

Student Organizations are open to any registered LCCC student. Membership should be 75% from one instructional area.

5.0 PROCEDURES

A. Student organizations must be officially recognized by the College. Steps to gaining official recognition include:

- 1) Discuss the purpose and goals of the prospective student organization with the Coordinator of Student Engagement & Diversity.
- 2) Define the organization as "instructional services" or "student services".

a/TT0 1 Tf-0.003PaeJ2.2 (e)-3 11.1-0.8 (c)-4.9 (l)-3.69 (l)-3af8(a)2.-c -0.0(Bn004 Tc 0.EP004 Tw -16.315 -1.81 (u)2.3 ()-3af8(5(

1)Def(u)2.3 ()8 Tw 0.826 Cf8(a-3 (r42.7 e)-3 ()pz)2.7 e ge oir.3 (e)-3s3 (t)-3 ()-11.3 (2e)-3ization thservic3 (i)10.4 (f (e)53 (

- 3) Organizations that wish to request funding from student activity fees must submit an annual budget as outlined in the Student Activity Fee Allocation Committee (SAFAC) procedures.
 - 4) Adhere to all College policies and procedures
 - 5) Maintain all financial accounting with the Administration & Finance Office to include but is not limited to:
 - a. Travel requests
 - b. Petty cash reimbursement
 - c. Vouchers
 - d. Purchase requisitions
 - e. Service contracts
 - f. Mileage reimbursements
 - g. Use of College vehicles
 - h. Use of College credit cards
 - i. Fundraising
 - 6) Provide an official student member roster through the registration process and maintain rosters throughout the year
- D. Only student organizations that are officially recognized by the College will be eligible for College benefits in the form of access to and use of:
- 1) Student Engagement & Diversity Office equipment for banners, tickets, fliers, posters, and newsletters
 - 2) College facilities when available
 - 3) College communication and marketing promotional tools
 - 4) Services offered by the Communication & Marketing Office
 - 5) Budget requests for consideration by the Student Activity Fee Allocation Committee (See Policy/Procedure No. 5956 Student Activity Fee Allocation Committee.)
- E. For all financial matters, student organizations will report to their advisor and appropriate instructional dean (or the Coordinator for Student Engagement & Diversity) for guidance and approval.
- 1) Student Organization Employee Advisors and their Deans or Directors are responsible for ensuring that fundraising activities are in accordance with college policies and procedures.
 - 2) Student organization Employee Advisors and their Deans or Directors are responsible for ensuring that expenditures at the end of the fiscal year do not exceed available funding as approved by the Student Activity Fee Allocation Committee (SAFAC).
 - 3) Any exceptions to over expenditures must be approved by the Coordinator of Student Engagement & Diversity and Dean of Students with consultation from Student Government.
 - 4) Non-approved expenditures and/or over-expenditures will be taken from the student organization's fundraising account. If there are insufficient funds in the fundraising account, the organization will be placed on probation until the over-expenditures are covered through fundraising.
- F. Student Organization Travel

- 1) All student organizations will be in compliance with Travel Policy 4.4 and Student Travel Policy and Procedure 4.42P & 4.4.2.1P for any travel tied to the student organization.
- 2) Student Organization Employee Advisor must travel with students and accompany students for the duration of the trip when cohe a(t)-5.9cT0 Tc(u)-0.8 (d)P0-0.7 (2 (r t6 (r(e)-4))106-3.9noonp