

Casper College

STUDENT CLUBS & ORGANIZATIONS

Handbook for Advisors, Officers and Potential Student Clubs

2018-2019

**Associated Students of Casper College
Student Senate**

Dear Adviser 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!

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The Mission of Casper College

Casper College is a public, comprehensive two-year institution with a primary focus on student success that provides learning opportunities to enrich the lives of our students and community.

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

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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)
- Provide a written description of your club along with basic information for the Casper College website.
- Contact information for the Casper College employee (faculty, administrator, or staff) serving as the sponsor

Additional requirements of recognized student organizations after gaining approval from Student Senate to become an official club:

- 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.
- Organizations will have an “agency account” set up for them at the Accounting and Financial Management Office (completed by the Vice President for Student Services). These funds are carried over year-to-year for the organization as long as they remain active. Clubs that have no activity for a period of five years will be deemed inactive. Contact the AFM office for additional requirements for these accounts.

A CHECKLIST OF THINGS YOU NEED TO DO TO BECOME A RSO

- Find an adviser
- Make a constitution
- Compile an official club roster
- Decide who your club officers are going to be and what they will be doing
- Have a community service project lined up
- Have a student activities project lined up
- Set up a meeting with student senate
- Make a presentation to student senate as to why they should vote you on as an official club on campus

** Clubs cannot set up an account until the club has been approved by Student Senate

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

GUIDELINES TO BEING AN RSO ADVISOR

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.

A CHECKLIST OF THINGS AN ADVISER NEEDS TO BE AWARE OF

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 club- sponsored trips. 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.

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.

GUIDELINES TO CLUB EVENTS, ACTIVITIES & FUNDRAISING ON CAMPUS

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.

A CHECKLIST TO RESERVING INFORMATION TABLES AND PUBLICITY OUT ON CAMPUS

1. For setting up an information table, contact Facilities Coordinator Belle Stapelton at 268-2265 to arrange the table and chairs for your location.
2. 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.
3. 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.
4. 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!)

SPONSORING YOUR OWN 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, Belle Stapelton, 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 (268-2009) 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.

FUNDRAISING

- **ALL FUNDRAISING ACTIVITIES BY YOUR ORGANIZATION HAVE TO BE APPROVED BY 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!

Additionally, student clubs may not purchase or use as a raffle any items which are prohibited on campus such as alcohol or weapons.

- **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. Any in-kind (merchandise, non-cash donations) or cash donations must be approved by the Foundation. Contact Paulann Doane, Executive Director of the Foundation at 268- 2684.

Bake sales or other food-related fundraisers should be approved by the Director of Food Service just to make sure you’re not violating State or City Health Department laws.

- **FUNDRAISING EVENTS CANNOT BE HELD IN BARS**
- **IF THE FUNDRAISING EVENT IS TO BE HELD OFF CAMPUS, THE CLUB MAY NEED TO SEEK A RECOMMENDATION OF THIRD PARTY LIABILITY INSURANCE OR WAIVERS FOR ACTIVITIES**

MAINTAINING RSO STATUS

A CHECKLIST OF WHAT CLUBS NEED TO DO TO MAINTAIN RSO STATUS FROM YEAR TO YEAR

1. First, be sure to have your organization’s current Constitution and list of officers and club roster on file with the Student Senate at the beginning of each semester.
2. Make sure you have a representative at the presidents meeting at the beginning of the fall semester (info will be provided by the Vice President of Student Services OR Student Senate President).
3. Line up at least one community service project with the Service Learning Coordinator.
4. Line up at least one student activities project with Office of Student Life UU 405.
5. By Laws state that an organization is required to send a representative to an ASCC student senate meeting once per month.
6. Organizations must submit club information/descriptions annually to be updated.

REQUESTING FUNDS FROM STUDENT SENATE

CHECKLIST FOR REQUESTING FUNDS FROM STUDENT SENATE

- First, be sure to have your organization's current Constitution and list of officers on file with 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 current forms or procedures.
- Student Senate will not approve the use of Student Senate funds to be used for items prohibited on campus.
- Make sure you have completed or have proof that you will complete all of the requirements of an RSO (**if you have not completed your requirements you will not receive funds**).
- 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. Funds are dispersed 1-2 times per semester depending on the amount available to disperse.

