

# Student Activities Procedures

Revised May 2016

Durham Technical Community College provides a variety of activities, organizations, and clubs for students and the broader community. Educational, cultural, and social activities must support the college's mission, values, and strategic goals. The college establishes and follows processes and guidelines to encourage student engagement; foster student leadership; coordinate and provide administrative oversight of activities, organizations, and clubs as well as related funding and expenditures; charter official student clubs and organizations; maintain a safe learning environment; and ensure compliance with college policies and with state and federal laws.

Student clubs and organizations should become familiar with and must abide by all official college policy and procedures. This information can be found online in the [College Catalog and Student Handbook](#).

The following sections outline the procedures and guidelines used to establish, regulate, and provide oversight for student activities, clubs, and organizations as well as detail advisor responsibilities at Durham Technical Community College. In order to keep club and organization advisors informed with the most current information, this manual will be updated annually.

## Student Activities Purpose

Durham Technical Community College promotes and supports the following activities and services:

**Student success:** We encourage the development of relationships that will enhance and develop positive academic, personal, and professional success inside and outside of the college classroom.

**Service learning:** We seek out opportunities to augment classroom learning by supporting related activities outside the classroom.

**Community service activities:** We support student club and organization activities that encourage students to take part in community service projects.

**Activities which honor cultural diversity:** We support programs and activities that promote the richness of the cultural diversity on our campus and in our community.

**Programs relevant to the entire Durham Tech community:** We encourage student clubs and organizations to sponsor programs and activities that are of interest to the entire Durham Tech community.

**Leadership:** We provide opportunities to learn and apply leadership skills through a democratic process designed to develop and apply critical thinking.

**Social connections:** We offer programs that create an atmosphere conducive to the development of positive social connections.

Staff in the Student Development, Communications, and Activities office are responsible for supporting and coordinating extra-curricular student activities. For more information, visit [studentsenate@durhamtech.edu](mailto:studentsenate@durhamtech.edu).

## Characteristics of Successful Student Organizations

***Three core activities of any effective group include the following:***

1. Effective groups accomplish group goals;
2. Effective groups self-regulate activities and processes; and
3. Effective groups develop and change in ways that improve effectiveness.

***Eight essential characteristics of a successful organization are as follows:***

1. *Group members know each other well.* Teamwork and community building is the cornerstone on which all of the remaining characteristics are built. These dynamics must be present and continuously renewed if the organization is to function effectively.
2. *Members are involved in defining organizational purposes.* Group member motivation increases when members have the opportunity to establish their own goals and purposes.
3. *Members help generate ideas.* While it may be quite simple for a few group leaders to produce and sponsor special programs, this approach does not develop a sense of ownership and participation among other group members.
4. *Group members participate in and commit to decision-making.* People support programs they help to create. Full participation by the membership in generating ideas, coupled with group decision-making, ensures a full measure of group participation and support.
5. *Skills, resources and liabilities of the group and community are identified.* Many groups are often rich in natural resources and skills available through members. Likewise, the college campus and the community in which it's located are sources of additional resources.
6. *The group uses systematic techniques to solve problems.* Resolve conflicts when they appear. Do not wait for them to fester.

7. *The group effectively communicates the mission, purpose, and projects to members and the community.* Effective and clear communication affects such important factors as recruitment of new members and attendance at functions sponsored by the group.
8. *The group participates in periodic evaluation and assessment.* Groups need to become accustomed to evaluating routinely a variety of aspects of group life, ranging from the way meetings are handled to assessing the success of a particular project or program.

## **Requirements for Student Clubs and Organizations**

### **Membership**

Durham Technical Community College is an equal opportunity educational institution and does not discriminate on the basis of race, color, gender, age, religion, national origin, or disability.

### **Participation in Student Senate and Events on Campus**

- Student clubs and organizations are required to choose a representative to the Student Senate, Durham Tech's student government association. Student clubs and organizations must complete the Student Clubs and Organizations Registration Form at the beginning of fall semester every year. Student Senate representatives must complete a Student Senate Recommendation form.
- The Senate representative is expected to attend the monthly business meeting and one subcommittee meeting per month (see Student Senate Constitution, Article 4, Section 2). Students in clubs and organizations are expected to participate in Senate-sponsored college events to showcase their club and to increase fundraising opportunities.

