

Student Organization Handbook

Aims Vision

First Choice – The Recognized Leader in Learning and Student Success

Aims Mission

Provide knowledge and skills to advance the quality of life, economic vitality, and overall success of the diverse communities we serve.

Aims Values

- Authenticity & Truthfulness
- Community
- Equity & Professional Respect
- Inclusiveness
- Performance Excellence & Effectiveness

Student Life Vision

Be an integral part of the student experience.

Student Life Mission

To create educational and community-building opportunities that facilitate Student Life's values of collaboration, inclusiveness, intentionality, integrity, learning and growing, and students first.

Student Life Values

- Collaboration
- Inclusiveness
- Intentionality
- Integrity
- Learning & Growth
- Students First

Student Life Office Info

Location: 5401 West 20th Street

Greeley, CO 80634

Student Commons, Room 155

Phone: (970) 339-6501

Office Hours: 8:00 a.m. - 6:00 p.m. (Monday)

8:00 a.m. - 5:00 p.m. (Tuesday - Thursday)

8:00 a.m. - 3:00 p.m. (Friday)

Summer Office Hours: 7:30 a.m. – 5:30 p.m. (Monday – Thursday)

Campus Connect URL: www.aims.edu/campusconnect

Student Life Office Contacts

Janet Chase - Director, Student Life

Becca Herman – Director, Student Leadership

Whitney Cowling – Student Clubs and Organizations Coordinator

Patty Schulz - Program Coordinator Hunger Free Campus Initiatives

Alyssa Garcia - Program Coordinator Campus Activities Programming Board

Logan Fitzgerald - Media Specialist

Tiffany Brickley - Staff Executive

Ann Zarezadegan - Staff Executive Assistant

Our Commitment to Student Organizations

The Student Activities, Inclusion & Leadership (Student Life) office provides students on all campuses the opportunity to participate in activities outside of the normal classroom environment. Extracurricular activities provide a basis for professional, technical, civic, and social experiences, which students may encounter outside of the classroom and on campus while attending Aims Community College. To this end, the staff in the Student Life office is committed to the success of your organization. The Student Life office will assist your organization by providing leadership training, support when encountering organization management challenges, and support with financial management and decision-making.

The Student Life office reserves the right to alter any student organization guidelines if circumstances warrant reassessment. Recognized student organizations will be notified in writing of any and all revisions.

Student Leaders Positions in Student Life

Student Government Association

The Student Government Association is the representative body for Aims students. The Student Government Association actively seeks student opinions related to college policies, procedures, and programs, and advocates on behalf of student interests to the Board of Trustees, administration, staff, and faculty. Past projects have included offering \$1 bus passes for Aims students and instituting the Student Emergency Fund.

Campus Activities Programming Board

The Campus Activities Programming Board enhances the educational environment at Aims by providing free events focused on holistic wellness, awareness-raising, and community-building. Campus Activities Programming Board events take place on all campuses and cover topics ranging from physical and emotional wellness, to multiculturalism and diversity, to pure fun and entertainment.

Campus Connect

URL: www.aims.edu/campusconnect

Campus Connect is your hub for all organization information.

Use Campus Connect to:

- Track organization membership
- Communicate with members
- Upload and store meeting minutes
- Advertise organization events
- Find forms necessary for organization functioning

Club Forms on Campus Connect:

- **Event Registration**– must fill out every time the organization is having an official event as a organization (except regularly scheduled organization meetings), even if there is no money being spent
 - **Three (3) weeks** - events/activities or any day trips within Colorado
 - **Two (2) months/Eight (8) weeks** - overnight and/or out-of-state travel
 - **Three (3) months/Twelve (12) weeks** - International Travel
 - **Two (2) weeks** purchase requests for food items
- **Graphic Request Form** – must be filled out at least three (3) weeks before the materials are wanted, with a minimum of three (3) weeks before the event
- **Organization Registration** – For transitioning, new or previous organizations that are reapplying for recognition after being inactivated
- **Photo Release Waiver & Authorization** – Used anytime a photo could be used for marketing/organization purposes; Every person in the photo must fill this out before the organization can use the photo in marketing, including posting on social media.
- **Student Life Equipment Request Form** - The Student Life Office maintains an inventory of items that student organizations and Aims departments can check out for temporary use.
 - **Five (5) days** before your event

For help with Campus Connect please contact us at campus.connect@aims.edu or call (970)339-6501.

Student Organization Recognition

Getting Started

Campus Connect (www.aims.edu/campusconnect) is the information portal for all Aims organizations that are facilitated through the Student Life office. Campus Connect is where you can go to see if the organization you want already exists, join an organization and/or find out what is happening on campus.

All organizations must agree and adhere to the following Affirmation of Compliance:

It is the policy that recognized student organizations may not exclude students from membership because of age, race, color, religion, sex, gender identity and/or gender expression, sexual orientation, national origin, political affiliation, disability, veteran status or any other personal characteristic of an individual or group.

Recognized student organizations may not exclude students and shall affirm to the College that their membership selection policies and procedures comply with the above-mentioned policy. In cases of regional, national, or internationally affiliated organizations, Aims Community College's organizations must affirm to the College that membership selection, policies, and procedures of the parent organization do not require the organization to exclude any student from membership on the basis of age, race, color, religion, sex, gender identity and/or gender expression, sexual orientation, national origin, political affiliation, disability, veteran status or any other personal characteristic of an individual or group.

Recognized student organizations must be open to all students of the Aims community.

Recognized student organizations must be in compliance with all federal, state, and local laws; college policies and procedures including the [Aims Student Code of Conduct](#); and nondiscrimination of membership.

New Organization Recognition Process

Step 1: If the organization you want to form does not exist fill out the **“I Want to Start a Club Form”** found on Campus Connect. This form alerts Student Life that you are interested in starting a new organization. The Student Organization Coordinator of Student Life will then review your request and help you determine the best route for making this organization a reality.