STUDENT ORGANIZATION TRAVEL PROCEDURES

I. PURPOSE

Casper College supports co-curricular student learning and encourages participation in student clubs/organizations. The College encourages student organizations 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).

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 all of its membership and leadership from Casper College or other affiliated universities. 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 other affiliated universities 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, must be consistent with the group's constitution, and Casper College's mission. Travel should be planned so it does not create an undue interference with academic responsibilities.
- b. Student organizations are required to have an advisor (leader) traveling with them. The travel leader must be a College employee who has received appropriate administrator approval.
- c. The Casper College Student Conduct Code applies to all on- and off-campus activities, events, and travel. The travel leader should discuss the Conduct Code with students prior to departure.
- d. 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 set by the College as of July 1 for the current fiscal year.
- e. 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.
- f. The College Insurance policy does not cover drivers under the age of 21. If there's a possibility that a student 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.
- g. A travel cash advance to pay for meals, hotel rooms, and gasoline is available from the Accounting and Financial Management Office for activities/organizations that have a College budget account and/or an Agency account. An allowance to compensate for meals (including taxes and tips) and incidentals (fees and tips given to hotel staff, baggage carriers, and porters) that travelers incur while on student travel. Meals (excluding continental breakfasts, receptions, and snacks) provided gratis during an event already paid for by the college (conference/workshop/training, airline travel, etc.) must be deducted from the per diem. Sponsors may pre-approve exceptions to the gratis rule for dietary or religious reasons.

Travel leaders may use P-cards for M&IE (meals and incidental expenses) purchases for student travel or they may provide students with a per diem. If travel leaders pay for group meals with a P-card, the travel leaders may also use the P-card to pay for their meals at the participant's per diem rate.

Itemized receipts are required when using a p-card. The receipt must indicate the number of students and employees who ate. Each student must sign verifying any per diem they received. M&IE purchases may not exceed the per day maximum GSA rate, per student no matter the payment method. Go to www.gsa.gov for the GSA M&IE per diem rates for domestic travel. Go to the U.S. Department of State website at <https://www.state.gov/> for international per diem rates.

Meals are eligible for per diem or reimbursement based on the following travel time schedule.

Travel begins before 6:00 a.m.	Breakfast reimbursed
Traveling between noon and 1:00 p.m.	Lunch reimbursed
Travel ends after 7:00 p.m.	Dinner reimbursed

Travel time begins upon departure of the group from the Casper area and ends upon arrival back to the Casper area.

Travel time that involves flying out of the Casper airport begins two hours before the flight departs and one hour after the flight arrives at the final destination.

- H Travel Advances: Employees may obtain a cash advance from the college to pay for official travel costs that cannot reasonably be charged to a P-card or for employees who have not been assigned a P-card. Cash advance requests must correspond to actual anticipated expenses. Cash advances of less than \$100 are not allowed. The college is not responsible for loss or theft of a cash advance.
- I Travel Expense Report. Travelers use this form to submit travel expenses for reimbursement. The form is available on the Casper College forms website.
- 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 Accounting and Financial Management Office.

IV. 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 **ONE WEEK** 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.

The **Travel Authorization Request** must be filled out completely with appropriate signatures and include a list of all students traveling as well as their student ID number. Other documentation which must be submitted includes:

- **AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT (ADULT, OR MINOR IF UNDER THE AGE OF 18)**
- **RELEASE AND INDEMNIFICATION AGREEMENT (ADULT, OR MINOR IF UNDER THE AGE OF 18)**
- **STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE IF APPROPRIATE**

It is strongly recommended that all students traveling with a club/organization or in conjunction with a class activity should have personal health insurance. Travel insurance can also be obtained through Travel Guard at <https://buy.travelguard.com/tgi2/pct/default.aspx?br=tgdirect&pc=PCTDS-PGS&intcmp=clc-001Nav-1-GetQuote>

CASPER COLLEGE FACILITIES USER RULES

For reservation and use of any Casper College facilities, contact Facilities Coordinator, Belle Stapelton, at 268-2265, or Valerie Sailor at 268-2434.

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 268-2126.
- 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

USE OF FACILITIES FOR SOLICITATIONS, LITERATURE DISTRIBUTION & DEMONSTRATIONS

For reservation and use of any Casper College facilities, contact Facilities Coordinator Belle Stapelton at 268-2265 or Valerie Sailor at 268-2434.