Student clubs and organizations are also expected to keep the Senate informed about the clubs' or organizations' activities by submitting a Club Activity Notification form when planning events. The form must be approved and signed by the club or organization advisor before it is submitted to the Student Activities Coordinator for final approval.

The Student Activities Coordinator will give final approval for any club or organization activities. The Club Activity Notification Form, once approved, is kept on file with the Student Development, Communications, and Activities office to indicate when, where, and why the activity will be taking place. It is also used to provide information, as needed, to various college departments, such as facility services and campus security. Food fundraisers are limited to one per day and will be permitted based on receipt of the Club Activity Notification form and approval by a Student Senate advisor.

## **Registration of Student Clubs and Organizations**

A Student Club and Organization Registration form must be completed and submitted to the Student Senate no later than September 30 of each fall semester. The completed form should be submitted to the Student Senate advisors in Wynn 10-209. The form must identify the current officers, advisors, and Senate representatives. Club and organization senators are expected to serve a full year (fall and spring semesters; Article 4, Section 2). If a change occurs in the slate of club or organization officers or advisors during the year, a new form must be submitted to a Senate advisor in Wynn 10-209.

## **Club and Organizational Funding**

All student clubs and organizations have access to student activities funding through the Student Senate. Student clubs and organizations requesting funding from the Student Senate must maintain active status by appointing a representative who must attend all required meetings and actively participate in Senate activities (Article 4, Section 2). Groups requesting funding must adhere to the Guidelines for Reaffirmation of Active Status by Durham Tech Student Clubs and Organizations.

## **Community Service Reporting**

To maintain active status, student clubs and organizations are required to participate in community service projects. For assistance in identifying projects or to join existing projects, please contact the Center for College and Community Service. Additionally, clubs and organizations should report the results of all community service projects on the Durham Tech Volunteer Log. The password is "service". Be sure to fill out the Volunteer Log as accurately as possible. Community service hours are used for Senate budget purposes as well as community service engagement awards presented at the annual Senate awards banquet in the spring. Clubs and organizations must submit their total community service hours by March 31 every year during spring semester. Questions regarding the Volunteer Log, community service opportunities, or community service hour totals should be directed to the Coordinator, Volunteer Services at [volunteer@durhamtech.edu](mailto:volunteer@durhamtech.edu).

## **Procedure for Securing a Charter**

Any group of students desiring to function as an official student club or organization of Durham Technical Community College may apply for recognition by the Student Senate and the college by submitting a Request for Charter (VII, Section 1, Durham Technical Community College Student Senate Constitution).

In order to submit a Request for Charter to the Student Senate, student clubs or organizations must complete the following:

Students interested in forming a club or organization must provide written evidence that the proposed organization has secured the support of a full-time faculty or staff member to serve as the advisor to the group by completing and signing the Request for Charter application.

Advisors may be “exempt” or “non-exempt” full-time faculty or professional staff members of the college. Non-exempt faculty or staff must receive written permission from their immediate supervisor to serve as a club or organization advisor. The supervisor must provide the Senate advisors with a letter of permission authorizing the non-exempt employee to serve as a club or organization advisor. Supervisors must submit a new letter annually for non-exempt faculty or staff to serve as a club advisor. Prospective advisors must have completed their probationary period with the college and be on a regular contract of employment.

Students interested in forming a club or organization must publicize and hold two introductory meetings to determine the level of student interest in the proposed club. Attendance at these meetings must be recorded and the number of students interested in the organization must be documented on the Request for Charter application. **There must be a minimum of ten students interested in forming the new club or organization. If the proposed club does not have a minimum of ten student members, the club will not be chartered by the Student Senate.**

Students interested in forming a club or organization must develop bylaws and submit those bylaws with the Request for Charter application to the Student Senate at least two weeks prior to the Senate’s next scheduled general business meeting. See an example of bylaws.

Clubs or organizations who have a local or national affiliation must fully detail this information in writing when submitting the Request for Charter. In addition, the club or organization must also fully detail any affiliation with any individual or group outside of the college when submitting the Request for Charter. Students and advisors needing assistance with the formation of appropriate bylaws should consult a Senate advisor for assistance and more information.

Students interested in forming a club or organization must have identified a student representative from the proposed club who is willing and able to attend the Senate’s general business meeting and subcommittee meeting, once a month. The motion to have a club or organization officially chartered by the Student Senate will be introduced at the meeting during new business by a member of the Senate Executive Board or a Student Senate representative. A student representative of the proposed club or organization must be present to respond to or to prepare follow-up information for any Student Senate questions.

