



**STUDENT CLUBS & ORGANIZATIONS**

**Handbook for Advisors & Officers**

**2010-2011**

**Associated Students of Casper College**

**Student Senate**

## **Dear Sponsor and Officers:**

Thank you for your time and effort in advising and leading a Casper College student organization. We encourage students to make connections with others and we recognize that the social aspects of college provide an essential part of each student's educational experience.

Any group of students can form a club or organization at Casper College. This revised handbook provides guidelines for becoming a **Recognized Student Organization (RSO)**, which allows groups to:

- Reserve campus facilities free of charge
- Conduct fundraising on campus
- Request the use of college vehicles
- Sponsor special events on campus
- Request funding from the ASCC Student Senate

Non-recognized organizations . . . CAN'T.

Student organizations provide an avenue for leadership development, community service and outreach, career exploration, student-to-faculty connections, and FUN. On behalf of the administration of Casper College, thank you for being willing to serve as an organization sponsor and/or officer!

### **Joanna Anderson, Ext. 2210**

Vice President of Student Services  
Student Senate Co-sponsor

### **Grant Wilson, Ext. 2593**

Communications Instructor  
Student Senate Co-sponsor

## HOW TO BECOME A RECOGNIZED STUDENT ORGANIZATION (RSO)

Submit the following to the Student Senate (and resubmit annually, as necessary, to ensure that the information is current):

- A constitution or governing document
- A list of officers with contact information (phone and email)
- Contact information for the Casper College employee (faculty, administrator, or staff) serving as the sponsor

Additional Requirements of Recognized Student Organizations:

- Organizations should set up an “agency account” at the Accounting and Financial Management Office. These funds are carried over year-to-year for the organization. Contact that office for additional requirements for these accounts.
- Organizations should include “Community Service” as an integral part of their activities during each school year. Reports including the activity performed and organizational members should be provided to the ASCC Student Senate. If desired, you can contact the Service Learning Coordinator on campus for some community service ideas.
- Organizations that are local chapters of national clubs or organizations should also provide a copy of the national charter to the Vice President of Student Services.

That’s it! That’s all there is to turning an informal club into an officially recognized student organization.

## RSO ADVISOR GUIDELINES (THE LEGAL STUFF)

Your willingness to sponsor a student club or organization shouldn’t put you at peril—personally or professionally. Here are some quick guidelines and suggestions for you to consider. The first rule, of course, is to exercise common sense. If you don’t think it’s a good idea, don’t sign on to it—whatever “it” is.

Additionally:

- It’s a good idea to include in the governing document for the organization exactly what the role and scope of the advisor’s duties and responsibilities are. In this day and age, it’s always a good idea to have something written, rather than an oral agreement.
- Periodically review the Student Conduct Code found in the Casper College Student Handbook (which is also on the College’s Website) with members of your organization. Remind all members that the code is in place even when they are traveling away from campus on an organization-sponsored trip. For example, college vehicles and hotel rooms paid for through the college are considered extensions of the campus. Therefore, alcohol and smoking are still prohibited! All other conduct code stipulations are also in effect during the trip. (That said, you **are** dealing with adults. One of your colleagues, a long-time sponsor of student activities, tells her students, “I don’t carry bail money. Don’t waste your one phone call talking to me!”)
- Check with your campus supervisor regarding how your sponsorship of the student organization “fits” into your job duties or responsibilities. Most organization sponsors do so as part of their individual community service or volunteer work.
- Casper College has policies regarding demonstrations, publicity distribution, and facilities reservations, which can be found in the Policy Manual available on the College Website under Policies & Procedures.
- ALL members of the organization and the sponsor are expected to conform to all Casper College regulations and all local, state, and federal laws regarding their activities. Consult with the Vice President for Student Services if you have any concerns or questions about current case law.

## EVENTS, ACTIVITIES & FUNDRAISING (THE FUN STUFF!)

The main focus of most student organizations is leadership and personal development through participation in activities. These activities are fun, educational, and the motivating factor for most of the students to join the organization. The purpose of this section is to offer some general suggestions about how to go about organizing activities. Admittedly, most of the following doesn’t sound like much “fun.” BUT, if you’ve taken care of these details, your organization will be able to have fun with your activities!

Of course, all of the following assumes that you have already gotten “Recognized Student Organization” status for your group.

## **INFORMATION TABLES AND PUBLICITY**

- For setting up an information table, **contact Facilities Coordinator Sandy Hanify at 268-2265** to arrange the table and chairs for your location.
- As a Recognized Student Organization, you will be contacted by the Student Activities Office personnel to participate in “Welcome Back Week” as well as other special events.
- Copying may be done at the Copy Center in the lower level of the AD Building for a charge. Obtain a copy center code from the Financial Management & Accounting Office and you will receive a bill that can be paid through your organization’s account.
- Before any flyer can be posted in any building on campus, your organization **MUST** get it approved by the Academic Assistant in that building. Without this approval, your flyers may be taken down and discarded.
- No flyers are **EVER** allowed outside on the Casper College campus. (Think about the wind and how easily it could turn your flyers into trash!)
- The Student Activities Board has a poster-maker if you would prefer to make posters. Fees may apply. Also, check with each Academic Assistant regarding poster rules in each building.
- “Table Tents” are another possibility in the Robert’s Commons Cafeteria or other food service spaces. Check with the Food Service Director at Ext. 2395 for policies regarding table tents.

