

FLORIDA
SOUTHWESTERN
STATE COLLEGE

OFFICE OF STUDENT ENGAGEMENT

HANDBOOK FOR STUDENT
CLUBS AND ORGANIZATIONS



TABLE OF CONTENTS

| | |
|---|----|
| INTRODUCTION | 3 |
| STUDENT OFFICES AND CONTACT INFORMATION | 3 |
| SECTION I: STUDENT CLUBS & ORGANIZATIONS | 4 |
| GENERAL REGULATIONS FOR STUDENT CLUBS AND ORGANIZATIONS | |
| ACADEMIC STANDARDS | |
| CLUB/ORGANIZATION EXECUTIVE BOARD DESCRIPTIONS | |
| SECTION II: CLUB/ORGANIZATION ADVISOR(S) | 6 |
| DUTIES & RESPONSIBILITIES OF A CLUB/ORGANIZATION ADVISOR | |
| 10 TIPS FOR ADVISORS TO INCREASE GROUP PRODUCTIVITY | |
| SPECIAL THANKS | |
| SECTION III: HOW TO START A NEW CLUB/ORGANIZATION ON CAMPUS | 8 |
| SECTION IV: BUDGET PROCEDURES FOR CLUBS AND ORGANIZATIONS | 9 |
| ACCOUNT SETUP | |
| RECORDS | |
| APPROVALS | |
| SECTION V. FINANCIAL TRANSACTIONS | 10 |
| DEPOSIT MEMO | |
| PETTY CASH | |
| CHECK REQUEST | |
| DEADLINES | |
| INACTIVE ACCOUNT | |
| FUNDRAISING | |
| SECTION VI: TRAVEL | 13 |
| TRAVEL PROCEDURES AND PAPERWORK | |
| TRAVEL FORM CHECKLIST | |
| TRAVEL EXPECTATIONS | |
| ADDITIONAL RESOURCES | |
| SECTION VII: COMMUNICATION & PUBLICITY FOR CLUBS AND ORGANIZATIONS | 15 |
| DESIGN | |
| FLYERS | |
| SOCIAL MEDIA | |
| OFF CAMPUS/COMMUNITY PUBLICITY | |

Introduction
The Office of Student Engagement

The Office of Student Engagement at Florida SouthWestern State College (FSW) is committed to providing opportunities to enhance student success, retention and graduation. This will be achieved through connecting them to resources and programming which contribute to their holistic development, while ensuring that all students feel welcomed and supported as part of the Buccaneer community. Each campus offers a variety of student activities including, but not limited to:

- ✦ Civic engagement and community service
- ✦ Leadership development
- ✦ Social events
- ✦ Registered Student Organizations
- ✦ Student Government Association

Our office is devoted to student success by providing opportunities and experiences for engagement on campus and in the community. Getting involved on campus is a crucial element to making students time at FSW a memorable and unforgettable experience. Co-curricular activities provide a place for students to come together, discuss pertinent ideas and issues, and accomplish common goals. Within this environment, students feel comfortable and encouraged to express their ideas and opinions, learning and development are enhanced, and student retention is positively impacted. Students are actively encouraged to join and/or form clubs/organizations on campus in order to establish personal and professional connections, learn more about their interests and sense of purpose, and to actively engage within the Florida SouthWestern State College community.

Student Engagement Offices and Contact Information

Charlotte Campus
Building O, Room 106
(941)-637-5634

Collier Campus
Building A, Room 106
(239)-723-3908

Hendry/Glades Curtis Center
Building A
(863)-674-6001

Lee Campus
Building Q, Room 127
(239)-489-9246

SECTION I: STUDENT CLUBS AND ORGANIZATIONS (SCO)

Clubs: provide students with similar interests, goals, and objectives an opportunity to meet, explore these common interests, and plan events and activities in order to advance their shared goals and visions. Clubs are generally campus-based or college-wide, and do not share affiliations with state, regional or international agencies.

Organizations: operate within the same context as clubs, but these groups are generally affiliated with recognized state, regional, national or international agencies.

