

Casper College™

STUDENT CLUBS & ORGANIZATIONS

Handbook for Advisors, Officers, and Potential Student Clubs

2019-2020

**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 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

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/club sponsor or officer!

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Student Activities Coordinator Liaison for New and Potential Clubs

Contact for Student Activities Requirement

Contact for Community Service Requirement

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)

What to Submit to Student Senate

Submit the following materials to Student Senate (and resubmit annually, as necessary, to ensure that 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 RSOs

Additional requirements of RSOs after gaining approval from Student Senate to become an official club/organization include:

- RSOs should include community service as an integral part of their activities during each academic year. They should provide ASCC Student Senate with a report on the activities performed and the RSO members who participated. RSOs that are local chapters of national clubs or organizations should provide a copy of the national charter to the Vice President of Student Services.
- RSOs will have an agency account 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 five years will be deemed inactive. Contact the AFM office for additional requirements for these accounts.

What You Need to Do to Become a RSO Checklist

- Find an adviser
- Make a constitution
- Compile an official club roster
- Elect club officers and determine their duties
- 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 Student Senate has approved the club.

That's it! That's all there is to turning an informal club into an officially RSO.

BEING AN RSO ADVISOR GUIDELINES

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 is to exercise common sense. If you don't think it's a good idea, don't sign on to it—whatever "it" is.

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. 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* (located on the college's website) with your organization's members. Remind 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 prohibited. All other conduct codes are in effect during the trip.

Check with your 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 RSO and the sponsor are expected to conform to all Casper College regulations and local, state, and federal laws regarding their activities. Consult with the Vice President for Student Services if you have concerns or questions about current case

EVENTS, ACTIVITIES, & FUNDRAISING ON CAMPUS GUIDELINES

Leadership and personal development through participation in activities is the focus of most student organizations. These activities are fun and educational, and the motivating factor for most students to join the organization. The purpose of this section is to offer general suggestions on how to go about organizing activities. Admittedly, most of the following doesn't sound like much fun, but if take 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 RSO status for your group.

Reserving Information Tables and Publicity on Campus Checklist

- For setting up an information table, contact Facilities Coordinator Belle Stapleton at 268-2265 to arrange the table and chairs for your location.
- As a RSO, Student Activities Office personnel will contact you to participate in Welcome Back Week as well as other special events.

- Before a flyer can be posted in a building on campus, your RSO must get it approved by the Public Relations office in GW 403. Without this approval, flyers may be taken down and discarded.
- No flyers are allowed outside on the Casper College campus. (Think about the wind and how easily it could turn your flyers into trash!)

Sponsoring Events on Campus

- Student RSOS, in many senses, provide the pulse of activities happening on campus. We encourage you to bring events and activities to campus—as long as you comply with a few important policies.
- First, contact Facilities Coordinator, Belle Stapleton, 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 Safety and Security Coordinator at Ext. 2688 know when and where your event will take 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 microphones, PowerPoint, or other media, contact Media Services (268-2009) as soon as possible. They can help your RSO determine 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

Following are the rules for fundraising.

- **Student Senate must approve all RSO fundraising activities**
The senate can help avoid conflicts like multiple RSOs 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, RSOs may not purchase or use as a raffle items that 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 RSO “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 Denise Bressler, executive director of the foundation at 268- 2684.

The food services director should approve bake sales or other food-related fundraisers 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 held off campus, the RSO may need to seek a recommendation of third party liability insurance or waivers for activities.

MAINTAINING RSO STATUS

What RSOs Need to Do to Maintain RSO Status from Year to Year Checklist

- First, have your RSO's current constitution and list of officers and member roster on file with the Student Senate at the beginning of each semester.
- 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.
- Line up at least one community service project with the Service Learning Coordinator
- Line up at least one student activities project with Office of Student Life UU 405.
- Send a representative to an ASCC student senate meeting once per month.
- RSOs must submit information/descriptions annually to be updated.

