2018-19

Student Club Handbook

Important Updates to Note:

- NTC and Non-NTC Vehicle Reservations, pg 18
- Club Budget Report, pg 25
- Student Life Event Attendance Bonus, pg 27
- Advisor/Officer Seed Money, pg 28
- Student Club Funding Request, pg 28

Use the Club Resources web page for all forms and tools:

- www.ntc.edu/studentlifeblog
- Get Involved
- Access Club Resources
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Student Life

Connect with Student Life

Phone/Location: 715.803.1294, Student Leadership Center and The Den, Wausau

Fall/Spring Hours: Monday-Thursday: 7:30 a.m. - 10:00 p.m.
Friday: 7:30 a.m. - 5:00 p.m.

Staff: Shawn Sullivan, Director of Student Development
715.803.1267, sullivan@ntc.edu
Matt Chitwood, Student Development Coordinator
715.803.1217, chitwood@ntc.edu
Krista Reince, Student Life Activities & Event Specialist
715.803.1266, reince@ntc.edu
Jenny Erickson, Student Engagement & K-12 Events Specialist
715.803.1007, ericksonj@ntc.edu

Student Life Mission

Student Life promotes student engagement by offering innovative educational, cultural, social, and recreational programming which fosters student learning and development of the whole person. Student Life provides opportunities for students to expand their leadership skills and sense of civic and personal responsibility by preparing them to be active leaders in their communities.

Student Life Website and Club Forms

- **Student Life Website**
  
  www.ntc.edu/studentlife
  
  www.ntc.edu, click Student Portal, scroll down and click Student Life
  
  Includes quick access to a host of information related to campus events and programming.

- **Student Club Resources**
  
  www.ntc.edu/studentlifeblog/clubresources
  
  www.ntc.edu, click Student Portal, scroll down and click Student Life, hover over Get Involved, click Access Club Resources
  
  Access the club resource section of the website to complete club and advisor forms: Plan of Action, Event Planning, Funding Request, Travel Forms, etc.

- **Catering**
  
  Catering under $200 may be purchased offsite. Clubs will be responsible for picking up the order, clean up, etc.

  All catering orders over $200 must go through Canteen.
  
  Menu/Order http://canteencafes.compass-usa.com/NTCCafe/Pages/Catering.aspx?lid=a1
  
  Stop by the Campus Café for assistance with ordering or to discuss potential options.
# Fall 2018 Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, September 11</strong></td>
<td><strong>Club and Advisor Orientation</strong></td>
</tr>
</tbody>
</table>
| 12:00 p.m.-12:50 p.m. E101-102 OR Wednesday, September 12 3:00 p.m.-3:50 p.m. H101 | • Learn about the new face of student engagement  
  • Find out how to earn $100 for your club this semester  
  • Earn an additional $100 just by being at one of these two sessions |
| **Friday, September 21**     | **Central WI Science & Engineering Festival**                          |
| AND/OR **Saturday, September 22** | • Volunteers are needed for Friday, September 21 and Saturday, September 22.  
  • Visit INSERT LINK to sign up.  
  • Email studentlife@ntc.edu letting us know you’ve signed up so we can give your club credit for participating. You will not need to complete a Club Event Planning Form. |
| **Tuesday, October 2**       | **Fall Plan of Action Due**                                            |
|                              | • Access the fall 2018 form at the newly designed Club Resources web page  
  • [www.ntc.edu/studentlife](http://www.ntc.edu/studentlife)  
  • click Get Involved  
  • click Join a Club  
  • click Access Club Resources |
| **Tuesday, October 9**       | **Involvement Fair**                                                   |
|                              | • This is a great opportunity to promote your club and upcoming events/fundraisers to students from across the Wausau campus.  
  • To sign up, email studentlife@ntc.edu by Wednesday, October 3.  
  • Club with the most creative/interactive tables wins a prize. |
| **Saturday, December 1**    | **Revised Club Constitutions Due**                                     |
|                              | • With changes to the student engagement model, all clubs must review/update their current club constitutions to at least remove SGA Representative.  
  • Email to studentlife@ntc.edu. |
### SPRING 2019 DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 4</td>
<td><strong>Club Nomination Forms Available</strong>&lt;br&gt;  - Nominate your club for recognition:&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">www.ntc.edu/studentlife</a>&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">click Get Involved</a>&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">click Receive Student Recognition</a>&lt;br&gt;  - Awards given at the Student Recognition Banquet.</td>
</tr>
<tr>
<td>Tuesday, February 12</td>
<td><strong>Club and Advisor Listening Sessions</strong>&lt;br&gt;  - Provide feedback about the new student engagement model&lt;br&gt;  - Earn $100 for your club just by being at one of these two sessions</td>
</tr>
<tr>
<td>12:00 p.m.-12:50 p.m. E101-102 OR Wednesday, February 13 3:00 p.m.-3:50 p.m. H101</td>
<td></td>
</tr>
<tr>
<td>Tuesday, March 9</td>
<td><strong>Spring Updated Plan of Action Due</strong>&lt;br&gt;  - Access the spring 2019 form at the newly designed Club Resources web page&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">www.ntc.edu/studentlife</a>&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">click Get Involved</a>&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">click Join a Club</a>&lt;br&gt;      o <a href="http://www.ntc.edu/studentlife">click Access Club Resources</a></td>
</tr>
<tr>
<td>Tuesday, March 26</td>
<td><strong>Club Nomination Forms Due</strong></td>
</tr>
<tr>
<td>Thursday, May 9</td>
<td><strong>Student Recognition Banquet</strong>&lt;br&gt;  - Club officers and advisors (as listed on the spring plan of action) will receive invitations to attend.</td>
</tr>
<tr>
<td>5:00 p.m.-7:30 p.m. NTC Wausau Campus</td>
<td></td>
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### Student Clubs and Advisors