GENERAL REGULATIONS FOR STUDENT CLUBS AND ORGANIZATIONS

- Club/organization membership is restricted to students currently enrolled at FSW.
- Club/organization activities must be conducted in accordance with the city, county, state, federal, and college operating procedures regarding appropriate expenditures and fundraising.
- The club president, an executive board member and Advisor(s) must attend the mandatory club/organization orientation session every term and submit all orientation forms in order to be active for the upcoming academic year.
- Clubs must submit a comprehensive report to the Office of Student Engagement at the end of the semester, which should include monthly meeting minutes and plans for the following semester.
- All members must adhere to the [FSW Code of Conduct](#).

ACADEMIC STANDARDS

- Holders of executive board positions must be enrolled in a minimum of six (6) credit hours and must maintain a 2.5 cumulative GPA during their appointment for the fall and spring semesters.
- Club/organization members must be enrolled in three (3) credit hours and must maintain a 2.0 cumulative GPA for the fall and spring semesters.
- Dual enrollment/early college/early admission students are welcome to join a college club/organization. They are also eligible to hold an executive board position, however, further rules and regulations may apply.

CLUB/ORGANIZATION EXECUTIVE BOARD DESCRIPTIONS

President

The president oversees all club/organization activities, presides over meetings, maintains communication with the college and the Office of Student Engagement, and represents the officers and Club/Organization members. The President should meet regularly with the club/organization advisor and club/organization officers.

Vice President

The vice president works closely with the president to accomplish the club/organization's goals, and should be prepared to serve in the president's absence as needed. The vice-president often serves as the chair for any formed committees within the club/organization.

Secretary

The responsibility of the secretary usually falls into two categories: records and correspondence. In addition to keeping accurate meeting minutes, membership rosters and attendance reports, the secretary should be familiar with all club/ Organization documents, including the constitution and by-laws. The secretary is responsible for notifying members of meeting times, sending invitations and thank you notes to guests, and other club/organization correspondence.

Treasurer

The treasurer maintains an accurate record of all club/organization financial transactions. In conjunction with the club/organization advisor, the Treasurer may also prepare a budget for the group, complete the activity request form, and any other financial related document. The Treasurer should work closely with the advisor to maintain and keep detailed records of club/organization funds.

OTHER:**Committees**

Clubs/organizations may accomplish goals more quickly and efficiently by using committees. Committees gather information to present to the club/organization and are responsible for specific tasks related to club/organization goals. Some common committees are Finance/Fundraising, Projects, Publicity, Membership/Recruitment, and Programming. Committees may also be organized for short-term projects. The committee chairperson will report to the president, and remain prepared to report to the group regarding committee decisions.

SECTION II: STUDENT CLUB AND ORGANIZATION ADVISOR(S) ROLE

The role of an advisor is important to the direction and success of the club/organization. FSW requires that every recognized club/organization have an Advisor either faculty or staff. Primarily, the advisor serves as a resource person for the club/organization. Advisors counsel and advise students by acting as a facilitator and guide. They assist students through their thinking process and challenge them to go beyond the status quo. Advisors also provide continuity for an organization by passing along valuable information regarding the organization's history, traditions, and past accomplishments to incoming executive boards and members. An active advisor improves the effectiveness of their respective SCO while assisting in the positive development of its student members.

DUTIES & RESPONSIBILITIES OF A CLUB/ORGANIZATION ADVISOR

- Attend the meetings and ensure that they are properly scheduled.
- Assist the club/organization in developing realistic goals for the academic year.
- Serve as a resource person at the executive and committee meetings.
- Act as a consultant on any project or special committee.
- Assist with the formulation, amendment, and clarification of the constitution and bylaws.
- Be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.
- Sign and approve all documents such as the room reservation form, activity request forms, travel forms, financial forms, etc.
- Submit all publicity and advertisement to the Office of Student Engagement for approval.

- Assist with the development, training, and orientation of new club/organization members.
- Advise the planning of activities and oversee elections.
- Confirm that activities are approved in advance.
- Chaperone all travel, activities, or appoint a designee.
- Consult with the Office of Student Engagement when questions and conflicts arise.
- Advise students in the area of fiscal responsibilities, integrity and leadership.
- Enforce the [FSW Code of Conduct](#) at all activities whether on or off campus.

