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North Country Community College Student Government Mission Statement

The purpose of the SGA at NCCC is to involve and integrate students in the recommendation of policies, activities and governance matters of the College. SGA will monitor their portion of student activity fees as assessed by the College. The SGA derives power directly from the student body enrolled at NCCC which selects its representative through a democratic election.

North Country Community College Student Government Officers and Office Staff

Malone SGA:
- Advisor: Bruce Kelly
- Email: SGAMalone@nccc.edu

Saranac Lake SGA:
- Advisor: Angela Brice
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Ticonderoga SGA:
- Advisor: Michele Pearsall
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Student Trustee:
- Joseph Costa

General Inquiries:
- Student Life Office: Studentlife@nccc.edu
- The Association: Association@nccc.edu

Purpose of the Club handbook

This manual is written to inform NCCC club representatives of the policies and procedures of the North Country Community College Student Government Associations, on the Malone, Saranac Lake, and Ticonderoga campuses, so that they can manage fees efficiently and properly, learn to put on effective programs, and learn to run stronger clubs as a whole. It covers the basic financial policies of the Student Government Association and outlines the responsibilities, restrictions, and penalties related to the use of fees.
Responsibilities of SGA Funded Organizations

Each club/organization will be approved by a majority vote of the SGA Executive Branch, and submitted to the Student Life office. Once submitted, the club/organization will be officially recognized by the Malone, Saranac Lake, or Ticonderoga Student Life Office, while all funding will be approved by the Student Government Association on the campus in which the club resides. All clubs must obtain a copy of, and will be held responsible for compliance with, the contents of the Club handbook. This manual is a part of the club registration form (located on the SGA website) and the President, and other established officers, must agree to follow the guidelines laid out in this manual when completing that form by September 30th or January 30th of the current academic year, based on when the club becomes officially recognized on their home campus. The organization/club is responsible for acting in accordance with the constitution and statutes of the Student Body, which have precedence and authority over all Malone, Saranac Lake, or Ticonderoga Student Government Association clubs and organizations. These statutes are written to prevent the misuse of Student Body funds, as well as assist students in running successful clubs.

Student Activity fees are intended for use on the Malone, Saranac Lake, or Ticonderoga campuses, therefore allowing all NCCC students access to the event. Clubs that wish to use Student Activity funds outside the Malone, Saranac Lake, or Ticonderoga campuses are required to meet with the appropriate SGA Advisor on the home campus of the club/organization and discuss the event; otherwise the Treasurer and SGA Advisor reserves the right to deny funding of the event. Malone, Saranac Lake, Ticonderoga SGAs will only fund events that occur during the academic year, or when classes are in session over the summer months.
**Being an SGA Club**

At the beginning of each academic year, every Malone, Saranac Lake, and Ticonderoga SGA club/organization must:

1. Re-register and update their information with the respective SGA Advisor on their campus by the 1st of October for the Fall semester, and February 1st for the Spring semester. All information and paperwork needed are to be submitted to the following professional staff on the individual campus in which the club/organization has been established.
   a. Malone: Campus Coordinator
   b. Saranac Lake: Assistant Director of Student Life
   c. Ticonderoga: Campus Coordinator

2. Submit a copy of the club constitution with signatures of ratification to the campus SGA Advisor. If changes have been made to the club constitution, the new constitution must be submitted to and passed through the SGA Officers on your individual campus.

3. Update their club’s roster with club officer contact information.

4. Submit an up-to-date time and location of club meetings. If meeting time/ location changes, please ensure this is updated with your SGA Advisor in a timely manner.

5. Submit club/organization advisor contract to the SGA Advisor on your campus.

Malone, Saranac Lake, and Ticonderoga recognized clubs and organizations may receive SGA funding or utilize the financial resources of SGA if the following criteria are met:

- if they have an updated and approved constitution (exceptions can be made in the case where the SGA Executive Board on a specific campus has passed legislation defining special circumstances);
- have submitted their annual club registration;
- have submitted updated contact information for officers and the advisor;
- and have updated their club meeting time with the respective SGA Advisor.

Purchase requests will not be approved by the SGA Executive Board or the SGA Advisor for a club until this has been completed.

All club officers should attend the first SGA meeting that is scheduled for the months of October and February, as this meeting will serve as a component of club training. **ATTENDANCE IS MANDATORY**, and may impact your budget or future funding if you decide that you are not going to attend.

Each club is responsible for regularly checking in with the SGA Advisor to obtain important paperwork and updates.
1. Club Officers:

All SGA student leaders must be at least a part-time student at North Country Community College, SUNY per semester during their tenure of their office.

To assume candidacy, or appointment, all SGA student leaders are to have and maintain a 2.5 NCCC GPA during the semester, unless otherwise outlined in the SGA or specific club constitutions.

Any officer of SGA may be subject to impeachment for violating the SGA Constitution, SGA Bylaws, SGA Legislation, SGA Policy, violation of North Country Community College Student Code of Conduct (http://www.nccc.edu/wp-content/uploads/2017/08/Student-Code-of-Conduct_revised-August-2017_Final.pdf), violation of NCCCA policies and procedures, or for a conviction of a felony while in office or waiting to assume office.

2. Club Treasurer Responsibilities:

It is the responsibility of each Club Treasurer to maintain accurate records of the following:

1. The status of all purchase requests submitted and/or paid
2. The balance of funds remaining in the club or organization’s accounts.
3. The income generated by club or organizational activities.
4. Location of each piece of equipment and furniture allocated to their club or organization. At any point during their term, the SGA Advisor or NCCCA Executive Director may audit equipment and missing or broken equipment will be billed to your club. It is important to note, that all equipment and items purchased, belong to SGA, and not a specific club.

The Treasurer of each club/organization must turn over all financial materials to his or her successor at the end of the terms of office. Club Training will be held during the last SGA meeting that is scheduled for the month of September, at the beginning of the academic year, and during the month of January/February. Club Treasurers are required to be in attendance of said meeting. Additional training workshops may be available throughout the year.