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Club</th>
<th>Advisor</th>
<th>Ext.</th>
<th>Mail</th>
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<tbody>
<tr>
<td>794</td>
<td>Automotive Technology</td>
<td>Ross Nevienski</td>
<td>1775</td>
<td>F112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Randy Wesenick</td>
<td>1254</td>
<td>F112</td>
</tr>
<tr>
<td>780</td>
<td>Beta Rho Zeta</td>
<td>Matt Chitwood</td>
<td>1217</td>
<td>D112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shawn Sullivan</td>
<td>1267</td>
<td>D112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carrie Heckendorf</td>
<td>1738</td>
<td>A113</td>
</tr>
<tr>
<td>768</td>
<td>Business Professionals of America (BPA)</td>
<td>Dianne Carroll</td>
<td>1490</td>
<td>A113</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carrie Heckendorf</td>
<td>1738</td>
<td>A113</td>
</tr>
<tr>
<td>750</td>
<td>Collegiate DECA</td>
<td>Amy Gajewski</td>
<td>1728</td>
<td>F112</td>
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<tr>
<td></td>
<td></td>
<td>Dianne Carroll</td>
<td>1490</td>
<td>A113</td>
</tr>
<tr>
<td>766</td>
<td>Computer Club</td>
<td>Jake Seever</td>
<td>1724</td>
<td>A113</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dominic Gruetzmacher</td>
<td>1838</td>
<td>A113</td>
</tr>
<tr>
<td>761</td>
<td>Criminal Justice</td>
<td>Brian Fiene</td>
<td>1392</td>
<td>D138</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andrew Kleppe</td>
<td>1391</td>
<td>D138</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paul Clarke</td>
<td>1481</td>
<td>D138</td>
</tr>
<tr>
<td>752</td>
<td>Culinary Arts Club</td>
<td>Derrick Vanzo</td>
<td>1323</td>
<td>D155</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travis Teska</td>
<td>1285</td>
<td>D155</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jon Reinke</td>
<td>1266</td>
<td>D155</td>
</tr>
<tr>
<td>774</td>
<td>Dental Hygiene</td>
<td>Deb Koziel</td>
<td>1331</td>
<td>CHS2</td>
</tr>
<tr>
<td>754</td>
<td>Electromechanical Club</td>
<td>Bryan Schroder</td>
<td>1263</td>
<td>F112</td>
</tr>
<tr>
<td>763</td>
<td>Forest Products Club</td>
<td>Travis Allen</td>
<td>7723</td>
<td>T100</td>
</tr>
<tr>
<td>755</td>
<td>I-Sign</td>
<td>Tamara Boornazian</td>
<td>1076</td>
<td>A155</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vicki Shapiro</td>
<td>1016</td>
<td>A155</td>
</tr>
<tr>
<td>785</td>
<td>InterVarsity Christian Fellowship</td>
<td>Chris Severson</td>
<td>1235</td>
<td>F112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jonathon Menard</td>
<td>1251</td>
<td>F112</td>
</tr>
<tr>
<td>762</td>
<td>Machinist’s Club</td>
<td>Jeff Block</td>
<td>1246</td>
<td>F112</td>
</tr>
<tr>
<td>764</td>
<td>Medical Assistant</td>
<td>Tera Wiesman</td>
<td>1470</td>
<td>CHS2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jenny Stieber</td>
<td>1169</td>
<td>CHS2</td>
</tr>
<tr>
<td>793</td>
<td>Medical Laboratory Technician</td>
<td>Laura Ahonen</td>
<td>1343</td>
<td>CHS2</td>
</tr>
<tr>
<td>758</td>
<td>National Association of Home Builders (NAHB)</td>
<td>Travis Severson</td>
<td>1282</td>
<td>F112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mike Block</td>
<td>1710</td>
<td>F112</td>
</tr>
<tr>
<td>757</td>
<td>Professional Agricultural Students (PAS)</td>
<td>Stephen Krueger</td>
<td>1283</td>
<td>D155</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Charl Van Der Nest</td>
<td>1281</td>
<td>D155</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roy Hardy</td>
<td></td>
<td>D155</td>
</tr>
<tr>
<td>772</td>
<td>Radiography Club</td>
<td>Marianne Rhodes</td>
<td>1327</td>
<td>CHS2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heidi Nichols</td>
<td>1421</td>
<td>CHS1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christina Priewe</td>
<td>1306</td>
<td>CHS2</td>
</tr>
</tbody>
</table>

--- Student Clubs and Advisors continued on next page ---
<table>
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<tr>
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<th>Club</th>
<th>Advisor</th>
<th>Ext.</th>
<th>Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>770</td>
<td>Student Nurse Association (SNA)</td>
<td>Andrea Hebert</td>
<td>1429</td>
<td>CHS2</td>
</tr>
<tr>
<td></td>
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<td>Stephanie Bessert</td>
<td>1374</td>
<td>CHS2</td>
</tr>
<tr>
<td>759</td>
<td>Timberwolf Productions Club</td>
<td>Jordan Innes</td>
<td>1010</td>
<td>F112</td>
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<tr>
<td>787</td>
<td>Veteran's Club</td>
<td>Heidi Nichols</td>
<td>1421</td>
<td>CHS1</td>
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<tr>
<td></td>
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<td>Tou Yang</td>
<td>1252</td>
<td>C110</td>
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<td>Ben Bliese</td>
<td>1507</td>
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<td>Welding</td>
<td>Dan Grabko</td>
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<td>Veronica Hope</td>
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<td>Robert Leafblad</td>
<td>1390</td>
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<td></td>
<td></td>
<td>Brandon Loertscher</td>
<td>1501</td>
<td>F112</td>
</tr>
</tbody>
</table>
CLUB ADVISORS

Club advisors serve as an integral part of students clubs. They have the responsibility of advising and serving as a resource person to assist the club with developing realistic goals for the academic year contributing to the educational and personal development of members. Through suggestions, comments, constructive proposals or searching questions, advisors can assist the club in fulfilling objectives.

Advisor Stipend/Bonus

Club advisors will be paid a base stipend of $500 per semester (split among multiple advisors) with an additional bonus of up to $200 per semester per advisor based on club activities.

Eligible Bonus Activities

- $20 bonus for each program related FIELD TRIP or CONFERENCE.
- $20 bonus for each (up to 3 per advisor) COMMUNITY SERVICE PROJECT coordinated/completed by the club.
- $20 bonus for each (up to 3 per advisor) GUEST SPEAKER/PROFESSIONAL DEVELOPMENT ACTIVITIES during a club meeting/activity.

To Earn Bonus:

- Club must submit Club Event Planning Form prior to the activity.
- Advisor must be present at the activity.
- Advisor must notify Student Life of his/her participation. Near the end of each semester, Student Life will send advisors a club activity report as compiled through submitted Club Event Planning Forms. It is the advisor’s responsibility to respond by the date advised with the report noting at which eligible events they were present.

Overnight Travel Bonus

Student Life appreciates the importance of attending conferences, competitions, and other out-of-town events with students and wants to support advisors for the time devoted to overnight travel. Each advisor will be paid an additional amount for each overnight trip taken with their club if they submit the Overnight Travel Bonus form prior to travel.

- Trips requiring one overnight stay: $50 per trip.
- Trips requiring two or more overnight stays: $100 per trip.
- Overnight travel will be paid at the end of each semester with the stipend.
- To receive the additional funding, prior to the trip complete the Overnight Travel Bonus Request available on the Student Club Resources web page.

NOTE: Student Life reimburses travel expenses up to $1,000 per trip with additional reimbursement of up to $3,000 for state and national competitions. Reimbursements must be submitted within 45 days of returning from the event. Advisor meal reimbursements must include itemized receipts.

