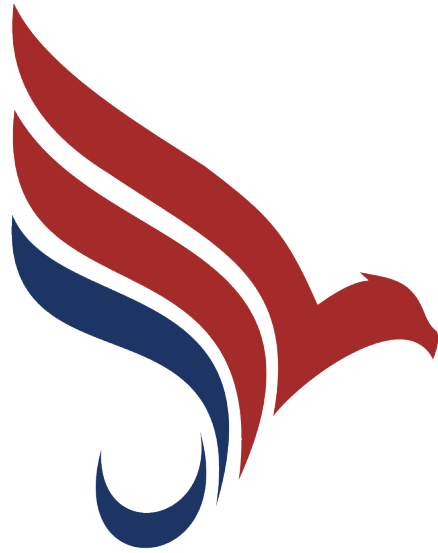


**Southwest Virginia  
Community College**



**Southwest  
Virginia Community College**

**Inspire • Transform • Strengthen**

**2019-2020  
Club and Organization  
Advisor Manual**

## TABLE OF CONTENTS

Welcome .....	3
Introduction to Student Activities .....	4
Club Advisor Responsibilities & Resources and Scheduling Events .....	5
Contacts for Reserving Venues On Campus & Event Checklist .....	6
Active Clubs & Advisors & Club Missions.....	7
Business Office & Clubs.....	9
Off-Campus Student Code of Conduct & Use of College Vehicles .....	10
Procedure for Chartering New Organizations.....	14
Example Charter for New Organization .....	15
Virginia Community College System Policies.....	17
Forms for Use by Student Organizations .....	22-31
Notes.....	32

## WELCOME

Student engagement plays a vital role in the social and cultural development of students at Southwest Virginia Community College. When students reflect on their collegiate experience, the extracurricular activities leave a lasting impact in addition to their experiences in the classroom. An involved student has a better chance of being retained and being successful in college.

As an advisor to our student organizations, you function as a mentor, team builder, mediator, cheerleader, educator, and an interpreter of college policy. Those are all important roles and the Student Success Division is grateful to everyone who accepts the responsibility to advise and/or lead a campus organization. Hopefully, this manual will provide the information needed and direction necessary to make your role as an advisor a pleasant one.

Again, thank you for your commitment to improve student success.

With gratitude,

Dyan Effler Lester  
Dean of Student Success

“The growth and development of people is the highest calling of leadership.”  
- Harvey S. Firestone

## INTRODUCTION TO STUDENT ACTIVITIES

### CAMPUS ACTIVITIES

Southwest Virginia Community College has more than 15 chartered organizations on campus. Through these organizations, students are given an opportunity to become involved in planning activities, to make new friends, and to develop leadership skills. Included are governmental organizations, religious organizations, academic organizations, intramural/club sports, and recreational groups.

Information regarding campus activities or student groups may be obtained from the Office of Recruitment & Student Engagement or on the web at [www.sw.edu/sga/clubs](http://www.sw.edu/sga/clubs).

### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) at Southwest represents the College's commitment to participation by students in decision making for programs, committees and other issues that directly affect students. SGA serves as the student's voice and a valuable leadership experience for the students involved.

SGA coordinates the student activities budget at Southwest. This serves as a source through which SGA supports and sponsors student affairs/engagement on campus. This sponsorship includes: clubs and organizations, intramural and club sports, special programs or facilities for students, and sponsoring special events such as dances and other social gatherings.

The SGA senate is comprised of fifteen student senators generally elected in the early fall that are a mix of freshman and sophomores. The elected body then becomes the student voice at Southwest.

### SOUTHWEST CLUBS AND ORGANIZATIONS

Clubs and organizations at Southwest play an important role in student development. The travel and social opportunities that club-sponsored events provide personal growth and exposure to a variety of enrichment experiences for students. The leadership that is generated through group dynamics of an organization provides students with skills that will be helpful in future endeavors, as well as providing students with life long memories.

Southwest Virginia Community College is an equal opportunity employment/affirmative action employer: <https://sw.edu/catalogs/#nds>

Southwest is particularly appreciative of the contributions made by faculty club sponsors. They play a significant role in fostering student leadership development. Without them, the student clubs could not exist.