Step 2: Complete the **Organization Recognition Form** on Campus Connect. This form is necessary to start a new organization either once the interest form has been submitted or if you already have an advisor, members, and officers determined.

Information necessary to successfully fill out this form in one go:

- Organization Name
- Organization Information - purpose, activities, etc.
 - Note:** The organization’s purpose should not adversely affect the common goal of other student organizations and organizations at Aims or be contrary to the values of students at Aims Community College. The organization’s purpose should advance the common goal of the members within the organization.
- Meeting Time and Place - not required, but helpful for those who want to join
- Contact Information - this should be an organization member/officer in the beginning
 - Note:** once the organization has been officially recognized we will issue an organization specific email address to the group and at that time the contact email should be changed to this provided email address.
- Cover Image - please contact Student Life before putting any image in this field. We want to make sure that your image is in compliance with copyright laws. You can use any of the searchable images provided on Campus Connect or we can create a logo for your organization!
- Roster - each new organization must have at least five student members (including officers) and at least one advisor; see [Membership Requirements](#) section for more information

Step 3: Student Officer Training session for Presidents and Treasurers

New organizations are required to send their President and Treasurer to a Student Organization Training session, facilitated by the Student Organization Coordinator of Student Life as a requirement for official recognition. All student organization Presidents and Treasurers are required to attend training at the beginning of fall semester, or when the position is conferred to a new person, in order to be considered *Active*.

If the title of President or Treasurer passes to a different student throughout the academic year and that person has not attended a Student Officer Training, the organization will be *Frozen* until the new officer goes through training.

Once a student organization has submitted all required forms and is recognized by the Student Organization Coordinator and Director of Student Leadership of Student Life, the student organization is eligible to receive funding as outlined in the *Awarding Funds* section of this document, conduct fundraisers, and represent themselves as an official student organization at Aims Community College.

Transitioning – this process is for organizations that have previously been recognized as official Aims Community College organizations and want to continue being recognized as such in the upcoming academic year. Organizations will receive an email from Campus Connect in April asking them to Transition their organization for the upcoming academic year.

The following Transition steps must be completed by the fourth (4th) Friday of the Fall semester, for an organization to maintain continuous recognition (see below) for the academic year beginning in August of the current calendar year:

Step 1: Update your Campus Connect Organization page. This could include updating the officers name(s)/position(s), advisor information, meeting time/place, etc. The membership roster (identifying officers by position) must be updated in Campus Connect by the submission deadline for the organization to remain active.

All members need to be designated as either “Former” or “Active” within the organization’s roster page when transitioning.

Note: this option is only available when the organization is officially transitioning.

Step 2: Complete officer training for President and Treasurer

Step 3: Advisor Confirmation Document

There are incentives for organizations to complete their Transition process early: see the [Awarding Funds](#) section of this handbook.

Continuous Recognition - Recognition for Transitioning organizations will be accepted at any time during the academic year; however, the fourth (4th) Friday of the fall semester, is the final deadline for continuous recognition. Continuous recognition guarantees full benefit and funding privileges retroactive to the first day of classes. Submitting the recognition request after this deadline will cause the group’s status to be [Frozen](#) until after final approval by the Student Life Student Organization Coordinator and Director of Student Leadership.

Membership Requirements

Membership of each recognized student organization must consist of a minimum of five (5) Aims students enrolled in at least one (1) student fee paying class. Two (2) of the five (5) members need to hold the positions of President and Treasurer. Provisions for membership must be stated in the organization's constitution/bylaws/working papers.

Qualifications for membership must not conflict with the Affirmation of Compliance Statement on the original Organization Registration document on Campus Connect.

Note: During the summer, if a student organization member is not currently enrolled in summer classes but is enrolled in fall classes, the student may participate in summer organization events.

Organization Status

- **Probationary** - A new or previously inactivated organization that has not completed all of their steps for recognition
 - These organizations can:
 - Recruit members
 - Attend events like Fall-In and Student Support Festival
 - Organizations cannot:
 - Spend funds
 - Hold events of their own
 - Collect money for SOL attendance, Volunteering, etc.
- **Active** - these organizations have completed all steps outlined in the Recognition of Organizations section of this handbook, by the fourth Friday of the Fall semester, and have been officially recognized as an Aims Community College student organization.
- **Frozen** - Organization has not completed necessary steps to be active, and therefore cannot add new members, complete activities or spend organization funds until the aforementioned steps are completed and approved by the Student Organization Coordinator of Student Life.
- **Inactive** - Organization that is/has been fully registered with the Student Life office but has lost their Active status due to several possible circumstances (see examples below):
 - Organization has not transitioned their information for two (2) consecutive academic years. Student organizations that do not apply for continued recognition will transfer the balance in the organization's treasury to the SGA account after the two (2) year grace period.
 - Organization has not had any activities/events for two (2) years
 - Organization has been suspended due to a violation of Student Life and/or Aims policies and/or procedures or the [Student Code of Conduct](#)

Frozen/Inactive organizations are not eligible to receive benefits or funding.

Voluntary Inactivation: Action to inactivate recognition may be initiated by the advisor, organization members, or Student Life. Recognized student organizations should voluntarily request that the organization be inactivated if insufficient interest exists for the organization to function.

Step 1: The organization with a 2/3 member quorum vote can vote to disband. In the absence of membership the advisor can initiate termination of an organization.

Step 2: Recognized student organizations wishing to take such action should contact the Student Organization Coordinator or Director of Student Leadership for Student Life.

Step 3: Make sure that all organizations outstanding balances have been appropriately settled

Step 4: Obtain approval to terminate from the Student Organization Coordinator and the Director of Student Leadership of Student Life.