Advisor Responsibilities

1. Be a current Northcentral Technical College employee.

2. Serve as a positive role model to NTC students and take an active role in helping students plan and administer a meaningful program that is consistent with the club’s purposes and with the goals and objectives of the college.
3. Work with students in the club to submit required paperwork to Student Life and fulfill other requirements to ensure official club recognition:
   a. Submit the Student Club Plan of Action by the first Tuesday of October and a revised version for the second semester by the first Tuesday in March. (Forms are available on the Student Club Resources web page.)
   b. The club meets at least once monthly (or a schedule approved by Student Life) with all attendance forms from club meetings turned into Student Life by the end of the month. Attendance forms (or minutes documenting attendees) may be emailed to studentlife@ntc.edu.
   c. The club holds at least two events per semester. These events include, but are not limited to:
      - social events
      - community service
      - fieldtrips
      - fundraisers
      - leadership development activities

   All events require submission of a Club Event Planning Form and Student Life approval prior to the event.

4. Attend all club meetings.

5. Be familiar with college and club policies and procedures, ensuring policies are adhered to during all club activities. When in doubt of a policy or procedure, the advisor is responsible for communicating and clarifying the policy/procedure for the club. If the advisor is unsure, answers can be found in Student Life.

6. Encourage and assist the club’s active presence on campus.

7. Assist the treasurer in maintaining accurate financial records and ensuring the club does not exceed available funds.

8. Submit all reimbursements for club/advisor travel within 45 days of returning from the event with itemized food receipts.

9. If applicable, oversee club’s posting to and use of social media (Facebook, Twitter, etc.) and delete inappropriate content if necessary.

10. Serve as a liaison between the club and Student Life.

11. When a club sponsors an event, the advisor will be in attendance during the event. If they are unable to attend, the advisor may arrange for another staff member to assume their responsibilities or consult with Student Life on guidance.

12. Club trips and activities outside of the NTC District must have an advisor present during the entire trip and club travel paperwork must be submitted prior to trip departure.

13. Upon request, work with club members to submit a written summary report of the activities accomplished by student club members.
GUIDELINES FOR CLUBS

NTC recognizes clubs as an important means to provide educational and social opportunities to students and believes student clubs provide opportunities for students' personal and professional growth.

Forming a New Club

Students interested in establishing a new club may contact Student Life.

Each new club must have:

- a minimum of four (4) members,
- an NTC faculty or staff member as an advisor, and
- a complete Student Club Plan of Action and Constitution on file in Student Life.

After all of these steps have been completed, Student Life will review and approve as an officially recognized club.

For additional details, review the Start a Club web page.

Social Media

Club Website

NTC does not currently have the infrastructure for club websites. Clubs wishing to maintain a website should work with Student Life to create a Facebook and/or Twitter presence.

Facebook

Clubs wishing to have a Facebook page should work through Student Life to set up. Club advisor(s) and Krista Reince should have administrator privileges of the account; however, the club is responsible for content.

NTC Logo Usage

Prior to using the NTC logo in print or online media, obtain permission from NTC Student Life and NTC Marketing. Please contact Student Life to discuss.

Club Logo Design

Clubs may elect to design their own unique logo. As you begin the design process, please consider the following guidelines before submitting to the NTC Marketing + Public Relations (M+PR) department for final approval.

1. Color choice:
   a. Use the NTC primary blue, black, dark gray or division color
2. Typeface:
   a. If using the official college logo, use the pre-approved version: mprtoolkit.ntc.edu/ntc-logos
   b. If using the acronym, “NTC,” the preferred font is Arial. Other fonts will be considered, but are subject to approval.

*All logos are subject to approval and must be submitted to club advisors, Student Life and M+PR department.

### PRIMARY COLOR

<table>
<thead>
<tr>
<th>Color</th>
<th>Cyan</th>
<th>Red</th>
<th>Magenta</th>
<th>Green</th>
<th>Yellow</th>
<th>Blue</th>
<th>Black</th>
<th>Web Hex</th>
</tr>
</thead>
<tbody>
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<td>66</td>
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</tr>
</tbody>
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### BASE COLOR

Select a base color/tint

- **Black**
  - Cyan 0
  - Magenta 0
  - Yellow 0
  - Black 100
  - Web Hex: #211F20

- **Dark Gray**
  - Cyan 51
  - Magenta 52
  - Yellow 51
  - Black 36
  - Web Hex: #555555

### SECONDARY COLOR:

#### DIVISION/DEPARTMENT

- **Agriculture Sciences**
  - Cyan 57
  - Magenta 0
  - Yellow 80
  - Blue 103
  - Black 0
  - Hex: #76C267

- **Business & Community Services**
  - Cyan 68
  - Magenta 0
  - Yellow 4
  - Blue 236
  - Black 0
  - Hex: #53C8EC

- **Health**
  - Cyan 4
  - Magenta 100
  - Yellow 91
  - Blue 46
  - Black 0
  - Hex: #E21F2E

- **Public Safety**
  - Cyan 0
  - Magenta 56
  - Yellow 85
  - Blue 59
  - Black 0
  - Hex: #F8893B

- **Technical & Trades**
  - Cyan 37
  - Magenta 31
  - Yellow 29
  - Blue 166
  - Black 0
  - Hex: #A5A4A6

- **Other**
  - Cyan 44
  - Magenta 85
  - Yellow 0
  - Blue 155
  - Black 0
  - Hex: #9B499B

### Active Club Responsibilities

Each club has responsibilities to maintain their status as an active club by:

1. Submitting the Student Club Plan of Action to Student Life by the first Tuesday of October. An updated version for the second semester must be submitted to Student Life by the first Tuesday in March. Club Plan of Action includes:
   - List of club officers
   - List of club members
   - Days/times/location of club meetings
   - Outside affiliations
   - Verification club constitution has been updated within the past five years
   - Goals for the club

2. Conducting all club activities according to the College's and the WTCS's regulations.
3. Having at least one faculty/staff member to serve as the advisor.

4. The club meets at least once monthly with all attendance forms from club meetings turned into Student Life by the end of the month. Attendance forms (or minutes documenting attendees) may be emailed to studentlife@ntc.edu.

5. The club holds at least two events per semester. Club events are defined as any activity the club engages in requiring them to fill out a Club Event Planning Form. These events include, but are not limited to: social events, community service, fieldtrips, fundraisers and leadership development activities.

Note program/class fieldtrips and events are not considered club events. For co-curricular clubs, if program students are required to participate and/or receive a grade for participation then it is not a club event/activity.

Active: Active status is granted by Student Life upon a club’s completion of the required guidelines. Clubs will remain in "active club" status by adhering to all Student Life and institutional guidelines.

Inactive: Clubs not adhering to these guidelines are referred to as "inactive clubs" until the required guidelines are completed. During “inactive” status, clubs are ineligible to draw upon club funds and may not request additional funding from Student Life. Clubs may remain "inactive" for a period of two years, after which they will be deactivated and forfeit all fund balances. The club must then go through the process of forming a new club.