## **SPONSORING EVENTS ON CAMPUS**

- Student Organizations, in many senses, provide the “pulse” of activities happening on campus. We encourage you to bring various events and activities to campus—as long as you comply with a few important policies.
- First, contact **Facilities Coordinator Sandy Hanify at 268-2265** to find an appropriate space. Depending on your event, any available room may not be the best place to have your event. For example, there may be classes, testing, or other activities or loud events in the room next door. The Facilities Coordinator can help you avoid these kinds of conflicts.
- Second, let the Director of Campus Security at Ext. 2688 know when and where your event will be taking place. Often, people drive to campus knowing that something is happening but they don’t know the details. Since the Security Officers will be the most likely people they will contact or encounter for the details, it’s a good idea to let them know and get your event into their daily briefings.
- If your event requires any kind of microphones, PowerPoint, or other media help, let the Media Services people know as soon as possible. They can help your organization determine your media needs provided you let them know early. If you call them at the last minute, you may be on your own!
- Finally, be familiar with Casper College Policies and Procedures for use of facilities and public access areas Index: 3900:50:02.

## **REQUESTING FUNDS FROM STUDENT SENATE**

- First, be sure to have your organization’s current Constitution and list of officers on file with the Student Senate.
- Second, each year’s Student Senate sets the procedures for requesting funds. Check with either the Vice President for Student Services, the Faculty Advisor, Student Senate President, or Student Senate Budget Committee Chair for the current forms or procedures.
- Vending Machine funds are currently distributed through a formula developed through the Vice President’s office. As changes to the formula occur, it is important that your organization stay in contact with the Student Senate to be current on those policies.
- At least once per semester, the Student Senate President will contact you regarding a “Presidents Council” meeting. It is important that you and your organization’s president, or an appropriate designee, be present at these meetings. Current policies regarding requesting funds from Student Senate or vending machine funding policies will be distributed.

## **FUNDRAISING (THIS GETS SERIOUS, BECAUSE THERE ARE LAWS INVOLVED!)**

- **ALL FUNDRAISING ACTIVITIES BY YOUR ORGANIZATION SHOULD BE COORDINATED THROUGH THE STUDENT SENATE!** The reason for this is that the Senate can help avoid conflicts like multiple organizations doing fundraising at the same time or violations of College policies regarding fundraising. No one benefits much from 7 car washes or 6 bake sales on campus on the same day!
- **ABSOLUTELY NO FUNDRAISING SHOULD BE DONE OFF CAMPUS WITHOUT THE KNOWLEDGE OF THE CASPER COLLEGE FOUNDATION!** If your organization “hits up” a possible donor for a couple of hundred dollars, it could interfere with Casper College’s ability to ask the same donor for several thousand dollars. Contact Paul Hallock, Executive Director of the Foundation at 268- 2256.
- Bake sales or other food-related fundraisers should be approved by the Director of Food Service just to make sure that you’re not violating State or City Health Department laws.

## SAMPLE CLUB/ORGANIZATION CONSITUTION

- ARTICLE I NAME OF CLUB  
The name of this club shall be *(May use Casper College in club name. **Do not leave this italicized section in final constitution.**)*
- PURPOSE OF CLUB
- ARTICLE II The purpose of the club is to
- MEMBERSHIP
- ARTICLE III Any Casper College student who is *(describe how membership is established here and if dues are assessed in order to be a member in good standing).*
- ARTICLE IV QUALIFICATION AND ELECTION OF OFFICERS
- Section 1. Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), and... *(describe minimum qualification for officers which may or may not include a minimum GPA)*
- Section 2. Officers will be a President, Vice-President, Secretary, Treasurer, and Student Senate Representative. *(Or list different officer titles)* Club elections will be held...
- Section 3. The election will be done by secret ballot by club members who have attended at least two meetings.
- (List additional information)**
- ARTICLE V DUTIES OF THE OFFICERS
- Section 1. President
- A. Preside over all meetings.
  - B. Call special meetings.
  - C. Carry out the provisions of the constitution.
  - D. Appoint committees and chairpersons.
  - E. Oversee all committee activities.
  - F. *(List any additional responsibilities)*
- Section 2. Vice President
- A. Assume the duties of the president in his/her
  - B. absence.
  - C. Perform any duties delegated by the president.  
*(List any additional responsibilities)*

- Section 3. Secretary
- A. Record and keep accurate minutes of all meetings.
  - B. Act as correspondence clerk.
  - C. Print and distribute agenda for all meetings.
  - D. *(List any additional responsibilities)*

- Section 4. Treasurer
- A. Handle funds and finances for club.
  - B. Keep financial records and collect dues.
  - C. Pay bills and release funds as voted by the general membership.
  - D. Make financial reports at least once a month at the meeting.
  - E. *(List any additional responsibilities)*

## ARTICLE VI

### EXECUTIVE COUNCIL

- Section 1. The Executive Council will consist of the President, Vice President, Secretary, and Treasurer *(or list the different officer titles)* who shall meet as often as necessary.
- Section 2. Duties of the Executive Council
- A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
  - B. To execute policies determined by the general membership.
  - C. To govern activities of the club.
  - D. To compile agenda for general meetings.
  - E. *(List any additional responsibilities)*

## ARTICLE VII

### IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS

- Section 1. All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.
- Section 2. Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.
- Section 3. Any officer vacancies shall be filled by an election held within two weeks.

## ARTICLE VIII

### MEETINGS

- Section 1. There must be public notice of club meetings at least (#) of school days in advance.
- Section 2. Meetings will be held *(weekly, monthly, etc.)*
- Section 3. There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.
- Section 4. Minutes must be kept of all financial action with the club secretary.
- Section 5. The treasurer will need to make a written and oral report at least once a month at the meeting.

