

Club Reference Manual



HOWARD COMMUNITY COLLEGE

[Fall 2011]

Authored by: SGA

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SGA Executive Board

2011

President: Danielle Zack

Vice President: Jennie Wang

Club Liaison: Aaron Levine

Treasurer: Vacant

SGA Secretary: Basmah Nada

Student Senate Chair: Jennie Wang

Student Service Committee Chair: Vacant

Student Service Committee Secretary: Vacant

SGA@howardcc.edu

443-518-4573

Fall 2011 SGA Meetings

All SGA meetings are held in from 12:30pm until 1:30pm. Towards the end of the meetings, there will be the Dragons Dare to Lead Workshop. SGA meetings and locations are as follows:

- ❖ September 8th - Galleria
- ❖ September 22nd - Galleria
- ❖ October 6th - Galleria
- ❖ October 20th - SA 201
- ❖ November 3rd - SA 201
- ❖ November 17th - SA 201
- ❖ December 1st - SA 201

SGA Office Hours

*Office Hours are subject to change throughout the school year.

Danielle Zack:

Monday: 9am-10:45am, 1pm-1:30pm

Tuesday: 10am-12pm, 1:30pm-2:30pm

Wednesday: 9:30am-10:45am

Thursday: 9:30am-12:50pm

Friday: 9am-12:40pm

Jennie Wang:

Monday: 1:30pm-5:30pm

Tuesday: 8am-10:30am

Thursday: 8am-9:20am, 3:30pm-4:40pm

Friday: 8am-10:30am, 1:30pm-3:30pm

Basmah Nada:

Monday: 11am-12:30pm, 2pm-4pm

Tuesday: 3:30pm-4:30pm

Wednesday: 11am-12:30pm

Aaron Levine:

Thursday: 12:30pm-2:30pm

Friday: 10am-1pm

Club Recognition/Policies

Developed by the Student Government Association

Revised September 2011

General Requirements

1. Every new club must have on file a Club Application/Constitution.
2. Returning clubs must complete a Club Renewal Application/Constitution (*fall semester only*) or club confirmation form (*spring semester only*) with updates on advisors, room requests, and changes in officers.
 - a. Every club's paperwork must be submitted by the second SGA meeting of the semester.
3. In order to receive maximum funding, each club must fulfill the following requirements:
 - a. Every club must have representation at each SGA meeting.
 - b. Every club must host one coffee/tea reception per semester.
 - c. Every club must contribute at least two hours to the Blood Drive.
 - i. **If a club chooses to participate in another form of community service in lieu of the Blood Drive, the activity must be approved by the SGA President or designee at least 2 weeks prior to the start date.**
 - d. If an SGA event is not provided, clubs may volunteer at any alternative event but must contribute at least two hours to the event.
4. Every club must submit a club report at the end of the semester, detailing initial club funding, generated funding, expenses, club activities, membership, and final account balance.
 - a. Club officers may work with the SGA Treasurer or SGA Executive Board designee to accessing initial and final account balance.
5. Active membership is open to all registered students of Howard Community College who are willing to subscribe to the organization's stated purpose. All clubs must have five (5) members to receive recognition and funding.
6. **Club Officers (as outlined in the club's constitution or by-laws) MUST maintain at least a 2.0 GPA per semester.** Officers who do not maintain the required GPA will be terminated as an officer until their GPA meets the 2.0 requirement.

Athletic Clubs (Dance and Cheer related clubs included)

1. All members must submit liability waivers and health insurance information prior to the club's first practice.
2. The advisor must have a fitness/training background, and **must attend** every practice and game.
3. After all forms have been submitted and an advisor has been approved, the SGA will submit the club application to the county risk management department, who will then determine if the club may function.

Club-Sponsored Events

1. All event or fundraising proposals must be submitted online or in a typed format to the SGA President or Assistant Director of Student Life at least **one month prior to proposed event date**.
2. Every club must adhere to proper purchasing procedures, which includes—but is not limited to—submission of the following documents to the Student Government Association:
 - a. Purchase Request Form
 - b. Catering request order
 - c. Price quote for desired items.
 - d. Purchase order for approved items.
 - e. Invoice detailing acquisition of approved items.
3. Fundraising Events
 - a. The club may only submit and access funds that have been raised through approved fundraising efforts.
 - b. The club must provide written proof (receipts, signed letters of contribution, deposits, monies, etc.) that raised funds are used as specified when applying for fundraiser.
4. Off-Campus Events
 - a. The club advisor (or an advisor designee who is a budgeted college employee or an adjunct faculty member) must be present at any off-campus event for the entire duration that HCC students are present. Depending upon the anticipated attendance of an event, a second advisor or faculty/staff designee may be required.
 - b. Each person attending an off-campus activity must sign a liability form prior to leaving the HCC campus.
 - c. All club members and student guests are required to adhere to departure and return procedures.
5. At both on and off-campus events, club members must follow specified college guidelines related to the student code of conduct (*see Student Handbook*).

Penalties of Not Following Above Requirements

1. **First Offense:** Lose 50% of current club funding.
2. **Second Offense:** The remainder of current club funding will be frozen until a resolution is made between the club and the SGA.
3. **Third Offense:** Club recognition will be terminated until an attempt to reinstate occurs the following semester or thereafter.

Club of the Year Criteria

The Club of the Year is determined by a majority vote of the Club of Year Selection committee. The SGA President will appoint five members out of the Student Government Association General Assembly to serve on this special sub-committee. All clubs that wish to be considered for Club of the Year must undergo an application process in order to be considered for the award.

The following is the criteria that the SGA Executive Board will use when determining club eligibility for the award:

1. Commitment to SGA-Sponsored Activities: If and how the club has gone above and beyond the call of duty, in relation to promoting an active student life and assisting the Student Government Association in the year's student activity events.
2. Compliance with the standards set forth by the Student Government Association in the Club Reference Manual.
3. Regular publication of club meetings.
4. Development and implementation of events and activities for members of the organization, particularly those that foster leadership skills in a learning environment and/or camaraderie.
5. Coordination of events and activities open to the entire college community, based on how inclusive the event was, the amount of planning and commitment involved on the part of the organization, and how successful the event was, both in terms of meeting its goals (i.e. teaching students something about the club, whether or not students enjoyed the event) and in terms of the estimated number of student participating.



Criteria for the Club of the Year Award:

- ✓ How many SGA meetings were attended throughout the year?
- ✓ Did the club hold regular meetings that were publicized?
- ✓ Were all the Blood Drive, Volunteer & Coffee/Tea Reception hours completed? (Refer to the Club Recognition/Policies for details)
- ✓ Was all paperwork completed and turned in for both the fall semester and the spring semester by the deadline?
- ✓ Were any school-wide activities initiated by the club? If so, how successful were they?

