Guidelines for Reaffirmation of Active Status

Requesting funds from the Student Senate is a two step process. Clubs must follow the Guidelines for Reaffirmation of Active Status by DTCC Clubs and Organizations. Once funds have been allocated, clubs and organizations must submit a “Disbursement of Funds” Form to access allocated funds.

Step One: Follow the Guidelines for Reaffirmation of Active Status by DTCC Clubs and Organizations.

1. Maintain active participation status with Senate as is outlined in the DTCC Student Senate Constitution in Article V, Section 4 and Article VII, Sections 1 through 6. Responsibilities include but are not limited to required attendance to Senate meetings and active participation in Senate activities and on one standing Senate Committee. All Clubs/Organizations are expected to know and abide by requirements to remain active as outlined in the full DTCC Student Senate Constitution as can be found on the DTCC Website when links are followed from the home page to 'clubs/organizations' to 'student senate' to 'Student Senate Constitution'.
   <http://www.durhamtech.edu/html/prospective/studentsenatea.htm#constitution>

2. Each club or organization shall perform 50 Student Volunteer Hours. Half of the total amount of hours will be completed through volunteering at Student Senate events (i.e. Welcomania, Fall Fest, MLK Day, Spring Fling). However time spent as a club representative (i.e. standing at club recruitment tables) will not count toward Senate hours. The other half of the total amount of hours must be satisfied through community service. These hours should be submitted to the DTCC Volunteer Log, please note that the password is service.
   <http://www.durhamtech.edu/service/log.htm>

3. Participate in Budget Day Process. All monies budgeted for unrestricted funds for the following year shall be encumbered during a Budget Day to be held before the final Executive Board meeting for the current academic year. Clubs/Organizations will be notified about final funding decisions at the first business meeting of the new academic year. Budget Day provides an opportunity for clubs/organizations to present details regarding their budget requests. Once all interested clubs have presented, the newly elected Executive Board members will review requests and determine funding allocations based on the projected Student Senate budget for the upcoming academic year.

   To participate in Budget Day, clubs and organizations must submit a Student Club/Organization Proposed Budget Form during one of the Budget Days hosted by the Student Senate during the spring semester of the current academic year.
a. Monies detailed in the Student Club/Organization Proposed Budget Form are a projected budget for the upcoming academic year.

b. Every club that submits a Student Club/Organization Proposed Budget Form during one of the Budget Days during the spring semester of the current academic year will be guaranteed an amount to be determined by the newly elected Executive Board not to exceed $500.

   i. By turning in the Student Club/Organization Proposed Budget Form each club/organization understands and agrees that the Student Senate will provide funds based on the funding guidelines and that the awarded funds may not be awarded to cover all proposed expenses.

   ii. Clubs or organizations who do not submit a Student Club/Organization Proposed Budget Form on time are not guaranteed the amount mentioned in Item b.

c. Should a club lose active status (as outlined in the DTCC Student Senate Constitution) more than one time, they lose the opportunity to participate in the Budget Day.

d. Each academic year there will an amount to be determined by the newly elected Executive Board that will be set aside in the budget under Unrestricted Funds specifically for New/Renewing clubs/organizations.

   i. A renewing club/organization is a club/organization that has not received funds from the Student Senate for at least one academic year.

e. No club/organization may receive more than 20% of the Unrestricted Funds line item for the applicable year.

f. All Student Club/Organization Proposed Budget Forms must reflect a budget of the academic year showing September of the current year to September of the following year (i.e. September 2013-September 2014).

   i. While the Proposed Budget Form shows a budget through September, the Executive Board will notify the clubs/organizations of the last day that a club/organization can submit a Disbursement of Funds form.

   ii. The funds that each club/organization are allocated each year can be used from July 1st to June 30th of the following year (i.e. July 1, 2012-June 30, 2013).

Step Two: Submit a Disbursement of Funds Form. All clubs must also submit a Disbursement of Funds form, summarizing in detail, projected expenditures. This form is due to the Student Senate two months prior to need/receipt of funding. Unused funds should be returned to the
Business Office for credit back to the Student Senate. Receipts for funds must be submitted to the Business Office within 30 days of expenditure. Copies of receipts should be submitted to the Senate Treasurer, Wynn 1309 within 30 days.