ARTICLE IX

COMMITTEES

- Section 1. The standing committees of this club shall be appointed as necessary:  
*(or list specific committee titles and brief description of committee. Do not leave this italicized section in your final constitution.)*

ARTICLE X

ADVISOR

- The role of the advisor is to:
- Section 1. A. Serve as the official staff representative of the college.  
B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.  
C. Assist each officer of the club in understanding their duties.  
D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.  
E. Assist students to understand and apply democratic principles within their own organizations, and in working with others  
F. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.  
G. Be familiar with the Casper College Student Code and club financial process.  
H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.  
I. Ensure that appropriate college policies are upheld.  
J. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.  
K. *(List any additional responsibilities)*

ARTICLE XI

RESPONSIBILITIES

- Section 1. This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to Casper College regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII

RIGHT TO ACT

- Section 1. Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

ARTICLE XIII

AMENDMENTS TO CONSTITUTION

- Section 1. Any amendment change requires a two-thirds vote at a general club meeting and must then be approved by the Casper College Student Senate.

# STUDENT ORGANIZATION OFFICER ROSTER

Return to Student Senate Office, CE

DATE: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

Number of active members and/or participants in organization \_\_\_\_\_

_____ President	_____ Local Address	_____ Telephone
_____ Vice-President	_____ Local Address	_____ Telephone
_____ Secretary	_____ Local Address	_____ Telephone
_____ Treasurer	_____ Local Address	_____ Telephone
_____ Student Senate Rep.	_____ Local Address	_____ Telephone
_____ Student Senate Rep.	_____ Local Address	_____ Telephone
_____ Other Officers	_____ Local Address	_____ Telephone
_____ Other Officers	_____ Local Address	_____ Telephone
_____ Other Officers	_____ Local Address	_____ Telephone
_____ Other Officers	_____ Local Address	_____ Telephone

# MEMBERSHIP ROSTER

Return to Student Senate Office, CE .

ORGANIZATION NAME: \_\_\_\_\_

ACADEMIC YEAR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ Fall \_\_\_\_\_ Spring

MEMBER NAME:

MEMBER NAME:

- |     |     |
|-----|-----|
| 1.  | 26. |
| 2.  | 27. |
| 3.  | 28. |
| 4.  | 29. |
| 5.  | 30. |
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| 7.  | 32. |
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| 23. | 48. |
| 24. | 49. |
| 25. | 50. |

# STUDENT ORGANIZATION AND CLASS TRAVEL PROCEDURES

## I. PURPOSE

Casper College supports co-curricular student learning and encourages participation in student clubs/organizations and class activities. The College encourages student organizations and classes to take advantage of events off campus that enhance their education such as conferences, cultural trips, competitions, and special events. To promote a safe travel experience, the following procedures have been established for students traveling as a representative of a Recognized Student Organization (RSO) or Casper College in general.

These guidelines do not apply to individual student travel for the purpose of internships, practicums, observations, or other required off-campus class assignments not funded by the College. Students traveling to athletic or other College events as spectators are also exempt.

## II. DEFINITIONS

A *Recognized Student Organization (RSO)* is one that has been formed for educational, professional, social, recreational or other lawful purposes and derives the majority of its membership and all of its leadership from the Casper College student body or that of UWCC. An active RSO is required to provide the Student Senate with a copy of the organization's constitution, a list of the current officers, and the name of the current employee sponsor.

A *College sponsored event or activity* is one that is initiated, planned and arranged by a member of the College's faculty or staff, or by members of an active RSO, and is approved by an appropriate administrator, and/or an activity or event that is managed and financially supported by the College.

A *current student* is one who is currently registered/enrolled at Casper College and/or UWCC on a full- or part-time basis, whether taking the class(es) for credit or noncredit.

An *appropriate administrator* is a Vice President, Dean, Department Head or Director, or his/her authorized designee.

## III. GENERAL GUIDELINES

- A. Travel by a Recognized Student Organization, College team, academic class, non-academic class, and/or college group must be consistent with the group's constitution, College's mission and/or team and class objectives. Travel should be planned so it does not create an undue interference with academic responsibilities.
- B. Student groups/organizations/classes/teams are required to have an advisor/instructor traveling with them. The travel advisor must be a College employee who has received appropriate administrator approval.
- C. College sponsored student travel applies to current students, class participants, club/organization members and/or others as appropriate.
- D. The Casper College Student Conduct Code applies to all on- and off-campus activities, events, and classes including all travel. The travel advisor should discuss the Conduct Code with students prior to departure.
- E. A Casper College Student Travel Authorization Request form is to be completed and on file with the Vice President for Student Services Office **TWO WORKING DAYS** prior to travel. The authorization is to include the following: a list of all participants, student travel release forms, and any additional required information.
- F. Casper College vehicles are to be used for student travel transportation. Submit a Vehicle Request form to the Physical Plant office as soon as travel dates are established. College personnel may elect to take their own private vehicles if prior approval is secured. If a College vehicle is available but a private vehicle is used, the College will reimburse at a rate of \$.10 per mile below the IRS mileage reimbursement rate set by the College as of July 1 for the current fiscal year.
- G. Approval from the Office of Human Resources is required prior to driving a College vehicle. A copy of your Wyoming driver's license and a report of your driving record from the State of Wyoming must be on file with HR. Special training is required for transporting large groups

using the College's "people mover" vans. A bus driver may be hired at additional cost to the group/organization. It is VERY IMPORTANT to allow enough time for these activities before you plan to travel.