The selection of the Club of the Year is made in April 2012. The award will be presented to selected club members at the Annual Student Awards Banquet on May 4, 2012 from 6:30 - 9:00 p.m. at the Sheraton Columbia.



HOWARD COMMUNITY COLLEGE SGA

CLUB OF THE YEAR NOMINATION FORM

Instructions: At the end of each academic year, the SGA would like to acknowledge a club on campus for their efforts and active involvement on or off campus. With the completion of this form we will be able to determine which club is deserving of Club of the Year! Please place a check mark in the appropriate box for your answer. Also write a brief statement of 250 words or less explaining why the club deserves this award. Also attach any flyers or pictures as proof of involvement and activities for this semester. When you are finished please feel free to add any comments. **Submission deadline: Friday, March 9, 2012.** Thank you and Good Luck!

Club:	President:	Club Advisor:
Club Criteria		
Did the club attend SGA meetings on a regular basis?	Yes:	No:
Did the club hold regular meetings that were publicized?	Yes:	No:
Were any school-wide activities initiated by the club? What were they? (briefly explain below)	Yes:	Yes:

Please use the following space to describe why this club should be chosen as the club of the year using a maximum of 250 words.

Club Funding Requirements

Revised 9/3/11

In order to receive full funding for the semester, each club must fulfill the following requirements:

___ **Hold an Evening Coffee & Tea Night.**

A member of the club is to speak with prospective members, as they moderate a table with a selection of food and hot beverages. All accommodations are provided by the SGA. Stop by the Office of Student Life to set up a date and time. Requests must be made at least two weeks prior to desired date. A two-hour block of time is necessary.

___ **Volunteer at least two hours for the Blood Drive (or another volunteer opportunity).**

Volunteers responsibilities include: signing-in donors, giving out refreshments to donors and watching them to ensure their blood sugar remains high, and assisting Red Cross doctors. Time requirement may be split by more than one member of a club. Stop by the SGA office to sign up for volunteer time. The Blood Drive will be held **on October 19th from 3:00 pm-8:00pm and October 20th 9:00am-3:00pm Game Room**. *NOTE: If you are unable to volunteer at the Blood Drive, you are required to find a volunteer opportunity off-campus. The SGA must approve activity at least 2 weeks before event.*

___ **Work at least one SGA-sponsored event, beyond the Blood Drive.**

SGA sponsors a variety of the events over the course of the semester. A representative from your club simply must assist the SGA during one of these events. The representative may help in numerous ways, including: setting up, serving refreshments and assisting the event manager in ensuring the event is successful.

___ **Attend ALL SGA General Assembly meetings.**

A representative from each club is required to be at each meeting. Meetings are held from 12:30pm until 1:30pm on the dates listed below. **This requirement is taken into special consideration, due to its expanded nature**

- ❖ September 8th- Galleria
- ❖ September 22nd- Galleria
- ❖ October 6th- Galleria
- ❖ October 20th- SA 201
- ❖ November 3rd- SA 201
- ❖ November 17th- SA 201
- ❖ December 1st- SA 201

Accessing Club Funds

All clubs that plan to use club funding for an off-campus event or plan to use the club's name to promote an off-campus event **must have their advisor (or an advisor designee who is a budgeted college employee or an adjunct faculty member) present at the off-campus event** for the entire duration when HCC students are present at the event.

At both on and off-campus events, club members are expected to follow specified college guidelines related to the student code of conduct (please see the Student Handbook). Also, all club members and student guests are required to adhere to agree upon departure and return procedures. Failure to adhere to the student code of conduct and failure to meet the advisor and group at the specified time/location may jeopardize individual student reimbursements, freeze club funding, suspend club recognition status, and possibly require disciplinary action referral to the Vice President of Student Services or designee. In addition, each person attending an off-campus activity must sign a liability waiver form prior to leaving the HCC campus.

The following outlines the requirements for “active clubs” to receive funding for approved events.

Before accessing funds, all events planned on or off campus must:

- Be approved by the Club Advisor and the Director or Assistant Director of Student Life.
- Be approved by The Director of Auxiliary Service and the Director or Assistant Director of Student Life if the event will be catered on and off campus.
- Be requested and approved at least 2 weeks prior to when the service or event is scheduled to take place.
- Have tax-exempt forms used when making a purchase.
- Have a Purchase Request Form filled out and Purchase Order assigned **before** orders are made or **before** services are rendered. If Purchase Request Form is submitted after orders are made or after services are rendered, the person placing the order will be held responsible for payment. Please see the Assistant Director of Student Life for additional information or to obtain the proper form.

Check Request Forms

- Must be completed by the Director of Student Life, pending that the Club Treasurer or Club Advisor provides all pertinent information for completion of the check request form, for

advanced payment. Advanced payments will be given in the form of a check to the business or establishment providing service.

- Once approved, checks are available approximately 10-14 days after purchase request form is received.
- All pertinent information must be included on the purchase requisition including:
 1. Name of Vendor or Individual
 2. Vendor's Federal ID # or Social Security #
 3. Complete mailing address
 4. Phone number
 5. Description of event or activity
 6. Estimate or proof of proposed service must always be attached to purchase requisition.
- The form can be obtained from the Assistant Director of Student Life.
- **All forms must be turned in at least 2 weeks prior to event, guest speaker, etc.**

Petty Cash Reimbursements

- Club members may be reimbursed for approved advanced expenditures if a club member's personal funds were used in two ways:
 1. An original receipt must be provided. Purchases made under \$50.00 will be reimbursed in cash.
 2. Purchases totaling more than \$50.00 will be reimbursed with a check 10-14 days after original receipt has been received and signed by the Director or Assistant Director Student Life.
 3. Please note: receipts for food and beverages must be itemized

Revenues

- All club revenue should be turned in to the Office of Student Life within 24 hours or on the next business day.
- All club revenue will be deposited into the specified club account within 24 hours.
- All club expenditures, revenue and reimbursement records will be filed in the club folder in the Office of Student Life.

Reimbursements

Club members may be reimbursed for approved advanced expenditures if a club member uses personal funds.

- Under \$50.00: Cash—an original receipt must be provided.

- More than \$50.00: Check—10-14 days after original receipt has been received and signed by the Director or Assistant Director Student Life.
- There must be adequate funds in the clubs account for the reimbursement to be processed.

Advanced Check Request

- Advanced payments will be given in the form of a check to the business or establishment providing service.
- Request forms must be completed by the club advisor for advanced payment. Forms can be obtained from the Student Government Association.
- All forms must be turned in at least 2 weeks prior to event, guest speaker, etc.
- All pertinent information must be included on the purchase requisition including:
 7. Name of Vendor or Individual
 8. Vendor's Federal ID # or Social Security #
 9. Complete mailing address
 10. Phone number
 11. Description of event or activity
 12. Estimate or proof of proposed service must always be attached to purchase requisition.
- Once approved, checks are available approximately 10-14 days after purchase request form is received.