Active Club Member Responsibilities
The members of each club have responsibilities to their advisors.

1. Plan meetings and special functions at a time the advisor is able to attend. Do not take the advisor's attendance for granted.

2. Keep the advisor fully informed of the program and activities of the club and the progress being made in carrying out plans.

3. Ask for the advisor's opinion and advice when problems come up in the club.

4. Be courteous, considerate, and appreciative of the advisor's services.

Club Activities – On Campus Event
All club activities and events (and event promotion brochures/handouts) must be approved by Student Life. The following steps should be taken when planning a club activity.

Event Planning and Funding Request

1. An advisor or club member submits
   - Club Event Planning Form
   - Club Funding Request Form, if applicable

2. Student Life approves or denies the activity and notifies the individual who submitted the form and the advisor by email.

Room Reservation

1. If a conference room is needed
   - Advisor (or department’s assistant) reserves a room in Lotus Notes.
2. If a classroom or a room requiring special set up is needed
   • Identify potential available rooms as outlined under the next heading.
   • At least two weeks prior to the event, the advisor submits a Staff Room Request form to secure the room. The form is available on the NTC Intranet under Forms and Scheduling.
     o In the description identify which club is hosting the activity.
     o Include Krista Reince (715.803.1266) as the Coordinator.
     o If IVC is needed to broadcast to/from regional campuses, check the appropriate box on the request form.
   • Advisor receives confirmation the room has been reserved by Scheduling.
   • If set up is required, at least one week prior to the event advisor coordinates with their department’s administrative assistant to complete a SchoolDude request for desired set up.

**Finding Available Rooms on Campus – Search by a Specific Room:**

If there is a desired room, an advisor can look up availability in PeopleSoft:

1. Access PS Campus Solutions from the NTC Intranet or by visiting https://cs.ntc.edu/psp/csprodp/?cmd=login&languageCd=ENG&.
2. Log in using the same username and password as when you log on to your computer.
3. Click the nav bar icon in the upper right corner and then select Navigator to access the main menu. Click each of the following words to expand your menu options:
   a. Campus Community
   b. Campus Event Planning
   c. View Event Information
   d. Campus Meeting Details
4. On the Campus Meeting Details page,
   • Type **NTC15** into the SetID box.
   • *Tip: Click Add to in the upper right corner of the screen and select Favorites to save this page for immediate access the next time you want to search.*
   • Leaving other fields blank, click Search.

5. Look through the list of all NTC rooms. Use the arrows at the top right of the list to access additional results.
6. Click the preferred room (e.g. 1004-Auditorium, E101, E102, etc.).

7. In the Meeting Date field, type the desired date (mm/dd/yyyy) and click Search. The results will either appear blank (nothing scheduled in the room) or with details (such as pictured below) of that day’s events.

8. If the desired room is available, complete the Staff Room Request form, available on the NTC Intranet under Forms and Scheduling.

Finding Available Rooms on Campus – Search by Date/Time:
If a specific room is not already identified, an advisor can follow these instructions to look up all available rooms in PeopleSoft:

1. Access PS Campus Solutions from the NTC Intranet or by visiting https://cs.ntc.edu/psp/csp?cmd=login&languageCd=ENG&.

2. Log in using the same username and password as when you log on to your computer.

3. Click the nav bar icon in the upper right corner and then select Navigator to access the main menu. Click each of the following words to expand your menu options:
   a. Curriculum Management
   b. Facility and Event Information
   c. Search for a Facility

4. On the Search for a Facility page,
   • Type NTC15 into the Academic Institution box.
Tip: Click **Add to Favorites** in the upper right corner of the screen to save this page for immediate access the next time you want to complete a search.

Leaving other fields blank, click Search.

5. On the Facility Search Criteria page,
   a. Enter the desired “From” and “End” date in mm/dd/yyyy format.
   b. Enter the Meeting Start Time and Meeting End Time in the hh:mmPM format. No space between the time and the AM/PM.
   c. Add a check mark to the applicable day(s) of the week.
   d. Optional: By clicking on magnifying glass, you can select a Facility Type to narrow the search results.
   e. Enter the Room Capacity To and From.
   f. Click Fetch Facilities.

6. You will be provided a list of potential rooms. Use the arrows on the top right of the listing to see additional options. Once you find a room to fit your needs, complete the Staff Room Request form, available on the NTC Intranet under Forms and Scheduling.
Club Activities – Off Campus Event

Event Planning Forms

Prior to an off campus event involving travel (e.g. to tour a company, fieldtrip out-of-state, regional/state/national conference, etc.), advisors must submit appropriate paperwork.

Per insurance codes, all four travel forms must be submitted for each event in which a student participants, regardless of how recently a student may have completed some of the forms for another trip.

1. Submit Club Event Planning Form (and Club Funding Request, if desired).

2. Obtain travel forms from the Student Club Resources web page.
   a. Field Trip Information/Approval Form – Provides information about faculty/staff attending; destination, dates, and purpose of trip; etc. Form must be signed by faculty/staff member and dean or designee prior to submission.
   b. Field Trip Participant List – Provides an accurate list of each person participating in the event along with emergency contact details. Advisors are encouraged to make a copy of this list for their records prior to submitting the travel packet to Student Life.
   c. Student Travel Conduct Code – Each student participant, regardless of if they have filled it out prior, must read and sign this document.
   d. Acknowledgement of Risks-Acceptance of Responsibility (AR2) – Each student participant must fill out this form for each trip.
   e. Tip – Staple a student’s Travel Conduct Code and AR2 form together and then organize them in the order of the Field Trip Participant List for easy review.

3. Print forms and fill out with pen/pencil or download to complete the majority of the information electronically.

4. Once all forms are fully completed, the division dean and advisor must sign the Approval Form. Then submit full packet of all necessary documents to Student Life for review/approval.
Reserving a Vehicle
Drivers of school or rented vehicles must be approved.

- Complete necessary forms and submit to Der Xiong at mailstop G105. Access the forms
  - S:\Facilities\Public\MVR Information\2016 Forms.
    - Consent and Authorization to Procure Motor Vehicle Record (MVR)
    - Motor Vehicle Record Check Disclosure

NTC Vehicles and Reservations

There are multiple NTC vehicles which may be reserved for travel purposes. *Tip: It is best to book more time than you need as often the vehicles are booked back-to-back.*

- Chevy ImpalaSeats 5
- Ford Edge Seats 5
- Ford Taurus Seats 5
- Silver Dodge Caravan Seats 7
- Smart Car Seats 2
- White Dodge Caravan Seats 7

Advisors may reserve vehicles through Outlook Calendar. The process is much like scheduling a meeting.