Suspension: If violations result in student organization suspension as determined by the Student Organization Coordinator, Director of Student Leadership and Executive Director of Student Life, the organization will lose all current funds and their recognition will be inactivated for the remainder of the academic year and the following academic year. After this suspension period, the student organization may apply for recognition as a new organization would. Suspended organizations will be eligible to receive startup funding, after their suspension period.

All allegations or complaints regarding the actions of student organizations must be filed in writing with the Student Organization Coordinator and the Director of Student Leadership of Student Life. Recognized student organizations may be given the opportunity to correct infractions before beginning the suspension process.

Recognition may not be suspended without the approval of the Student Organization Coordinator, Director of Student Leadership and Executive Director of Student Life.

Rights and Privileges

The Student Life office provides several critical services relating to successful student organizations.

1. Advisor and Officer Training
 - a. Position Duties
 - b. Policies and procedures
2. Account/Budget Management Assistance
3. Monthly status reports
 - a. Organization status
 - b. Budget information
4. Event Planning Assistance
 - a. On campus and off campus
 - b. Room scheduling
5. Marketing Assistance
 - a. Design
 - b. Promotional items
 - c. Event Advertising
 - d. Organizations will be charged for materials, not graphic assistance
6. Copy services - Each organization has a copier access code that can only be used in the Student Life office.
7. Equipment Check-Out
 - a. Commonly used items that can be checked out through the Student Life office:
 - i. Drink Dispensers
 - ii. Popcorn popper
 - iii. Block Rockers (speakers)
 - iv. Button Maker
 - v. Games
 - vi. Cupcake Stands
 - vii. Photo Booth Supplies
8. Other services, such as vehicle requests, work order requests, and Media Services requests can be initiated through the Student Life office.
9. Funding Requests through SGA
10. Traveling procedures
11. Fundraising
12. College Policies and Procedures
 - a. *Student Code of Conduct*
 - b. P-Card Policies
13. Support with conflict resolution, organization management, organization advice, etc.

Constitution

No matter how old an organization may be, some form of rules and guidelines are needed. See [Example: Cooking Club Constitution](#).

Constitution: describes what the organization is and why it exists.

1. Name of the Organization
2. Mission Statement
3. Membership Composition
4. Officers
 - a. Executive Board Procedures
 - b. Executive Board Areas of Responsibility
5. Decision-Making Model
6. Meeting Structure and Requirements
 - a. Executive Board Meetings
 - b. Standing Committee Meetings
7. Organization Advisor
8. Organization Funds
 - a. Assessment & Collection of Funds
 - b. Budget Decisions
 - c. Student Club Funds
9. Constitutional Amendments
10. Enabling Clause

Where national policies of a student organization prohibit the filing of constitution/bylaws/working papers, a statement from the recognized national office may be submitted in place of the constitution/bylaws/working papers.

If constitution/bylaws/working papers have been modified or changed, the revised document must be submitted when the organization transitions. If this document is modified or changed during the year, the revised document must be uploaded/updated on Campus Connect under the document section of the organization.

Student Organization Constitution Checklist

ORGANIZATION NAME: _____

Yes	No	Checklist for Constitutions: Articles & Clauses
		1. Name of organization
		2. Organization purpose/mission statement
		3. Membership composition
		4. Officer positions
		5. Decision-making model
		6. Meetings
		7. Advisor
		8. Funding
		9. Amending the Constitution
		10. Enabling clause
		11. Signature Block (signed by all officers)

These first 11 should be their own section/article within your constitution

		12. Are there Meeting Minutes attached that indicate an approval vote?
		13. Are the Meeting Minutes signed by all Officers?

EXAMPLE: Cooking Organization Constitution

1. **Name of Organization:** The official name of this organization shall be the Cooking Club of Aims Community College.
2. **Mission Statement:** The mission of the Cooking Club is to bring food lovers together to celebrate the art of cooking, increase our knowledge of skills, techniques, and recipes, and cook delicious meals from all countries and cultures.
3. **Membership Composition:** This organization shall be comprised of Aims Community College students, faculty, and staff. Faculty and staff shall be required to pay membership dues.
4. **Officers:**
 - a. **President:** The President's duties shall be as follows:
 - i. Preside over all executive and membership meetings.
 - ii. Represent the Cooking Club and its members at all times.
 - iii. Oversee the actions and duties of all other officers.
 - iv. Meet with organization advisor on a bi-weekly basis at minimum.
 - b. **Vice President:** The Vice President's duties shall be as follows:
 - i. Handle internal functions of the organization, including recruitment activities.
 - ii. Assist President in fulfilling the goals of the organization.
 - iii. Assume duties of the President if office becomes absent.
 - c. **Treasurer:** The Treasurer's duties shall be as follows:
 - i. Keep financial records updated and accurate.
 - ii. Serve as liaison between Cooking Club and the SGA.
 - d. **Secretary:** The Secretary's duties will be as follows:
 - i. Keep accurate history and records of Cooking Club's activities and meetings.
 - ii. Write and distribute meeting minutes for each meeting.
 - iii. Keep records of communications and correspondences.
 - iv. Maintain inventory of Cooking Club-owned ingredients and cooking tools and utensils.
5. **Decision-Making Model:** The Cooking Club shall use a 51% majority vote to make its decisions. Only student members are eligible to vote on business items related to spending organization funds. Members not present at the time of voting shall relinquish their right to vote.
6. **Meetings:** Meetings will be held bi-weekly and are open to all officers, members, and anyone interested in learning more about the organization. 3 of 4 officers and 1/3 of the active membership will constitute a quorum.

