Funds

The Student Service Center (Student Accounting) will continue to process (Fund 10) Trust & Agency deposit requests on a daily basis. In order to ensure timely deposits, please provide the 4-digit (beginning with "0") Fund 10 club/organization/department number to the Cashier at the time of the deposit. This will ensure proper credit is given to the department. Allow up to 24 hours for processing time for the deposit amount to be posted into the Fund 10 account.

PeopleSoft Financials: Fund 10 – Trust & Agency Accounts
Procedures for Accessing Reports: Cash Balances & Account Details

Documentation for these steps can be found on ICCNET under "FUND 10 - TRUST & AGENCY ACCOUNTS" – "Procedures for Accessing Reports". PeopleSoft Financials Database "USERID" and "Password" can be obtained from your Club / Organizations' Account Manager in order to access Fund 10 account balances.

Access "ICCNET" by URL: http://iccnet/

On Lower Right of Screen: **PEOPLESOFT**
· Finance System Login

Inappropriate uses of Fund 10 - Trust & Agency Accounts

- ♦ * Payments for services rendered from individuals
- ♦ Financial support for political parties or individual candidates
- ♦ Purchases of alcohol
- ♦ Purchases not deemed appropriate as defined by ICC budget policies and procedures
- ♦ Requests for cash advances of travel funds
- ♦ ** Purchases needed for general operations (e.g. furniture, equipment, athletic uniforms)

* In order to request payments for services rendered from individuals on the behalf of the organization, the Account Manager must submit an approved authorization request for payment directly to the Human Resources office.

** If the organization has a need to purchase items primarily used for general operations, the request for payment **must** be submitted by **Purchase Order** through a departmental budget line item.

Fund 10 - Account Transfer Request Procedures

Trust and Agency Funds may be transferred to the departmental budget to subsidize purchases used for general operations by completing a (Fund 10) Trust and Agency Transfer Request Form, and submitting the approved request to the Controller for processing.

Complete the on-line <u>Trust & Agency Account Transfer Request Form</u> by filling out the Name of the Department, Organization, or Club, provide a descriptive Reason for the transfer, the requested Amount of the transfer, the PeopleSoft Department or Organization number FUND 10 to transfer funds FROM, the PeopleSoft account code (chart-field) to transfer funds TO, the Name of the person requesting the transfer, the Date of the request, and obtain the Approval from the appropriate Account Manager responsible for the funds.

Retain a copy for your records. Submit **all** approved transfer requests to the Controller (L-441) for processing. Any request submitted without the Account Manager's approval may delay the processing of the transfer.

The following on-line form is available on ICCNET under "FUND 10 - TRUST & AGENCY":

- Account Transfer Request Form   (Press F1 for on-line instructions)

New Account (Organization) Request Procedures

Complete the on-line <u>Trust & Agency New Account (Organization) Request Form</u> by filling out a descriptive Account Title (Dept or Organization Name), the source of Monies, the Name of the Person Authorized to make payments and transfers from this fund, and if different, the Name of the Account Manager, the Purpose of the fund and/or any restriction(s) required for the fund, the Name of the Person making the Request, the Date of the Request, and obtain Administrative Approval. Retain a copy for your records. Submit **all** approved New Organization requests to the Controller (L-441) for processing. Any request submitted without Administrative Approval will delay the set-up of the account.

The following on-line form is available on ICCNET under "FUND 10 TRUST & AGENCY":

- New Account (Club/Org) Request Form   (Press F1 for on-line instructions)

Inactivity of Account or Organization

If any Account (Club or Organization) remains inactive for a period of two years, any remaining money will be placed into a Trust and Agency General Fund. Prior notification will be given to the Account Manager before funds are actually transferred.

STUDENT LIFE

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