- Open Outlook calendar.
- In the top left corner click NEW MEETING
  - Subject: Begin with the vehicle you’re reserving and the advisor name in parenthesis (e.g. (Smart Car, Krista Reince) – Student Recognition Banquet)
  - Starts/Ends: Complete your Start/End times as the pickup time and return time for the vehicle.
  - Repeat: If the vehicle is needed overnight, be sure to update the “repeat” information.
- Click TO
  - Use the dropdown menu to select STAFF GLOBAL ADDRESS LIST. (It will likely be defaulted to this option.
    - Required: Add required attendees.
    - Optional: Add Der Xiong.
  - Use the dropdown menu to select STAFF EQUIPMENT
    - Resources: Use this section to reserve the correct vehicle.
    - Select desired vehicle.
- Click OK.
- Attach files and add description, if necessary.
- Click SEND.

Non-NTC Vehicles and Reservations

Enterprise Rent-a-Car is another option to obtain a vehicle for club travel. The number is 715.848.8799. Mention it will be for NTC. *Note fifteen passenger vans are prohibited.*

For large group options, clubs may seek bus transportation. Lamers Bus Lines may be reached at 715.241.7799. To avoid duplicate charges and payment, clubs may only request payment to Lamers from an invoice including the club and advisor name. *Do not submit payment request based on quote; must be invoiced.*
Booking a Performer/Speaker Procedures
Clubs may book a performer or speaker for club events. To stay in line with college practices, clubs must follow these guidelines:

**Contract**
- If the person is being paid for services, there must be a contract outlining the terms of service including
  - Date and time of performance/speaking engagement
  - Length of performance
  - Cost
  - What's included for the fee (such as hotel, travel, etc.). If those items are extra, they will need to be outlined as extra in the contract in order for the club to pay for them.
  - To whom the check should be made payable.
  - A copy of the individual’s W-9 or a substitute W-9 form.
- The contract must be reviewed and signed by Shawn Sullivan prior to the club agreeing to the service, processing payment, or submitting a club funding request.

**Hotel**
- Student Life will assist with arranging hotel accommodations at the state rate (a discounted rate) typically at La Quinta. If the club elects to use a different hotel for accommodations and requests funding assistance from Student Life, they are only eligible up to the state rate (changes annually). Please work directly with Krista Reince to review.

Valet Parking Procedures
Clubs may perform valet parking at an event as community service or a fundraiser. Because of the risk and liability associated with this activity, clubs must adhere to the following procedures:

**Prior to the Event**
- Submit Club Event Planning Form.
- Submit a current club budget showing the club has at least $2,500 in budget to cover any damage arising from club negligence.
- At least two weeks prior to the event, club advisor (who will be at the event) must complete Motor Vehicle Background Check for him/herself and for each student valet:
  - Obtain the following forms from the Share drive:
    - S:\Facilities\Public\MVR Information\MVR Forms
      - Motor Vehicle Record Check Disclosure
      - Consent and Authorization to Procure Motor Vehicle Record (MVR)
  - Complete and submit to Der Xiong, xiong@ntc.edu.

**During the Event**
- Club advisor must be present at the entire event to supervise the event.
- Post a sign stating constructive notice of risk. Student Life can provide the file for your printing/use.
- Provide a ticket to the customer.
- Have a locked cash box and cash handling procedures.
- Have and follow key handling procedures.
Raffle Procedures

Raffles must adhere to the rules and regulations of the state of Wisconsin Department of Regulation and Licensing.

- Raffle proceeds may not be used for charitable giving and “raising club funds” is not sufficient reason. There must be a specific intent for the dollars raised.
- Only one person may be listed on the drawing portion of a ticket.
- Tickets cannot be sold online or across state lines.
- Tickets cannot be mailed.
- Club must be able to account for all tickets including
  - Number of tickets printed
  - Number of tickets sold
  - Stubs of all used tickets
  - Stub(s) of winning ticket(s) with winner information

Getting Started: Raffle Approval Form

Submit to Student Life a complete Club Event Planning Form. Upon submitting the form, you’ll be guided through the next steps including completing the Request for Raffle packet:

- Raffle Approval Form – Day of Sales or Raffle Approval Form – Advance Ticket Sales.
- Sample raffle ticket.
- Detailed plan for holding the drawing including date, budget, and an estimate of prize costs.
- If prizes will be donated items, include a list of the businesses to solicit. Note solicitations must first be approved through the NTC Foundation.
- Once a sample raffle ticket is approved, it may not be changed for any reason without advance review/approval from Student Life.

Approval/denial will be emailed to the club advisor and event contact as identified on the Club Event Planning form.

Prizes

- The District reserves the right to deny proposed prizes for reasons such as propriety or safety.
- Maximum value of cash prizes may be one and one-half times the amount in the club treasury. If the club's treasury does not have funds sufficient to cover the value of the prizes, the club must petition Student Life for endorsement. If Student Life must financially assist the club at the conclusion of the raffle (due to insufficient funds to cover prizes), the club loses all Student Life club funding for one year or until the amount of assistance is covered.

Concluding the Raffle: Raffle Report Form

Upon conclusion of the raffle, it is the advisor’s responsibility to submit the following to Student Life within ten days:

- Raffle Report Form.
- Receipts for all raffle ticket printing.
- Amount of prizes paid with initials from winners.

Other Raffle Considerations

- All raffle drawings must be held in a public place at the time advertised.
- All prizes must be awarded.
- If a drawing is cancelled, the club will refund the receipts to the ticket purchasers.
# CLUB FINANCIAL GUIDELINES/PROCEDURES

## Account Numbers and Deposits

In compliance with the Wisconsin Technical College System state directives, all club funds will be consolidated into the NTC District treasury. No individual checking or savings accounts may be maintained for a club.

At the beginning of the school year (and at the start of this Student Club Handbook), Student Life provides each club with an account number for requesting funds and depositing receipts.

All club funds will be deposited with the NTC cashier. All disbursements will be requisitioned and paid by check through NTC Financial Services. It is the responsibility of each club to account for and keep accurate records of its account. Club advisors (and Student Life upon request) may run a budget report detailing revenues and expenses.

Club fund numbers are available on pages 8-9.
- Revenue#: 4720 _ _ _ 93400 60 62 2019
- Expense#: 5503 _ _ _ 93400 60 62 2019

## Collecting Checks

All checks must be made out to NTC or they will be returned to the club.

- If a check is written out to an individual, that person will need to cash the check before depositing into the NTC club account.
- If a check it made out to the club, as long as it has NTC on the payee line, it will be accepted for deposit in the NTC club account.

Any checks received should be deposited immediately to avoid issues with stale check dates, closed accounts, etc. Do not accept post-dated checks as NTC does not hold payments. Deposits are made the day the Cashiers receive them.

When a check is returned to NTC, the club will be charged for the NSF check plus the $25.00 NSF service fee.

If the club is having problems balancing deposits into its account, work with Financial Services, the Cashiers or Student Life to make sure all records are straight. Clubs are encouraged to keep all receipts for later reference.