Revenues

- All club revenue must be turned in directly to the Director or Assistant Director of Student Life.
- All club revenue will be deposited into the specified club account within 24 hours of submission.
- All club expenditures, revenue and reimbursement records will be filed in the club folder in the Office of Student Life.

Please note:

Clubs will not, under any circumstances, be permitted to use club funds for alcoholic beverages; or participate in unapproved activities off-campus.

This example can be used as a tracking format for the club's budget.



CLUB BUDGET WORKSHEET

Club Name: _____

Today's Date _____

<i>BEGINNING BALANCE = A</i>		
Expenses	Description	Amount
<i>TOTAL EXPENSES = B</i>		
Revenue	Description	Amount
<i>TOTAL REVENUE = C</i>		

$$A + C - B = \underline{\text{Your Balance}}$$

Procurement – 62.05

Howard Community College shall procure only those goods and services that are required to further the mission, vision, and values of the institution and fill a bona fide need. It is the intent of the college to eliminate redundant purchases, achieve cost efficiencies, and incorporate adequate verification. Procurements shall be made in accordance with the college's procedures, as well as §§16-311, 16-313, and 16-314 of the Education Article of the Annotated Code of Maryland and any other applicable local, state, and federal laws or regulations.

In the purchase of all goods and services, the prices paid by the college shall reflect competitive pricing resulting in the lowest reasonable cost with due consideration being made for quantity, quality, the service record of the vendor, and the best interest of the institution. To ensure that the college receives the best price, all purchases or cumulative purchases that are expected to be \$25,000 or more shall be competitively bid through a formal invitation to bid or a request for proposals, unless another method is authorized. Items that are less than \$25,000 shall be purchased as a "small procurement" in accordance with the established procedures. Regardless of the categorization of the purchase, all purchases shall be made with complete impartiality based strictly on the merits of supplier proposals and the applicable needs of the college.

The board of trustees designates the President to carry out the procurement function for the college, pursuant to the authority specified in the purchasing procedures.

Policy Manual Review/Revision: 07/01/10

Taken from Business Services: Purchasing

Welcome to the Procurement Office

The Procurement Office is responsible for overseeing the acquisition of all goods, services, equipment, and construction by the College.

It is the policy of Howard Community College to procure only those goods and services that are required to further the mission, vision, and values of the institution and fill a bona fide need. Procurements are made in accordance with the College's policies and procedures, as well as Sections 16-311, 16-313, and 16-314 of the Education Article of the Annotated Code of Maryland and any other applicable local, state, and federal laws or regulations.

In the purchase of all goods and services, the prices paid by the College shall reflect competitive pricing resulting in the lowest reasonable cost with due consideration being made for quantity, quality, the service record of the vendor, and the best interest of the institution. To ensure that the College receives the best price, all purchases or cumulative purchases that are expected to exceed \$25,000 are competitively bid through a formal invitation to bid or a request for proposals. Items that are less than \$25,000 are purchased as a "small procurement" in accordance with the established procedures. Regardless of the categorization of the purchase, all purchases are made with complete impartiality based strictly on the merits of supplier proposals and the applicable needs of the College.

The College is committed to ensuring equal economic opportunity in procurement and encourages all business enterprises owned by minorities, women and disabled to participate as bidders.

The College utilizes GovDeals, a public, online auction system, to sell excess inventory. If interested in purchasing items that the College currently has for sale at auction, please click the link below.

ADDITIONAL RULES FOR CLUBS

Off Campus Events: Any club planning to sponsor events off campus must have their advisor present (or designee that is a budget staff or adjunct faculty member) at all times and must receive approval from Assistant Director of Student Life and must have liability waiver forms read, understood and signed by student and parent if student is under 18 before event takes place.

Physical/Risky Activities: Any club participating in physical or risky activities as part of the purpose of their club's existence must have an advisor with a fitness, health or training experience specific for the necessary type of the club.

***Cheerleaders** - No tumbling or pyramids are permitted at any time which includes, but is not limited to during meeting time, practice, and games, competition.

Fund Raising: The Director of Student Life, working in conjunction with the Director of Auxiliary Services and Executive Director of the Foundation, must approve all fundraising activities at **least four weeks prior to event.**

Food & Catering: All food and drinks must be purchased by our college food service – Sodexo Marriott. A purchase order must be processed prior to placing an order. (See Accessing Club Funds.). Any requests for catering exceptions must be submitted to the Director or Assistant Director of Student Life, and they will work to seek approval from the Director of Auxiliary Services. All drinks purchased by clubs must be done using **Coco-Cola** products. Reimbursements will not be given to clubs that do not purchase **Coca-Cola**.

Howard Community College
College Procedure

A Club cannot use club money for donations to an outside organization. The only funds that can be donated are those that have been collected by an approved fundraiser. See the Assistant Director of Student Life for details.

**63.10.07 Solicitations, Sales, Fundraising, Signs, and Literature
Distribution Procedure**

The college does not have an open forum for solicitations, sales, fundraising, signs and literature distribution.

Solicitations, sales, and fundraising by external groups in any of Howard Community College's facilities are strictly prohibited unless official permission is authorized by the president's team. Solicitation includes activities such as distributing literature, posting signs, engaging in or attempting to engage in conversation or otherwise approaching an individual or individuals on college grounds with the purpose of petitioning, making a request regarding, endorsing or making a plea for a product, cause, etc. The one sales exception is vendors that have already received permission to do business with appropriate college staff.

Fundraising

Solicitations for support of community non-profits on a college-wide basis are currently limited to United Way. Additional college-wide solicitations may be recommended by college council and approved by president's team.

College employees who are soliciting for other charitable causes must first obtain permission from their area vice president. Whether a charitable solicitation is a college-wide solicitation or one initiated by an HCC faculty or staff member, no HCC employee is obligated to personally support any solicitation.

Fundraising at the college by employees or students must be approved by the director of development at least four weeks prior to the event.

Fundraising activities by students must also be approved by the director of student life at least four weeks prior to the event.

Howard Community College personnel who coordinate use of college facilities with external groups for fundraisers should consult with the development office before agreeing to contract the facility. This consultation is to ensure that the fundraising effort of the external group is not in competition or conflict with the college's fundraising efforts and goals.

Literature Distribution and Solicitation

Solicitations will be permitted on college grounds only under certain conditions and subject to time, place, and manner; restrictions are noted below. After making a written request to the college administration, individuals will be permitted to distribute literature to individuals who desire such information. Groups or individuals may assemble at an outdoor spot designated by the college administration to make their information available to students, college employees, and visitors. The assigned location shall provide for the free flow of traffic and persons.