3. Club Meetings:

Club meetings should be held a minimum of twice a semester during the fall and spring semesters. Minutes need to be taken at all general body meetings, regardless of duration. You may take minutes at e-board meetings but it is not required. Meeting minutes MUST be typed and submitted to the SGA Advisor on your campus, along with a typed list of attending members after each meeting. The SGA Secretary will review, organize and file the documents in the SGA Advisor’s office. These will be subject to review by the Student Life Office.
It is suggested that all clubs and organizations follow Roberts Rules of Order when voting and approving topics, events, and expenditures. The following chart briefly explains Robert’s Rules:

**Voting Procedures**

- **Motion**
  - Member makes a motion: "I move that we have a welcome back picnic!"
  - Second (every motion requires a second)
  - Discussion: "Great idea!"
  - Vote: Motion passes
    - President doesn’t make motions but can call for one: "Do I hear a motion to..."
    - President can vote but usually doesn’t
    - No cross talk—speak to the chair: This helps everyone keep track of discussion.

- **Motion With Amendment**
  - Motion: "I move that we have a welcome back picnic!"
  - Second (every motion requires a second)
  - Discussion: "Great idea!"
  - Amendment: "I move that we make it a barbecue!"
  - Vote on amendment: Amendment passes
  - Vote on amended motion: "Let’s have a welcome back barbecue!"
  - Amended motion passes

It is suggested that all amendments to a club’s constitution pass by a ¾ vote of those present at a regular meeting per Robert’s Rules of Order as a guideline, however it is not a requirement. Changes in club constitutions must be approved by the SGA Executive Board and Student Life Office before they can take effect.
5. Club Advisors:

Clubs and organizations must have a faculty or staff advisor. The advisor’s name, campus address, and phone number must be submitted with the club officer information, on the club registration form (located on the SGA Website). At any time, should you change advisors, or add a co-advisor, you will need to fill out a new advisor agreement, having all parties sign the document.

The advisor should serve as a resource expert and discussion leader, introduce new program ideas with intellectual content, point out new perspectives and directions to the group, and assist group members with additional resources within the college or outside community. It is the duty of an advisor to help with the turnover of members and officers from year to year. The advisor strictly serves as a resource. The student organization will select its own advisor except where prohibited by law. SGA recommends that an advisor only oversee one club and strictly prohibits an advisor from overseeing more than TWO (2) clubs. A club advisor should be able to give their full attention to the club they advise, while at the same time not stretching themselves too thin. Club advisor participation must be documented on meeting minutes. Recognized clubs are funded by student activity fees and should be governed by the club’s elected student leadership. It is not appropriate for a club advisor to run a club. An absence of an advisor’s input, or excessive, overwhelming participation must be noted and may be grounds for the removal of that advisor.

6. Hazing Regulations:

As per the Student Code of Conduct hazing is defined as: Any club, team or organization, individual, or agency not acting in accordance with North Country Community College’s hazing regulations and the NYS Penal Code will be subject to disciplinary action.

Clubs, Teams and Organizations which operate upon the campus or the property of North Country Community College used for educational purposes or any recognized clubs, teams or organizations operating off campus, shall be prohibited from taking any action, creating or participating in the creation of any situation which recklessly or intentionally endangers the mental or physical health of any person, or which involves the forced consumption of alcoholic beverages or drugs by a person for the purpose of initiation into or affiliation with any organization. Any club, team or organization which permits the prohibited conduct described shall be subject to the permanent rescission of permission to operate upon the campus or upon the property of the institution used for educational purposes; or, in the alternative, a period of suspension of said permission to operate; or probationary status with supervised conditions of operation. The penalty provided in the subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject pursuant to 8 NYCRR 535.

North Country Community College also enforces local, state, and federal laws, specifically including, but not limited to, NYS Penal Law, NYS Education Law, and New York Code Rules and Regulations (NYCRR).
Under the Penal Law, a person can be found guilty of hazing in the first degree (a Class A misdemeanor) if the person is found to be "intentionally or recklessly engaging in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury" (Penal Law, 120.16). An offense designated as hazing in the second degree (a violation) incorporates a nearly identical definition except that no actual injury to any person need be proved (Penal Law, 120.17). A conviction of this offense can carry up to 15 days in jail, a monetary fine, and community service obligations.
Club Budgets

1. Club Account Information:

All Malone, Saranac Lake and Ticonderoga SGA clubs and organizations have one assigned account, which is funded by the Student Activity Fee, think of this as your checking account. Some clubs may also have a secondary account, a Fundraising Account, think of this as a savings account. This account is created by the clubs to accumulate funds over the year through fundraising, advertising, etc. for a specific purpose. A club needs to use its assigned account to complete a transaction with the SGA Advisor on each campus.

2. Club Status and Budget Requests:

All new clubs will work with the SGA Advisor on the “New Club” Process, where forms/documents can be found on SGA’s web page. The SGA Advisor’s office also has information on creating a club, so please contact the SGA Advisor for more information.

When registering as a club or organization on your campus through the Student Government Association each club or organization will be classified into one of five categories as follows:

1. Academic
2. Cultural
3. Service
4. Social
5. Stationary

Under the class system of organization, when the SGA Senate first recognizes a group as a Student Government Association club, the club will begin as a “Temporary Organization,” as determined by the SGA Executive Board.

Clubs will be listed as a “Recognized Organization” until they are officially chartered by the Student Life Office, and have submitted all necessary paperwork. During the Club’s recognized stage, the Club will not have a budget, but can request funds from the Club Allocations Budget, or the Contingency Fund after filling out the appropriate paperwork, and submitting it to the SGA Advisors office. After this period has passed, and both the SGA Executive Board and the Student Life Office has officially recognized the club/organization, the club will be able to submit a Budget Request to the SGA Executive Board that semester, for either a semester at a time, or for a full academic year.

**Recognized Organization:** Recognized Organizations do not have budgets. A Temporary Organization is allowed to obtain funding from their respective Student Government Association for programming/funding. A majority vote by the SGA Exec Committee grants the club the funding for
the program. After the club has been formally recognized by the Student Life Office, the club will be listed as a Chartered Organization.

**Chartered Organization:** A Chartered Organization may submit a yearly Budget Request for consideration by the SGA Executive Board, with guidance provided by the SGA Advisor. The Budget Request will be taken into consideration by the SGA Executive Board during Budget Season (Spring Semester) where they will determine the appropriate amount for that club’s budget for the following academic year. A Chartered Organization may also request additional funding from the appropriate Student Government Association Contingency Fund.