If NTC sends the club a bill, it will go to the club advisors and should be taken care of as soon as possible.

## Club Deposit Procedures

All receipts collected by student clubs will be deposited in a timely manner with the cashier for credit to the respective club account.

1. Count cash receipts and ensure all checks are written out to NTC.
   a. If a check is written out to an individual, that person will need to cash the check before depositing into the NTC club account.
   b. If a check it made out to the club, as long as it has NTC on the payee line, it will be accepted for deposit in the NTC club account.
2. Print/complete the deposit form from the Student Club Resources web page.

3. If applicable, calculate and deduct sales tax. The sales tax should be deducted from the gross receipts to arrive at the net deposit that will be credited to the respective club account.

4. Record the net deposit in the club account records.

5. Turn in Department Deposit Form and cash receipts to NTC Cashiers Monday through Friday from 7:30 a.m. to 5:00 p.m.

**Tax Exempt Status**

Some clubs may have their own tax exempt status from the State of Wisconsin. If your club does not have tax exempt status, **you may not use the college’s tax exempt status**. For more information, contact Student Life.

Student club sales are taxable. Please use the list below to help determine which items are taxable or non-taxable.

**Taxable Items**

- Food sales where food is purchased or donated and then prepared and sold (e.g. nachos, caramel apples, egg rolls, popcorn, etc.)
- Sale of items at a profit, whether or not tax was paid at purchase:
  - Admission to banquet or other events
  - Apparel (e.g. T-Shirts, headbands, hats, etc.)
  - Books
  - Candles (e.g. Yankee Candle Sales)
  - Candy and candy bars
  - Christmas wreaths or ornaments
  - Craft items
  - Coffee (prepared) and donuts, pastries, etc.
  - Cookies
  - Flowers, plants, poinsettias
  - Gift item (e.g. candle holders, business card holder, coasters, cribbage boards, cutting boards, scarves, etc.)
  - Hansen's Fundraising
  - Jerky and beef sticks
  - Mugs, cups
  - Nursing supplies, pressure cuffs, stethoscopes, etc.
  - Pictures
  - Services (e.g. lawn mower or snow blower repairs, vehicle work)
  - Stuffed animals and toys
  - Toothbrushes

**Figuring the Sales Tax**

Divide the total dollar amount received for a taxable item by 1.055 to determine the amount to be deposited into your club account.

Example:
- $100 is collected on total candy sales. This is your total deposit amount.
- $100/1.055 = $94.79 sales to club. This amount is deposited in the club account.
- $100 – 94.79 = $5.21. This is the amount listed as sales tax.
Non-Taxable Items
• Coupon booklets
• Golfing (as long as taxes are paid to the golf course)
• Membership dues (local, state, national)
• Monetary donations
• Raffles (If it is an on-going activity, clubs are encouraged to make a deposit each week to ensure the money stays safe.)
• Student self-payments for trips and conferences

Club Expenditure Guidelines
Club fund expenditures must meet the following criteria:
• As appropriate, all students in the club should have the opportunity to participate in the events provided by club funds.
• Expenditures concerning travel, room, and board must conform to the student travel policy and within the existing college policies and procedures.
• All expenditures must be reviewed and approved by both the designated student club advisor and a club member. A club member and advisor must sign all payment authorizations.
• All expenditures must have itemized receipts for reimbursement. A copy of a credit card receipt with total dollar amount will not be honored.
• All requests for reimbursement must follow the college finance deadlines, including expenses reimbursed during a fiscal year. No reimbursements will be honored after the deadlines to submit in a fiscal year.
• Student Life has the authority to audit all expenditures and make final decisions regarding appropriate reimbursement and/or expenses.
• Clubs do not have access to petty cash and should not maintain a petty cash account. All financial transactions should be completed using the club’s account.

Appropriate Club Expenditures
Conference Registration: Registration receipts must accompany this claim.

Transportation: The choice of transportation will be made based upon the most efficient and least expensive means of reaching the intended destination.
• Airfare: Reimbursement for commercial air travel will be limited to the lowest appropriate airfare. Reimbursement may exceed the lowest fare only if seats are unavailable at the lowest fare or if air travel at a higher rate will result in a clear cost savings to the club/Student Life.
• Personal Vehicles: Reimbursement for the use of personal vehicles will be reimbursed according to the approved Northcentral Technical College District mileage rate.
• Other Transportation Expenses:
  o Reasonable charges for taxies, buses, and airline limousines, including tips not to exceed 20% of the charge, are reimbursable when other modes of travel are not available or practical.
  o Participants are required to obtain receipts where the cost of a one-way fare will exceed $15.00.
  o Parking expenses are allowed with receipt.

Lodging: The choice for lodging will be based on cost, as well as location of the meeting or conference. Conference site hotels are acceptable choices, even if lower cost lodging is available in the area. Participants will be held personally responsible for room costs resulting from failure to notify the hotel of a change of plans. All lodging expenses must be supported by
the original receipts furnished by the hotel or a copy if a room is shared. Charge card receipts are not acceptable. Participants are responsible for charges to the room (i.e. room service, phone, etc.) not incurred through their official capacity for the club.

**Meals:** Individuals may be reimbursed for actual meal expenses incurred on club business when they are traveling overnight. Itemized receipts for meals are required and must be attached when filing claims for reimbursement. The names of all members in attendance must accompany the request, along with an itemized list of food purchases. The claim for meals must represent actual expenses.

The GSA.gov domestic per diem rates will serve as a guide to determining the maximum amount to be reimbursed. The club may reimburse participants up to 100% of the GSA.gov domestic per diem rates.

Student Life funds supporting club travel cannot be used for student meals.

When an individual is entitled to reimbursement for two (2) or more consecutive meals in a day, the total reimbursement claim will not exceed the total of the eligible meal rates for the day.

No reimbursement will be made for the cost of alcoholic beverages.

**Other Allowable Expenses:** Other expenses incurred by individuals acting in their official capacity of the club may be reimbursed if submitted with supporting documentation/receipts, including:
- Refreshments/food for club functions.
- Scholarships that do not use segregated fees as a funding source. Club must be able to verify how monies were raised to support the scholarship(s).
- Awards banquets.
- Postage.
- Printing and duplicating.
- Intramural athletic events.
- Recreational and social functions.
- Publications and promotional material directly related to the club’s mission.
- Supplies for community service projects.
- Awards.
- Club supplies and equipment.
- Speakers for meetings.
- Club sponsored items (i.e. T-shirts, novelties, etc.).
- Other items as approved by Student Life.

**Inappropriate Club Expenditures**
- Monetary payment to any NTC employee, advisor, NTC student or club member.
- Contributions to political clubs or candidates.
- Expenditures violating NTC college policies.
- Direct financial support for academic expenses or professional certifications.