- H. The College Insurance policy does not cover drivers under the age of 21. If there's a possibility that a student employee might drive a Casper College vehicle, he/she must be 21 and also have his/her Wyoming driver's license and State of Wyoming driving record on file and be approved by the HR office.
- I. A travel cash advance to pay for meals, hotel rooms, and gasoline is available from the Financial Management and Accounting Office for activities/organizations that have a College budget account and/or an Agency account. A Check Requisition form for the estimated amount of the trip is to be submitted to the FMAO at least one week prior to travel. The travel sponsor will receive a check (made out to him/her) and an envelope that outlines the amount of receipts that need to be submitted upon return. Meal costs during travel are compensated on either a per diem rate **OR** per actual verified cost. The allotted meal per diem is **\$44** (\$9, breakfast; \$13, lunch; \$22, dinner); **OR**, actual meal receipts can be submitted, which may be the most economical for your organization. All other expenses (lodging, registrations, gasoline, etc.) must be accompanied by receipts in the envelope returned to the FMAO. Credit card expenditures must also be verified by receipts in order to be paid.
- J. Reimbursements are possible, but are discouraged, for any Casper College employee sponsoring college-related travel. Except in special circumstances, Casper College employees are expected to report expected travel expenses for college activities in advance to the Financial Management & Accounting Office.
- K. Organizations that travel often, or that have usual expenses incurred on a regular basis, should contact the Casper College Purchasing Coordinator to see if a Casper College Credit Card is possible.

## **STUDENT TRAVEL AUTHORIZATION AND RELEASES**

Complete and file the **Casper College Student Travel Authorization Request** and the appropriate **Student Travel Release Forms** with the office of the Vice President for Student Services at least **TWO WORKING DAYS** prior to any travel. Student travel **cannot** take place without prior approval and completion of this process. The travel procedures have been implemented to afford **you**, the College, and the students some form of protection should any unforeseen circumstances arise.

It is strongly recommended that all students traveling with a club/organization or in conjunction with a class activity should have personal health insurance. The College offers a low cost policy through Student Assurance Services, which can be accessed at [www.sas-mn.com](http://www.sas-mn.com). Brochures are available from Student Services (AD 112). The coverage is designed to provide benefits for medical expenses arising from an injury or sickness including those which occur off campus and during interim vacations.

The following pages include these forms:

- **CASPER COLLEGE STUDENT TRAVEL AUTHORIZATION REQUEST**
- **STUDENT TRAVEL RELEASE FORM**
- **STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE**

# CASPER COLLEGE STUDENT TRAVEL AUTHORIZATION REQUEST

## Part I. Advisor/Sponsor Information

Name of College Employee Responsible for Trip: \_\_\_\_\_

Position /Title : \_\_\_\_\_

Administrative Unit/Organization: \_\_\_\_\_

Phones: Office \_\_\_\_\_ Cell \_\_\_\_\_ Email: \_\_\_\_\_

## Part II. Trip Information

Purpose of Trip: \_\_\_\_\_

Destination : \_\_\_\_\_

Dates of Travel: Departure \_\_\_\_\_ Return \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ Number of Non-Student Participants: \_\_\_\_\_

Lodging Arrangements: (Address and Phone Number Required): \_\_\_\_\_

\_\_\_\_\_ Phone ( \_\_\_\_\_ )

Transportation Arrangements:

\_\_\_\_\_ Casper College Vehicle(s) Requested: \_\_\_\_\_

\_\_\_\_\_ Personal Vehicle, License #: \_\_\_\_\_

\_\_\_\_\_ Common Carrier Requested: \_\_\_\_\_

Name(s) of Drivers: \_\_\_\_\_

Name of College Employee Available for Contact in Event of Emergency: \_\_\_\_\_

Phones: Office \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

## Part III. Administrator Approval

Required Information/Documents:

\_\_\_\_\_ List of All Participants with Student ID #s

\_\_\_\_\_ Student Travel Release Forms (with signatures and emergency contact)

\_\_\_\_\_ Valid Driver's License, if applicable

\_\_\_\_\_ Proof of Current Liability Insurance (For Personal Vehicle Use Only)

Appropriate Administrator Approval (signature): \_\_\_\_\_

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

# STUDENT TRAVEL RELEASE AGREEMENT

I, the undersigned, request participation in the following Casper College and/or University of Wyoming/Casper College class and/or sponsored activity:

\_\_\_\_\_ (activity name)  
 to be held on \_\_\_\_\_ (month, dates, year)  
 in \_\_\_\_\_ (city/state) sponsored by the \_\_\_\_\_ (dept., club, organization) and represented by \_\_\_\_\_ (activity contact name/dept.) all of which is hereinafter referred to as the "activity."

I consent to participation in the activity and acknowledge that I fully understand my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the Activity Contact, before I sign this document and before the activity begins.

Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume full and complete responsibility for all losses and damages, including injury, illness and death, resulting from my participation in the activity, including transportation to and from the activity. I agree I am financially responsible for any losses and damages resulting from my participation in the activity.

I stipulate and agree while participating in the activity to be bound by the Casper College Student Code of Conduct and all orders, rules, regulations, and directions of Casper College and/or University of Wyoming/Casper College personnel and the person or persons charged with supervising my participation in the activity.

I certify that I am in good health and have no medical condition preventing my safe participation in this activity. I agree to use my personal medical insurance and consent to emergency medical treatment in the event such care is required.

In consideration for Casper College allowing me to participate in the activity, I hereby waive all claims or causes of action against Casper College and/or the University of Wyoming/Casper College and their auxiliary organizations, trustees, officers, employees, volunteers, and agents of each of them (hereinafter referred to as the "Activity Contact and Facility Owner") arising out of my participation in the activity and hereby release the Activity Contact and Facility Owner from all liability in connection therewith.