## CLUB ADVISOR RESPONSIBILITIES

- Serve as a mentor and resource to club members, sharing expertise and making recommendations, without taking over the student leaders' roles.
- Encourage the students to think independently and creatively within the group.
- Attend club meetings regularly.
- Provide direction and education, where needed, with parliamentary procedure, goal setting, meeting facilitation, and communication.
- Maintain an awareness of the organization's activities.
- Chaperone or arrange for chaperone for any off-campus trips or events.
- Establish parameters for students on trips, making them aware that the standards of conduct noted in the Student Handbook apply to any campus sponsored trips.
- Ensure that appropriate forms are completed for budget, travel, and waivers for traveling students.
- Explain and clarify applicable policies, procedures, and liability issues.
- Assist with monitoring through proper tracking of expenditures and funds received via fundraising efforts. Ensure that a means of tracking funding and use thereof exists within the club structure.
- Alert Dean of Student Success to any concerns and report any criminal offenses, and any violations of state, local, or college policies.
- Work with the group to recruit new members.

## CLUB ADVISOR RESOURCES

ACPA Advisor Manual: This is a great resource with do and don't, troubleshooting, budgeting, parliamentary procedure, fundraising and more for club advisors, produced by the American College Personnel Association. It is recommended that all club advisors read this manual. The manual is available online at <http://www.myacpa.org/sites/default/files/acpaadvisormanual.pdf.pdf>

## SCHEDULING EVENTS

Each club or organization at Southwest is required to register their event with the Office of Recruitment & Student Engagement. The faculty advisor will notify the appropriate contact person to reserve the location of the event. Contacts for reserving venues can be found on page 6. The activity request form may be found in the forms section. The registration of events serves two purposes: (1) registering of events will reduce scheduling conflicts and (2) it will provide better communications and planning throughout campus in relation to activities while maximizing participation. The process for scheduling events is as follows:

1. File the student activity request form with the student activities representative at least two weeks before the proposed event.
2. After the Office of Recruitment & Student Engagement or Dean of Student Success (if needed) approves an event, the club/organization should also schedule the needed room with the venue contact listed on page 6.
3. The student activities representative will then see that the event is placed on the Southwest Event Calendar (contact Teresa Pruett for more information).

## CONTACTS FOR RESERVING VENUES ON CAMPUS

CONTACT	LOCATION	PHONE NUMBER
Kristy Isreal	T302 – President’s Conference Room	7572
Teresa Yearout	Dellinger Hall – Upstairs	7266
Sylvia Dye	Dellinger Hall – Downstairs	7745
Lindsey Burke	Davis Hall	7277
Tammy Austin/Ginger Rife	Russell Hall	7306
Edna Sizemore	King Community Center & Picnic Facilities	7369
Laura Lynch	Quad or other outdoor setups	7214
Tony McGhee	(use Help Desk – Located on Desktop)	7648

**\*Regardless of venue, if a particular setup is needed (including tables, chairs, coolers, etc.), use the Help Desk icon located on the desktop of Southwest faculty/staff computers. \***

## EVENT CHECKLIST

Task	Suggested Date
For placement in the monthly student letter	1 month prior
Notify student engagement representative of event	2 weeks prior
Book location and all supplies and equipment for event	2 weeks prior
Announce event to faculty through email and event calendar	2 weeks prior
Put event on website	2 weeks prior
Put out flyers and signs	1 week prior
Send out email reminder to faculty	1 week prior
Send out public email to students	3 days prior
Send reminder email to students	1 day prior

## ACTIVE CLUBS & ADVISORS

### **Campus Crusade for Christ: April Quesenberry**

A place for Christian growth and fellowship. Meeting once a month with free lunch, live music, and relative dynamic speakers.

### **Campus Sports: Jason Vencill**

Archery, Riflery, E-Sports, Cheer/Dance, Fishing

### **Epsilon Pi Tau: Janet Rowell**

Recognizes academic excellence of students in fields devoted to the study of technology and the preparation or practitioners for the technology professions.

### **The Game Room Club: Jacob Richardson**

Promotes social and community-involving events and gatherings, interactions, and discussions revolving around gaming.

### **Helping Minds Club: April Hess**

To improve people's lives, to foster awareness of human service needs via student involvement on campus and in the community.

### **Intervoice: April Hess**

Non-denominational focus on fellowship, worship, and prayer to support each other, the campus, and the community.