7. **Advisors:** The Cooking Club will aim to have two advisors at all times. Advisors can be Aims faculty or staff who are interested in cooking. Advisor duties include mentoring students, assisting officers in learning how to execute their duties, and attending all organization meetings and activities (only one advisor must be present at each meeting and activity).
8. **Funding:** Cooking Club shall receive funding in three ways:
 - a. **Student Government Association:** Cooking Club shall receive money from the SGA in exchange for compliance with policy and attendance at all required trainings and SOL meetings. Additionally, Cooking Club may request additional funds if necessary.
 - b. **Membership Dues:** Faculty and staff members will be required to pay membership dues of \$20 per semester.
 - c. **Fund-Raiser:** Cooking Club will hold at least one fund-raiser each year.
9. **Constitutional Amendments:** This constitution may be amended by a 2/3 majority vote of the student membership. Proposed amendments must be presented at two consecutive meetings for discussion prior to the vote (can take place at the second meeting).
10. **Enabling Clause:** This constitution was voted on and put into effect on Monday, September 19, 2016.

Signed by:

President:	_____		_____
	(name)		(date)
Vice President:	_____		_____
	(name)		(date)
Treasurer:	_____		_____
	(name)		(date)
Secretary:	_____		_____
	(name)		(date)

Using your student organization account

Each student organization is assigned an account number for revenues (deposits) and an account number for expenditures (charges), Student Life can provide these numbers to designated organization members if necessary. Student organization banking must be done through the Student Life office, **NO** outside checking accounts are allowed.

Expenditures with student organization funds are subject to the following:

1. All expenditures must conform to existing Aims Community College and Student Life policies and procedures.
2. All revenue and expenditures may be audited and reviewed by the Student Life office.
3. All student organizations shall have their accounts only through the Aims' Financial Services Office.

Only the following organization officers are authorized to initiate and approve the various expenditure/revenue forms for their respective organization:

- a) President
- b) Treasurer
- c) Advisor

Accessing money from a student organization account

Organizations are authorized to spend organization funds only after there has been an organization vote and the appropriate forms have been approved. Anything spent before final approval will not be reimbursable through organization funds.

Non-Event Related Expenditures:

Submit an [Event Registration \(ER\)](#) form, and choose "Purchase Request" through Campus Connect

- For food: at least two (2) weeks before the purchase needs to be made.
- For all other purchase requests, the submission deadline depends upon when the items are needed, taking into account shipping, etc.

Meeting minutes detailing an expenditure motion and vote for approval, the amount approved, and the members present at the organization's meeting must be submitted with the Purchase Request to initiate a transaction.

Event Related Expenditures:

Complete the **Event Registration (ER)** form on Campus Connect

Submission of the ER on Campus Connect must happen:

- **Twelve (12) weeks/three (3) months** before if organization will be traveling overnight and/or out of state. See [Student Organization Travel](#) section for more details.
- **Four (4) weeks/one (1) month** before for any events requiring [contracts](#) with external vendors
- **Three (3) weeks** before event for most other events/activities
- **Two (2) weeks** non-event related purchase requests involving food

Meeting minutes detailing an expenditure motion and vote for approval, the amount approved, and the members present at the organization's meeting must be submitted with the **Event Registration** to initiate a financial transaction.

Each student organization is expected to have one of their officers (usually the Treasurer) maintain a record of all transactions (deposits and expenditures). The Student Life office will maintain a record of all student organization transactions for auditing purposes.

Neither SGA, the Student Life office, nor the Financial Services Office will accept responsibility for financial obligations incurred by recognized student organizations that do not comply with appropriate college policies and procedures. Failure to meet financial obligations within thirty (30) days of the initial billing may constitute sufficient cause to [Freeze](#) the organization until payment is satisfied or a payment schedule is established. Any payment schedule or agreement must be acceptable to the Financial Services Office.

Student Organization funds will carry over from year to year until the organization is officially deactivated by choice, suspension, or by non-renewal of the recognition process for two (2) consecutive years. When a student organization's recognition is deactivated or placed on suspension for failing to abide by the policies and procedures

of Aims Community College and/or SGA or by the actions of the organization's officers, advisor, and/or members, the advisor shall insure that all debts have been paid. Any balance remaining in the organization's treasury will then be transferred to the SGA account.

Purchasing

The following are considered **appropriate** for use of student organizations funds:

1. Local, state, and national conferences
2. Field Trips (educational and co-curricular)
3. Providing scholarships - this must go through the Aims Foundation
4. Awards banquets
5. Intramural events
6. Civic/social functions
7. Student organizations publications
8. Lecturers or performers
9. Purchase of organization supplies and equipment
10. Transportation costs of field trips, conferences, entertainers, or lecturers
11. Community service projects supplies
12. Organization funds to buy food, refreshment, and catering services are allowed with the stipulation the organization meeting or event is open to all organization members.
 - a. Organization funds may be used to purchase food for two organization meetings per semester.
13. Expenditures that would not violate any Aims Community College policy

The following are **inappropriate** Student Organization Expenditures:

1. Official functions at which beer or alcoholic beverages are consumed by students.
2. Monetary awards to any Aims employee, advisor, or organization members.
3. Contributions to political organizations or political candidates.
4. Expenditures that would violate Aims Community College policies or procedures.

Any organization member or advisor may be reimbursed for approved expenses incurred to advance the mission of the organization as long as all documentation has been completed and approved before the time of the purchase. However, the Student Life office prefers that reimbursement only be used to cover expenses when absolutely necessary. Ideally purchases will be made with the Student Life P-Card or through check requests, purchase orders, etc.

Neither members or advisors of a student organization can financially profit from being involved in an organization activity or sale.

Note: Student organization funds cannot be used for direct donations; however, they can be used to facilitate fundraising efforts.