10 TIPS FOR ADVISORS TO INCREASE GROUP PRODUCTIVITY

1. Know what the students expect of you as an advisor.
2. Express a sincere interest in the group and its mission.
3. Assist the group in setting realistic, attainable goals.
4. Encourage everyone to be responsible.
5. Assist the group in developing a system by which they can evaluate their progress.
6. Develop a style that balances active and passive group members.
7. Challenge the group to grow and develop.
8. Know and understand the students with whom you are working, different groups require different approaches.
9. Be creative and innovative.
10. Develop students' personal and professional goals.

SPECIAL THANKS

The Office of Student Engagement would like to wish you much success in your role as club/organization advisor. We sincerely thank you for serving as a leader, teacher, and mentor to our students. Your dedication and contributions in this role are greatly appreciated as you are making significant contributions to the involved students' educational and personal development. If you have any questions regarding your duties and responsibilities as an advisor, or if you need further clarification on FSW's policies and procedures regarding student clubs and organizations, please contact the Office of Student Engagement on your campus. We are here to help you!

SECTION III: HOW TO START A NEW STUDENT CLUB OR ORGANIZATION ON CAMPUS

Students are encouraged to join or start a club/organization for academic, athletic, cultural, political, religious or social purposes as long as they are keeping with the philosophy and objectives of the college vision and mission at FSW. The following steps outline the process and forms that need to be turned in to start a new club/organization at FSW:

1. New Club Application
2. Annual Advisor and/or Co-Advisor Application
3. Executive Board Roster
4. Membership Roster
5. Club Constitution Form (*template available*)
6. Account Request Form

IMPORTANT: All forms and processes must be completed in order to be active for the upcoming term. All initial forms must be submitted to the Office of Student Engagement on the campus for which the SCO will be active. A staff member will review all paperwork to ensure that all pieces are filled out correctly. However, all paperwork will be filed on the Thomas Edison (Lee) Campus.

What happens after submission?

1. If the New Club/Organization Petition Application and Club/Organization Constitution are in proper format, grammatically correct and are not in conflict with the [FSW Code of Conduct](#), the application will be approved by a staff member from the Office of Student Engagement.
2. The staff member will notify the club president/founder and advisor if the club is approved or denied.
3. If approved, the club/organization will receive the Office of Student Engagement Club/Organization Handbook and attend an official club/organization orientation. If denied, the staff member will schedule a meeting with the club president/founder and advisor to discuss the next steps to be taken in order to get approved.

SECTION IV: BUDGET PROCEDURES FOR STUDENT CLUB AND ORGANIZATION ACCOUNTS

Once a SCO is officially recognized by the Office of Student Engagement at FSW, it is entitled to an account (FUND 6) within the college. These funds are governed by the college's Office of Financial Services and are accountable to certain guidelines.

IMPORTANT: Student club/organization accounts do not generate interest.

CLUB/ORGANIZATION ACCOUNT

Club/organization accounts are used for depositing and dispersing funds for approved activities. The president or executive board member and advisor must attend the mandatory club/organization orientation to learn new or updated procedures concerning club/organizations accounts. Officers and advisors must attend a club orientation, in order for the club to receive funding each academic year and before making expenditures

Account Setup: The Office of Student Engagement will request a new club/organization account. Once the new account is obtained, the club/organization president and advisor(s) will use account number 21100 and they will be given an Index Number (6xxx). It is critical that the club/organization list the correct Account Number, Index Number and club/organization name on all campus budget paperwork.

Records: It is mandatory that club/organization treasurers and advisors maintain accurate account records with the assistance of the Office of Student Engagement. Executive board members and/or advisors may request a Financial Transaction Report from the Office of Student Engagement to compare with their records.

Approvals: The Budget Administrator's signature must be on all budget paperwork before it can be approved/processed. In addition to this, the SCO President or designated Executive Board Member and Advisor must also validate any financial transactions with their signatures.

IMPORTANT: No club/organization is allowed to have an outside account. If a club/organization is found in breach of this policy, the official status of the club/organization will be revoked.

SECTION V: FINANCIAL TRANSACTIONS.

The executive board and the advisor(s) of a club/organization are responsible for overseeing that the group observes the financial policies and procedures of FSW. The advisor has the duty of informing the Executive Board of the purchasing regulations. The advisor is held responsible for collecting and depositing all funds at the FSW Cashier's Office within one business day. The treasurer is responsible for keeping record of all financial transactions. All financial transaction forms can be found in the Office of Student Engagement.