**Club Disbursement Procedures**
Requests for a check should be made to the Accounts Payable Clerk/Financial Services. Checks will be mailed directly from Financial Services to the recipient and are not available for pickup from Financial Services. **Please allow at least 2 weeks for a check to be processed/mailed.**
1. Obtain invoice for total amount needed.

2. Fill out Payment Authorization Form from the Student Club Resources web page.
   a. Vendor = to whom the check is payable.
   b. Amount requested = total amount of check requested.
   c. Description of expenditure = how is the money being used; this will appear on your club budget report.
   d. Account number = verify this is the accurate club number.

3. Club advisor and a club member sign the form after also verifying the account number and authorization details. In the event the club advisor is unavailable, the Director of Student Development or their designee may sign the Payment Authorization.

4. Provide Payment Authorization and invoice to NTC Accounts Payable (mailstop C152).

### Club Budget Report

<table>
<thead>
<tr>
<th>Account</th>
<th>What It Is</th>
<th>What To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000s</td>
<td>Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>2,000s</td>
<td>Ignore</td>
<td>Ignore</td>
</tr>
<tr>
<td>3415</td>
<td>Carryover from last year</td>
<td>Use as starting balance</td>
</tr>
<tr>
<td></td>
<td>(appears on report starting in December)</td>
<td></td>
</tr>
<tr>
<td>4,000s</td>
<td>Deposits and revenue</td>
<td>+ Add to 3415</td>
</tr>
<tr>
<td>5,000s</td>
<td>Expenditures</td>
<td>- Subtract from 3415</td>
</tr>
</tbody>
</table>

\[
3,415 + 4,000s - 5,000s = \text{Account Balance}
\]
STUDENT CLUB FUNDING

How to Fund Your Club
There are multiple ways a club can choose to increase their funds:

- Club Member Dues
- Student Donations
- Club Fundraising
- Student Life Event Attendance Bonus
- Advisor/Officer Seed Money
- Student Club Funding Request

Club Member Dues
Clubs may elect to charge membership dues on a yearly or per-semester basis. If the club wishes to collect dues, the amount and duration (yearly or per semester) must be clearly outlined in the club constitution.

Student Donations
Students may choose to donate money to their club. This would be submitted through NTC Cashiers as a club donation.

Club Fundraising
Review the Club Financial Guidelines section for details regarding deposits and sales tax.

Student clubs are recognized as an integral component of the total educational experience at NTC and are supported financially through student supplemental fees. Additional funds are necessary to help fund a club’s educational and social activities. Fundraising activities are encouraged provided the activities comply with established guidelines and are approved by Student Life.

Fundraising projects must be compatible with the mission of the District, the aesthetics of the campuses and the services provided by the District. No fundraising project is considered a permanent activity and clubs must receive approval each time the activity is proposed.

Clubs are not permitted to conduct games of chance (e.g. raffles, bingo, etc.) as fundraising projects unless approved by Student Life. Club advisors are responsible for obtaining the approval.

General Fundraising Guidelines
The following general criteria will be used in determining acceptable fundraising projects:

1. An advisor or club member must submit a Club Event Planning Form at least two weeks prior to the activity. Activity approval/denial will be made within three to five school days after the receipt of the form.

2. Fundraising projects will be coordinated among the clubs to prevent scheduling conflicts and will be approved by Student Life on a first-come, first-served basis.

3. Projects involving alteration of the appearance of the campus or facility (e.g. rental of school property for garden plots, installation of mechanical or other equipment on a permanent or semi-permanent basis, etc.) will be reviewed by Student Life, who must also secure Director of Facilities approval.
4. Off-campus fundraising will be given consideration providing the project does not conflict with NTC Resource Development fundraising activities. The club advisor will secure the approval of the NTC Resource Development staff when solicitation of funds is desired from businesses, service clubs or fraternal clubs.

5. Clubs may use classrooms and labs for club fundraising projects during times when classes are not scheduled; these activities must be supervised by NTC faculty or staff. Projects cannot be part of required class curriculum and cannot use materials purchased for class activities and projects. Projects cannot significantly compete with the established commercial enterprises at NTC.

6. Bake sale items must be prepared in a licensed bakery or facility and individually wrapped. Home baked goods are not permissible.

**Popcorn Sales**

Student Life maintains a popcorn machine and supplies (popcorn, butter/oil, paper bags, cleaning materials, vacuum, etc.) for use by clubs as a fundraising activity. Use of the machine/supplies is free for clubs up to four times per semester. Clubs choosing to sell beyond four times will be charged $5.00 for each additional use.

1. Submit a [Club Event Planning Form](#) by the 15th of the month prior to the desired month of use (e.g. submit by September 15 to use in October).

2. Student Life will review all requests by the 20th of the month. Approval/denial will be emailed to the club advisor and event contact as identified on the Club Event Planning form.

3. Requests submitted after the 15th of the month will be reviewed and approved/denied on a first-come, first-served basis. Clubs submitting by the aforementioned deadline will receive priority review.

4. Each bag of popcorn must be sold for $0.50 to maintain consistency of pricing.

5. Upon completion of using the machine, clubs must thoroughly clean the inside/outside and return to Student Life with all supplies. Failure to thoroughly clean the machine or return supplies may result in loss of machine privileges for the semester or full academic year.

**Student Life Event Attendance Bonus**

In place of the previous SGA meetings, club members can now attend Student Life events for:

- social networking
- community service
- advocacy
- diversity awareness
- social/soft skill development.

Clubs receive $20 attendance bonus (up to $200 annually) by attending 5 events (1 per category) of their choosing each semester. Student Life will provide a list at the beginning of each semester. Multiple events are offered in each category across a variety of days/times to increase flexibility. Scheduling will include access for regional and online learners whenever possible.

To receive the bonus, at events a club member will check in with Student Life.
Advisor/Officer Seed Money  Important information updates for 2018-19
Near the beginning of the fall and spring semesters, Student Life will distribute $100 in “seed money” to each student club to use as they see fit. To be eligible for seed money a club must:

- Complete all required paperwork.
- Turn in paperwork prior to specified due dates.
- Attend the Club Advisor/Officer Orientation in the fall semester and the Club/Advisor Feedback Session in the spring semester.

Student Club Funding Request  Important information updates for 2018-19
Student clubs can receive additional monies to help with expenses for students participating in events which enhance learning opportunities outside the classroom.

To Request Funds
In order for a club funding request to be considered, a club must

- Be in active status.
- Have a current (within last five years) constitution on file with Student Life.
- Have a current semester Club Plan of Action with clearly outlined club mission/goals on file with Student Life.
- Submit a Club Event Planning Form.
- Review the Student Club Funding Rubric.
- Submit a Club Funding Request Form prior to the event.