Groups or individuals may display their information and respond to inquiries and comments by interested persons but may not actively approach or solicit HCC employees, students, or campus visitors. Distribution of printed materials or the initiation of specific conversation by means of accosting individuals is prohibited. Furthermore, the dissemination of information shall be permitted only during the time period designated by the college.

The college reserves the right to revoke this permission if the requesting group or individual does not comply with these provisions.

Groups using college facilities that cause damage to college property will be held responsible for any damages incurred.

Solicitations within campus facilities by businesses as a means to recruit students for employment are an allowed activity provided that activity is approved by the college administration.

Solicitation Restrictions

Solicitation of the following materials is specifically not authorized by the college and may subject the sponsor to criminal prosecution or civil liability:

1. Any advertising material designed to promote the sale of commercial products or services.
2. Any advertisement of, or information concerning any lottery, gift enterprise, or similar scheme offering prizes dependent in whole or in part on chance.
3. Any unauthorized copyrighted material.
4. Any obscene or indecent material.

5. Any material that defames any racial, ethnic, gender, sexual orientation, age, disabled, source of income, or religious group or any individual member of such group.
6. Any advocating of violence, or words which are designed to invoke violence.
7. Any slanderous or libelous materials.
8. Any deliberate misinformation which may result in harm to any individuals or group.
9. Any noncompliance with applicable federal, state, and local laws and regulations.
10. Any advertising materials left on cars, in buildings, or anywhere on campus. This restriction includes, but is not limited to, business, political affiliation, or religious group advertisements.
11. The college reserves the right to restrict solicitation of materials if it violates other college policies or procedures.

Textbooks, Materials, and Endorsements

Members of academic departments should regularly review the selection of textbooks and other publications to verify their relevance and to remove faculty from the awkward position of recommending their own publications for student purchase. While the college vigorously supports the development of educational materials by its own faculty, the college also must support a fair and open process for the purchase of textbooks and other materials.

Endorsement of products by college employees should not be made in the name of the college unless the college has signed an agreement with a vendor, that is approved by a vice president, president, or the board of trustees, depending on the value of the contract.

Bulletin Boards and Signs in College Public Spaces

All signs, posters, fliers, and notices of any kind must be located on bulletin boards. No signs, posters, fliers, and notices of any kind may be taped, glued, stapled, or mounted in any way, to walls, windows, columns, glass, or doors either within campus facilities or on college grounds, except in the case of a last minute room change or cancellation. Cost centers of college offices or departments that cause damage to college property will be held responsible for any damages incurred.

All bulletin board notices must be approved and stamped by the office of student life at least one week prior to the event, with the exception of notices for bulletin boards that are specific

to, and managed by, a college department. Unapproved and non-college related postings will be removed.

Effective Date: 5/13/11

THE ROLE & RESPONSIBILITIES OF THE CLUB ADVISOR

A club advisor is the college's liaison to a particular student club. By college regulation, every student group is required to have an advisor before obtaining recognition as a student club. Any budgeted employee or adjunct faculty member of Howard Community College is eligible to become an advisor. You become an advisor by agreeing to act in this capacity and signing the club application form. Ideally your personal interest in the group has made your choice, in addition to your ability and willingness to serve. All advisors are asked to:

- 1) Promote and teach good organizational skills, and the skills and responsibilities of leadership and fellowship.
- 2) Acquire knowledge of the goals, functions, and history of the club you are advising.
 - a) If the club is newly-formed, discuss the club's proposed goals and organizational structure with the student(s) interested in forming the club.
 - b) If club has existed in past semesters, please speak with the club members to become familiar with club's purpose and objectives for the semester. We keep past year's information on file in the Student Life Office. This information includes a copy of the club's application forms and operating budget.
- 3) Familiarize yourself with Student Life policies and procedures regarding clubs to ensure that your club remains in good standing and does not lose its funding or other privileges.
- 4) Ensure that a representative of the club will attend regular SGA meetings.
- 5) Ensure that your club maintains five members at all times in order to qualify for recognition and to receive ongoing funding and support.
- 6) Encourage club to hold meetings on a regular basis and that they are publicized throughout the college. Ensure minutes of each meeting are taken and submitted to the club president.
- 7) Attend at least **three-quarters of club meetings** unless otherwise required by Student Life, when possible. Officers of the club are required to notify advisors of all meetings (including emergency sessions), activities and events. *Some clubs may be*

required the club advisor present at all club meetings. (ie. Flag Football, Cheerleading, Dance Club).

- 8) **Attend all off-campus events.** You must be present for the duration that HCC students remain at the event.
- 9) Consult with the officers of the club frequently, especially when any changes in policy, goals, purpose or major programs are being considered.
- 10) Offer constructive criticism and guidance, reminding the club of the college's policies and enforcing college policies when necessary. When a club's actions are contrary to its general purpose or procedures, or if a program does not meet with your approval, you are expected to notify the Director of Student Life.
- 11) Assist in developing cost efficient, creative and effective modes of developing the student club. This includes assisting the club in creating programs and activities, fundraising, and meeting the objectives of the club.
- 12) Ensure that purchasing procedures are followed closely.
 - a) All paperwork must be filled out **before** services are rendered and **before** any item can be ordered. All proposed club purchases should be approved by the Director of Student Life or the Assistant Director of Student Life prior to actual purchase.
 - b) If proper procedures are not followed **before** making a purchase or contracting a service, the student or staff member will be fully accountable for payments.
- 13) Monitor the maintenance of the club's budget with the club officers and keep the Student Life Office abreast of all deposits and withdrawals. It is extremely important to communicate to all students that all purchases must have an event proposal and all reimbursement forms completed before services can be rendered.
- 14) Supervise the completion of a Club Report for each semester, outlining the organization's financial activities during the academic semester. This report is due at the end of the semester.
- 15) Communicate any change in the status of the advisor's position to the Student Government Association and Director of Student Life.

*** Our priority is to work with student representatives regarding any concerns, or issues. We ask that advisors encourage club representatives to contact SGA directly***

College Procedure

Title: 50.02.01 Student Government Association (SGA) Constitution

Howard Community College recognizes the right of students to create a governing body to represent students, oversee student clubs and organizations, and participate in designated college committees and meetings. The Student Government Association Constitution describes the student election procedures, governing process, and distribution of funds to clubs and organizations. The Constitution is approved by the college administration after ratification by the Student Government Association.

The SGA constitution is available at

http://www.howardcc.edu/students/student_life/student_government_association

College Procedure

Bylaws, Chapter IV/Article I

50.02.01 SGA Constitution

A. Preamble

We, the students of Howard Community College (HCC), do hereby initiate this document to provide the vehicle by which the needs of the student body may be addressed. Thus, we hereby declare the creation of a democratic student organization to be the official voice of the students of HCC.

B. Article I - Name

The name of this organization shall be the student government association of Howard Community College, herein referred to as the SGA.