### **Lambda Alpha Epsilon (LAE): Jerry Stinson**

To improve criminal justice through educational activities and academic and public awareness of criminal justice issues, encourage expansion of higher education, foster professionalism in law enforcement personnel and agencies, and promote high standards of ethical conduct within the criminal justice field.

### **Latent Image Club: Donna Corns, Christy Lee**

To advance the science of radiologic technology and to promote high standards of education and training for radiology students.

### **Music Club: Dr. Joseph Trivette, Laura Mallory**

Allows students to explore different genres of music while exposing them to diverse cultural experiences.

### **Phi Theta Kappa: Hannah Hensley**

Provides the opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship, and stimulation of interest in continuing academic excellence.

### **Practical Nursing: Linda Cline, Melissa Ray**

To bring together students who are pursuing a career path of practical nursing with a focus on promoting teamwork among students and faculty.

### **Project ACHIEVE: Dr. Susie Mullins**

Program that serves first-generation, low-income students, and students with disabilities with services such as tutoring, career exploration, counseling, transfer assistance, and cultural activities.

### **Red Cross Club: Dr. Jennifer Roark**

Provides an opportunity to make a positive impact on the campus and community and develop skills in leaderships, organization, and life-saving skills.

### **Registered Nursing: Neyia Beavers, Diana Cantrell**

Empowers future nurses through educational experiences and community service opportunities.

### **Student Government Association: Jacob Richardson, Lisa Haywood**

Comprised of 15 student senators, it serves as the student body's voice at Southwest and manages student activities.

**SOTA (Occupational Therapy): Annette Looney, Billie Carol Keene**

Promotes OTA as a health profession. Sponsors student activities, fosters communication among students and the administration of Southwest, and provides community service opportunities.

**S.W.A.T/Outdoor Club: Mike Brown**

Student-led group dedicated to having fun in the outdoors such as kayaking, hiking, backpacking, canoeing, snowboarding, and mountain biking.

**Student Veterans Association: Gwendalyn Slone, Denise Miller**

Improves the educational experience for all Southwest student veterans and their families.



## BUSINESS OFFICE AND SOUTHWEST CLUBS

Each Southwest chartered club or organization is required to maintain all financial accounts with the Southwest Business Office. The following procedures must be followed so that all accounts can be maintained in accordance with the VCCS policy. The procedures located in this section should be very helpful in establishing the club account in the Southwest Business Office.

### BUSINESS OFFICE REGULATIONS

After a club is approved by the college's Student Affairs Committee, an account can be set up in the Business Office Student Organizational Fund.

A signature sheet should be filled out in the Business Office with the advisor's signature and the signature of club officer(s) who will be requesting payment. This sheet is to be updated yearly (fall semester), and any change(s) during the year should be indicated.

When money is deposited in the club's account, money is to be counted and loose change is to be rolled when possible. A completed Transmittal Form must be presented at the time the deposit is made. No deposit will be accepted without the completed deposit form. If the amount of the deposit does not agree with the amount on the form, the person who transmits the money has the option to correct the form and initial the correction or return the deposit to the club advisor. A receipt and a copy of the transmittal form will be given to the person making the deposit. The receipt and copy of the transmittal form should then be given to the club advisor. Checks being deposited need to be made out to Southwest or the CLUB NAME, checks made to "Cash" **cannot** be accepted.

Per the Department of Accounts (D.O.A.) Commonwealth Accounting Policies and Procedures (CAPP) manual, agencies and institutions shall have in place procedures to properly account for, report, and manage deposits of receipts in the manner prescribed by the State Treasurer and in accordance with the Code of Virginia, (§2.2 et seq.).

Per D.O.A. CAPP topic 20205 " The processing and deposit of State receipts will be completed on the day received or no later than the next banking day."

In order to be in compliance with CAPP topic 20205 club transmittals need to arrive in the business office within one day of the club receiving the funds. Please insure that all transmittals arrive in the business promptly so as to be in compliance with State regulations. When clubs make purchases, pay fees or invoices incurred by the club, a Request for Payment Form must be filled out with proper signatures. Price inquiry should be done prior to any purchase.

If a check needs to be written prior to picking up item(s), an item price inquiry must be completed and accompany request for payment – when item is picked up the invoice or the receipt must be sent to the Business Office Student Organizational Fund and filed with the price inquiry.