P-Card - “Procurement Card”

The P-card is available in the Student Life office during open office hours. **Return the “P” Card and original purchase receipt to the Student Life office by 4:30 pm the same day as purchase.**

Important information for using the P-Card

The college does not pay tax, we are tax exempt. At time of purchase, let the cashier know before they begin the checkout process, that you are using a tax exempt credit card. The tax exempt number is printed on the credit card. Individuals and/or organizations will be held responsible for any tax that is charge to the College. If tax is on the receipt, you must go to the Aims Cashier’s Office and pay the tax amount.

The receipt must be itemized (this means it must show the name and price of each individual type of item included in the purchase). If the receipt is illegible or does not specify this information, please ask the vendor first for a reprint or itemized receipt. If they cannot provide one, please come to the Student Life office for help.

The following types of merchandise or services **cannot** be purchased with the “P” Card:

- Alcohol
- Services (labor)
- Capital purchases
- Computers/computer hardware
- Computer software
- Personal purchases
- Cash advances
- Hazardous materials (fuel, propane, etc.)
- Furniture
- Toiletries
- Gift cards
- Gifts over \$25

The “P” Card **cannot** be used at the following **types of merchants**:

- Banks, ATMs, financial institutions
- Bars, cocktail lounges or nightclubs
- Betting, lottery, wagers,
- Beer, wine, packaged liquor store
- Dating & escort services, computer dating
- Counseling, massage parlors, health & beauty spas

If you are unsure about a purchase, please make sure to ask in the Student Life office before making the purchase. It could save a lot of time!

Awarding funds

There are several ways that organizations can be awarded funding from the Student Life office for use with organization events and/or activities.

Note: Organizations can earn retroactive award funding for any of the events/activities attended below, so long as the group completes the required [Transition](#) process by the 4th Friday of the Fall semester.

1. **Student Organization Leadership (SOL) Trainings** – This Leadership program is offered to organization members. Participants will learn leadership theory that they can then apply to their organization and to help the group achieve their goals for the academic year.

Each organization that sends an organization member to the SOL trainings will be eligible to receive \$100 in funding for that organization for each of the six SOL trainings being offered during the academic year, for a total of up to \$600.

- Each member may only represent one organization at each training
 - Each organization will receive \$100 regardless of whether they send one member or more. More are always welcome!
 - The organization representative(s) must attend at least 80% of the set time in order to qualify as having participated.
 - The funds will be transferred to the organization account on a monthly basis
2. **Events open to all Aims students** – Should an organization facilitate an event open to all Aims students that organization can earn \$75 per completed project with a maximum of \$150 earned per semester.
Credit for these events will be given after the event has occurred and all records of attendance, etc. have been entered into Campus Connect.
 3. **Community Service** – Should an organization facilitate a volunteer project that organization can earn \$75 per completed project with a maximum of \$150 earned per semester.
 - a. To fulfill the off-campus volunteer project:
 - i. Complete an [Event Registration](#) form through Campus Connect at least three (3) weeks prior to the event.
 - ii. Within the form identify that this is a service related project/activity and denote the number of hours each individual participating will earn for their participation
 4. **SGA** – Apply for assistance through the Student Government Association for the funding of organization events/activities. This includes events/activities like: conference travel, field trips, bringing a presenter to campus, holding a Welcome Week event, etc.
Note: to apply for SGA funding you will have to first submit an [Event Registration](#) form for the event that you will need help funding

- **Travel funds requests:**
 - Deadlines:
 - Fall Travel Dates: 04/01
 - Spring Travel Dates: 10/01
 - Information needed for the request:
 - Purpose of travel
 - Date(s) of travel
 - Location of travel
 - Number of people planning on attending (this number can change later)
 - Itemized cost analysis
 - Lodging
 - Transportation
 - Meals
 - Registration
 - Any supporting documentation (website, conference packet, etc.)

5. **Transitioning** – for more information refer to the [Transitioning](#) section of this handbook

Each organization has the opportunity to receive \$100 in funding for transitioning their organization information in Campus Connect during the month of April every spring semester.

If transitioning occurs after April 30th, but before the fourth (4th) Friday of the following Fall semester the organization will receive \$50 transferred into their organization accounts.

6. **Start-up Funding**

A one-time transfer of \$100 will be granted to an organization once they have completed all necessary steps to be fully Active either as a new organization or after the organization has been inactivated.

Planning Events

Student organization and organization activities for **ALL** on-campus and off-campus events must be pre-approved by the Student Organization Coordinator for Student Life by submitting an *Event Registration (ER)* via Campus Connect.

As appropriate, all students should have the opportunity to participate in the events conducted by a student organization.

Alcoholic beverages are not allowed as any part of student organization functions, on or off-campus, per the *Student Code of Conduct*.

Start by submitting an *Event Registration (ER)* form via Campus Connect (www.aims.edu/campusconnect)

1. **Twelve (12) weeks/three (3) months** before if organization will be traveling overnight and/or out of state. See *Student Organization Travel* section for more details.
2. **Four (4) weeks/one (1) month** before for any events requiring *contracts* with external vendors
3. **Three (3) weeks** before event for most other events/activities
4. **Two (2) weeks** non-event related purchase requests involving food

If the submission deadline is not met, the official organization event cannot take place.

For on-going activities/fundraisers make sure to include the duration of the activity/fundraiser (starting and ending dates) in the **ER**.

No event arrangements or expenditures can be made until all documentation has been submitted and approved via Campus Connect.

Notes:

Each activity will require approval from various Aims staff and administrators, within and outside of the Student Life office. While Student Life staff facilitate this approval process, we cannot rush it through, so it is vital that the above deadlines are met.

Two organizations requesting the same event or holding an event at the same time is discouraged. Consideration for holding an event under these situations will favor the organization that made the earlier request.

Any event/activity that is not registered in the Student Life office will be the sole responsibility of the student organization advisor.