C. Article II - Purpose

The SGA is representative of the student body as a whole. The SGA president shall be the duly elected representative of the student body in all matters. The student body shall consist of all persons currently enrolled in credit courses. The student government must be a democratic, student run unit, representing the views and being a proponent for the needs of the HCC student body. In turn, SGA members, both executive board members and general members, will sit on HCC administrative committees, make statements of policy, oversee all student club organizations, and be involved in the community.

D. Article III - Structure

The SGA shall consist of the executive board, the student senate, and the general membership, in accordance with Article V. The executive board shall consist of the president, vice president, secretary, treasurer, and club liaison. Budgeted employees are prohibited from serving in leadership positions in the student government, such as president, vice president, executive board members, club officers, etc. The Student Senate will consist of a chair, secretary, and individual Senators in accordance with Article III of the Student Senate bylaws.

The SGA shall hold regular meetings no less than twice a month with at least one (1) meeting per semester to include or be held specifically for budget and one (1) meeting per academic year for ratification of executive board appointments. The SGA general membership shall consist of club officers as well as students who attend SGA meetings or lead an SGA sponsored event.

The SGA president may convene or call for meetings involving any SGA matter at his/her discretion. The SGA president is elected by the student body in accordance with Article VI. When possible, the SGA president will select a vice presidential running mate to be elected on the same ballot, in accordance with Article VI. However, when a vice presidential running mate selection is not possible prior to the election, the SGA president will then appoint a vice president, to be approved at the first SGA meeting of the president's term.

All members of the SGA executive board, including the SGA secretary, treasurer, and club liaison are appointed by the SGA president, and approved by the SGA at the first SGA meeting of the president's term. All terms of office are annual.

E. Article IV - Duties and Responsibilities

1. President

- a.** Represents the student government association.
- b.** Governs the offices of vice president, secretary, treasurer, and cabinet.
- c.** Chairs all SGA regular or budget meetings.
- d.** Represents SGA at the Board of Trustees' meetings (or responsible to designate alternate SGA representative).
- e.** Represents SGA at the President's Augmented Team (or responsible to designate alternate SGA representative).
- f.** Creates ad-hoc committees and appoints chairpersons of same.
- g.** Drafts SGA bylaws and/or resolutions to be further approved by the executive board.
- h.** Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- i.** Appoints student representatives on college-wide search committees and other specified committees in accordance with the Student Senate bylaws.
- j.** Devotes at least fifteen hours a week to working for the student government.
- k.** Represents SGA at all other committees (alternate SGA representatives will be designated by the Student Senate).

2. Vice President

- a. Represents student government association in the event president is unable to perform duties, as delegated by president.
- b. Serves as the Chair of the Student Senate in accordance with the Student Senate bylaws.
- c. Chairs SGA meetings in the absence of president.
- d. Helps draft SGA bylaws and/or resolutions.
- e. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- f. Assumes the position of the SGA president for the remainder of the term in the event that the current president is no longer in office (see Article VI.7). In the event the vice president chooses not to assume the position of SGA president, an election for a new president will occur.

3. Secretary

- a. Helps to inform SGA members and/or student body as a whole of all SGA meetings.
- b. Takes minutes of all SGA meetings and submits same to president for approval. Disseminates minutes to club representatives, if so requested.
- c. Types and mails all internal and external SGA correspondence.
- d. Maintains file of official records and/or archives of all SGA matters in the office of the SGA president, under the guidance of the SGA president.
- e. Helps draft SGA bylaws and/or resolutions.
- f. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- g. Serves as the Secretary of the Student Senate in accordance with the Student Senate bylaws.

4. Treasurer

- a. Advises presiding officer and/or committee chairperson on questions of budget or appropriations in the transacting on SGA business.
- b. Informs SGA student council on the status of SGA budget at all regular SGA meetings.
- c. Conducts SGA financial transactions with the HCC finance office. SGA funding procedures must comply with college policies and procedures governing budgets. In the event funds remain in the SGA budget at the end of the fiscal year, these funds will be carried forward to the next fiscal year SGA budget.
- d. Maintains file of financial records and/or archives of all SGA matters in the office of the SGA president, under the guidance of the SGA president.
- e. Oversees monthly budget reports.
- f. Helps draft SGA bylaws and/or resolutions.
- g. Manages the finances of all SGA committees including the Student Senate.
- h. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA executive board.

5. Club Liaison

- a. Serves as SGA representative for all club matters and concerns.
- b. Works with the SGA president and vice president to ensure that any questions or concerns brought forth by a student organization are addressed, including but not limited to event proposal procedures and club funding requirements.
- c. Ensures that all student organizations receive information about club funding requirements at the beginning of each semester.
- d. Helps draft SGA bylaws and/or resolutions.
- e. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA executive board.

F. Article V - Academic Standing and Course Load

1. All executive board members of SGA, secretary of the Student Senate, the newspaper editor, and chairperson of the student programming board shall have a minimum cumulative and semester grade point average (GPA) of **2.5** and shall have completed at least six (6) credit hours prior to assuming office. All executive board members of the SGA, the secretary of the Student Senate, newspaper editor, assistant/managing editor, chairperson of the student programming board, and the assistant chairperson of the student programming board shall also maintain satisfactory academic progress.
2. All executive board members of the SGA, secretary of the Student Senate, the newspaper editor, and chairperson of the student programming board shall be enrolled in and maintain throughout the term of office a minimum course load of six (6) credit hours.
3. General members of the SGA must have a minimum course load of six (6) credit hours.

G. Article VI - Election of the President and Vice President

1. An election committee of at least four (4) but no more than six (6) people will be appointed by the SGA president, working closely with the director of student life, no later than eight (8) weeks prior to the end of the spring semester to formalize and create election proceedings in the student body for the office of SGA president.
2. A student interested in running for SGA president should select a vice presidential running mate as part of his or her ticket, when possible.
3. Duties and responsibilities of the SGA president and vice president must be made public to the student body for interested candidates.
4. Academic standing and course load requirements must be made public to the student body for interested candidates.
5. The election committee must determine campaign guidelines and publicize them to the student body for interested candidates.

6. Interested candidates for the office of SGA president must prepare a speech to be delivered orally to the student body.
7. An election will be held no later than six (6) weeks prior to the end of spring semester.
8. The SGA president and vice president serve for a maximum of two one-year terms.
9. The SGA president shall chair the election committee, unless he or she is running for a second term, in which case another executive board member who is not involved in running shall chair the committee.
10. Any reported conflict of interest related to the selection of the election committee and the election/campaign guidelines should be reported to the director of student life at least three weeks prior to the said election. All other election disputes should be immediately reported to the director of student life. The director will work with the election committee to determine a resolution.
11. All students enrolled in at least six (6) credits in the spring semester may vote in said election.