Copies of the completed order forms or the registration forms can accompany the request for payment. If the amount requested depends on the number of students attending an event, a list of names must be furnished.

If companies bill the club, the invoice or statement can accompany the request along with the price inquiry.

## OFF-CAMPUS TRIP STUDENT CODE OF CONDUCT

Each participant on Southwest sanctioned trips will be representing the College. He or she will be expected to recognize his or her responsibility for proper conduct and to respect the rights and welfare of others. Students representing the College away from the campus will be expected to follow the Southwest Student Code of Conduct and are subject to the same disciplinary action as though they were on campus.

Action taken by the organization, the management of a facility, or any law enforcement agency, shall not exclude disciplinary action by the college. Club advisors have the right to act in the event of violations or infractions to the student code of conduct. Such actions will be reported to the Dean of Student Success immediately upon return to the campus, if not sooner.

## USE OF COLLEGE VEHICLES

A fleet of state vehicles is available to serve the transportation needs of the campus. The fleet consists of sedans and mini-vans. The motor pool is located at the Physical Plant. For more information, please call (276) 964-7214.

## HOURS OF OPERATION

Vehicles may be checked out from 7:45 a.m. to 4:30 p.m., Monday through Friday. Vehicles may be picked up or returned after office hours any day of the week by following the procedure noted in the vehicle return section. **Late pickup or weekend pickup must be arranged in advance with campus police.**

## GUIDELINES FOR USE OF STATE VEHICLES

State vehicles shall be used only for official business of Southwest Virginia Community College.

Individuals, including spouses and children, not employed by the College are not authorized to operate or to be a passenger in a state vehicle unless they are conducting official business.

Motor pool vehicles should not be used for extended travel (such as leaving a vehicle at an airport) which would not maximize the benefit of use of the vehicle. Personal vehicles should be used to travel in the service district if possible. Always try to minimize the cost to the best interest of the Commonwealth. (For example, mini-vans should be used only when the passenger load exceeds the stated capacity of a sedan).

Only persons on state payroll may operate state vehicles.

Operators shall have a valid operator's license, and a good driving record. Motor pool procedures along with prior supervisor approval must be completed before the trip. Until further notice, club advisors will still have to complete the paper travel advances for local funds. For other travel: A pre-approval form must be completed and approved through the Chrome River software for out of state or overnight trips. Call Laura Lynch at extension 7214 for reservations. A trip card must be obtained when the vehicle is picked up and completely filled out upon return of the vehicle.

## RESERVATIONS

Reservations for pool vehicles should be made as early as possible to assure availability. Reservations may be made twelve months in advance. First come/first served will be the process of prioritizing. Only a VP or the President may change the priority. The motor pool calendar is accessible online through the Outlook calendar app. When requesting a vehicle, the club code, destination, purpose of trip, and all passenger names must be provided to Facilities. The operator checks out and returns the vehicle at the motor pool lot.

Operators may contact the motor pool at ext. 7214 to determine availability and to reserve vehicles. If a vehicle is not available, the requestor will be authorized to use his/her personal vehicle. Email documentation from Facilities stating no vehicle is available must be included in travel documents. For trips out of the services area, Enterprise Car Rentals should be consulted. See student activities representative for more information

When using a state vehicle, space is available in the motor pool lot area for parking a privately owned vehicle.

## PROCEDURE FOR RETURNING A STATE VEHICLE

The operator returns the vehicle to the motor pool lot (located in front of the Physical Plant). The ending mileage, date and time is recorded on the trip form along with any mechanical problems noted. The trip card, keys and any gasoline receipts are given to the Facilities office. Vehicles must be returned at their scheduled time unless prior arrangements have been made with the Facilities office. It is expected to return the vehicle with at least a ½ tank of gas. It is also expected for the vehicle to be returned without trash or garbage left inside. After office hours, the keys and trip forms are placed in the key drop box located at the entrance to the Physical Plant.

## FUEL AND SERVICE OUTSIDE LOCAL AREA

Operators of vehicles on trips outside the local area shall use commercial service stations for gasoline and minor repairs. Operators are required to utilize self-service pumps and to purchase the lowest grade (octane) of gasoline available. In the event of a major breakdown outside the local area, contact the Facilities office at (276) 964-7214 during operating hours. Campus Police monitors an emergency number (276) 964-7503 nights and weekends.