Refer to Article VII, Sections 1 through 6 of the Constitution of the Durham Technical Community College Student Senate for the bylaws affecting student clubs or organizations.

## **Expectations of Officers**

### **Academic Standing**

Officers of student clubs and organizations are expected to maintain acceptable standards of academic progress while attending Durham Tech. The college requires that students maintain a minimum grade point average of 2.0. Each organization may establish higher GPA requirements for officers and members as long as the requirements are clearly detailed in the by-laws, but a minimum GPA of 2.0 is required for all officers and members. No student may hold membership in a college club or organization while under suspension from the college. All members of student clubs and organizations must adhere to the Student Code of Conduct.

### **Adherence to College Policies and Procedures**

Student clubs and organizations not adhering to policies and procedures established by the college risk the loss of active status and funding opportunities. Any incident by a student club or organization warranting disciplinary action will be reviewed by the Special Assistant for Legal Affairs/Ethics Liaison and the Senior Vice President, Institutional Advancement and Support.

## **Common Descriptions of Officer Responsibilities**

### **President's and/or Vice President's Responsibilities**

The President shall preside over all meetings, maintain order during all meetings, notify members of all upcoming meetings, develop and coordinate meeting agendas with the advisors, and appoint committee members. Other responsibilities may be added as needed.

### **Secretary's Responsibilities**

The secretary shall keep minutes, record attendance, prepare agendas for all meetings, and handle correspondence to members.

### **Treasurer's Responsibilities**

The treasurer shall provide financial accountability for the student club or organization, prepare financial status reports each semester, and prepare a summary financial report each semester and annually for the advisor's review and approval.

## **Guidelines for Requesting Funds from the Student Senate**

Requesting funds from the Student Senate is a two-step process. Clubs and organizations must follow the Guidelines for Reaffirmation of Active Status by Durham Tech Clubs and Organizations.

After funds have been allocated, clubs and organizations must submit a Disbursement of Funds form to access allocated funds.

**All receipts from all activities must be turned into the Business Office and the Student Development, Communications, and Activities office no later than 30 days after the event occurs. Failure to submit receipts could place additional funding in jeopardy.**

**Step One:** Follow the guidelines for Reaffirmation of Active Status by Durham Tech Clubs and Organizations.

- A. Maintain active participation status with the Student Senate as is outlined in the Durham Tech Student Senate Constitution (Article V, Section 4 and Article VII, Sections 1 through 6). Responsibilities include but are not limited to an appointed representative's required attendance to Senate meetings, active participation in Senate activities, and participation on one standing Senate committee. Members of clubs/organizations are expected to know and abide by requirements to remain active as outlined in the Durham Tech Student Senate Constitution.
- B. Perform a minimum of 35 total hours of community service, of which proof must be provided through the Durham Tech Volunteer Log prior to the March 31 deadline. Five of the 35 hours must be satisfied through volunteering at Student Senate events (e.g. Welcomania, Fall Fest, MLK Day, Spring Fling). The Student Senate Public Information Officer will be responsible for recording these five hours for the purpose of ensuring funding by the Student Senate Executive Board for the next academic year.

**Step Two:** Submit a Disbursement of Funds Form.

All clubs and organizations must submit a Disbursement of Funds form, summarizing projected expenditures in detail. This form is due to the Student Senate two months prior to the need and receipt of funding. **Unused funds must be returned along with the receipts for expenditures to a Student Senate advisor and the Business Office for credit back to the Student Senate. Receipts for funds must be submitted to the Business Office within 30 days of expenditures, and any copies of receipts should be submitted to the Senate advisor in Wynn 10-209 within 30 days. Failure to submit receipts within 30 days of expenditure could result in the club or organization being put on inactive status and forfeiting any remaining funds for the academic year.**

Example: the ABC Club was allocated \$1000 in their budget. They spent \$500 in December on a conference, but a Senate advisor never received the receipts for the \$500 that was spent. The Executive Board decided to place the ABC Club on inactive status for the remainder of the

academic year and reverted the remaining \$500 back to the unrestricted budget line item for another club to use.