I have read this waiver and release agreement and understand the terms used in it and their legal significance. This waiver and release is freely and voluntarily given with the understanding that right to legal recourse against the Activity Contact and Facility Owner is knowingly given up in return for allowing my participation in the activity. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

_____	_____	<b>Emergency Contact Information</b>
Adult Participant's signature	date	
_____	_____	
Participant's Name (print)	Cell phone	
_____	_____	Name: _____
Parent's signature *(required for participants under 18)	date	Address: _____
_____	_____	Relationship: _____
Participant's Address	City/State	Home phone: _____
	Zip	Cell phone: _____

## STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE

This completed form must be filed in the Vice President for Student Services Office one week prior to the designated travel date. A copy of your current valid driver's license and your current proof of vehicle insurance document must accompany this form.

1. Name, Student ID number and birth date of student making the request:

Name: \_\_\_\_\_ (print)

Student ID #: \_\_\_\_\_ Birth date: \_\_\_\_\_

2. Class, activity or event for which you are requesting permission to drive your own vehicle:

\_\_\_\_\_

3. Reasons for driving your own vehicle for this class, activity or event:

\_\_\_\_\_  
\_\_\_\_\_

4. Signature of the Casper College faculty member or employee who has responsibility for this class, activity or event: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

5. I, my parents, guardians, heirs and estate do release Casper College, and any agent thereof, of any and all legal liability which may accrue due to my choice to seek this release and drive myself in my own vehicle. I also understand that the Casper College insurance program will not cover any loss damage or claims incurred as a result of my driving for this class, activity or event.

6. I understand and agree that I am wholly responsible for any other person riding with me while I am driving in relation to this College function. Further, I release Casper College from any and all responsibility and liability for any passengers, which I invite or accept to ride with me.

7. I certify that the vehicle, which I am using on this trip, is mine or has been legally provided to me, that I have a valid driver's license and that the vehicle I am driving is insured so as to meet the minimum auto insurance requirements of the State of Wyoming, or the state in which the vehicle is registered (as shown by this proof of insurance card).

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Date

### ENDORSEMENT FOR MINORS

As parent and/or guardian of the above named participant under age 18, I have read the above RELEASE, and I hereby assent to all provisions thereof.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ASCC STUDENT SENATE BUDGET REQUEST FORM

This request must be submitted in person to the Student Senate two weeks in advance of receiving money. Please type or print legibly in ink.

Organizational Contact:

Advisor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

President \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

1. \$ \_\_\_\_\_ is requested by \_\_\_\_\_ (Maximum \$1,500/year).

2. Organization's 15 digit account number from the business office: \_\_\_\_\_.

3. Activity for which this money is being requested (please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date of Activity \_\_\_\_\_.

5. Location of Activity \_\_\_\_\_

6. Amount of money your organization is providing for this activity: \_\_\_\_\_ (please attach budget).

\* New organizations with first time budget requests must meet one half of the request from the Senate without exceeding the maximum. (ex: If the organization pays \$300.00, the senate will pay \$600.00 but not exceeding the maximum \$1,500.00 limit)

\* Previously recognized organizations who have submitted a request form before must meet the full amount of the request from the Senate. (ex: If the organization pays \$300.00, the senate will pay \$300.00 but not exceeding the maximum \$1,500 limit)

7. Please submit a formal itemized budget for this activity along with the budget request. Please include food, lodging, transportation, registration, and any other fees which your organization may incur.

- All unused funds given to your organization must be returned to the ASCC student senate.
- Your organization **\*MUST\*** give a presentation to the ASCC student senate after each trip/function has taken place. A copy of all receipts must be returned to the ASCC student senate at this time.
- Your organization **\*MUST\*** be involved in some sort of campus and/or community service, and provide appropriate documentation.

\_\_\_\_\_  
Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization Treasurer \_\_\_\_\_ Date \_\_\_\_\_

For Senate Use Only

Action \_\_\_\_\_ Senate Treasurer \_\_\_\_\_

Date \_\_\_\_\_ Senate President \_\_\_\_\_

# ASCC STUDENT SENATE

## 2010 - 2011 CAMPUS/COMMUNITY SERVICE REPORT FORM

Please complete the following report and return to the ASCC Student Senate. If your club or organization has participated in multiple service projects or activities, please fill out a separate sheet for each activity. This form may be duplicated for that purpose. Please type or print legibly in ink. The data on this form will be submitted to the Center for Learning through Service to be used in reporting of campus service activities and for tracking of student club and individual service hours for potential recognition programs and publicity. Clubs and organizations may be contacted for permission to use specific data from this report for campus publicity purposes. Questions in reference to this form should be addressed to: Gretchen Wheeler, Director of the Center for Learning through Service. [wheeler@caspercollege.edu](mailto:wheeler@caspercollege.edu), (307) 268-2390.

Organization/Club Name: \_\_\_\_\_

Advisor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

President \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Campus/Community Service Project/Activity:** \_\_\_\_\_

**Date of the Project/Activity** \_\_\_\_\_ **Fall** \_\_\_\_\_ **Spring** \_\_\_\_\_ **Summer** \_\_\_\_\_ **Year** \_\_\_\_\_

**Service Agency(s) involved** \_\_\_\_\_

**Number of participating students** \_\_\_\_\_ **Total number of student service hours** \_\_\_\_\_

Please include an **attached roster of the names of the students that participated** in the activity/project and the number of hours for each student.

**Number participating faculty/staff** \_\_\_\_\_ **Total number faculty/staff service hours** \_\_\_\_\_

**Issue Areas:** Please indicate each of the following issue areas that were addressed by this project. More than one area can be checked.