Co-Sponsored Events – Campus Activity Programming (CAP) Board

Organizations are strongly encouraged to apply to the CAP Board for help in implementing an activity/event. This help can take the form of volunteers, planning, logistics, money, etc.

To be a CAP Board co-sponsored activity/event, the interested organization is expected to be a true **co-sponsor**, meaning they **contribute to all aspects** of organization and implementation of the project. Funding for the project could be a shared venture, negotiated with the CAP Board. An interested organization must ensure that all aspects of the co-sponsored event comply with Student Life and College policies and procedures

At any event where ASACC (SGA/CAP Board) funding is used participants are not allowed to conduct any business or activities other than those prescribed by ASACC.

Contracts

1. Required for any services that an organization is paying for
2. **One (1) month** before the event and organization members must schedule an appointment with the Student Organization Coordinator of Student Life before starting the contracting process.

Examples of Contracts:

- Rental of event linens
- Motivational Speaker/asking an outside group to facilitate a workshop
- Using space in a non-Aims facility

Catering

At any event where food will be served the organization must use a licensed food vendor from the preapproved vendor list. Please ask in the Student Life office for the most up to date list of currently approved food vendors. All foods purchased are intended for immediate consumption.

Organizations will also have to adhere to the Weld County Health Department guidelines for food handling. These will be provided to the organization anytime they are planning on serving food.

Catering services are not required for events where the organization members are the only participants. Please speak with the Student Organization Coordinator of Student Life to determine whether a licensed food vendor will be required.

Fundraising

There are many different types of fundraisers student organizations can hold to earn money for the organization or other entities. Included below is information on a couple of types of fundraiser, but this is by no means an exhaustive list if you have an idea for a fundraiser please talk to the Student Organization Activities and Initiatives Coordinator.

Raffle

Raffles are highly regulated by the state of Colorado because they are seen as a game of chance. Based upon this classification Aims' student organizations **cannot** conduct a raffle as a fundraising activity.

Bake Sales

While bake sales are a great way to raise money, Aims student organizations **cannot** hold them due to Health code concerns. You are able to hand out food at events, but refer to the [Catering](#) section of this handbook for the policies related to food handling.

Silent Auction

Silent Auctions can be great ways to raise funds. Any organization holding a silent auction is only able to auction nine (9) or fewer items. Any more auctioned items and we have to declare the auction to the state of Colorado.

Donations

All donations must be processed through the Aims Foundation via the Student Life office. We will complete most of this process for you, but know that it can affect how soon the organization is able to access monetary donations.

Organizations must create receipts for all donations whether it is a single donation or donations collected at an event. Receipt books can be obtained from the Student Life office prior to your fundraising event or for a one time donation.

There are two types of donations that an organization can receive:

1. In-Kind Donation – this is a donation of goods or supplies
2. Monetary Donation – a monetary gift to the organization
 - a. These must be by check and made out to the organization

Best Practice: Send a Thank You note to any single donor thanking them for helping support the organization. This is not expected for events where the donations are small monetary donations.

General Fundraising Notes:

- All fundraised money must be used for the advertised purpose.
- After a fundraising event all money and receipt carbons must be returned to the Student Life office to reconcile and deposit in the organization account.
- If more than one student organization submits a request with conflicting dates, times, or methods of fundraising the organization with earliest submission date will have priority.
- Funds awarded to clubs from the Student Life office through SOL training, transitioning, SGA funding, etc. cannot be donated to external organizations. Those funds are intended to directly benefit Aims students.

Cash Box Procedure

Available to help make change during organization events.

Note: Advisors are required to be at these events.

Step 1: Submit a cash box request through the [Event Registration](#) form in Campus Connect. Do not submit a new form for this request just add it to the form associated with your event.

Step 2: On the day of the event the organization Treasurer, President or Advisor must come to the Student Life office to sign out the cash box.

Step 3: Verify the amount of petty cash that is present in the box upon pick-up. This money will need to be returned to Student Life and is not part of the organization's final deposit amount.

Step 4: After the event, the cash box must be returned the same day it was used. In the case of an event being held after hours or on a weekend, the cash box must be kept in a Student Life approved secure location and returned to the Student Life office on the next business day.

Step 5: Count the deposit in the Student Life office and fill out the Deposit Form for Student Organizations. After you have verified the deposit a staff member in the Student Life office must also count and verify the deposit.

Step 6: Make sure to receive a copy of your Deposit Form for your organization records.

Depositing money into your organization account:

The organization will need to fill out the Student Organization Deposit Form with all pertinent information before submitting the money for deposit.

Step 1: Checks and cash must be submitted to the Student Life office in a timely manner for deposit

- a. Do not keep cash or checks in unsecured areas.
- b. When accepting a check as payment by any student organization, **have the check made out to the name of the organization as it appears in Campus Connect.**

Step 2: Submit currency grouped by like denominations.

- a. Excessive amounts of coins should be changed into paper money before this deposit process begins.

Step 3: The organization executive board member delivering the money for deposit and one of the Student Life office staff members will mutually verify the amount of money to be deposited.

Step 4: The organization officer making the deposit will receive a copy of the Student Organization Deposit Form at the time of deposit. Please keep this form for organization records.

The Student Life office can either accept funds for deposit or hold funds for a future deposit in a secured area.

All funds received by organizations are subject to audit by the Student Life office.

Summer Events

Recognized student organizations may conduct events/activities during the summer semester, in anticipation of continued recognition the following fall term.

There is a blackout period for purchases made with organization funds in the summer from June 15th through July 1st. Please do not make any purchases in this period due to fiscal year end being June 30th.

Behavior

Organization members must adhere to their organization's governing documentation in addition to the Aims Community College *Student Code of Conduct* and all local/federal laws/. This includes accepting responsibility for members' behavior including whenever an event is held, officially or unofficially, in the name of the group or whenever the action of a member draws attention to the group rather than to the member as an individual. During the course of an event, any individual responsible for theft and/or vandalism to any property will be held financially liable and will be subject to the Aims *Student Code of Conduct*.