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:

- o *classes are regularly taught;*
- o *college administrative operations are conducted;*
- o *college sponsored activities or events are presented, and to which the public may be invited;*
- o *students reside; and*
- o *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 LH Gym area – the space west of the garage behind the LH 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 of 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*.

All prevalent Club forms will start on the next page

Template for Student Club or Organization Constitution

This sample constitution is provided for use as a guideline only. If you like this format, you may use this document as a template. Simply delete this introductory paragraph, put your club or organization's name at the top, and fill in the sections with information relevant to your club or organization. Your club or organization's actual constitution may be expanded or abbreviated but must include the following asterisked () sections below in order to be considered for registration as a student club or organization at the Casper College.*

***- Components marked with an asterisk are required for student club and organization constitutions. Constitutions submitted without these components will not be approved.**

Article I – Name

* The name of this club or organization shall be [Insert the formal name by which the student club or organization shall be officially known.]

Article II – Purpose/Mission Statement

* **Section 1** – The purpose of this club or organization shall be to [Insert the club or organization's defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]

* **Section 2** – [Name of Club or Organization] shall abide by [include all college policies and procedures]

Article III – Affiliations

* Identify any local, regional, national, or international groups with which the student club or organization is affiliated. This section may be removed if the club or organization is not affiliated with an entity other than Casper College.

Article IV – Membership

* **Section 1** – Casper College or affiliated school students must comprise 100% of the student club or organization's membership.

* **Section 2** – [Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that do not illegally discriminate.]

* **Section 3** – Membership in this club or organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

* **Section 4** – Nondiscrimination policy [Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Linda Toohey, associate vice president for student services, at 125 College Dr, Casper, WY 82601, 307-268-2667, or linda.toohey@caspercollege.edu, (<mailto:linda.toohey@caspercollege.edu>); or the U.S. Department of Education, **Office for Civil Rights**, (<https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm?contactstate=WY&findoffice=Find+a+local+OCR+office>) 1224 Speer Blvd, Ste 310, Denver, Co 80204-3582, 303-844-5695 or TDD 303-844-3417] must be included in constitution.

Article V – Officers/Executive Board

- * **Section 1** – The officers of this club or organization shall be: [Insert the number of officers, their titles, and their duties. Officers may be full-time, matriculated Casper College or University of Wyoming at Casper College students. A club or organization must identify at least one presiding officer and one financial officer.]
- * **Section 2** – [Insert qualifications for each office, if any. For example, “Members must have been a member of the club or organization for at least one calendar year to be eligible to run for election as president.
- * **Section 3** – [Insert the term length of each position. Being specific may be helpful, like “...one year from October 1 to September 30.” Be careful to include provisions for holding elections before an officer’s term expires.]
- * **Section 4** – [Insert provisions for removing an officer, in the event it is necessary.]
- * **Section 5** – [Insert whether reports from officers to the membership will be required. If the club or organization decides they are required, how often will they be made? How will they be made available?]

Article VI – Elections

Section 1 – Election of officers shall be held [Insert the month of elections and specify which member of the club or organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]

Section 2 – [Insert procedures for filling vacancies in positions.]

Section 3 – [Insert procedures for voting in elections. Some club or organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceedings in which no candidate has won.]

Article VII – Meetings

* **Section 1** – Regular meetings of this club or organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings and how it should be done. For example, “The secretary shall notify members of the business meeting, via e-mail, no later than five business days in advance of the meeting.”]

* **Section 2** – Quorum shall consist of [insert the number or percentage of] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]

* **Section 3** – The [specify edition] edition of Robert’s Rules of Order [or Sturgis Standard Code of Parliamentary Procedure] shall govern meetings of this club or organization within the requirements of this constitution and bylaws adopted by the membership of this club or organization.[Student club or organizations are not required to follow these procedure standards, but if the club or organization decides to do so, it should be articulated in the constitution.]

Article VIII – Advisors

Section 1 – There shall be at least one full time Casper College of affiliated school faculty or staff advisor who shall serve as an advisor to the club or organization.

Section 2 – [Insert a description of how the advisor will be selected].

Section 3 – [Insert a description of the duties or responsibilities of the advisor. This description must be congruent with the guidelines established by the Office of Student Activities in the *Student Club and Organization Handbook*. In situations in which the role of the advisor prescribed in a student club or organization’s constitution is different, policies established by the Office of Student Activities supersede them.]