The Voyager card is a universal commercial gasoline card taken by most major gasoline service stations. The credit card is located in the key pouch. The directions for using the Voyager card is also included in the pouch. Copies of any credit purchase invoices must be presented to the Facilities office on return

## RESPONSIBILITIES FOR VEHICLE OPERATORS

The operator of a State vehicle is responsible for:

- Appropriate use of state vehicle.
- Utilizing the vehicle at the requested time or notifying the Facilities office of a change.
- Returning the vehicle at the scheduled time.
- Possessing a valid operator's license with a good driving record.
- Wearing seat belts (and requesting that passengers do the same).
- No smoking.
- Limiting passengers to the authorized capacity of the vehicle.
- Safe operation and security of the vehicle until it has been returned to the motor pool lot. The cost of repairs will be charged to the operator and/or the department where it is determined that the operator was at fault by contributing to the accident or where the origin of the damage is undetermined. The operator is responsible.
- Observing all traffic laws applying to the area in which the vehicle is being operated. All traffic violations and fines are the responsibility of the operator
- Notifying the Facilities office of any accidents or incidents as soon as possible and following proper procedures for accidents.
- Reporting defects of the vehicle to the Facilities office.
- Operators should not utilize state vehicles for personal use.

## INSURANCE COVERAGE

All state vehicles are insured under a policy which provides bodily injury liability, property damage liability and medical payments.

## ACCIDENT REPORTS

In the event of an accident:

- All motor pool vehicle accidents must be investigated by a Virginia State Police officer, regardless of damage.
- Accidents outside of the Commonwealth of Virginia must be investigated by the state police agency of that state.
- Campus Police are to be notified immediately when an accident occurs. Campus Police can be notified after hours at (276) 964-7503. Depending upon the severity of the accident, Campus Police will notify the appropriate individuals.

The operator must notify the Campus Police office to complete an accident report.

## COST OF STATE VEHICLE USE

The cost of using a state vehicle is computed on a per mile rate. The per-mile rate includes gasoline costs. The cost is charged to the department of the individual using the vehicle.

Car	\$0.35 per mile	Laura Lynch – 7214
Van (holds up to 7)	\$0.45 per mile	Laura Lynch – 7214
Enterprise Rental Vehicle	Price determined by amount of days needed.	276-963-3345

## TRAFFIC AND PARKING VIOLATIONS

Vehicle operators are personally responsible for all traffic and parking violation incurred while a motor pool vehicle is in their custody. The College cannot assume responsibility for violations or any fines or penalties.

## PROCEDURES FOR CHARTERING ORGANIZATIONS

The following steps should be taken by any group wishing to charter an organization on campus:

- The proposed organization submits to the Student Government Association an application for tentative recognition as a campus group or club. Applications must contain a charter (**an example is included on the next page**), a meeting schedule, a fundraising plan, signatures of 10 committed members and a club advisor that is an employee of Southwest Virginia Community College. The application for registration of new club form in the forms section of this manual contains all the aforementioned required information.
- The Student Government Association reviews the application with a recommendation for tentative approval or disapproval. If the organization is not recommended for approval, a written explanation stating the reasons for disapproval is attached to the application.
- A copy of the application and indication date of notification should be kept on permanent file in the office of the Dean of Student Success.
- The President of the college and the local governing board has the authority for final approval or disapproval. Any application found questionable by the President's Office or local governing board will be routed through the Dean of Student Success.
- Final approval to charter an organization is usually granted upon completion of the organization's constitution. Once approval for the organization has been finished, an Assumption of Risk Form for each member must be completed. This process must take place at the start of each new college year.
- No group may hold meetings on campus property, other than one organizational meeting, until the form requesting college recognition has been submitted (except as noted below under "Expressive Activity"). Permission to hold meetings (on campus property, to use facilities, etc.) will not be granted until the President grants full recognition.

# Charter for the Game Room Club

## ■ Article I: Name

The name of this organization shall be, and will be known as Game Room.

## ■ Article II: Purpose

The purpose of the Game Room is to provide, host, and encourage community events revolved around gaming (card games, board games, video games, etc.). The organization shall promote social and community involving events and gatherings, interactions and discussion, and lastly collective bargaining.