Student organizations not complying with College policies and procedures, ASACC policies and procedures, or the guidelines and procedures in the Student Organization Handbook will be subject to *Freezing* or *Deactivation* as a recognized student organization at Aims Community College.

Advertising

For marketing and advertising assistance, start by filling out the [Graphic Request](#) form on Campus Connect. Clubs are only charged the cost of materials to receive expert help in designing and printing their advertisements.

All signs/posters/flyers and other advertising methods, created by someone outside of the Student Life office, must be approved by the Student Life office prior to posting. After approval, organizations are responsible for the posting of their own posters/flyers. After an event, student organizations are responsible for removing posters/flyers, in a timely manner.

Any student organization advertising activities off-campus, using either the student organizations' name and/or the College's name must have the advertising approved by the Student Life office at least **three (3) weeks** in advance of the event.

All organizations are expected to follow the guidelines listed below for posting information on campus. Aims provides several multipurpose bulletin boards for informational purposes. These bulletin boards are maintained by ASACC through the Student Life office and are intended for legal and ethical informational material. Material not meeting these criteria will be removed.

Multi-purpose Bulletin Boards

Posting Timeline

To help control the timeliness of information, all material must have the date of posting in the lower right hand corner and may remain on the bulletin board for **may remain on the bulletin board for three (3) weeks**. Posted material without a date in the lower right-hand corner will be removed without notice.

Under special circumstances information may be posted up to one semester when prior approval has been obtained through the Student Life office. Material considered special circumstance includes: academic calendars, registration information, lists of new classes, safety information, etc.

Posting Guidelines

- Any material written in a foreign language is required to have a verbatim English translation attached to assure the legal and ethical substance of the material. Material without this translation will be removed without notice.
- Material exceeding 11"x 17" must be approved by the Student Life office before posting.

Other Posting Areas:

Specific conditions have also been established for other areas where inappropriate posting of information has occurred:

- Material may be posted in any lavatory where poster strips have been provided. These poster strips will be the only acceptable location for posting information. Any material posted to other surfaces will be removed. **Material must have the date of posting in the lower right-hand corner and will be removed after one (1) week.**
- Material may be posted to division/departmental bulletin boards only with the permission of the divisional/department head prior to posting.
- Material may not be posted to any painted surface, on any campus, internal or external.
- Material may not be posted to any existing sign, internal or external.
- Material may not be posted to any door (this includes internal and external doors, painted, glass, or varnished doors and any adjoining panels) unless prior approval from the Student Life office has been obtained. Acceptable requests for posting material to doors include information about registration, class cancellations, polling place notices, classroom changes, etc. These materials will be short-term in nature and must be taken down within **72 hours**. It is the responsibility of the individual posting the approved material to remove it after 72 hours.
- Material may not be posted to any vehicle parked at Aims Community College, this includes posting by means of adhesive items or non-adhesive items, such as windshield wipers.
- Material may not be posted to any external surface of any building without prior approval from Facilities and Operations.
- Any external agency wishing to post information should be directed to the College and Community Relations Office.

Posting guidelines for the Fort Lupton, Windsor, and Loveland Campuses follow the same basic procedures as those outlined above for the Greeley Campus. If any questions should arise, contact:

Fort Lupton Campus
(303) 857-4022 ext. 5304

Windsor Campus:
Margaret Carleton, Staff Associate - AUTO (970) 339-6286
Nan Printz, Staff Associate - PSI (970) 378-3647

Loveland Campus
Karen Hankey, Staff Executive - (970) 667-4611 ext. 3336

These guidelines have been formalized to prevent unwanted materials from being posted in unauthorized areas, to prevent damage to college property, and to prevent injury. Questions regarding posting informational material should be directed to the Student Life office, (970) 339-6501.

Security Consideration for Events

Student Organizations sponsoring an event/activity will be held responsible for any and all damage to property and facilities. It is the responsibility of the organization to return the event site to its original condition at the completion of the event.

Aims Community College Campus Safety & Security Department oversees the contracted security services for the College. Currently all law enforcement functions on all Aims' Campuses are contracted to the Weld County Sheriff's Office. There are two Weld County Sheriff Deputies (College Resource Officer (SRO)) assigned to Aims on a full-time basis. Aims also contracts with private contracted security for armed security at all our campuses during academic hours. Campus Security and Law Enforcement personnel assigned to the College also have the authority to uphold Aims Community College policies, procedures, and enforce the *Student Code of Conduct*. All allegations of misconduct by students, faculty, or staff should be immediately reported to the Department of Campus Safety & Security or the Dean of Students for distribution to the appropriate campus authority. To further enhance safety and security, Aims has a very dynamic CCTV system with numerous cameras encompassing all the campuses. Campus Safety & Security is responsible for all emergency preparedness for Aims CC. Campus Safety & Security also handles all parking enforcement. Campus Safety & Security is available on the Greeley campus 24 hrs 7 days a week and provides personal escorts for all staff, faculty and students upon request.

To contact Security, Report a Crime, Suspicious behavior

Immediately call 911 for any emergency situation.

Crimes or other incidents, including traffic accidents, on any campus can be reported to the Campus Resource Officers/Security at the below numbers. Call the Greeley Campus number if there isn't an answer at the other campus locations.

- Greeley Campuses (Including the Airport Location): 24hrs/7days **(970) 539-2171** or on call: **(970) 888-2582**
- Loveland Campus: **(970) 518-5137**, M-F, 7 AM to 10PM while the college is in session.
- Ft Lupton Campus: **(303) 591-3164**, M-F, 7 AM to 10 PM while the college is in session.
- Windsor Campus: **(970) 744-0322**, M-F, 7 AM to 10 PM while the college is in session.