H. Article VII - Appointment of the Student Government Association

The SGA shall consist of the executive board, a minimum of one (1) representative from each approved HCC club or student organization, and any enrolled student with at least a 6-credit course load. Any enrolled student who satisfies the guidelines laid out in Articles III and V is eligible for membership as long as the student attends SGA meetings or leads SGA sponsored events. The Student Senate shall consist of the senate chair, secretary, and individual senators. Budgeted employees are prohibited from serving in leadership positions in the student government, such as president, vice president, executive board members, club officers, student senators, etc.

I. Article VIII - Dismissal

1. The SGA president may only be removed from "office" with cause by a 70% vote of the SGA in accordance with Articles III and V at an official SGA meeting, overseen by another executive board member besides the president.
2. Before said meeting can happen, a complaint must be brought forward at an SGA meeting, at which time the director of student life may appoint a dismissal committee of no more than five (5) people and no less than three (3) people to determine whether there is significant cause for removal. This determination must be made by the next meeting, at which time, with committee approval, a vote for dismissal may be called. Appeals to the decision should be submitted to the vice president of student services.

3. Other executive board members may be dismissed by the SGA president only, with majority vote of the entire executive board. Other SGA members may be dismissed by the SGA president without ratification.
4. The student code of conduct and Article V override Article VIII.

J. Article IX – Function

1. The student government represents the student body in all college decisions. The student government sends representatives to committee meetings, whenever possible, in accordance with the Student Senate bylaws.
2. Club oversight includes, but is not limited to the following:
 - i. Organizing club rush.
 - ii. Maintaining and encourage continuous communication with clubs and other student organizations.
 - iii. Coordinating a club meeting roster, which includes each club's meeting time and location of each club's meetings.
 - iv. Acting as liaison between clubs and college personnel;
 - v. Determining club funding procedures; and
 - vi. Selecting club-of-the-year award and student choice awards recipients.
3. Student Leader Retreats - Some members of the SGA, particularly executive board members, should attend at least two leadership development retreats/seminars, one in the fall and one in the spring semester. In addition, executive board members are required to attempt to recruit additional students to attend these retreats.
4. Office Hours - The SGA president will post a schedule of office hours for each semester. The use of the SGA office during the fall and spring semesters shall be limited to executive board members, unless the SGA president grants exception. The president shall have primary residence in the office and shall allow access to others as she or he sees fit.
5. Community Service - The SGA shall be active in the community through projects created and executed by the executive board in conjunction with the director of student life and the chairperson of the student program board. These activities may include, but are not limited to, blood drives, coffee/tea nights, etc. The extent to which the SGA is active in the community shall be determined by the executive board in conjunction with the interest and demand of the student body.

K. Article X – Referendum

Any member of the student body may call for a referendum to rescind any decision of the SGA. A petition with the signatures of 10 percent of the student body calling for a referendum on the particular issue must be submitted to the director of student life, to be reviewed with the executive board of the SGA.

Appeals to the decision of the executive board of the SGA can be submitted to the vice president of student services.

L. Article XI - Membership in Student Organizations

The SGA president may not serve as an officer of any other approved HCC club or student organization while in office but may join as a member. Any other executive board member or SGA member may join and serve as an officer of other approved HCC clubs or student organizations.

M. Article XII - Advisor

1. The SGA advisor is the director of student life or his/her designee.
2. The advisor's duties shall be the following:
 - i. Consult frequently with SGA officers.
 - ii. Ensure that the SGA is functioning within the rules and guidelines of the SGA constitution.
 - iii. Serve as a resource for students in terms of gaining materials, rooms, etc.
 - iv. Offer guidance and feedback when queried.
3. The director of student life and the executive board will work in a spirit of cooperation. In instances where further review of a situation occurs, the vice president of student services will render a decision.

N. Article XIII - Amendments/Bylaws

SGA bylaws may be proposed at any time by executive board members and approved by the SGA by popular vote at an SGA meeting. Bylaws shall be used to determine SGA policy and procedure, so long as they do not violate any part of the SGA constitution. The executive board shall make decisions regarding the constitutionality of bylaws, with a majority vote determining validity.

Revised: 3/11/11

Student Senate - 50.02.01b Bylaws

A. Article I - Name

The name of this organization shall be the Student Senate of Howard Community College. Herein referred to as the Student Senate.

B. Article II – Purpose

The Student Senate shall be a sub-committee of the Student Government Association (SGA) overseeing student representation on college committees. Senate members will sit as student representatives on HCC administrative and SGA committees and will meet collectively to examine the effects of such committees on the student body. Senators are then responsible for conveying the Senate opinion to their respective committees.

C. Article III – Structure

The Student Senate shall consist of the executive board of the SGA as well as individual senators. The SGA vice president shall serve as the chair of the Senate. In the event that the vice president is unable to fulfill this duty, the SGA president may delegate the role to another member of the executive board. The SGA secretary and treasurer shall serve in their respective roles in the Student Senate; however, the Senate may have a secretary of its own with approval from the SGA president and vice president.

The Student Senate should hold regular meetings no less than once a month. Any member of the SGA may attend meetings of the Senate; however, only senators and SGA executive board members who are currently serving on school committees will have voting privileges.

Senators serve as representatives of the SGA and are designated as such by the SGA president. Approval and dismissal of senators, as well as appointments to committees, shall be the responsibility of the SGA vice president. In the event that an issue cannot be resolved within the Senate, the SGA president will make the final determination. Written appeals to any decision made by the president may be submitted to the director of student life in accordance with Article X of the SGA Constitution.

In the event that a senator is unable to attend a meeting of his/her assigned committee or of the Student Senate, s/he may select an appropriate substitute. Any substitute who will attend more than two (2) meetings of any committee must be approved of by the SGA president. Whenever a substitute is being used, the chair of the Student Senate should be notified.

D. Article IV– Duties and Responsibilities

1. Chair

- a.** Governs the Student Senate and chairs all regular meetings.
- b.** Arranges monthly meetings of the Senate.
- c.** Works closely with the SGA president on all matters pertaining to the Student Senate including selection and dismissal of Senators and appointments to specific committees.

2. Secretary

- a. Helps to inform SGA members and/or student body as a whole of all Student Senate meetings.
- b. Takes minutes of all Student Senate meetings and submits same to chair for approval and disseminates minutes to SGA members, if so requested.
- c. Types and mails all internal and external Student Senate correspondence.
- d. Maintains file of official records and/or archives of all Student Senate matters in the office of the SGA president, under the guidance of the Student Senate chair and the SGA president.
- e. Helps draft Student Senate bylaws and/or resolutions.

3. SGA President

- a. Reports on committees to which s/he is the student representative.
- b. Serves as the liaison between the Student Senate and the Student Government Association.
- c. Casts the deciding vote in any matters that cannot be resolved in the Student Senate.