**Inactive Clubs:** Clubs will be considered inactive after one semester of inactivity and all paperwork will need to be submitted to reestablish the club. The following criteria will determine if a club is inactive, including but not limited to:

1. Lack of meetings throughout the semester, and not meeting a minimum of twice a semester
2. Lack of submission of meeting minutes and attendance to the SGA Advisor
3. Lack of club involvement in the community
4. Lack of leadership as either defined as student officers, or absence of a club advisor

Please note, that once a club becomes inactive, their Club budget will be returned to the SGA general Club Allocation budget, and any monies in the club Fundraising Account, will be transferred to the general SGA Fundraising account.

**Budget Requests:** All clubs will have the opportunity to request a budget to fund events, conferences, leadership development opportunities, and other club related activities. Clubs have two options when requesting a budget:

1. Annually: a club can request a budget annually, by submitting a budget request in April by the SGA established deadline, for the following academic year. This budget request would encompass both the following Fall and Spring semester budgets, and thus roll over from one semester to the next.
2. Semesterly: a club can request a budget at the beginning of each semester for approval, by the SGA established deadlines of September 15th and January 30th of the Fall and Spring semesters respectively. The funds requested semesterly do not roll over, and a club will need to submit a new budget for the next semester to secure funding.

**Petty Cash:** Petty cash is unavailable for club use.
3. Spending Your Budget:

A purchase request must be filled out in person in order to use the funds from either account, which need to be signed by the club advisor, and the treasurer or president of the specific club. It must then be submitted to the SGA Advisor on the specific campus in which the club resides. Each form may take up to five (5) business days to be approved. An email is sent once the purchase request has been approved.

**Steps to follow:**

1. *Pick up a blank purchase order (PO) from one of the following offices/individuals;*
   a. Malone: Campus Coordinator
   b. Saranac Lake: Assistant Director of Student Life
   c. Ticonderoga: Campus Coordinator of Dean of Students

2. Fill out the needed information on the PO:
   a. Select the correct campus affiliation
   b. Items to be purchased, along with itemized prices and quantities
   c. Location/Vendor where they will be purchased
   d. Indicate which Budget Line(s) will be used to pay for the expense
   e. Total amount needed for event/function/goods

3. Fill out and submit a Program/Event Planning Worksheet to be submitted with the PO

4. Submit the PO and Program/Event Planning Worksheet to the SGA Advisor a minimum of two weeks before you wish to utilize funds

5. Purchase requests will go through three stages of approval (SGA Advisor, SGA Treasurer, and the NCCC Executive Director).

6. Upon receipt of the approval email, you may now begin planning the event or go to a vendor to purchase the approved items on the purchase request.

**Apparel:** Clubs may only purchase apparel (t-shirts, sweatpants, hoodies, etc.) for the club members with their fundraising account. If a club wishes to purchase more than just shirts for their members using SGA available funds, the apparel must be available for all students, on a first come, first serve basis. As a courtesy, please check with the Association for quotes on ordering imprinted apparel and products. Contact association@nccc.edu to request a quote.

**Bartering:** No club or organization may trade resources for merchandise and/or cash that are not accessible to the entire student population. Any trade of SGA resources requires prior consent of the SGA Treasurer and SGA Advisor.
Bonuses/Stipends: Will not be paid to any individual(s) without the approval of the SGA Treasurer and SGA Advisor. No club or organization has the right to issue bonuses/stipends. You may not be paid, or given royalties or any other compensation due to, or in response to, a position held within a club.

Cash Prizes/Awards: Are not permitted.

Gift Cards: May be given as prizes for events, however they must be limited to specific stores/merchants. No gift cards shall be given out in the form of a Visa or Mastercard Gift Card. In the event that gift cards are used as prizes, a specific prize form must be filled out with all information regarding the card and recipient, along with the signature of the club president and advisor.

Conferences: You may use budgeted funds to attend conferences, provided it was budgeted for the academic year. If not, SGA has a contingency fund available in which clubs and organizations may apply for. Applications for these travel/conference grants are available from the SGA Advisor on your campus, as well as online. Contact the SGA Treasurer or SGA Advisor for more information.

Decorations/props: These items are the property of SGA and will remain so after the event. All decorations and props need to be accounted for on the club’s inventory sheet by that Club Treasurer.

Donations: Donations of student activity fee money will not be given. Charitable donations to a nonprofit organization are permitted; provided, however, such donations need to be funded only from the proceeds of a fundraiser held by a recognized student organization.

Drawings: All drawings (actually pulling out the ticket) are to be held in the SGA Advisor Office, or under the supervision of the SGA Treasurer and/or SGA Advisor in the club Advisor’s office.

Drugs, tobacco and alcohol: Student Activity fee money may NEVER be used to purchase drugs, tobacco or alcohol.

Equipment: Any equipment, which has been purchased with student activity fee money and allocated to a club or organization, is still the property of the NCCC Student Government Association.

1. Equipment/Items costing $75 or more: To purchase equipment costing over $75, a club must ensure with the SGA Advisor that the purchase is needed and coming from a credible/reputable company.

2. Equipment/Items costing more than $250: In the event that a club needs to purchase an item costing $250 or more, they must submit three (3) price quotes and a letter explaining the need for said equipment and the choice along with the proposal, to the SGA Advisor on the home campus of the club. The bids must contain quoted price, life expectancy, warranty or guarantee options, availability of maintenance contracts, and the advantages and disadvantages of making this specific choice.
Any equipment purchased with club funds, either provided by SGA, or fundraised, needs to be safeguarded with the utmost care. These pieces of equipment are located on the SGA inventory listings and need to be accounted for at the beginning and end of each semester.

Each club or organization holding such equipment will receive an inventory sheet in September then again in April. These listings need to be checked, changed, and signed by the Treasurer of the club or organization. Once this is completed they need to be returned to the SGA Advisor’s Office with explanations in writing for any changes. When these are submitted, the SGA Treasurer will spot check inventory lists as needed. No equipment purchased with the student activity fee money is allowed to be traded, sold or disposed of without the approval of the SGA Treasurer and SGA Advisor, as it is the property of the NCCC Student Government Association.

Violations of this sort will result in a freeze of any funds allocated to the club for purchases of equipment for the rest of the academic year. The remaining value, according to the inventory listing, will be removed from the club’s account and placed in the SGA lounge budget. Missing or stolen equipment must be reported to the SGA Advisor and Dean of Students immediately. Missing and stolen equipment shows a lack of proper safeguards on capital equipment and may result in the same reconciliation as mentioned above, the freezing of club funds.