At-Risk Youth \_\_\_\_\_ Community/Economic Development \_\_\_\_\_ Culture/Arts/Performance \_\_\_\_\_

Disaster/Emergency Prevention and Mitigation \_\_\_\_\_ Disaster Emergency Response and Recovery \_\_\_\_\_ Education/Dropout \_\_\_\_\_

Employment \_\_\_\_\_ English as a Second Language \_\_\_\_\_ Environment \_\_\_\_\_

Health/Nutrition \_\_\_\_\_ Homelessness \_\_\_\_\_ Housing \_\_\_\_\_

Senior Citizen Services \_\_\_\_\_ Hunger \_\_\_\_\_ Mentoring \_\_\_\_\_

Special Needs For the Disabled \_\_\_\_\_ Youth Development \_\_\_\_\_ Tutoring \_\_\_\_\_

Other \_\_\_\_\_

**Brief Description of the Service/Activity Participation:** (An additional page can be attached for this description if necessary.) Digital photos of your clubs service activities may be sent to [wheeler@caspercollege.edu](mailto:wheeler@caspercollege.edu) for future use in campus publications.

## USE OF FACILITIES FOR SOLICITATIONS, LITERATURE DISTRIBUTION & DEMONSTRATIONS

For reservation and use of any Casper College facilities, contact Facilities Coordinator Sandy Hanify at 268-2265.

Policy Manual Index: 3900:50:02

**SCOPE:** This procedure pertains to all persons and/or groups wanting to use *campus public access areas for demonstrations, solicitations* and/or literature distribution activities. This content-neutral procedure establishes guidelines for addressing time, place and manner regarding demonstration and assembly rights on the Casper College campus. This procedure also implements, in part, Policy 1400:43 (Solicitations).

**RESPONSIBILITY:** The Vice President for Student Services is responsible for overseeing the implementation of this procedure, in conjunction with other appropriate campus administrators.

### PROCEDURE:

#### Definition of Terms:

**Non-public and Limited-public access areas:** For the purpose of this procedure campus facilities are identified as non-public and limited-public access areas *and* are those *campus buildings* in which:

- *classes are regularly taught;*
- *college administrative operations are conducted;*
- *college sponsored activities or events are presented, and to which the public may be invited;*
- *students reside; and*
- *physical plant, maintenance, or storage operations are conducted.*

**Public Access areas:** Those spaces on campus that are not enclosed, not buildings, and not campus vehicular thoroughfares are designated as public access areas

**Demonstration areas:** The *public access areas* of campus designated as demonstration areas are:

1. The fountain area – the space east of the fountain and west of the Spirit of the Thunderbird statue and bounded on the north and south by the sidewalks. Sound amplification equipment may be used in this area. However, the volume must be kept at a level that would not interfere with any academic, other program taking place in the area, or so as to not violate municipal noise ordinances.
2. The west AD Gym area – the space west of the garage behind the AD Gym bounded by the sidewalks on the south and west and the upper terrace area on the north. No sound amplification equipment is permitted in this area
3. The T-Bird Drive area – the space north of T-Bird Drive and bounded on the west by Lisco Drive, on the south by the upper Krampert parking lot and on the east by a distance not less than 50 feet from Casper Mountain Road. Sound amplification equipment may be used in this area. However, the volume must be kept at a level that would not interfere with any academic, other program taking place in the area, or so as to not violate municipal noise ordinances.

**Solicitation:** For the purpose of this procedure solicitation means that an individual is making contact (through words, gestures, written language or other graphic means) with others for the purpose of seeking, asking, requesting or inviting another to purchase, hear, sign, endorse or view a particular product, service, point of view or action. Examples of solicitation include requests to purchase products/services, sign petitions, make a public statement or take an action.

**Literature Distribution:** For the purpose of this procedure literature distribution means that an individual is offering, giving or placing written or other graphic communication to/in another individual's possession via direct interpersonal contact or placing materials in/on an individual's property. Distribution of literature by posting on bulletin boards or leaving on tables, etc. *within non-public or limited-public access areas of campus* is not covered by this procedure.

*(Demonstration: For the purpose of this procedure a demonstration means that an individual or group of individuals is assembling, gathering or coming to a public access area of campus for the purpose of exercising their free speech right, expressing an opinion, promoting a point of view, seeking a course of action, or making a public exhibition about a subject. A demonstration may be classified as spontaneous or registered.)*

### **Designation of Non-public and Limited-public access, Public access and Demonstration Areas**

In order to protect the freedom of speech, expression, petition and peaceful assembly rights of College community members, as well as maintain a learning and working environment free of disruptive, *demonstrations, solicitations* and/or literature distributions, building and other facilities space on campus have been designated as non-public and limited-public access areas. This classification allows the College to regulate the functions and activities occurring in those spaces to those events that support the institution's educational mission.

The public access and demonstration areas of campus are the only spaces where students, employees and campus visitors may engage *in spontaneous or registered demonstrations, solicitations* and/or literature distributions activities *as long as their behaviors* adhere to campus conduct standards.

### **Use of Public Access and Demonstration Areas**

Public access areas of campus may be used for solicitations and/or literature distribution. Individuals or groups wishing to use public access areas of campus for solicitation and/or literature distribution *are asked to file a request with the Vice President for Student Services at least 24 hours prior to beginning solicitation and/or literature distribution on campus so as to allow for administrative communication about the event.* The request *should* be in writing and contain the following information:

- Name of the person or organization sponsoring the solicitation or distributing literature;
- Location, date and time requested for the event;
- General purpose of the event;
- A copy of materials used in the event;
- List of planned activities;
- Anticipated attendance;
- Name of event organizer present at the event responsible for the conduct of the event.