In order to determine the amount of funds remaining in the unrestricted budget, clubs and organizations must submit all receipts to a Senate advisor by February 28. The Executive Board will review all expenditures at its March board meeting and will update clubs and organizations on remaining funds available at the March General Business Meeting. Clubs and organizations with remaining balances will have until April 30 to submit a Student Clubs and Organizations Request for Disbursement of Funds form to spend their allocated funds. The Disbursement of Funds form must include the name of the vendor, address, phone number, and amount to be spent.

## **Guidelines for Disbursement of Funds from the Student Senate**

- Step 1** Complete a Student Senate Disbursement of Funds form in its entirety.
- Step 2** Review the plans for and the use of Student Senate Funds Disbursement form with the club or organization advisor. If the funding use is approved, the advisor should sign and date the request.
- Step 3** Submit the completed Student Senate Funds Disbursement Request form to a Student Senate advisor in Wynn 10-209 no less than two months in advance of the project date. Please include the name of the vendor to which the check should be made payable to on the Disbursement Request form. If you have a price quote or invoice from the vendor, submit it along with the Disbursement Request form. If the request is a reimbursement, please be sure to include the receipts with the form. The Student Senate advisor will attach all forms or receipts with the request to be submitted through the college's purchasing system.
- Step 4** Funds will be disbursed to a vendor or to the club's or organization's advisor (at their own risk) if the request is for a reimbursement and receipts have been submitted. If a request is for more than \$5,000, the club or organization must request at least three bids submitted to the college. For additional information about the bid process, please contact the Business Office.
- Step 5** Follow up with the Business Office, Accounts Payable regarding the disbursement of your funds. If use of the college credit card is required to secure your purchase, please contact the Student Activities Coordinator and make arrangements prior to making the purchase.

## Fund Raising Ideas for Student Organizations

Attic sales	Popcorn sales
Auctions	Pre-packaged candy sales
Pre-packaged brownie sales	Pre-packaged chips sales
Car washes	Talent show
Pre-packaged cookie sales	Recycling projects
Coffee sales	Scavenger hunts
Pre-packaged doughnut sales	Stationery sales
Drawings	T-shirt sales
Garage sales	Valentine's Day specials
Plant sales	Yard sales

Student clubs and organizations intending to sell food must adhere to the rules and regulations set by the Durham or Orange County Health Departments and the General Statutes of North Carolina and must fill out the Club Activity Notification form. Students are encouraged to look at their own resources when planning fundraising activities.

### Raffles

It is lawful for any non-profit corporation which is recognized by the Department of Revenue as tax-exempt to conduct raffles, provided that the statutory limits set forth in *N.C. Gen. Stat. § 14-309.15* are observed. This statute limits the number of raffles that may be held by such a corporation to two raffles per year, and limits maximum prizes for any one raffle to \$5,000 in cash or \$25,000 in personal property. Not less than 90 percent of the net proceeds of the raffle must be used to further the charitable purposes of the corporation. No formal registration is required. See *N.C. Gen. Stat. § 14-309.15*.

For more information please review the North Carolina State Law as it refers to raffles.

**Raffles are not an accepted means of fundraising for clubs or organizations**, unless your club is a non-profit and can provide documentation to the Student Senate advisor proving your organization is exempt from federal income tax (having 501(c)(3) status). Durham Tech clubs with 501(c)(3) status requesting to hold a raffle must attach a copy of the form along with the Student Clubs and Organizations Activity Notification Form. **Durham Tech clubs and organizations are not considered non-profit and therefore cannot conduct raffles.**

### Movie Showing "Public Performances"

Commercial films, videotapes, and DVDs have copyrights that restrict the manner in which they can be shown. The standard used to determine whether permission is required from the copyright holder is referred to as “fair use.”

Neither the rental or the purchase of a video, DVD, or Blu-ray carries with it the right to show it outside of the home. No license is required to view a video, DVD, or Blu-ray inside the home by a family or social acquaintances. These same forms of media may also be used without a license for teaching in the classroom for a specific course.

Clubs or organizations wanting to show a movie at Durham Tech would require a public performance license to be obtained. This legal requirement applies regardless of whether an admission fee is charged, the organization is commercial or non-profit, or whether a federal or state agency is involved.

Movies may be rented from a distributor or clubs and organizations can purchase a copy of the movie that comes with public performance rights. A distributor to contact is [Swank Motion Pictures](#). A club or organization may also obtain written public performance rights from the copyright holder. A letter from the company, filmmaker, producer, or director of the film is acceptable for this purpose and must be on file with the Student Senate advisor in Wynn 10-209.