DEPOSIT

Deposit forms are used to make deposit at the FSW Cashier's Office. This form helps clubs/organizations keep track of their monetary deposits.

IMPORTANT: Checks must be made out to the club/organization and FSW (i.e. Bowling Club/FSW).

PETTY CASH

Expenses totaling \$50.00 or less are reimbursed through Petty Cash Form. Proper signatures must be obtained. Submit the form with the original receipt attached to the FSW Cashier's Office for reimbursement. Please be sure to keep a copy of the receipts and Petty Cash Form for your records.

CHECK REQUEST

Expenses totaling \$5-\$250 are reimbursed using a Check Request Form. The original receipt must be submitted with the check request.

Using Vendors: When using vendor's clubs/organizations should first request a quote from the vendor. Once a club/organization has obtained a quote the next step is to fill out a Check Request Form and submit both the check request and quote to the Office of Student Engagement. Proper signatures must be obtained. A staff member will forward the check request to the Office of Financial Services where a check will be produced for the vendor. The Official of Financial Services will mail the check to the vendor or release it to the individual specified on the form. Please make sure to make copies of all documents for your records.

IMPORTANT: The advisor is listed as the college contact person for any club/organization order placed with a vendor not the student.

DEADLINES

At least two weeks is needed to process financial transactions. All budget paperwork must be submitted to the appropriate staff member in the Office of Student Engagement. All club/organization transactions and reimbursement must be submitted within two weeks of each event.

INACTIVE ACCOUNT

Any club/organization Account that has had no financial activity for at least one year is determined to be inactive. If a club/organization account becomes inactive and remains inactive over a two-year academic year, the account will be closed. For a club/organization to be reactivated, the club will need to reapply through the New Club/Organization Petition Application and be approved through the appropriate avenues in order to be officially recognized at FSW.

FUNDRAISING

FSW recognizes that individual departments, organizations, teams, clubs, and other groups have a desire for occasional fundraising activities to support department initiatives and needs; however, multiple or overlapping solicitations to the same constituents may have unintended negative consequences.

External Fundraising

The President oversees College fundraising efforts and provides regular reports to the FSW Foundation Board to ensure FSW Foundation efforts align with the College's mission. The District President designates authority to the Executive Director of the FSW Foundation to coordinate the cultivation, solicitation and stewardship of donors. The FSW Foundation oversees all fundraising appeals to FSW constituents: alumni, students, faculty, staff, friends, local businesses, foundations, corporations, and parents of students and alumni.

Two fundamental principles guide the Foundation Office's efforts:

1. FSW's overall interests (including the president's top fundraising priorities) take precedence over the special interests of individual departments, organizations, teams, clubs, or other groups; and
2. All fundraising on behalf of FSW must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax-exempt organizations. Furthermore, as a Direct Support Organization (DSO), all funds received from FSW Foundation ultimately will be to support Florida SouthWestern State College; all fundraising activities will reflect this.

Internal Fundraising

The President has delegated authority for student fund-raising to the Office of Student Engagement as outlined in COP 06-0701, Section 3.4. which provides guidance on financial transactions to include the provision that "all fundraising must be approved by the Office of Student Engagement prior to collecting funds." Further direction is provided by College Operating Procedure 04-0701 which outlines that fund raising by college student clubs, as well as other activities, are regulated by the Office of Student Engagement according to their rules. The Office of Student Engagement is overseen by the Director, Student Engagement.

I. Submission of Fundraising Proposals or Solicitations by Campus Groups or Individuals

The Advisor of any student club or organization (SCO) wishing to solicit or engage in fundraising activity with FSW's constituents is required to email the Office of Student Engagement at engage@fsw.edu before any fundraisers may take place. Within this email, please explain your proposed fundraising activity including the beneficiary, how you intend to secure funds, and describe the constituents you plan to contact. This request will be submitted to the Vice Provost of Student Affairs and Enrollment Management for review. If approved by the Vice Provost, the submission will be forwarded to the executive director of the FSW Foundation.

II. Approval Process and Next Steps

Student clubs or organizations that submit fundraising proposals will be contacted within one week of submitting their request to formulate a plan. If requested, individuals are also required to provide a comprehensive prospect list detailing who they wish to solicit. Please note:

proposed projects may need to be altered based on the college's current fundraising activities and the timing of the project.