4. Student Senators

- a. Attend committee/team meetings as assigned.
- b. Attend Student Senate meetings.
- c. Report on committee to which s/he is the representative.
- d. Provide feedback or input from fellow senators to the committee s/he is assigned, where necessary

E. Article V – Membership

Senators shall be appointed by the SGA vice president pending approval of the SGA executive board. Senators shall complete a senator application, participate in an interview with the SGA executive board, and must then be approved by the SGA general membership. \

F. Article VI– Dismissal

Any member of the SGA, Student Senate, or college community may submit a written complaint against any senator to the SGA president. The SGA executive board shall examine all complaints and determine, through a majority vote, whether or not the senator's dismissal should be brought to a vote in the Student Senate. In the event that a senator's dismissal is brought before the Senate, then the Senate shall examine all complaints in a closed meeting and then hold a dismissal meeting. The senator in question may not be in attendance during the closed meeting, but may present a defense, including presenting documentation and witnesses, on their behalf. The Senate shall then cast an anonymous vote to determine whether or not the senator should be dismissed. Dismissal from the Student Senate in and of itself shall not have any disciplinary consequences associated with it. However, if the student is in violation of the Student Code of Conduct, then s/he will be subject to the disciplinary procedures as outlined in the *Student Handbook*. Appeals to the dismissal of any senator may be submitted to the director of student life within ten (10) business days after the dismissal meeting.

G. Article VII– Academic Standing and Course Load

All senators and the secretary of the Student Senate shall be enrolled in at least six (6) credit hours and shall have a minimum cumulative and semester GPA of 2.5. The secretary of the Student Senate shall have completed at least six (6) credit hours prior to assuming office. Incoming students will be allowed to serve as student senators, but must be enrolled in at least six (6) credit hours and must achieve a 2.5 GPA after their first semester.

H. Article VIII– Advisor

Any member of the HCC faculty or staff may serve as the advisor for the Student Senate. In the event that the SGA president and vice president cannot find an advisor, the SGA advisor or his/her designee will serve in the role. The advisor will serve as a resource for the Student Senate by providing information on college policy and procedure, and by providing unbiased advice that will help the Senate serve its purpose.

Event Proposal Information

All clubs MUST follow all procedures outlined in Club Policies

Note: Clubs can now use the online Club Event Proposal Form which can be found on the Club Resource Page on the Student Life section of HCC's website.

These links are listed below:

Club Resource Page Link

http://www.howardcc.edu/students/student_life/clubs/clubresource.html

Proposal Link

http://www.howardcc.edu/students/student_life/clubs/clubevent.html

Online Event Proposal Layout

Name of person submitting form:*	<input type="text"/>
Club Name:*	<input type="text"/>
Email:*	<input type="text"/>
Phone (the one you wish us to contact you at):*	<input type="text"/>

Detailed description of the event (space to outline event details):

Type of event:*
<input type="radio"/> Social
<input type="radio"/> Leadership
<input type="radio"/> Fundraising
<input type="radio"/> Guest Speaker
<input type="radio"/> Off-campus

Field Trip

Other

Purpose:*

Desired Event Location:*

Galleria

Classroom

RCF Hall Room 400 or 401

Quad

Duncan Hall Lobby

RCF Hall Lobby

Student Deck

Game Room

Kittleman Room

Drier Stage

Other (details required**)

If "Other" was selected, please provide details.*

Date of Event (MM/DD/YYYY):*	<input type="text"/>
Event Start Time (indicate AM or PM)*	<input type="text"/>
Event End Time (indicate AM or PM)*	<input type="text"/>
Tentative Event Schedule (hour by hour format).	<input type="text"/>

Contact Information of Faculty/Staff Advisor (for the event):

Name of Faculty/Staff in attendance during entire event: (note: you can designate more than one	<input type="text"/>
--	----------------------

Faculty/Staff advisor)*	
Phone:*	<input type="text"/>
Email:*	<input type="text"/>

Will your event require a specific set-up?

Requested set-up time:*	<input type="text"/>
Number of Tables:*	<input type="text"/>
Number of Chairs*	<input type="text"/>

Do you plan on using club funds?*

Yes**

No

Error! Hyperlink reference not valid.

Refreshments/Foods Items requested:*

Plans to advertise?* Yes** No

Error! Hyperlink reference not valid.

AV Items Requested:* VCR with 27inch monitor DVD Player with 27 inch monitor Videocassette Recording Setup (VHS) Boom Box Audio cassette unit LCD (data) Projector Computer Internet connectivity Laserdisc player

- Overhead transparency projector
- Slide projector
- Stereo (includes tape and CD player)
- Presentation Easel
- Digital Audio Recorder
- Digital Still camera
- Camcorder
- PA System (put details in comment box)
- Other (put details in comment box)

Comments:



Basic Sample Club Proposal

Label	Value
Name of person submitting form:	Duncan Dragon
Club Name:	Dragon Club
Email:	duncan_dragon@gmail.com
Phone (the one you wish us to contact you at):	240-555-6666
Type of event:	Social
Purpose:	To mix and mingle with other students interested in learning mascot moves.
Desired Event Location:	Duncan Hall Lobby
If "Other" was selected, please provide details.	not applicable
Date of Event (MM/DD/YYYY):	10/12/2011
Event Start Time (indicate AM or PM)	12pm
Event End Time (indicate AM or PM)	2pm
Tentative Event Schedule (hour by hour format).	12:00pm People arrive 12:30pm Duncan intro dance lesson 1:00pm Dragon club information session 1:30pm Refreshments
Name of Faculty/Staff in attendance during entire event: (note: you can designate more than one Faculty/Staff advisor)	Dr. Howard
Phone:	989-555-6666
Email:	Showard@howardcc.edu
Requested set-up time:	11:30am
Number of Tables:	7
Number of Chairs:	40
Do you plan on using club funds?	Yes
Refreshments/Foods Items requested:	cookies (25 sugar and 25 chocolate chip) drinks (coca-cola products chips (40 individual size assorted bags) pizzas (10 cheese 10 peperoni)
Plans to advertise?	Yes
AV Items Requested:	Audiocassetteunit,LCD(data)Projector,Computer,Internet connectivity,Overheadtransparencyprojector,Stereo (includes tape and CD player),PA System (put details in comment box)
Comments:	

Extended Sample Club Proposal:

Scrapbook Sensation Proposal

Scrapbook Club

What: The Scrapbook Club would like to host a scrapbook crop, called Scrapbook Sensation for the community.

When: January 17, 2004, 10:00 am – 8:30 pm

Where: We would like to hold the event in the ILB multi-purpose room, if possible, because we would like to try and get a lot of people to attend.