## Travel and Related Expenses

Extra-curricular travel provides outstanding learning opportunities, but can be expensive and can involve inherent risks. Travel should be well planned, expenses should be kept to a minimum, and any potential risks should be considered well in advance. Questions regarding liability issues should be discussed with the Dean of Student Development and Support.

The college's student accident insurance automatically covers all students enrolled at the college during on-campus and off-campus sanctioned activities. This accident insurance is provided to all student participants during student club or organization travel. Use of the Student Emergency Information form is also required, on which a student details emergency contact names and numbers, allergies, medications, and other pertinent health-related information. This form is kept confidential by the club advisor and only used in the event of a medical emergency.

When club or organization members vote to attend a state or national conference, perform community service as a group, or attend any type of function as a club, the club's or organization's advisor or a designated college faculty or staff member **must** accompany members of the club or organization during all college-sponsored or college-related travel. Individuals who are not currently enrolled students or employees of Durham Tech are not allowed to attend on-campus or

off-campus activities, unless they are an invited and registered guest of the campus club or organization.

- Step 1** Prior to any travel by members of the club or organization, a Travel Request, Advance, and Reimbursement form must be completed. A complete list of participating students **with college ID numbers** must be included with the completed form. Hotel and transportation information must be indicated on the form. **This form must be completed and returned to the Business Office along with the Student Senate Funds Disbursement Form at least one month prior to the travel. Travel forms are available in the Business Office.** Advisors should also have members read, sign, and return the Student Acknowledgement of Behavior Standards for Fieldtrips and other Off-Campus College-Sponsored Activities form before leaving on a trip.
- Step 2** After the trip has been completed, all original receipts for expenditures incurred must be turned in to the Business Office and a Student Senate advisor within 30 days of returning to campus. If reimbursements are involved, contact the Business Office to complete the reimbursement section of the Travel Request, Advance, and Reimbursement form. If Senate funds are used for meal subsistence on the trip and given to participants, please be sure to complete the Receipt for Meal Allowance form and return it to the Business Office and a Senate advisor within 30 days of returning to campus along with your other receipts.
- Step 3** Students under the age of 18, along with a parent, must complete and sign the Parental Permission form before attending any club or organization sponsored event which involves travel. Travel includes but is not limited to community service events, local, state, or national conferences, and any event where the student will be riding in a Durham Tech or state-owned vehicle. The advisor should maintain this form with all other necessary travel documents. If the student does not complete the form, they will be unable to participate in the event.

For more information about travel and related expenses, please contact the Business Office located in the White Building, room 1-159.

## College Resources

### Conference Rooms

Requests by student clubs or organizations to meet in any conference rooms on campus must be made through the club or organization advisor. Space is not guaranteed, but reserved on a first-come, first-served basis. Conference rooms are used frequently during the semester, and

reservations should be made well in advance. Rooms may be reserved using the college's R-25 room scheduler on the Durham Tech website.

### **Barbara Baker Student Activities Room**

Student clubs or organizations may reserve the Barbara Baker Student Activities Room for meetings. Requests must be made via the club or organization advisor by using the R-25 reservation system.

### **Durham Tech Vehicles**

Durham Tech vehicles are available to student clubs or organizations for travel on a first-come, first-served basis. Vehicles are not guaranteed and must be scheduled in advance. Only college employees (not work-study employees) are allowed to drive college vehicles. Vehicles can be scheduled by having the club or organization advisor complete a Vehicle Request form and email it to the designated Campus Police and Public Safety staff at least two weeks prior to the scheduled travel.

## **Club/Organization Sponsored Activities**

The college's student clubs and organizations have a long history of hosting activities that not only benefit the student members, but also benefit the college and larger community. Club and organization sponsored activities must adhere to and support the mission of the college. Activities that do not support the mission of the college are not allowed. Planning events and activities takes time, organization, communication, and teamwork. Information on planning events and activities is available in the Resource section of this publication. An Event Development form may also assist your organization when planning an event. The Event Development Form includes information such as theme, date, time and location of the event, caterer or food vendor information (if food is involved), and responsibilities of workers such as set-up and clean-up. The form also includes a timeline for your event as well as deadlines to have a successful event.