REQUESTING FUNDS FROM STUDENT SENATE

Requesting Funds from Student Senate Checklist

- First, have your RSO'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 the Vice President for Student Services, your 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 for items prohibited on campus.
- Complete 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 distributed through a formula developed through the Vice President's office. As changes to the formula occur, it is important that your RSO stay in

contact with Student Senate. Funds are dispersed 1-2 times per semester depending on the amount available.

STUDENT ORGANIZATION TRAVEL PROCEDURES

I. Purpose

Casper College supports co-curricular student learning and encourages participation in student clubs/organizations. The college encourages student RSOS 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 representatives of a 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 its constitution, 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 institutions 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. Travel Guidelines

- a. Travel by a RSO 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 RSOs 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 Human Resources Office 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 RSO. 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, the student must be 21 and have their Wyoming driver's license and State of Wyoming driving record on file and be approved by the HR.
- g. A travel cash advance to pay for meals, hotel rooms, and gasoline is available from the Accounting and Financial Management Office for activities/RSOs 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.

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.

Travel Expense Report. Travelers use this form to submit travel expenses for reimbursement. The form is available on the Casper College forms website.

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.

Complete and file the Casper College Student Travel Authorization Request and appropriate Student Travel Release forms with the Vice President for Student Services office 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 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 that 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 RSO or in conjunction with a class activity have personal health insurance. Travel insurance can 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 Stapleton, at 268-2265, or Valerie Sailor at 268-2434.

Facility Set-Up/Modification

- The facilities that you are using may not be altered, changed, or modified in any way without prior written approval from appropriate the Physical Plant Department personnel.
- 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 Physical Plant Department personnel.

Access to Facility

- Access to campus facilities is coordinated through Campus Security 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.

Equipment Use

- 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 the use of equipment that is not standard within the facility that is being used.

Change of Rooms

- You may only use the specific facility that you have reserved for the specific time and date that you have reserved.
- No changes may be made in the facilities that you have reserved without prior approval from appropriate personnel.
- If a physical or service malfunction necessitates a building and/or room change, Campus Security will assist in redirecting 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 use and handicap vehicle identification regulations are enforced by Campus Security and Casper Police Department Officers. Citations issued by Casper Police Officers must be handled through the local court system.

Facility Cleanup

- Facility users are responsible for ensuring that all of the seating and other equipment that 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 cleanup 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 Stapleton 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:

- 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
- 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 or 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 or 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 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 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 presents 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.

STUDENT CLUB OR ORGANIZATION CONSTITUTION TEMPLATE

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 to be considered for registration as a student club or organization at 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, 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, 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.

STUDENT ORGANIZATION MEMBERSHIP ROSTER

Return to Student Senate Office, UU409

Organization Name _____

Academic Year _____ Semester _____ Fall _____ Spring _____

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 TRAVEL AUTHORIZATION 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 RSO ___ Student Travel without Faculty ___ Student Travel with Faculty ___ Athletics ___ Other _____

Club/Organization Traveling _____ Trip Date(s) _____ to _____

Purpose of Trip _____

Destination: _____ Hotel if applicable _____

Address of hotel _____ City _____ State _____

Transportation: College Vehicle Y ___ N ___ Type: Car ___ Van ___ Bus ___ Suburban ___ Private Vehicle: Y ___ N ___

Number of students traveling (must match the number 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 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). 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"/>	_____	_____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT – ADULT

I. 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 Number (____) _____

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.

The effective dates of this authorization are _____ to _____

Individual Providing Authorization Signature Date _____

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 _____

Signature of Parent or Guardian _____ Date _____

RELEASE AND INDEMNIFICATION AGREEMENT – Adult

PARTICIPANT: _____ Student ID#: _____
Name (Last, First – please print or type)

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

Purpose of Activity or Travel _____

I, the above-named participant, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Travel. I acknowledge that the nature of the activity or trip may expose me to hazards or risks that may result in my illness, personal injury or death and I represent and attest that I have duly considered and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Travel, I hereby for myself, and my heirs, successors, and assigns, release, acquit, and accept all risk to my health, injury or death that may result from such participation and I hereby release Casper College, its governing board, officers, employees, agents and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my 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 negligent or intentional act or omission while participating in the described activity or travel.