## ■ Article III: Membership

- Section 1: Active membership is available to any and all currently enrolled Southwest student, with a 2.0 GPA or higher, who has an active interest in gaming and/or wishes to play in community events or on a regular basis with other members. Each member will be required to pay the semi-annual fee as agreed upon by the organizations officers; also all members will be expected to be present and attend 70% of all meetings, activities, events, and fundraisers.
- Section 2: All active members will be those who are currently enrolled in Southwest. Only active members are allowed to participate in fundraisers only. Community membership is allowed but those who are community members do not gain the financial support. Financial support covers for active members on the activities of field trips and traveling.

## ■ Article IV: Organization

- Section 1: Chapter officers. The officers shall include President, Vice-President, Secretary, and Treasurer.
- Section 2: Duties of Officers:
  - A. The President shall preside over meetings in the absence of the President and perform duties as assigned.
  - B. The Vice-President shall be responsible for all public relations of the organization and shall also assume the presidential duties if the President should resign from the office.
  - C. The Secretary shall record the minutes of each meeting, maintain an attendance roll, handle correspondence, and perform duties as assigned.

D. The Treasurer shall be responsible for any funds connected with organization in cooperation with the Advisor(s) and the President, the perform duties as assigned

▪ Article V: Election of Officers

- Section 1: Officers of this organization shall normally be elected at the beginning of the fall semester.
- Section 2: Officers shall hold office for the academic year. In the event that an officer cannot carry out his responsibilities for the year, additional elections will be held after termination of their roll.
- Section 3: Removals from the office. An officer may be terminated from office for failure to carry out responsibilities of the office, or for action detrimental to the organization. After consulting with at least two-third majority vote of the officers and members voting the present.



## Relevant VCCS Policies

### 6.4.5 Requirements for Student Affairs

The State Board for Community Colleges encourages the development of a student Affairs program designed to provide educational and cultural experiences. Student activities are out-of-classroom activities that support the mission of the colleges and provide students avenues for personal growth and enrichment. Through participation in clubs and organizations, or other planned activities, students develop a wide range of abilities, including intellectual, communication, athletic, and leadership skills. Students develop self-confidence, interpersonal skills, and an appreciation for other cultures and lifestyles. Finally, students develop a sense of integrity, purpose and social responsibility that empowers them to be productive within and beyond the college community.

The State Board shall recognize and encourage honorary, scholastic, service organizations, and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other non-merit factors. Private clubs, private associations, social fraternities, and social sororities shall not be recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

- The entire program of student activities shall be under college supervision.
- There shall be a faculty or staff sponsor for each student organization.
- All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.
- Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
- All student activity programs and recognized organizations must comply with the VCCS's nondiscrimination policy, except as follows:

Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

#### 6.4.5.0 Intramural Programs and Sports Clubs

The State Board encourages each community college to develop intramural programs or sports clubs on-campus and/or off-campus in community facilities. Such programs shall be designed to promote the physical well-being of the individual student and the development of recreational skills.

Competition of intramural teams, including "all-star" teams, in civic leagues and competition between intramural or sports club teams of other institutions is authorized with the approval of the local community college board providing that all direct expenses, including transportation, are paid from non-state funds.

### 6.5.1 Policy on Expressive Activity

This policy applies to all buildings, grounds, and other spaces owned or controlled by a college. The term “expressive activity” includes:

Meetings and other group activities of students and student organizations; Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;

distributions of literature, such as leafleting and pamphleting; and any other expression protected by the First Amendment to the U.S. Constitution

#### 6.5.1.0 Policy Statement

College property is primarily dedicated to academic, student life and administrative functions. But it also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, colleges shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

#### 6.5.2.0 Procedures

##### a. Reserving Campus Facilities:

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator. Colleges normally may not require more than twenty-four hours advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.
2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to

conduct expressive activities or events on campus.