## Advertising and Promotion

Communication can be challenging on a commuter campus, and often is a challenge at Durham Tech. Organizations are encouraged to use creative, but acceptable methods for advertising any planned activities. Several effective methods of on-campus advertising follow:

**Open Bulletin Boards:** Non-reserved or open bulletin boards are available for use by Durham Tech clubs and organizations with no prior permission required. Please consult with the Building Captains for more information about regulations specific to building locations. Flyers or posters should be reviewed for grammar and content by club or organization advisors prior to being placed on campus bulletin boards.

**Media Coverage:** Any invitation to the media to cover an activity must be coordinated through the Director of Marketing and Communications. Club and organization advisors should contact the Director of Marketing and Communications to request assistance in seeking media coverage of an activity or event.

**Website, Facebook, and Twitter:** These are all online tools for promoting events. For more information, the club or organization advisor may contact the college's Web Designer/Developer and the Communications/Social Media Manager in the Marketing and Communications Department.

## Lecturers, Performers, and Guests

Lecturers, performers, and guests must be invited to campus by the club or organization advisor. All activities featuring outside guests must adhere to and support the college's mission. Plans to invite any guest to provide a contracted service or to speak or perform at the college for free, an honorarium, or performance fee must first be approved by the college administration. Contact the Senior Vice President, Institutional Advancement and Support before entering into any contracts with lecturers, performers, and/or guests.

## Regulations Involving Food or the Sale of Food

In accordance with the rules and regulations set by the Durham or Orange County Health Department and the General Statutes of North Carolina, the college's clubs and organizations wishing to sell or give away food on any Durham Tech campus must abide by these guidelines and procedures.

## **PLAN TO SELL FOOD?**

Officially sanctioned Durham Tech clubs and organizations may sell food considered non-perishable (such as pre-packaged chips), “bake sale” items (such as pre-packaged cookies, pre-packaged brownies, pre-packaged donuts, pre-packaged candy, pre-packaged crisped-rice treats, etc.), or “fun foods” such as dip ice cream, coffee, popcorn, candy apples, cotton candy, funnel cakes, and soft pretzels. Items such as cream-filled cakes and pies are prohibited.

Officially sanctioned student clubs and organizations may sell hot food only if they can provide documentation proving they are exempt from federal income tax (having 501(c)(3) status). If your club or organization falls within this category, a Student Senate advisor, located in Wynn 10-209, must receive a copy of the document noting the organization’s non-profit status along with the Club and Activity Notification form. Copies of this documentation will be kept on file for use when requested by the Durham or Orange County Health Departments.

Organizations having 501(c)(3) status are exempt from obtaining a permit by the Durham or Orange County Health Department and may only sell hot foods or drinks a maximum of once a month for a period not to exceed two consecutive days.

## **PLAN TO GIVE AWAY FREE FOOD?**

Officially sanctioned student clubs and organizations are permitted to give away food at no cost. Foods given away freely still must adhere to the guidelines outlined above.

A Club Activity Notification Form must be completed in order to sell food on or off the college’s campus or at any college-sponsored or college-related event.

If members of clubs or organizations have any questions about selling food or would like to learn more about the regulations set forth by the Durham or Orange County Health Departments, please contact a Student Senate advisor.

## **Ideas for Sponsored Activities and Community Service Activities**

Service Learning staff members are available to assist members of student clubs or organizations in coordinating and participating in service projects.

Ideas could include the following:

Adopt a stop/  
street/river/creek

Professional association  
partnerships

Big brother-big sister  
sponsorships

Aluminum can drives

Blood drives

Clean-up hikes	Habitat for Humanity projects	Musical performers
Crime prevention programs	Homeless shelters	On-campus health fairs
Charity Walks	Holiday parties for children	Prescription eyeglass drives
DWI awareness programs	Information booths on first days of classes	Salvation Army volunteers
Environmental awareness	Local travel to exhibits or conferences	Special Olympics volunteers
Exhibits/conferences on campus	Mentor programs	Toy drives for the needy
Financial donations to charities	Modest receptions to celebrate graduations	Voter registration drives
Guest lecturers		Yard work for the elderly / disabled

## Advisor Responsibilities

Student Development, Communications, and Activities staff are valuable resources for clubs and organizations. Staff may assist with ideas related to teambuilding, provide information about student development, and assist when organizational problems or issues arise. Please feel free to consult these staff. Club and organization advisors are required to be “exempt” or “non-exempt” full-time faculty or professional staff members of the college. Non-exempt employees must receive written permission from their immediate supervisor to serve as a club or organization advisor. The letter of permission for the non-exempt employee to serve as a club advisor must be submitted to the Student Activities Coordinator once it is completed by the employee’s immediate supervisor. The letter will be kept on file for the academic year in which the non-exempt employee is serving as a club advisor. Non-exempt employees wanting to serve as a club advisor must complete this process each year prior to serving as an advisor of a club or organization. Prospective advisors to a student club or organization must have completed their probationary period with the college and be on a regular contract with the college.