Once approved, SCO are required to follow these guidelines:

- The Foundation Office has final approval over all prospect lists and will need to review all written materials in advance. Once approved, the Foundation Office will send a notification of the project to the member of the President's Cabinet to which the individual, department or organization is assigned.
- Prior to the solicitation activities, the Foundation Office will work with the SCO and the Financial Services Office to ensure funds received are deposited in the appropriate account.
- Any gifts received must be directed to the Foundation Office so that gifts may be processed in accordance with IRS guidelines and tax receipts can be issued.
- Gift receipts and thank you letters will be the responsibility of the Foundation Office; however, we will provide a donor list upon request so soliciting SCO may thank donors as well.

III. Exclusions from Policy

This policy does not prohibit or limit in any way fundraising efforts by departments, organizations, team or clubs that take the form of advertising in publications or programs; car washes; camp fundraisers, sales of baked goods, trinkets, apparel items; ticketed performances; personal chore services, etc., in which the buyer of such goods or services receives a tangible benefit as a result of the transaction. As a result of the Internal Revenue Service (IRS) guidelines, the College cannot issue gift receipts for these transactions. However, student organizations wishing to take part in these types of activities must consult with the Office of Student Engagement to determine an appropriate course of action.

This policy also does not include public benefit events. Any plans for benefits must be reviewed and approved by FSW administration. The college does not support benefit events on behalf of individuals. Any fundraisers supporting external organizations will be taken by the appropriate member of the President's Cabinet for approval.

IV. Questions

External Fundraising

Please contact Keith Callaghan, Executive Director of the FSW Foundation at 239-432-6789 or keith.callaghan@fsw.edu with any questions.

Internal Fundraising

Please contact Dr. Sholondo Campbell, Director, Student Engagement at 239-985-3438 or sholondo.campbell@fsw.edu

SECTION VI: TRAVEL

FSW supports planned student travel as an important part of the learning experience. To provide these enriched learning experiences, FSW has established specific policies and procedures to ensure participants' safety and college accountability in authorizing the use of student activity funds for this purpose. This section has been designed as a tool to ensure accountability and enhance planning related to student travel.

FIELD TRIPS are generally attendance at events on a certain day and do not generally include an overnight stay. Event tickets are usually involved.

CONFERENCES and other meetings are usually scheduled events with registration procedures/fees and a specific itinerary. Most last more than one day so travel arrangements include overnight stay.

TRAVEL PROCEDURES AND PAPERWORK

Travel Authorization Forms must be completed before any off-campus trip is to be considered official and in order to use club/organization funds to cover expenses. The staff/faculty and/or advisor(s) must complete a travel form for the group. For any trip, no more than 15 students are allowed per advisor. The form must list the names of all students that are traveling on the third page under the section "Group Travel."

A copy of the field trip/conference agenda or appropriate documentation must accompany the travel form. The Travel Authorization form (only the authorization form – not the reimbursement form) should be completed and submitted to the appropriate staff member in the Office of Student Engagement six (6) weeks prior to departure.

IMPORTANT: If the Travel Authorization Forms are not submitted within a minimum of six (6) weeks prior to departure, the trip may be denied.

For travel, a Check Request form must be used to initiate the cutting of a check for any purchase and expenses.

Students intending to travel with a club/organization or in the name of the college must maintain a 2.0 GPA for the current and cumulative semester. Students must also be enrolled, maintain, and complete at least six (6) credit hours in the fall and spring semesters. A notice of Class Absence Form should be submitted four (4) weeks in advance for all students attending a trip.

TRAVEL FORMS CHECKLIST

- ✓ Off Campus Activity Assumption of Risk Liability Release and Indemnification Agreement
- ✓ Code of the Road Contract
- ✓ Travel Absence Letter

TRAVEL EXPECTATIONS

STUDENTS:

- FSW campus policies apply when students travel using student activities funds.
- Students are responsible for their actions and behavior and will be held accountable.
- Students are expected to act professionally and respectfully.
- Misbehavior and/or misconduct can result in early dismissal. As a result, the student would be responsible for reimbursing the college for full conference and travel fees.