At any time during the semester, the SGA Treasurer or SGA Advisor may audit a club’s inventory for the purpose of maintaining integrity. This equipment is property of SGA, and SGA maintains the right to know its whereabouts at all times. Clubs which are found to have inconsistent inventories and audits will be subject to repercussions, including possible budget freezes.

**Food:** All food purchases will be left at the discretion of the SGA Advisor to determine if the purchase is suitable for the event. You may not spend more than fifty (50) percent of your budget on food. If the club plans to eat off campus using SGA funds, please know that it must be approved PRIOR to using the funds, and the request of petty cash can be submitted. Personal funds used without prior authorization cannot be guaranteed for reimbursement.

Please note, that the food service company, American Dining Creations, on both the Malone and Saranac Lake campuses, have “first right of refusal” of any catering or food needs of any club or organization under the umbrella of the Student Government Association. When a club or organization requires or needs food of any sort, they must first check with dining services, if the club or organization resides on a campus which has Dining Services. Note, that items such as candy and baked goods for a bake sale are separate from this category.

**Give-A-Ways:** Give-a-way items should be used to advertise the club or organization’s mission. T-shirts, pens, key chains, etc., will be considered by the SGA Advisor in conjunction with the club advisor for purchase if they are to be given as a give-a-way and available for the entire student body. All items MUST have the SGA logo on them. Please note that you are not permitted to purchase the items and then ask for reimbursement.
**Membership Fees:** SGA student activity fee money may not be spent on any membership fees for individual students, but can be used for a college wide/group membership (such as chapter affiliations, or group recognition).

**Prizes:** Prizes may be purchased from a club’s Fundraising account or the club account pending approval. Clubs are encouraged to purchase prizes from the bookstore. This is recommended because when buying prizes from the bookstore, SGA clubs and organizations receive 20% off all items and are not charged tax.

**Retreats/Training Sessions:** Clubs and organizations are encouraged to both attend and host retreats/training sessions applicable to their mission statement and goals. In addition to this, clubs and organizations will be required to attend various retreats and trainings that will be hosted by the Student Government Association on their home campus. These training sessions are for the purpose of improving effectiveness while functioning in these various areas of SGA and must be completed **BEFORE** the end of the first month of the spring semester for sophomores or those leaving office. There will be mandatory training, organized by SGA, for all recognized clubs at the last SGA meeting during the month of September of the academic year, as well as in January.

**Subscriptions:** Subscriptions purchased by clubs and organizations must be made accessible and available to all students, in areas such as lounges, the LAC, and the Library.

**Supplies:** In the event that a club needs supplies, such as office materials or supplies for an event, they will be encouraged to work with both the Executive Director of the Association and SGA Advisor on your purchase. For more information on ordering supplies, please stop in the SGA Advisor Office on your campus.

**Transportation:** All trips planned by SGA funded club, are to be planned in advance, and minimally open to all club members. It is encouraged that clubs make trips and excursions public knowledge, to encourage student participation, through properly advertising and making the trip/excursion available to any student paying the mandatory fee.

At a minimum, all trips, conferences, excursions and travel, need to be approved by the Assistant Director of Student Life as well as the SGA Advisor on your campus, and that all travel guidelines set forth in this manual must be followed. Any and all modes of transportation must be approved in advance by the Assistant Director of Student Life. Use of the SGA/Student Life Van can be obtained via the the Assistant Director of Student Life. Faculty and Staff members must be the driver of the SGA/Student Life van, and need to be approved by the college insurance. The approval process for a driver can take up to four weeks, so please plan in advance. In addition to the approval of the driver, the faculty/staff member will need to submit a van request a minimum of two weeks prior to the date in which they wish to use the van. It is strongly encouraged that clubs plan ahead and have their advisor submit this paperwork more than two weeks in advance, as the van many not be available on a requested date.
4. SGA Tax Status:

NCCCA is a non-profit organization, therefore, we have received a Tax Exempt Organization Certificate and are exempt from state and local taxes. **NCCCA/SGA WILL NOT REIMBURSE TAXES PAID.** When a vendor requests proof of this exempt status, stop by the SGA Advisor Office and we will provide a completed certificate for you.

5. How to Obtain Additional Funds:

**SGA Contingency Fund:** A club may request funds from the SGA Contingency Fund by submitting a proposal to the SGA Advisor. After review by the SGA Advisor, the proposal will be sent to the SGA Executive Board, where they must vote on the proposal. It is required that a club member be present at the Student Government Association meetings when any proposal is being heard, in order for that club to receive funding. The day and time of the SGA meeting will be determined during the first two weeks of class, and will be made public.

See the SGA Advisor for more information.

6. Use of Pre-Determined/Established Credit Cards or Companies:

1. Community Bank Credit Card: The NCCCA holds a Community Bank Credit card, which may be used and signed out. Only NCCC Faculty and Staff, along with Association Employees may sign out the card. At no time, will a student be permitted to sign out the credit card.

2. SGA Community Bank Debit Card and Wal-Mart Card: The SGA Advisor holds a Community Bank Debit card, as well as Wal-Mart card that can be signed out. When requesting either card, you must submit a request in writing 5 business days prior to the date in which you would like to use the card. The SGA Advisor will then check to ensure that is it available, and send an email confirmation with details about pick up and drop off of the card as it must be signed-out and signed-in.

3. Amazon.com: When placing orders through Amazon.com, you will need to look up the items you wish to order and create an email to either the Dean of Students or Executive Director of the Association, with the links to those items and the amount that you would like. Please note, that you should be ordering these items a minimum of 2 weeks before you need them. Once ordered, you will emailed with the confirmation.

4. Oriental Trading: We have an account with Oriental Trading, and you can make an appointment with the SGA Advisor on your campus to place and order.

5. Staples: The NCCC currently holds an account with Staples. Should you need to order any supplies through this company, please schedule an appointment with Beth Quinn, a minimum of two weeks prior to the date that you need the items.
6. American Dining Creations: Has been established on the Malone and Saranac Lake Campuses. If you need catering or food provided on these campuses, you will need to use the online catering tool: https://nccc.catertrax.com

7. Deadlines for Budget Use

Clubs and organizations should plan to utilize their budgets as proposed in their budget request form (located in the Appendix) that is submitted either annually, or semesterly. If a club or organization fails to spend their budget as requested, they must submit an updated budget proposal to the SGA Treasurer and SGA Advisor by Tuesday November 26, 2019. The proposal must include a detailed plan on how the funds will be spent for the remaining part of the academic year, if an annual budget has been requested. Club Officers will be notified in the spring semester regarding the last day to submit a purchase request.