Article IX – Committee

Section 1 – [Insert a description of standing committees, their function, financing, powers, etc.]

Section 2 – [Describe the selection of committee members. For example, “Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

Article X – Finances (if applicable)

Section 1 – Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual responsible for collecting and processing dues.]

Section 2 – [Insert a description of accounting procedures, how funds are allocated, how accounts are maintained, etc.]

Article XI – Constitutional Amendments

* This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitutions. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes effective immediately upon their passage? May this take place at any meeting, or may changes only be proposed and passed at an official business meeting? Every time the club or organization’s constitution is amended, a revised copy must be e-mailed to the Office of Student Activities at studentactivities@newhaven.edu.]

Article XII – Bylaws

Some club or organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the club or organization, it may not be appropriate to include secondary policies in this document.

This template is to serve as a guide!



MEMBERSHIP ROSTER

Return to Student Senate Office, UU409

ORGANIZATION NAME: _____

ACADEMIC YEAR: _____ SEMESTER: ____ Fall ____ Spring

MEMBER NAME:

MEMBER NAME:

- | | |
|-----|-----|
| 1. | 26. |
| 2. | 27. |
| 3. | 28. |
| 4. | 29. |
| 5. | 30. |
| 6. | 31. |
| 7. | 32. |
| 8. | 33. |
| 9. | 34. |
| 10. | 35. |
| 11. | 36. |
| 12. | 37. |
| 13. | 38. |
| 14. | 39. |
| 15. | 40. |
| 16. | 41. |
| 17. | 42. |
| 18. | 43. |
| 19. | 44. |
| 20. | 45. |
| 21. | 46. |
| 22. | 47. |
| 23. | 48. |
| 24. | 49. |
| 25. | 50. |



CASPER COLLEGE FACILITY USAGE AGREEMENT

After reserving facility space, complete and return form to: Facilities Coordinator Belle Stapelton, GW 414, 268-2265 or Valerie Sailor, GW 413, 268-2434

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)

Casper College Travel Request

Part I: Trip Information

Date of Request _____ College travel leader responsible for trip _____
Travel Leader cell # _____ Office phone _____ email _____
Type of Travel: Class field trip ___ Student Organization ___ Student Travel without Faculty ___ Student Travel with Faculty ___ Athletics ___ Other ___
Club or organization traveling _____ Date(s) of Trip _____ through _____
Purpose of Trip _____
Destination: _____ Hotel if applicable _____
Address of hotel _____ City _____ State _____
Transportation: College Vehicle Y__ N__ Type: Car ___ Van ___ Bus ___ Suburban ___ Private Vehicle Used: Y__ N__
Number of students traveling (must match the number/names of students listed on the reverse side)

PART II: Checklist

Authorization for Emergency Medical Treatment/Emergency Contact (Adult and/or Minor) attached for all students listed Y__ N__
Release and Indemnification Agreement (Adult and/or Minor) attached for all students listed above Y__ N__
Student Request to Drive a Private Vehicle if applicable Y__ N__ N/A__ (attach proof of driver's license and insurance)
Approved motor vehicle record checked for driver if using a vehicle owned, leased by the college Y__ N__

Completed documents must be turned into the office of Student services GW 412 ONE week prior to departure

Part III: Student Information – Please Print

List below all students participating in the trip. (Attach additional pages as necessary). Please check the box next to the name if they will be driving their own vehicle. Student drivers need to provide proof of valid driver's license and vehicle insurance (must be attached to this form)

Student Name	Driver	Student ID#	Cell phone
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	_____	_____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT – ADULT

II. MEDICAL INFORMATION (Please type or print legibly)

Name _____
(Last, First, Middle)

Emergency contact 1 _____
(Last, First)

Address _____
(Street, City, State, Zip Code)

Telephone Number: Day (____) _____ Night (____) _____

Emergency contact 2 _____
(Last, First)

Address _____
(Street, City, State, Zip Code)

Telephone Number: Day (____) _____ Night (____) _____

Physician Name _____

Address _____
(Street, City, State, Zip Code)