Club Funding Committee Review

- Student Life reviews the Club Funding Request Form to ensure all requirements are met and brings funding request in front of the Club Funding Committee
  - Club Funding Committee: 4-6 clubs will volunteer to have representatives serve on the committee. Ideally, the representatives are the same for the academic year (or by semester) due to the training needed. The frequency of the Committee’s meetings will be determined based on the receipt of funding requests. (Typically 4-5 requests in fall; 10-15 requests in spring.)
  - Use of the Student Club Funding Rubric, the committee will evaluate:
    - Timeliness of the request.
    - Quality of the request.
    - Past funding/frequency of requests.
    - Relevance of the request to club’s mission/goals.
    - Benefit to students.
    - Educational relevance.
    - Student/club support and commitment.
    - Club’s participation in and support of Student Life events.
    - Club’s participation in and support of collaborative club opportunities.
- In collaboration with Rubric, Club Funding Committee makes a decision to:
  - Approve total amount of request.
  - Approve a modified amount of request.
  - Reject the request.
- Student Life communicates the decision to the club advisor.

To Receive Funds
No more than 45 days after the event, the club must submit to Student Life:

- NTC Journal Entry Form.
- All related receipts.
- Other available items (e.g. event programs, itineraries, brochures, videos, pictures, and/or a written summary of the event).
Items not received within 45 days may result in the club not receiving funds and/or make future funding ineligible.

**Allowable Expenses**
Student Life funding to clubs may be used toward the following types of expenses:
- Event and activity registration fees.
- Event and activity admission fees.
- Transportation.
- Lodging.

**Unallowable Expenses**
Student Life funding to clubs may not be used toward the following types of expenses:
- Food when traveling; however, a club can vote to contribute to members’ food expenses from club funds.
- Academic expenses (e.g. certifications).
- Fundraisers (e.g. prizes for raffle or items (brats, candy, etc.) to sell.

**Funding Category Breakdown**
This is not a guarantee of funding and the amount allocated may be less than the amount requested. All funding is contingent upon the yearly budget and may fluctuate. The number of requests may also affect dollars available for expenses.
- Event Hosting, Sponsorship
  - Reviewed per basis.
- Events, Trips, Conferences
  - Up to ½ the cost per person.
  - Up to $3000 total per event, trip, conference.
  - Advisors: Up to $1000 total.

<table>
<thead>
<tr>
<th>Student Example</th>
<th>Cost per Person</th>
<th>Half Cost per Person</th>
<th># of People</th>
<th>Trip Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per person is $250. Total trip cost for 30 participants is $7500.</td>
<td>$250</td>
<td>$125</td>
<td>30</td>
<td>$7500</td>
</tr>
<tr>
<td>Student Life can cover up to ½ the cost per person. However, Student Life can also only cover up to $3000 total per trip.</td>
<td>$250</td>
<td>$125</td>
<td>30</td>
<td>$3750</td>
</tr>
</tbody>
</table>

So the Maximum Request Allowed*  
*If budget allows, a club can choose to additionally fund participants from club account. = $3000

- Competitions
  - Up to ½ of the cost per person.
  - Up to $2000 total for State.
  - Up to $4000 total for Nationals.
  - Advisors: Up to $3000 total at either level.

**Maximum Allowable Amount**
There is a maximum allowable amount for all clubs combined for funding. That amount is $35,000 for the entire school year, which is not to exceed $20,000 in the first semester.

**Exceptions**
In the event a club submits a Funding Request Form and the maximum allowable amount for all clubs has already been met:
• Student Life informs the club of the situation and advises the date of the next scheduled Club Funding Committee Meeting.
• Club representatives may attend the meeting and formally present their request for a funding exception to the Club Funding Committee.
• Club Funding Committee reviews the exception and comes to a unanimous decision:
  o Approve total amount of request.
  o Approve a modified amount of request.
  o Reject the request.
• Student Life informs advisor and club representatives of the unanimous decision.

**Expectations**

- Each student receiving funds toward expenses must be either a full-time student or a part-time student with at least 12 credits applicable towards an associate degree/technical diploma within the previous year.
- Each student receiving funds toward expenses must sign a Code of Conduct and an Acknowledgement of Risks/Acceptance of Responsibility Agreement & Release Form.

**Code of Conduct Violations**

- A violation of the Code of Conduct will result in an investigation by Student Life and Club Funding Committee.
- A meeting will be scheduled between Student Life, Club Funding Committee, and the individual(s) involved in the alleged violation.
- Consequences for violations may include, but are not limited to:
  o Full refund of Student Life club funding.
  o Partial refund of Student Life club funding.
  o Ineligibility for future Student Life club funding.
CLUB RECOGNITION

Student Life recognizes the time and effort NTC students put into their involvement with clubs. To highlight and celebrate their accomplishments, advisors and club officers will be invited to attend the annual Student Recognition Banquet. Each club is additionally encouraged to consider applying for the various awards listed below. Note any student and/or advisor may nominate any club/student for awards, including self-nomination.

- Nomination Packets Available: Monday, February 4
- Nominations Due: Tuesday, March 26
- Recipient Notified: Thursday, May 9 at Student Recognition Banquet

**NTC Outstanding Student Group: Academic Achievement Award**
Any club may apply or be nominated for this award, except Phi Theta Kappa Honor Society, which is not eligible since “academic excellence” is central to the mission of that group. The club with the highest cumulative GPA for its officers will be awarded this honor. The cumulative grade point average will be verified through the college PeopleSoft system.

**NTC Outstanding Student Group: Community Service Award**
This award recognizes clubs exhibiting a tremendous dedication to community service and involvement. These are clubs who participate in community service throughout the academic year and who search for new/innovative ways to support the campus and the surrounding community. Any student club may be nominated for this award.

**NTC Club of the Year**
What makes your club the best on campus this year? Maybe you hosted an outstanding program, increased your membership substantially, or set and achieved new goals for your club. This award is your chance to brag about what makes your club the best! This category is open to all recognized student clubs.

**Club Member of the Year**
Do you have a non-officer club member who is always there for your club? Perhaps it is the person who consistently volunteers for tasks and sees it through or the person who always helps to clean up after an event. Here is your chance to honor their hard work and dedicate to your group. Take this opportunity to show the person you recognize their efforts.

**Club Officer of the Year**
This award is presented to the student(s) who has demonstrated exemplary leadership through his/her involvement in student clubs and within the NTC community. The individual(s) receiving this award will be judged on the quality of leadership through the programs and services with which they have been associated, their persistence and dedication to their club, demonstration of an impact on the club, and their ability to guide their club’s members in positive endeavors.

**Student Life Leadership Award**
While maintaining good academic standing, the student chosen for this award will have served as an active member within a student club, made significant contributions to the club, and served as an exemplary role model for other students by demonstrating consistent professional behavior and leadership within the past academic year.

**Friend of Student Life Award**
Presented to NTC faculty, staff or departments who have shown great dedication to the well-being of students at NTC through their support of Student Life or student club initiatives.