3. Colleges may designate certain indoor facilities as not available for expressive activity, such as administration offices, libraries, and (during instructional hours) classrooms. Colleges shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
4. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
  - a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under section 6.5.2.0(a)(3) of this policy;
  - b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section 6.5.2.0(a)(3) of this policy;
  - c. The venue is already reserved for another event<sup>1</sup>;
  - d. The activity will attract a crowd larger than the venue can safely contain;
  - e. The activity will substantially disrupt another event being held at a neighboring venue<sup>2</sup>;
  - f. The activity will substantially disrupt college operations (including classes);
  - g. The activity is a clear and present threat to public safety, according to the college's police or security department;
  - h. The activity will occur during college examination periods;  
or
  - i. The activity is unlawful.
5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.
6. When assessing a request to reserve campus facilities, colleges and their administrators must not consider the content or viewpoint of

the expression or the possible reaction to that expression. Colleges and their administrators may not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organization's, or college employee's expression, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

b. Spontaneous Expressive Activity:

1. Colleges are not required to designate any indoor area as available for spontaneous expressive activities. In the event that colleges elect to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events<sup>3</sup>, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.
3. No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, college officials (including college police or security) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

All college policies on expressive activities must have prior approval from the Office of Legal Services.



# FORMS FOR USE BY STUDENT ORGANIZATIONS

\*These forms are also available in fillable PDF format online at [www.sw.edu/sga/student-affairs-policy-manual-forms/](http://www.sw.edu/sga/student-affairs-policy-manual-forms/)



## SWCC Club and Organization Request for Funds

Funds are contingent on funding availability in the student activities budget for chartered clubs and organizations of Southwest. The Student Recruitment and Engagement Office and SGA will attempt to fund each request received, with a limit of \$500.00 for fall and \$250.00 for spring with an additional matching up to \$250.00 in Food for Thought donations for a total of up to \$500.00 for the spring semester, per academic year being in place. To request funds, please complete the following information prior to the listed deadline:

Funds requested for:  Fall 20\_\_  Spring 20\_\_

Fall Deadline for request: **October 14, 2019**

Spring Deadline for request: **March 16, 2020**

Club Name: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Number of Active Members: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Has the club renewal form been completed for the 2019-2020 academic year?

YES  NO

*Please complete and attach the Food for Thought donation form and club renewal form in order for the request for funds to be processed.*

Amount Requested: \$\_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## SWCC Student Organizational Funds Club Activity & Renewal Form

Semester:     Fall 20\_\_     Spring 20\_\_

Clubs will be deemed inactive after one (1) academic year of inactivity. As proof that the club has been actively participating and engaging with students, please list all activities and dates of activities to this form. This form must be completed and attached to the request for funds form each semester that funds are requested. As a reminder, funding of clubs is contingent upon funding availability, and the criteria listed below.

Club Name: \_\_\_\_\_

Club activities completed during the previous semester:

1. \_\_\_\_\_ Date: \_\_\_\_\_
2. \_\_\_\_\_ Date: \_\_\_\_\_
3. \_\_\_\_\_ Date: \_\_\_\_\_
4. \_\_\_\_\_ Date: \_\_\_\_\_
5. \_\_\_\_\_ Date: \_\_\_\_\_

*(If more space is needed, please use the back of this form.)*

\*\*\*\*Please attach a roster of active club members to this form as well as minutes from previously held meetings.\*\*\*\*

Club activities that are planned for the upcoming semester:

1. \_\_\_\_\_ Date: \_\_\_\_\_
2. \_\_\_\_\_ Date: \_\_\_\_\_
3. \_\_\_\_\_ Date: \_\_\_\_\_
4. \_\_\_\_\_ Date: \_\_\_\_\_
5. \_\_\_\_\_ Date: \_\_\_\_\_

*(If more space is needed, please use the back of this form.)*

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# SWCC Student Organizational Funds Assumption of Risk & Off-Campus Student Code of Conduct Form

I agree that as a participant in the \_\_\_\_\_ associated with Southwest Virginia Community College scheduled for \_\_\_\_\_ to \_\_\_\_\_, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including but not limited to: general club activities, meetings, travel, and community service projects.

I understand that in the event of accident or injury, personal judgement may be required by college personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the college personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the college for my safety or the safety of others, as well as any and all of the college's rules and policies applicable to all activities related to this program. I understand that the college reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety and welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage, or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to, or loss of my property is directly due to the negligence of the college. I understand that this Assumption of Risk form will remain in effect during any subsequent program-related activities, unless a specific revocation of this document is filed in writing with the Dean of Student Success, at which time my participation in the program will cease.