Telephone Number: Office (____) _____ Emergency (____) _____

Health Insurance Company Name _____

Policy Number _____ Telephone (____) _____

Allergies _____

Current Medications _____

Special Health Needs _____

II. EMERGENCY MEDICAL AUTHORIZATION

I, the undersigned, in the event no other mechanism is in place designating some other individual to make healthcare treatment decisions for me, and/or emergent circumstances do not provide sufficient time for the mechanism to be implemented, do hereby authorize Casper College and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

Effective dates of authorization are _____ To _____

_____ Date _____

(Signature of Individual Providing Authorization)

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT – MINOR

I. MEDICAL INFORMATION (Please type or print legibly)

Name of Minor _____
(Last, First, Middle)

Emergency contact 1 _____
(Last, First)

Address _____
(Street, City, State, Zip Code)

Telephone Number: Day (____) _____ Night (____) _____

Emergency contact 2 _____
(Last, First)

Address _____
(Street, City, State, Zip Code)

Telephone Number: Day (____) _____ Night (____) _____

Minor's Physician _____

Address _____
(Street, City, State, Zip code)

Telephone Number: Office (____) _____ Emergency (____) _____

Health Insurance Company Name _____

Policy Number _____ Telephone (____) _____

Minor's Allergies _____

Minor's Current Medications _____

Minor's Special Health Needs _____

II. EMERGENCY MEDICAL AUTHORIZATION

I, the undersigned parent /legal guardian of _____ (Name of minor)

in the event no other mechanism is in place designating some other individual to make healthcare treatment decisions, and/or emergent circumstances do not provide sufficient time for the mechanism to be implemented for my dependent child, do hereby authorize Casper College and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered to him or her upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are _____ to _____ 20 ____.

Date _____ 20 ____.

RELEASE AND INDEMNIFICATION AGREEMENT – Minor

PARTICIPANT: _____

Name (Last, First – please print or type)

Address: _____

(Street or PO Box, City, State, Zip)

Purpose of Activity or Travel _____

I/We am/are the Parent(s)/Guardian(s) of the above named Participant, who is under eighteen years of age. I/We further represent and warrant that I/We am/are fully competent and am/are legally authorized to sign this agreement on behalf of the Participant.

I/We give permission for Participant to participate in the above referenced Activity or Travel. I/We acknowledge that the nature of the Activity or Travel may expose our Participant to hazards or risks that may result in Participant's illness, personal injury or death and I/We represent and attest that I/We have duly considered, understand, and appreciate the nature of such hazards and risks.

In consideration of the Participants participation in the Activity or Travel, I/We hereby for ourselves, the Participant, and his/her heirs, successors, and assigns, release, acquit, and accept all risk to the health, injury or death that may result from such participation and I/We hereby release Casper College, its governing board, officers, employees, agents and representatives from any and all liability to me/us, our personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to the Participant's property and for any and all illness or injury to the Participant, including the death, that may result from or occur during participation in the Activity or Travel, whether caused by negligence of Casper College, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless Casper College and its governing board, officers, employees, agents and representatives from liability for the injury or death of any person(s) and damage to property that may result from my participant's negligent or intentional act or omission while participating in the described activity or travel.

I/WE REPRESENT THAT I/WE HAVE READ THIS AGREEMENT, UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY PARTICIPANTS INJURY OR DEATH OR DAMAGE TO MY PARTICIPANTS PROPERTY THAT MAY OCCUR WHILE PARTICIPATION IN THE DESCRIBED ACTIVITY OR TRAVEL AND IT OBLIGATES ME/US TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY OR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY PARTICIPANTS NEGLIGENCE OR INTENTIONAL ACT OR OMISSION.

Signature of Parent/Guardian

Signature of Witness

Printed Name of Parent/Guardian

Printed Name of Witness

Date Signed: _____



ASCC STUDENT SENATE 2016 - 2017 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: Director of the Center for Learning through Service.

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 the Director of the Center for Learning through Service for future use in campus publications.

Student Activities Club Completion Form

This form is to ensure that your club has been given credit for the work you have done with student activities. According to Bylaw #5, Article 8, Section D set forth by Casper College Student Senate, you have completed your duties to the Student Activities program as well as Student Senate. Below is the activity, hours worked and duties included.

Thank you for your time and effort in being more involved in the Casper College Campus Community.

Club: _____

Club Advisor: _____

Activity Involved In: _____

Duties Completed: _____

Chris Stier, Student Activities Coordinator
UU 405
307-268-2638
christopher.stier@caspercollege.edu