- Students are financially responsible for any neglectful damages that occur.
- The use of alcohol and/or drugs is prohibited at all times.
- Students are expected to promptly attend the entire conference including sessions, meetings, banquets, etc.
- FSW pays for students' hotel rooms only. No incidentals are covered (internet access, room service, movie rentals, etc.)
- Students are responsible for informing advisors if their room is changed for any reason.
- Students are responsible for contacting their professors about their absence and making up any school work.
 - Students are responsible for completing the Travel Forms within the requested time given by the advisor.
- Students are responsible for completing the Conference Reflection Form immediately following the conference.
- Students are expected to follow curfews established by their advisors (curfews are optional).
- Students are responsible for any costs of damage done to the hotel room during their time of stay.

- **ADVISOR(S):**
 - Are responsible for verifying current term registration at the time of travel for each student on each student trip.
 - Are responsible for the students they are traveling with on the conference.
 - Are expected to follow FSW policies while away from the college.
 - The use of alcohol and/or drugs is prohibited at all times.
 - Are expected to set the standards for students and make sure the students know what is expected of them.
 - Have all travel forms completed in a timely manner.

- **ADDITIONAL RESOURCES**
 - Student travel: The Use of Motor Vehicles [The Use of Motor Vehicles](#)

SECTION VII: COMMUNICATION AND PUBLICITY PROCEDURES FOR CLUBS AND ORGANIZATIONS

Clubs/organizations have various avenues for communicating opportunities for involvement with the greater student body. Some are more effective than others, and an Office of Student Engagement staff member can be consulted for advice on the best way to publicize club activities. Please read and abide by the following guidelines. When in doubt, consult the Office of Student Engagement. All publicity must be approved by the advisor and the Office of Student Engagement staff member. Clubs/organizations that request methods of publicity and/or mass communication may be denied if:

1. Unapproved by the advisor and/or the Office of Student Engagement.
2. Violation of EEO policy
3. Found in breach of the Communication and Publicity Procedures.

IMPORTANT: If Communication and Publicity Procedures are not followed, student organizations may face disciplinary actions, including the denial of future activity requests.

DESIGN

Clubs/Organizations are allowed to request design services to market and promote their activities.

- The Activity Request Form must be submitted and approved by the advisor and the Office of Student Engagement before work or printing can begin.
- Even if design services are not utilized, an activity request form must be submitted and approved by the Office of Student Engagement before a club/organization is permitted to advertise an activity in any way. All design rules apply regardless of who creates the design.
- The Office of Student Engagement must always approve all publicity before it is printed, posted or distributed, and the Office of Student Engagement has the final say on content.
- Florida SouthWestern State College, the Equal Employment Opportunity (EEO) statement and the club/organization name must appear on all printed materials. The EEO must be a minimum of 8pt font. Also, the FSW logo has to be on the flyer and cannot be altered or stretched. The Office of Student Engagement can send the correct size of the logo if needed.
- Club/organization shirt designs follow the same design procedures. Before ordering club shirts, the Office of Student Engagement and the advisor must approve the design and product order. The Office of Student Engagement can assist with vendor recommendations.
- When pulling pictures or images from online, only use images, pictures, or arts that are labelled free use. Do not use any copyrighted material.

IMPORTANT: The Club/organization advisor must be listed as the College contact person for any order placed with a vendor.

FLYERS

Flyers can be placed in designated areas around campus. Please consult with the Office of Student Engagement for proper placement of marketing materials. Any materials or vandalism placed on prohibited surfaces, windows, walls, doors, vehicles, etc. will be removed immediately by building maintenance personnel or by the Office of Student Engagement staff.

The sponsoring SCO is responsible for removing the posted marketing materials within 24 hours following the activity. If this is not done, the Office of Student Engagement may deny the next request to host an activity.

SOCIAL MEDIA USAGE

The Office of Student Engagement has an official Facebook and Instagram page (@FSWSTUDENTS). Clubs/organizations can request to have their activities posted on those networks, however, a four (4) week notice must be submitted. Clubs and organizations are not permitted to have their own social media accounts. Any social network questions concerning Facebook, Instagram, or etc. please consult with the Office of Student Engagement.

OFF CAMPUS/COMMUNITY PUBLICITY

Clubs/organizations must work with the Office of Student Engagement and their advisor to arrange publicity in the community.

QUESTIONS

For questions or concerns, please stop by the Office of Student Engagement at your nearest location.