Excessive spending to meet these deadlines will not be tolerated.
Fundraising

The Office of Student Life, and the Student Government Associations realize and recognize the importance of fund raising to its clubs and organizations. The following has been established to allow for various fundraising while recognizing North Country Community College, the Connector, state and federal laws.

1. Guidelines:

All fund-raisers to be sponsored by a College club, or organization must first submit a Fundraising Proposal of the fund-raiser to the SGA Advisor on the home campus of the club wishing to host the fundraiser. The proposal must be submitted 14 days prior to the fund-raiser and includes the following:

A. The name of the sponsoring organization.
B. A description of the nature of the fund-raiser.
C. The date, time, and location of the fund-raiser.
D. The name of at least one member of the sponsoring organization directly responsible for coordinating the fund-raiser.
E. The name of at least one College administrator, staff or faculty advisor of the sponsoring organization.
F. A written description of where the proceeds of the fund-raiser will be held and how they will be secured.
G. A description of what the proceeds will be used for.
H. A list of any proposed prizes to be awarded during the course of the fund-raiser, how they will be made available (i.e., purchased or donated), a description of how they will be secured, and the name of the person responsible for securing them. If prizes are donated, the name of the donating organization must be submitted.
I. A detailed explanation of all the rules and regulations governing the fund-raiser, including costs of participation, the dates and times for the fund-raiser to begin and end, and how prizes will be awarded. The same information must also be distributed to all participants in any games or contests held as part of the fund-raiser.
J. If an outside vendor is being used, the name, address and phone number of the vendor. At no time, shall a student set up a fundraiser without the Advisor’s name being on the account.
2. Fundraising Proposal

1. Fill out and submit a “Fundraising Proposal Form” (located in the Appendix)
   - Remember to include all required information

2. Receive approval from the SGA Advisor for your fundraiser

3. Reserve appropriate space for the activity.
   - Contact the appropriate SGA Advisor on your campus for more information

4. Once these steps have been fulfilled, fundraising activities may begin.
   - All money from a fundraiser MUST be turned in to the SGA Advisor’s Office after each day of fundraising.

5. Once Fundraising is completed, you are required to fill out a fundraising Profit/Loss Statement with the SGA Advisor on your campus, and submit all monies and checks to the appropriate deposit location.
   - All money from a fundraiser MUST be turned in to the SGA Advisor's Office after each day of fundraising, and as this is where you will complete the Profit/Loss Statement
   - If the club/organization has set dates for a fundraiser, such as a candy bar sale, or Yankee candle sale, at the end of sale, the date indicated on the fundraising proposal, all monies must be submitted within 2 business days of this date.

6. Please note, you cannot utilize fundraised funds until AFTER then have been deposited into your account.

3. Monetary and Check Donations

When clubs and organizations are fundraising, monetary and check donations can be made to the club/organization.

1. Monetary Donations: all amounts of monetary donations should be accepted by the club
2. Checks: all donations given via a check, are to be made out to NCCCA, with the club/organization name along with affiliated campus in the memo line.
3. Donation Receipts: Please note, that when an individual donates more than $10 at one time either via cash or check, the club/organization will need to provide a receipt to the individual at the time of the donation. The SGA has a receipt book that can be utilized, as a copy of the receipt will need to be turned into the SGA Advisor when submitting the donations and completing the Profit/Loss Statement.
   A. When a club/organization needs the receipt book, they will need to work with the Assistant Director of Student Life to make arrangements.
   B. If a club will be receiving donations on a continuous basis, they will be provided with their own receipt book, and be required to submit donations along with the carbon copy of the receipt on a weekly basis to the SGA advisor.
   C. Please note, that this does not apply to instance when clubs/organizations use a “donations appreciated” method
4. **Raffles:**

Raffles of any type to be used as a fundraiser, including 50/50 raffles will not be permitted on any NCCC campus. This is due to a combination of varying county and state guidelines, which govern the use and implementation of events such as raffles.

5. **Depositing Funds into Your Account**

All funds that are raised and donated, are to be deposited into your fundraising account as stated by the previous deadlines. The following dictates how these funds, either monetary or by check are deposited into the club account, please note that this will vary slightly by campus:

1. Take all funds and checks to the SGA Advisor on your campus
2. Both the officer responsible, as well as the SGA Advisor will count the deposit to verify the amount
3. A Profit/Loss statement will be filled out with the SGA Advisor, as this will also be the deposit slip
4. The SGA Advisor will take the deposit and slip to the Association Representative on the campus, or submit it via inner-office to the designated representative.
5. Once the funds have been confirmed, the Association Representative will confirm the deposit, sign the statement, and fill in all necessary information at the bottom of the sheet.
6. A copy of this document will be made once all signatures have been obtained, and a copy will be scanned to the SGA Advisor, who will send a copy to the club advisor and officers.
Club Programming/Events

Clubs and organizations are strongly encouraged to plan and implement events on their home campus to enrich the social and educational aspect of the lives of students who attend the college. To assist with the planning process, club will be required to fill out the Event Planning Guide (located in the Appendix) that is available on the SGA website.

1. **Guests/Lecturers/Speakers:**

   Clubs must show caution when negotiating with anyone who they intend to contract with for presentation at an event to ensure the individuals they are negotiating with are qualified and justify the amount being negotiated for payment. There is a limit of $50.00 to be paid to individuals who do not have credentials or noted expertise in the topic to be addressed. Some costs that may need to be included for this individual along with the fee for their presentation are lodging and meals. This should be determined during your negotiations. Please note, bringing in non-experts or acquaintances is discouraged.

   **NCCC faculty, staff, administrators, or family members will NOT be paid an honorarium, speaking fee, or any fee, by SGA. They may, however, be given a small thank you gift of no more than $50 in value, at the approval of the SGA Treasurer and SGA Advisor.**

   If the contract states dinner to be a part of the courtesy provided to this individual, you will be limited to: that individual who was contracted, anyone accompanying them, and a maximum of three (3) students from the sponsoring organization. This dinner requires prior consent from the SGA Treasurer and SGA Advisor.