I REPRESENT THAT I HAVE READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAMGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRAVEL AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Participant Signature Date Signed _____

Witness Signature Date Signed _____

Printed Name of Witness

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 NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Parent/Guardian Signature

Witness Signature

Printed Name of Parent/Guardian

Printed Name of Witness

Date Signed _____

STUDENT REQUEST TO DRIVE A PRIVATE VEHICLE

Attach a Copy of Your Current Valid Driver's License and Current Proof of Vehicle Insurance to This Form

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

Name _____ Student ID# _____
(Last, first, middle – please print)

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 Sponsor or Travel Leader who has responsibility for this class, activity, or event:

Signature of Sponsor or Travel Leader _____ 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 of 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.)

_____, 20_____
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.

_____, 20_____
Parent/Guardian Signature Date

ASCC STUDENT SENATE BUDGET REQUEST FORM

This request must be submitted in person to Student Senate two weeks prior to receiving funds.

Club _____

Club Advisor _____ email _____ phone _____

Club President _____ email _____ phone _____

Club's 15-digit account code _____ Amount Requested _____

Activity for which the funds are being requested (please be specific)

Date of Activity _____ Activity Location _____

To be approved for funds, each club must participate in 1 community service event and 1 student activities board (SAB) (on campus) event each semester. One club member must be in attendance at minimum once a month (unless otherwise approved by Senate) for Student Senate Meetings (1st and 3rd Wednesday's UU 410). Attendance is verified through the sign in sheet at every meeting held.

If requesting funds in the fall semester the club must document their plan for community service and SAB event for the spring semester.

Fall community activity _____ Date _____

SAB _____ Date _____

Spring community activity _____ Date _____

SAB _____ Date _____

Attendance requirements met? Yes___ No___ If attendance has not been met the club can participate in further community service: 6 hours community service=1 meeting missed.

Additional community service if needed _____ Date _____

Advisor Signature _____ Date _____

Club President Signature _____ Date _____

Attach an itemized budget for the activity in which you are planning on attending. Include travel, lodging, registration, etc.

The club **must** give a presentation to the Student Senate after the event has taken place

For Senate Use Only

Has club met community service requirements? Yes___ No___ Has club met SAB requirements? Y___ N___ Has club met Student Senate meeting attendance requirements Y___ N___ If marked no community services additional hours met? Y___ N___

Amount approved _____ Senate Treasurer Signature _____

STUDENT ACTIVITIES COMPLETION FORM

This request must be submitted in person (or online) to Student Senate attached to the Budget Request Form.

Club _____

Club Advisor _____

Activity Involved In _____

Duties Completed _____

Date Completed _____

Total Hours Worked _____

COMMUNITY SERVICE COMPLETION FORM

Club _____

Club Advisor _____

Activity Involved In _____

Duties Completed _____

Date Completed _____

Total Hours Worked _____

Student Activities Coordinator Signature _____

Date _____

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

**ASCC STUDENT SENATE
2019-2020 COMMUNITY SERVICE REPORT FORM**

Complete the following report and return to the ASCC Student Senate. If your club or organization has participated in multiple service projects or activities, duplicate this form and fill out a separate sheet for each activity. Type or print legibly in ink. The data on this form will be submitted to the Center for Learning through Service to use in reporting of campus service activities and for tracking 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. Address questions in reference to this form to the Center for Learning through Service director.

Club/Organization Name _____

Advisor _____ Email _____ Phone _____

President _____ Email _____ Phone _____

Campus/Community Services 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 ____

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: Indicate each of the following issue areas addressed by this project. More than one area can be checked.

- | | | |
|---|--|---------------------------------|
| At-Risk Youth _____ | Community/Economic Development _____ | Culture/Arts/ Performance _____ |
| Disaster/Emergency Prevention and Prevention 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 _____

—