Purpose: To raise money for the club, as well as set up a Travel Scholarship. The purpose of the scholarship would be to allow people to have an experience that they otherwise would not have had and then create a scrapbook of their trip to preserve their memories of their adventure. * See Scholarship Eligibility*

Pre-Event Activities

To prepare for the Scrapbook Sensation, members from the club would spend a Saturday traveling around Columbia and surrounding areas asking businesses if they would like to donate:

- Lunch
- Dinner
- Beverages
- Snacks
- Items for Door Prizes
- Items to Create Center Pieces for The Tables
- Table Cloths
- Plates
- Napkins
- Cups
- Forks, Knives, and Spoons

We would give the potential donor a letter stating what we are trying to do. *See attached letter*

By being able to get most of the above donated to the club, we would be able to cut costs of holding the Scrapbook Sensation allowing us to increase profits.

We are hoping to **advertise** by posting flyers for the Scrapbook Sensation around the campus, in places around Columbia where we can, and run ads in the following newspapers: *See attached ad*

- HCC Times
- The Sun: Howard County Times
- Laurel Leader
- Columbia Flyer

- Invitations to Laura M's clients

Money will be sent c/o Shannon Zirkle in the SGA office. After money is received from someone the ticket(s) will be then mailed to that person permitting them access to the Scrapbook Sensation.

The Event

The event would start at 10:00 am and end at 8:30 pm. People can enjoy 8 hours of Scrapbooking, lunch, and dinner for \$30 or they can enjoy 4 hours of scrapbooking and lunch or dinner for \$20. *

See attached: Regulating number of attendees*

The schedule would be as follows:

- **10:00 am - 2:00 pm** - *"Morning Crop"*
- **2:00 pm - 3:00 pm** - *Lunch and Clean-up towards the end*
- **3:00 pm - 3:30 pm** - *Continue cleaning up & prepare for "Afternoon Crop"*
- **3:30 pm - 7:30 pm** - *"Afternoon Crop"*
- **7:30 pm - 8:30 pm** - *Dinner*
- **8:30 pm - 9:00 pm** - *Club Members clean-up*

Each person that attends the Scrapbook Sensation would receive:

- Name Tag
- Letter thanking them for their support
- Stickers for their album

We would also ***give away the centerpieces*** that would be on the tables. This would be done by randomly placing a sticker at one persons seat at each table (two if we are able to get enough centerpieces) and whoever has the sticker at their seat gets to take home the centerpiece.

Playing during the event there will be a ***PowerPoint Presentation*** of a scrapbook page(s) and/or techniques that each club member has created to share to everyone. A picture of the club member that created will accompany their slide, so that if someone would like to learn how they created their page or technique they can find the club member more easily.

There will be a table set aside for ***"New Scrapbookers."*** Club members, as needed, will be sitting at this table to assist them with creating their first scrapbook pages. After they have learned to use the tools and created a page or two they will go and sit with at the "regular" tables where they can get ideas and learn more from "experienced scrapbookers." This will also allow room for more newcomers.

Club members will be walking around making sure everything is all right and everyone is comfortable. There will also be one club member at each table, if possible, working on their

scrapbook and mingling with the guests. Each club member will either be wearing name tags or t-shirts that Nicolene duToit has volunteered to make them more distinguishable from others.

There will be Creative Memories ***Scrapbook for Sale*** for guests that may not have one or need one, as well as extra packs of scrapbook pages in case guests run out of pages.

The ***Scrapbook Club cropping supplies*** will be available for the “New Scrapbookers” to use at the designed table. This would include everything that is reusable and exclude stickers and the club’s paper. Creative Memories paper packs will also be available to buy for newcomers or guests that may need to purchase more paper. We are hoping that some Creative Memories consultants will let us borrow their cropping tools for the event and/or that some people will bring their own. If Creative Memories consultants let us borrow their cropping tools we will keep them at a designated table and take inventory before and after the Scrapbook Sensation. Also, if that consultant is able to attend the event they can sit at the table with their supplies and work on their scrapbook.

Dear Sir or Madam,

The Scrapbook Club at Howard Community College will be hosting a crop called the Scrapbook Sensation on January 17, 2009. The Scrapbook Sensation will be the club's first major fundraising event. All of the proceeds will benefit the club and help us to purchase supplies as well as help the club establish a travel scholarship open to all HCC students who attend at least 75% of Scrapbook Club meetings. The Scrapbook Club is hoping that local businesses will help us in our fundraising efforts. If your business can help us in any way please contact Shannon Zirkle, a Scrapbook Club member, at 410 772 4573.

Thank you,

Nicole Butler
Scrapbook Club President

SCRAPBOOK CLUB TRAVEL SCHOLARSHIP

ELIGIBILITY

To be eligible one must:

- Attend at least 75% or 10 scrapbook club meetings per semester from the time that they first joined the club.
- Attend as many meeting as necessary after the trip to complete a scrapbook of their trip.
- Present the completed album to the club.
- Fill out an application that would include their destination, the total cost of the trip, and how much they can pay.



10901 Little Patuxent Parkway
 Columbia, MD 21044-3197
 410-772-4800
 TDD: 410-772-4822
 www.howardcc.edu

WAIVER OF RESPONSIBILITY Howard Community College

Fall 2005 MCCADA Leadership Workshop

 Please Print Name

 Phone Number/
 Parent's Number if under 18

 Cell/Alternate Phone #

In connection with my participation in the Fall 2005 MCCADA Leadership Workshop at CCBC Catonsville on Friday, October 14, 2005, sponsored by Howard Community College (HCC), I understand that there are certain risks involved in this activity that may result in injury or death and voluntarily assume all risks inherent in the nature of this activity. I waive all claims, costs, liabilities, expenses, and judgments against HCC and Howard County government and release HCC and its trustees, officers, agents, representatives, and employees and Howard County government from all claims, costs, liabilities, expenses, and judgments arising out of my participation in the Fall 2005 MCCADA Leadership Workshop at CCBC Catonsville on Friday, October 14, 2005. I agree to present to HCC that I am a current student. I further agree to abide by the Student Code of Conduct, as specified in the Student Handbook.

 Signature

 Date

 Parent or legal guardian's signature (if under 18)

 Date



HOWARD COMMUNITY COLLEGE SGA

STUDENT CHOICE NOMINATION

FORM

Instructions: Every year the HCC student community is given the opportunity to award a faculty member and student service area for their hard work and care. This is your opportunity to see both a member and a particular department receive the honor that they deserve. Please indicate who you will like to receive this award and why. Please note that responses cannot be greater than 500 words. Please submit this form to SGA@howardcc.edu. Note that this is due **February, 25, 2011**.

Nominator Student

Name	Phone Number	Email

Faculty Nominee

Student Service Department Nominee

Nominee Name	Department	

In the provided space below please indicate who you would like to receive this reward and why please note that the responses cannot be greater than 500 words