Responsibilities of student club and organization advisors include the following:

- Advisors are to serve as the official college liaison with the student club or organization.
- Advisors are to serve as the club’s or organization’s financial account manager by approving and signing all financial requests submitted by the club or organization to a Student Senate advisor. This includes funding requests using the required Disbursement of Funds Request form, completing financial reports, and submitting the Club Activity Notification form.

- Advisors are to have advance knowledge of all club or organization meetings and activities. **Advisor attendance at all club or organization meetings is mandatory.**
- Advisors are required to attend all club or organization off-campus activities or travel sponsored by the club or organization or require the club or organization to make arrangements for another faculty or staff member who meets the advisor requirements to attend. If arrangements are made for another qualified college employee to attend, the Student Senate advisor must be notified prior to the activity, with the name and contact information also provided.
- Advisors must ensure that the club or organization adheres to all college policies and regulations regarding off-campus activities, student travel, the Drug-Free policy, the Tobacco-Free Campus policy, and the Student Code of Conduct as outlined in the Durham Tech Catalog and Student Handbook.
- Club and organization advisors are to require and ensure that all students under the age of 18 complete and submit a Parental Permission for Students under age 18 form prior to participating in college-sponsored or college-related travel.
- Advisors are aware of the Drug-Free College policy and Tobacco-Free Campus policy and are to ensure that student leaders understand the implications of these policies as they plan both on-campus and off-campus activities for the club or organization.
- Advisors are to remain aware of the goals and purposes of the club or organization and ensure that these goals and purposes are followed by the members.
- Advisors are to offer guidance without domination by reminding members of the club or organization of the college's rules and policies and enforcing them when necessary.
- Advisors are to notify the Student Senate advisor when a club's or an organization's activities or a member's actions are contrary to its general purposes or when an action is planned without the club or organization advisor's approval.
- Advisors are to ensure that the club's or organization's activities are coordinated in advance through the Student Senate advisor by submitting a Club Activity Notification form.
- Club and organization advisors are to attend meetings the Student Senate advisor schedules for their information and involvement.
- Advisors are to communicate with members of the club or organization regarding any college meetings and announcements affecting the group.

- Advisors are to encourage students to participate in college activities such as Welcomania, Fall Fest, Spring Fest, and the MLK Celebration.

## **Scope of Authority of Advisors**

Advisors are to be aware of the scope of their authority. Advisors have the authority to make decisions or take actions within the stated responsibilities outlined in this publication, particularly if a student club or organization deviates from college policies and procedures. Student clubs and organizations must have advisor consent and approval for all activities.

### **Confirmation of Advisors**

Advisors confirm their intent to serve annually by signing the Student Club and Organizations Registration form at the beginning of the fall semester or at the beginning of their term of service. This form serves as sanction by the college for the club or organization advisor to act in the capacity of an advisor to the club or organization.

### **College Policies and Procedures**

The Student Code of Conduct, the College Catalog and Student Handbook, and Student Club and Organization Guidelines are sources for college policies and procedures related to student activities. The Student Senate advisor also serves as a resource for club and organization advisors and students who have questions or concerns related to student activities.

### **Scope of Duty**

An advisor is an agent of the college acting within the course and scope of employment. Club and organization advisors are cautioned to act pragmatically, avoid any real or perceived acts of negligence, act with reasonable prudence, treat people fairly, and use common sense. Maintaining a sense of what is fair and reasonable and using one's best professional judgment will reduce problems that might occur later.

### **Duty to Warn**

Students should be clearly warned by the club or organization advisor if there are any inherent or potential risks involved in participating in an activity or traveling out of town, state, or country to a conference, meeting, or learning activity. Club and organization advisors should attempt to anticipate any risks that may arise out of any decision or situation and take reasonable precautions to minimize such risks. Any questions about liability issues should be discussed with a Student Senate advisor and the Dean, Student Development and Support.