2. **Contracts:**

   Any contract exceeding more than $50.00 must be reviewed by the SGA Advisor before entering into an agreement. The SGA Advisor is knowledgeable with contracts and is an excellent resource in negotiating. The SGA Advisor on your campus or the Assistant Director of Student Life must sign all contracts.

   **SGA is not responsible for any agreements entered into, commitments made, or contracts signed before the purchase order has been approved. This will become the personal responsibility of the club officer(s) that signed the contract, and your club budget could be frozen until this issue is resolved.**
3. Steps to Follow to Contract a Performer or Service:

   a. Submit a Purchase Order with all the information about the performer’s visit. This includes location, date, time, etc.
   b. Fill out the event planning worksheet and submit it with the purchase order to the SGA Advisor on your campus.
   c. Once the purchase order and event are approved, you may book the performer.
   d. Review the contract for the performer with the help of the SGA Advisor. You must get several signatures on the contract in order for it to be official, including the club officer or the club advisor, and the SGA Advisor on your campus. If the SGA Advisor is unavailable, please reach out to the Dean of Students or the Executive Director of the Association.
   e. Have the performer fill out a W-9 form and return it to the SGA Advisor’s Office. The performer cannot get paid unless there is a W-9 form on file.
   f. Once the contract is signed by all parties, submit the contract to the SGA Advisor.
   g. The check will be made available for pick up the day of the event. Payment may not be made until after the performance.

This entire process will take three weeks or more, so PLAN AHEAD! SGA will not expedite your paperwork or make exceptions to the standard procedures because you failed to get in the necessary paperwork on time.

*All contracts have to be submitted to, and signed by the appropriate SGA Advisor before a commitment can be made.*

* A certificate of Liability Insurance that reflects Worker’s Compensation maybe required when contracting a performer or recreational event*

4. Prizes/Give-a-ways:

In the event that a club/organization wishes to give away items or prizes to students during an event, all prizes must be accounted for utilizing the Prize and Attendance Form (located in the Appendix). Any prize that is over a $25 value the club will need to utilize the Gift/Prize Receipt Certification. Both documents must be filled out completely and submitted to the SGA Advisor on your campus within 5 days of the event, who will keep it on file, and will provide a copy to the Association.

Please note, that prior to submitting the Purchase Order with the itemized receipt of prizes, clubs will also need to ensure that the Prize and Attendance Form accurately reflects all items purchased, and submit a blank copy of the prize list/form with the paperwork. In addition to this, a club or organization should plan to give away all prizes that were purchased for a specific event. It is not encouraged that prizes roll over from one event to another, and is never acceptable to keep a prize personally. Please note, that all prizes must be locked away with minimal access. In the event, that a club or organization does not have a secure space, the SGA Advisor on your campus, will be able to assist you with this.
5. Acquiring funding for an event:

There will be times when an event that a club is planning will require funding. The following steps outline how funding can be obtained, via three funding sources:

**Step 1**
- Club members will discuss an event that they wish to plan in the future, using the Event Planning and Proposal Form (located in the Appendix), including but not limited to thinking about location, any contracts, budget, marketing, and member roles.

**Step 2**
- When discussing the budget for an event, a member or members should be thinking and discussing topics including but not limited to: proposed dates, locations, potential collaborators, and proposed expenditures, and in turn a budget amount for the event being planned.

**Step 3**
- This in turn will propose where the funding will be coming from for the budget, and this should be discussed among the group, as there are several different options, including: the Club Budget, the SGA Contingency Fund, the Club Fundraising Account, and Donation of Goods and Services. Each of which may have a different process to obtaining the funding.

**Step 4**
- A member from the club will need to motion on a specific budget amount, as well as where the funding will come from. This will need a second, and will need to be reflected in club meeting minutes. There should be member discussion during this decision making process if needed, and there should be a vote to approve both the budget amount and where the funding will come from. This will need to be reflected in your meeting minutes.

**Step 5A**
- If using the Club Budget or the Club Fundraising account, the following steps are needed:
  - Fill out and submit the Event Planning and Proposal Form
  - Research Contracts and or goods that are needed for the event
  - If the club needs contracts please work with the SGA Advisor
  - If making a purchase, submit a Purchase Order prior to making the purchase to get the amount approved to ensure that the funds are available.

**Step 5B**
- If the club wishes to obtain funding from the SGA Contingency Fund, the following steps are needed:
  - Fill out and submit the Event Planning and Proposal Form
  - Fill out and submit the Contingency Fund Request Form
  - Find out from the SGA Treasurer or Secretary the date of the meeting they will be discussing your request, as a club representative may wish to attend to answer any questions the SGA may have in regards to the proposal
  - If the request is approved by the SGA, the club can move forward with contracts and purchases, by submitting a Purchase Order and working with the SGA Advisor
  - If the request is not approved by the SGA, either in part of whole, the club will need to re-group and look at alternative funding sources, and/or what the SGA is looking for in regards to information before approving the funding in it’s entirety.
6. Payment via NCCCA Checks:

There may be times when the club/organization may need a check to pay for goods, or services. The Purchase Order needs to be submitted to the SGA Advisor a minimum of two weeks in advance, to have the paperwork processed.
Public Showing of a Copyright Material on Campus

(Included but not limited to material from purchased/rented DVDs, downloaded material, or internet sites such as iTunes, Netflix, Hulu, Amazon Prime, Putlocker)

The concept of “public performance” is central to copyright and clearly defined by the law. For films, this means that anytime a movie is shown outside of someone’s home, it must be properly licensed. The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. The rental, purchase, lending or download of a movie does not grant the right to exhibit it publicly outside the home, unless the screening is properly licensed.

This legal copyright compliance requirement applies to everyone, regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved. This means colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses and more all must properly license movies to show them publicly.

Movie studios own the copyrights to the films they produce, and their agents are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Copyrighted movies borrowed from other sources such as public libraries, colleges or personal collections cannot be used legally for showings on any site which is not properly licensed, including colleges or universities. The complete law on film copyrights is in the U.S. Copyright code, title 17, and may be found at www.copyright.gov/title17.