Campus Resource Officers/Security Services personnel also file incident reports for non-criminal incidents pertaining to actions of students, faculty, or staff, such as injuries on campus or disputes between individuals.

Student Organization Advocacy

There may be times in which a student organization wants to advocate for changes in the Aims Institutional Policy. When these issues arise, please begin the process by setting up a meeting with the Director of Student Leadership within Student Life to discuss the concerns and possible solutions. Additionally, the organization can attend an SGA meeting to voice their concerns there.

Student Club/Organization Travel

Before starting the organization travel process, first answer the following questions (but do not pay for anything yet)

1. Where is the organization going?
2. What are the travel dates?
3. How is the group planning to reach its destination?
4. How will the travel expenses be paid?
5. How many advisors and members will be traveling?

Note: at least one advisor must travel with the group if the event/activity is taking place outside of the home county of the organization

6. Information on lodging costs, registration fees, parking fees, shuttle fees, airline costs and itinerary, meals, schedule of events/conference schedule, etc.

Once you have answers to the questions above, here are the steps to getting travel approved:

Step 1: Submit an ER with all the pertinent information for the trip.

- Out-of-state and/or Overnight travel - must be submitted **twelve (12) weeks** prior to travel
- Day Trip Travel within Colorado – must be submitted **three (3) weeks** prior to travel

Step 2: Schedule a travel consultation with the Student Organization Coordinator and Staff Executive of Student Life to obtain all necessary paperwork to begin the travel process. Please bring the answers to the above questions with you to this meeting.

Step 3: All Student Travel forms must be completed, and appropriate signatures and approvals obtained and submitted to the Student Organization Coordinator of Student Life for final approval before the organization can spend any money on the trip.

This could include:

- Student Travel Agreements
- Travel Requests
- Direct Deposit forms

Step 4: Can begin making travel arrangements, only after all paperwork has been submitted and approved.

Travel Regulations, Policies and Guidelines

In-County Travel

Advisors are encouraged to attend as many of these events as is feasible for them and their schedule. Depending on the type/scope of the event it is possible that advisor attendance will be required at the discretion of the Student Life office.

Note: If the event is off-campus all student attendees will need to fill out and submit a Student Travel Agreement form for the activity. These forms can be located either as a .pdf or on Campus Connect.

Out-of-County Travel

An advisor must be present for the entirety of this event.

Overnight and/or Out of State Travel

- Advisor(s) are required to attend any overnight trip for their organization.
- Accommodations must be made for each student to have their own sleeping space. This can be individual sleeping bags, a combination of beds, cots and pull out couches, etc.
- Advisors must have their own rooms and may not share with any students.

Travel Expenses

Please schedule an appointment with the Student Organization Coordinator of Student Life to make sure that all the necessary paperwork is submitted for organization travel. The Student Life office can assist in making any/all travel arrangements including vehicle requests, buying tickets, paying conference fees, etc.

No travel arrangements or conference fee payments should be made until all forms and accompanying documentation have been submitted and signed by all necessary individuals. If any arrangements are made before final approval then the expenses will be the responsibility of the person making them and cannot be reimbursed.

Travel Expectations

- The college adopts a zero-tolerance policy for the use of alcohol, marijuana, and/or possession of illegal substance(s) during any college sponsored event including travel to/from.
- Participants are expected to attend all meetings, workshops, and other scheduled events/ programs, either preceding or following and related to the travel event.
- The advisor or appointed delegate must be informed of organization member's whereabouts at all times while on trip.
- The advisor(s) to the student organization or the group leader, who accompanies a group participating in extracurricular travel, shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor/group leader decisions and

judgments, and accord them the common courtesy and respect due by virtue of being an official representative of the Aims Community College.

- It is expected for all students and advisors traveling on college sponsored events to abide by the Student Travel Agreement and the *Aims Student Code of Conduct*. Participants who disregard/violate these rules/regulations are subject to disciplinary sanctions including but not limited to repayment of any and all fees, registrations, travel expenses, materials, and food costs by the Aims Community College and/or the student organization sponsoring the student as well as potential suspension or dismissal from Aims.

Advisor Requirements:

Each student organization must select at least one advisor who is an employee (full-time or part-time) of Aims Community College and possesses the knowledge and willingness to serve in an advisory role. The advisor must have approval from their supervisor to serve in the capacity as an advisor. The Director of Student Leadership of Student Life will review the advisor's credentials to verify qualifications.

Advisors agree to:

1. Let the students run the organization and act as a guide and resource;
2. Be present at as many organization functions as is feasible; including, but not limited to, social events, meetings, community service, etc.;
3. Attend all overnight and some out-of-county organization activities/events;
4. Meet with organization officers on a regular basis;
5. Work with the organization's treasurer in budget development, record keeping, and insuring the organization's treasury balances with the Student Life
6. Assist organization members in developing an action plan of meaningful activities;
7. Abide by the Aims Community College Alcohol and Student Extracurricular Travel Policies and uphold the *Student Code of Conduct* with organization members at all times;
8. Keep the membership informed of activities promoted by Aims, state and national organizations (where applicable).
9. Provide assistance in the decision making process and in attaining organizational goals;
10. Encourage open lines of communication among students, faculty, staff, and administration; and provide continuity to the organization from year-to-year.
11. It is the advisor's responsibility to ensure the organization's compliance with all laws, policies, and procedures; maintain and direct the mission of the organization; and ensure sound fiscal practices by endorsing best practices established by the Financial Services Office at Aims Community College.

Note: Advisors should not make organization decisions, do not have voting rights and should not be afraid to let the organization fail. Remember, this is a student organization and your role is to support them as they learn and grow.