*The College recognizes that a demonstration may be spontaneous or registered. A spontaneous demonstration may occur in any public access area of campus.*

*A registered demonstration is a pre-arranged gathering and generally will be for the purpose of reserving one of the identified demonstration areas on campus.* The Individuals or groups wishing to reserve a demonstration area *must present a registration request to the Vice President for Student Services at least 72 hours prior to the event.* The request must be in writing and contain the following information:

- Name of the person or organization sponsoring the demonstrations;
- Location, date and time requested for the event;
- Duration of the event;
- General purpose of the event;
- List of planned activities;
- Anticipated attendance;
- Name of event organizer present at the event responsible for the conduct of the event.

The college reserves the right to locate or *re-direct* any event to a *suitable public access or specific demonstration area* so as to ensure that the event does not interfere with *any of the normal operations of the college or hinder the movement people or vehicles on campus.*

### **Guidelines for Expression**

Individuals and groups involved in solicitations and/or literature distribution in public access areas must adhere to the following guidelines. Solicitors and/or literature distributors:

- must present/display pictorial personal identification when requested to do so by a campus official;
- must grant reasonable access to and from buildings and/or campus areas;
- must not obstruct, disrupt or interfere with campus operations;
- must adhere to all other campus conduct standards;
- must not use sound amplification equipment within 50 yards of a campus facility;
- if sound amplification equipment is used, must maintain the volume at a level that would not interfere with any academic or other program taking place in the area, or not violate municipal noise ordinances;
- *must leave the area in substantially the same condition as it was upon arrival.*

Individuals and groups involved in *spontaneous and registered demonstrations* must adhere to the following guidelines. The event organizer present at the event and responsible for the conduct of the event:

- *must ensure that all participants directly associated with the event will present/display pictorial personal identification when requested to do so by a campus official;*
- *must grant reasonable access to and from campus areas;*
- *must not obstruct, disrupt or interfere with campus operations;*
- *must adhere to all other campus conduct standards;*
- *may not incite, advise, suggest or encourage participants or observers to violate campus conduct standards or commit crime and/or criminal acts;*
- *must not use sound amplification equipment within 50 yards of a campus facility or in demonstration areas where such equipment is prohibited;*
- *if sound amplification equipment is used, must maintain the volume at a level that would not interfere with any academic or other program taking place in the area, or not violate municipal noise ordinances;*
- *must leave the area in substantially the same condition as it was upon arrival;*
- *must not damage college, municipal or personal property;*
- *must comply with state and federal laws and municipal ordinances.*

### **Cessation of Solicitations, Literature Distribution & Demonstrations**

If individuals or groups fail to adhere to the *conduct standards, reasonable time frames and/or locations permitted and/or agreed to as part of the above procedures*, Campus Security will provide notice that they are failing to abide by *an established campus procedure* and ask the individuals involved to cease their activities and to leave the area immediately. Further, failure to comply with this directive may result in *campus disciplinary action, legal action related to trespassing on campus property or both.*

## **CASPER COLLEGE FACILITIES USER RULES (Nov. 1998)**

**For reservation and use of any Casper College facilities, contact Facilities Coordinator Sandy Hanify at 268- 2265.**

### **FACILITY SET-UP/MODIFICATION**

- The facilities which you are using may not be altered, changed or modified in any way without prior written approval from appropriate personnel from the Physical Plant Department.
- No tape, adhesive, tacks, nails or fasteners may be used to affix items to the walls, ceilings, doors, windows, window coverings or floors without prior approval.
- No specialized electrical, plumbing or other equipment may be installed or used within the facility without prior written approval from appropriate personnel from the Physical Plant Department.

### **ACCESS TO FACILITY**

- Access to campus facilities is coordinated through the Campus Security Department at 268-2688.
- You may have access to your event facility commencing with the time identified on the facility reservation form; allow sufficient set-up time prior to the beginning of your event.
- Initial access to campus facilities is only granted to the identified event coordinator or contact person specified on the facilities reservation form.
- If an event concludes early or is cancelled, the person making the facility reservation is responsible for notifying Campus Security so the facility may be appropriately secured.

### **USE OF EQUIPMENT**

- No College equipment may be used without making necessary requests during the facilities reservation process.
- Before using any College equipment the user must receive instruction in its proper use from appropriate College personnel or employ College personnel familiar with the operation of the equipment.
- Charges will be made for use of equipment which is not "standard" within the facility that is being used.

### **CHANGE OF ROOMS**

- You may only use the specific facility which you have reserved for the specific time and date which you have reserved.
- No changes may be made in the facilities which you have reserved without prior approval from appropriate personnel.
- If, due to some physical or service malfunction, a building and/or room change is necessitated, Campus Security will assist in re-directing participants to the new location.

### **CAMPUS PARKING AND TRAFFIC**

- Facility users and event participants are expected to abide by College speed limits and traffic control signs.
- Facility users and event participants are expected to abide by College parking regulations.
- Handicap parking space utilization and handicap vehicle identification regulations are enforced by both Campus Security and Casper Police Department Officers. Citations issued by Casper Police Officers must be handled through the local court system.

### **FACILITY CLEAN-UP**

- Facility users are responsible for ensuring that all of the seating and other equipment, which was originally in the facility, are returned to the facility upon completion of the event.
- The costs of any added or specialized cleaning will be billed to the contact person who has made the facilities reservation.
- Users are expected to do general clean-up of materials they brought into the facility as part of their event.

## **COMMUNICATION ABOUT FACILITIES**

### ***Before the Day of the Event***

- If the event is to be cancelled, the facility user must notify the person, with whom the reservation was made, at least 24 hours prior to the event.
- If the Facilities Coordinator is unavailable, the facility user must notify Campus Security as soon as possible at 268-2688.

### ***During the Day of the Event***

- If the facility user needs assistance during the event, contact Campus Security [268-2688] during non-standard business hours, or during standard business hours contact the most accessible College employee, and request that they contact the appropriate College personnel.
- In emergency situations, the facility user and event participants are to adhere to the direction of Campus Security Officers or personnel identified as the building coordinator.