There are three exceptions under Copyright Law:

1. Educator’s Performance Rights: There is a clause in the U.S. Copyright Law which gives exemption to the law through the Educator’s Performance Rights. ALL six of the qualifications below must be met in order to show a film using the Educator’s Performance Rights.
   a. Performances and displays of audiovisual works must be made from legitimate copies;
   b. Performances and displays must be part of a systematic course of instruction and not for
      the entertainment, recreation, or cultural value of any part of the audience;
   c. Performances and displays must be given by the instructors or pupils;
   d. Performances and displays must be given in classrooms or other places devoted to
      instruction;
   e. Performances and displays must be part of the teaching activities of non-profit
      educational institutions; and
   f. Attendance is limited to the instructors, pupils, and guest lecturers.
2. Public Domain: There are some films which fall under “public domain” and are not subject to licensing. You can find a complete listing of such films at www.fesfilms.com/masters.html. Most of these films are pre-1950.

3. Short Clips: Showing a short clip less than 15 seconds from any movie can be done without acquiring a license. Any clip longer than 15 seconds requires appropriate permission and licensing.

**In order to legally show a film in a campus public setting, a person must do one of the following:**

1. Contact a motion picture distribution company such as Swank Motion Pictures (www.swank.com) or Criterion (www.criterionpicusa.com) and pay the appropriate fee to acquire the rights to show a particular film. The fee will vary depending on the film. Requests should be submitted at least 6 weeks in advance to ensure its availability in the desired format (DVD or VHS).

2. Find out who owns the rights to the film you wish to exhibit and contact them to request use of the film. You can find this information at www.imdb.com. Authorization to use the film must be obtained in writing.

3. Contact the Student Government Association or Student Life Team and collaborate with them to legally show the desired film as part of the movie schedule.

**Any question please contact the Campus Life Team at:** studentlife@nccc.edu
Trips and Traveling

Clubs and Organizations are encouraged to be active within the community in which they reside in, and should be visiting local establishments, and utilizing local resources. SGA has set forth the following guidelines in which clubs need to follow in order to plan and implement a day excursion, day trip, overnight trip, or attendance at a conference:

The role of Advisors:

a. Advisors/Faculty/Staff Members are not needed for local trips that are within the following limits as prescribed by the Student Government Association:
   i. Malone Based Clubs: Village of Malone
   ii. Ticonderoga Based Clubs: Village/Town of Ticonderoga
   iii. Saranac Lake Based Clubs: Village/Town of Saranac Lake and Lake Placid

b. Advisor/Faculty or Staff Member(s) are required for the following types of trips or outings—Please ask the SGA Advisor if the activity/trip is not listed below:
   iv. Out of State Travel
   v. Out of Country Travel
   vi. Hiking
   vii. Fishing
   viii. White Water Rafting
   ix. Conferences
   x. High Impact Activities
   xi. High Risk Activities
   xii. All Activities further than 45 minutes from the base campus in which the club functions

c. Please note, that if the club advisor is unable to attend a function that requires an advisor/faculty or staff member, it is the responsibility of the club officers to reach out to the SGA Advisor on the home campus to make alternative arrangements, and to seek out an alternative professional staff member. In the event that no alternative arrangements can be made, the SGA reserves the right to cancel a trip.

Required Documentation:
All trips, local, day and overnight/weekend must submit the following information:
1. Roaster of all attendees
2. Travel waiver form (located on the SGA Website) with emergency contact information

Definitions:
1. **Local Travel** is defined as anything within a 45 minute radius of the home campus of a club or organization
2. **Day Trips** are defined as anything over 2 hours away from the home/base campus.
3. **Overnight/Weekend Trips** are defined as trips in which students are required to stay off campus for one of more nights, or a trip which occurs over the weekend days.
4. **Conferences**: a conference is an educational and developmental opportunity for our student leaders. The duration of a conference can vary, from a half day to a weekend, to longer. If a club or
organization would like to attend a conference, regardless of the duration, a club advisor, or college official is required to attend.
   a. Conference and Overnight Planning Guide: For all overnight trips, or conferences, clubs and organizations must work directly with the Assistant Director of Student Life, regardless of the campus in which the club resides on.

Meals:
1. During Local Travel, Day Trips, and Overnight/Weekend Trips:
   a. If a club wishes to provide a meal or snack during a local trip, the club will need to submit a purchase order ahead of time and request petty cash from the SGA Advisor on the campus in which the club resides. In addition, all information, such as location, budget, and number of individuals will need to be submitted with the petty cash request. All receipts will need to be submitted within 48 hours of the club outing, or the next business day
2. During Conferences:
   a. Instances when student will be attending a local, regional, or national conferences and representing the college in an official capacity, meals not included in the conference may be factored into the overall cost of the trip, and must be submitted prior to attending the conference.
   b. The following guidelines have been established for budgeting purposes:
      i. Breakfasts: $8
      ii. Lunches: $15
      iii. Dinner: $22
      iv. Total Meal Allowance per day, per individual including Advisors: $45
   c. All receipts are to be submitted to the Advisor on the base campus of the club/org

Lodging:
1. A club/organization wishing to make overnight accommodations from overnight trips or conferences will need to work with the Assistant Director of Student Life, who will make these arrangements.
2. Room Capacity: rooming assignments are to be decided a minimum of two weeks prior to a trip or conference. It is encouraged that rooms be either single or mixed gender based upon participants, and a minimum of 4 students per hotel room. The Club Advisor/College Official, shall have their own room.
Marketing

1. SGA Awareness:

In an effort for the students to become more aware of the ways in which their Student Activity fee is being spent as well as increasing the awareness of what clubs are recognized by the Student Government Association, all forms of communication must include the following logo and phrase:

“SPONSORED BY YOUR SGA STUDENT ACTIVITY FEE”

The SGA logo and phrase must both be used on all forms of written advertisement and must be proportionate in size to all other lettering or logos used. You can obtain the SGA logo by emailing the SGA Advisor of your campus NOTE: The SGA logo does not have to be black and white, however it must be an appropriate color for usage. A copy of ALL advertising must be submitted to and approved by the SGA Advisor prior to distribution. All flyers will be kept on file for record keeping.

Clubs and organizations must provide proper advertisements to all students at North Country Community College. Documentation for all advertising is required. Not only do all clubs have the ability to utilize the SGA Exec Board and SGA Advisor to create flyers for events as well as to use our social media outlets to promote events, but they are encouraged to do so. SGA offers these services free of charge.