In case of emergency contact:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.*

I represent that I am 18 years of age or older and legally capable of entering this agreement

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

*If participant is less than 18 years of age the following section must be completed:*

My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

Child's Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_



## SWCC Student Organizational Funds Assumption of Risk & Off-Campus Student Code of Conduct Form

Each participant on Southwest sanctioned trips will be representing the college. He or she will be expected to recognize his or her responsibility for proper conduct and to respect the rights and welfare of others. Students representing the college away from the campus will be expected to follow the Southwest Student Code of Conduct and are subject to the same disciplinary action as though they were on campus.

Action taken by the organization, the management of a facility, or any law enforcement agency shall not exclude disciplinary action by the college. Club advisors have the right to act in the event of violations or infractions to the Student Code of Conduct. Such actions will be reported to the Dean of Student Success, and the coordinator of student activities immediately upon return to the campus.

### Emergency Information:

In case of accident or injury, the following person should be contacted:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

### Insurance Information:

Name of insurance co.: \_\_\_\_\_

Policy or group number: \_\_\_\_\_

Are there any special health concerns or disabilities of which the college should be made aware?

YES

NO

If yes, please list or describe briefly:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I have read and understand the above statements and agree to abide by them as written.)



# SWCC Scheduled Club Activity Form

Semester:  Fall 20\_\_  Spring 20\_\_

Club Name: \_\_\_\_\_

As a reminder: as listed in the Southwest Club and Organization Advisor manual, this form must be submitted at least two weeks prior to the scheduled activity.

**Type of Activity:**

- Fund Raiser
- Travel to: \_\_\_\_\_ for: \_\_\_\_\_
- Bake Sale
- Guest Speaker
- Community Service/Outreach
- Club Meeting

Proposed date(s) and time(s) of event(s): \_\_\_\_\_

Room or location of event: \_\_\_\_\_

If on campus, has the room been reserved?  YES  NO

**\*Contacts for reserving locations on campus can be found in the Club and Organization manual or online at <https://sw.edu/sga/student-affairs-policy-manual-forms/>\***

Brief description of event:

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Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SWCC Student Organizational Funds

Financial Authorization Form

Semester:  Fall 20\_\_  Spring 20\_\_

Club Name: \_\_\_\_\_

Signature of Club Advisor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Club Officer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Club Officer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Club Officer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

***\*THIS FORM MUST BE COMPLETED IN THE PRESENCE OF A BUSINESS OFFICE EMPLOYEE\****

Business Office Employee: \_\_\_\_\_ Date: \_\_\_\_\_



Transmittal Form

SWCC Student Organizational Funds

Semester:  Fall 20\_\_  Spring 20\_\_

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Checks: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Name of person depositing funds: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of club advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Business office employee receiving funds: \_\_\_\_\_

Date: \_\_\_\_\_

**A COMPLETED COPY OF THIS FORM IS TO BE SENT TO THE CLUB ADVISOR AND TO THE OFFICE OF STUDENT RECRUITMENT AND STUDENT ENGAGEMENT.**

***\*All club deposits must be submitted to the Business Office with this completed form. Coin roll wrappers are available in the Business Office. Any coin amounts large enough to be rolled must be rolled prior to deposit.\****



# Application for Registration of New Club

Semester:  Fall 20\_\_  Spring 20\_\_

Proposed Faculty/Staff Advisor: \_\_\_\_\_

Office: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Minimum of ten (10) signatures of interested students:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I am aware of the responsibilities of a student organization advisor, and if registration is granted, I agree to serve in that role for the above-name organization throughout the academic year.

Signature of Faculty/Staff Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

In order to be considered, have you drafted a club charter?  YES  NO

(If yes, please attach a copy of the charter with this application. Instructions to complete a charter can be found in the Club and Organization manual, which can be obtained in the Office of Recruitment and Student Engagement.)

Frequency of meetings:  Weekly  Bi-Monthly  Monthly

*Southwest Student Government Association will make the decision to grant the registration of the above-named club at the next scheduled meeting. The attendance of the student organizing the club and/or faculty/staff advisor of the proposed club at this meeting is recommended. This decision is final unless indicated otherwise by appealing the decision to the Dean of Student Success– Dyan Lester.*

Date of meeting: \_\_\_\_\_  Approved  Denied



**Student Organizational Funds  
Food for Thought Donation Verification**

**Club Name:** \_\_\_\_\_

**Person Making Donation:** \_\_\_\_\_

**Description of Items Donated:**

**Monetary Amount of Donation:** \_\_\_\_\_

**Donations Received By (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Notes:***