## **FOOD SERVICES/CONCESSIONS**

- The College has contracted with Sodexo to provide food service and catering on campus. If you are purchasing catering services for an event, Sodexo should be given right of first refusal. For catering services or questions, contact the Food Service Manager at 258-0206.
- No concession operations are permitted on College premises without prior written approval from the College.
- If food will be prepared, provided, served or consumed during the event, the facility user must request that sufficient waste disposal containers be available within the facility.
- Food and beverages served on College premises must comply with pertinent public health and safety standards.
- No alcoholic beverages of any kind may be manufactured, distributed, possessed or consumed on College premises.

## **PARTICIPANT CONDUCT**

- The facility user and event participants must abide by all College policies, rules, and regulations pertaining to personal conduct.
- The facility user must adhere to the College's non-discrimination policies and standards.
- The facility user and event participants must respect, and not disrupt nor obstruct, the College's teaching, administrative and other support and maintenance operations.

## CASPER COLLEGE FACILITY USAGE AGREEMENT

After reserving facility space, complete and return form to: Facilities Coordinator Sandy Hanify, AD 152A, 268-2265.

### GENERAL TERMS AND CONDITIONS WITH NON-RENT PAYING USERS

1. **PRIMACY OF EDUCATIONAL ACTIVITIES:** In entering this agreement the Lessee acknowledges that their event or activity will not disrupt or obstruct the College's teaching, administrative or other College operations on the campus.
2. **ACCEPTANCE OF COLLEGE POLICIES, RULES AND REGULATIONS:** The Lessee agrees to abide by all College policies, rules and regulations pertaining to the use of College facilities and the treatment of persons participating in or attending the event or activity.
3. **TERMS OF PAYMENT:** The Lessee will pay all fees due the College within thirty (30) days of the billing date. Payment must be made to the College's Accounting and Financial Management Office through voucher or fund transfer.
4. **INDEMNIFICATION:** The Lessee hereby releases, relinquishes, discharges, and agrees to indemnify, protect, and save harmless the College, its agents and employees, of and from all claims, demands, causes of action of every kind and character, including the cost of the legal defense thereof, for any injury to, including death of persons (whether they be third persons or employees of the Lessee) and any loss of or damage to property (whether the same be that of either of the parties thereto or of third persons), caused by or growing out of, or happening in connection with the use of said facilities, excepting those injuries caused by the negligence of the College or its employees. This provision does not apply to governmental users exempt from indemnification requirements under Wyoming Public Law. Lessee's classified as non-profit organizations without a for-profit event organizer who are using College facilities for an event which is open to the public or anticipate the attendance of more than 10 individuals, will need to provide the College a certificate of insurance covering the event.
5. **SUPERVISION:** Unless otherwise agreed upon by the College and the Lessee, the Lessee will provide supervision for the event or activity.
6. **LEGAL COMPLIANCE:** The Lessee agrees to provide the College with certification that any and all copyright, licensing, franchise, ticketing, and similar fees and/or legal obligations have been satisfied.
7. **FACILITIES MODIFICATIONS:** The Lessee agrees to not to alter, change or modify in any way the facilities, nor to utilize any specialize electrical, plumbing or other services, without prior written permission of the College and without consultation and approval by appropriate College employees.
8. **CONCESSIONS:** The College retains all concession rights. No concession operations are permitted on College premise without prior written approval between the Lessee and the College.
9. **CASPER COLLEGE LIFE TIME PASSES:** Free admission must be provided to any person presenting a "Casper College Life Time Pass."
10. **USE OF COLLEGE EQUIPMENT:** If the Lessee contracts to use College equipment, the Lessee is required to employ College employees who are familiar with the equipment.

I certify that I have read the above General Terms and Conditions statement, that I understand these statements and that the information which I have provided the College personnel pursuant to this agreement is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Signature of Lessee's Representative)

\_\_\_\_\_  
(Date)

## **The Mission of Casper College**

With a mission of student success, Casper College provides educational opportunities to improve quality of life and sustainable community building and citizenship. The college is a premier public comprehensive two-year institution that provides academic transfer, vocational, continuing education and basic skills education for the citizens of Casper, Natrona County, the State of Wyoming and the World.

## **The Vision of Casper College**

***Education for a Lifetime***

## **The Values of Casper College**

***In pursuing our Vision and in support of our Mission, Casper College holds the following as the core values guiding our activities:***

- Promote personal, professional and academic growth of the entire college community
- Provide open access and affordability
- Enhance a culture of trust, respect, and open communication among all participants
- Encourage diversity of thought, culture and experience
- Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability
- Provide service to community
- Embrace accountability and responsibility
- Foster and maintain an enriching campus environment
- Celebrate and reward excellence

## **The Goal of Casper College**

***Casper College will promote Education for a Lifetime by:***

- Increasing transferability of coursework and applicability of skills
- Improving retention, graduation, and student success rates
- Enhancing the use of current pedagogies and technologies
- Encouraging excellence in advising and support services for students
- Recruiting, retaining and developing highly qualified faculty, staff, and administrative employees
- Advancing intellectual maturity, vocational proficiency and cultural appreciation through remedial, general and technical education credit and noncredit courses and programs as needed
- Strengthening the college's ability to meet the current and future needs of the community and state through curricula, program offerings and partnerships
- Increasing diversity within student, faculty and staff populations
- Maintaining a safe environment for all who study, work and visit Casper College
- Utilizing, maintaining and improving college facilities and equipment
- Strengthening the role of the college as the cultural center of the region and as a community resource for social, civic, and economic improvement