2. SGA Website Advertisement:

Clubs are highly encouraged to report their events to SGA, either the SGA Advisor, or the Assistant Director of Student Life, so SGA can advertise their events publicly (i.e. through traditional marketing medias, the SGA Website, and the Student Portal). All marketing requests need to be submitted a minimum of two weeks prior to the date of the event, or beginning of the advertising period to studentlife@nccc.edu, with the subject line: Marketing Request. Please note, that requests made with less than two weeks’ notice, are not guaranteed to be completed.
Campus Posting guidelines
(for event and meeting Advertisements)

Individuals and groups are welcome to post advertising materials on each of the North Country Community College Campuses. Materials not in compliance will be removed without notification. The following are in effect for all areas of all campus buildings. (Please see the Residence Life section for procedures on how to post in the residence halls.)

1. Content
   a. Materials shall be appropriate for a college campus and shall not advertise activities or events which are illegal or violation of our Student Code of Conduct
   b. Materials shall include the sponsor of an activity or event as well as the specific date and time for the activity.
   c. All club and organization materials must include the SGA logo on them, in proportional size to other graphics and printed materials.

2. Placement of Materials
   a. Materials shall be posted on bulletin boards which are designated for that type of material. They shall not be posted on doors, windows or walls. Only one poster per activity may be placed on any one bulletin board. Boards will be designated by a teal colored card in the corner of the board, with the SGA Logo on it.
   b. Posters may not exceed 14” x 22” (half of a regular poster board) due to limited space. Exceptions may be made by individual building administrators.
   c. Each building shall have a bulletin board designated for materials which support the right of freedom of expression. Materials posted on these boards are permitted under constitutional rights and community standards.
   d. Locations such as doors and bathrooms have limited posting availability
      i. Doors: postings on building doors will be limited to the day of an event, and must be removed within 2 hours of the completion of an event, and not be posted more than 4 hours prior to an event. Please check with the SGA Advisor on your campus to confirm a date that you would like to use this posting space, to ensure that there is no conflict with another club/organization using this space.
      ii. Bathrooms: postings in bathrooms on any of the campuses will be restricted. If a club or organization wishes to post something in the bathroom, it must be sent to the SGA advisor on your campus, who will make the decision.

3. Administration of Posting Policy
   a. The administration of this policy shall be the responsibility of the Office of Student Life. Those using college posting space and individual building administrators should contact this department with questions & problems related to this policy.
4. Sanctions
   a. Individuals or groups who do not comply with these guidelines or who, without authorization, remove materials placed by other individuals or groups may be denied access to the campus for posting of materials and may be subject to disciplinary action.

5. Posting in the NCCCA Residence Halls
   a. Any group or individual wishing to post in the Residence Halls at North Country Community College, are required to reach out to the Associate Director of Residence Life & Housing, prior to posting any materials at the residence halls. Failure to complete this step, may result in removal of all advertisements and publications.
Violations of the Club handbook

Violation of any of the established policies, guidelines, and/or procedures within the Club handbook may result in the SGA Board and Advisor, along with the NCCCA refusing to accept purchase orders until the club/organization complies with all of the policies, guidelines and procedures.

If a club fails to adhere to any of these policies, the SGA Treasurer in consultation with the SGA Advisor will have the authority to freeze and/or drop budgets when necessary and appropriate, and bring the violation to the Student Government Association on the appropriate campus where they will determine the corrective actions.

Each summer the Assistant Director of Student Life will lead the collaborative effort of the Office of Student Life, the Association, and incoming SGA Officers to update the Club handbook. Changes are needed as time goes on, and it is solely the responsibility of Assistant Director of Student Life to ensure that this manual is up to date.
# Club tasks to be completed during the Academic Year

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<thead>
<tr>
<th>Club Tasks to be Completed</th>
<th>Date Completed</th>
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<td>Attending the 3 Training Sessions with SGA &amp; the Office of Student Life</td>
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<td>Returning a Signed Copy of the Club handbook on time</td>
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<td>Reregister Club with the SGA Advisor</td>
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<td>Submitting Club Meeting Minutes electronically to the SGA email and/or SGA Advisor</td>
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<tr>
<td>Getting Written Advertisement Approved by the SGA Exec Board (Flyers; via Email ONLY)</td>
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<td>Handing in Club Inventory on Time: Before the deadlines</td>
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<td>Using 50% of Club’s Budget by Fall Semester’s End***</td>
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<td>Attending Club Training Workshops Throughout the School Year</td>
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<tr>
<td>Participating in a School Sponsored Service/Volunteer Event****</td>
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<tr>
<td>Attending Club Fair (Fall and/or Spring Semester)</td>
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<td>Attending a minimum of 2 SGA Meetings</td>
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<td>Collaborating With a Club From a Different Activity Council/Club Sports Team</td>
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*Club Training is **MANDATORY**, unless special permission is given by the SGA Treasurer.

**Club Meeting Minutes shall only be submitted via email to the SGA email or the SGA Advisor. Handwritten Meeting Minutes **WILL NOT** be accepted.

***This may be taken into consideration from the SGA Exec Board to allow a club to use more than 50% of their budget for the second semester of the Academic Year. Clubs must hand in a written explanation to the SGA Exec Board on how they intend to spend their budget in the second semester, and that explanation must be approved.

****Clubs must get prior approval from the SGA Exec Board and SGA Advisor, who has the discretion to decide what constitutes as a School Sponsored Service/Volunteer Event.
AGREEMENT OF CLUB HANDBOOK

We, the officers of ________________________________, do hereby acknowledge that we have read and understand the terms of the club handbook and agree to be in full compliance with the regulations. Accordingly, we understand and willfully accept that any violations are subject to aforementioned repercussions, at the discretion of the SGA Executive Board and/or SGA Advisor. We agree not only to abide by this manual, The Student Government Association constitution and bylaws, the SGA Executive Board, the Office of Student Life, as well as North Country Community College’s guidelines. Our club exists to solely serve the students and we understand that because our budget comes from a student activity, our spending must be done with student interests as the sole constraint.

President (print): ________________________________ Date: ________________

President (sign): ________________________________

Vice President (print): ________________________________ Date: ________________

Vice President (sign): ________________________________

Treasurer (print): ________________________________ Date: ________________

Treasurer (sign): ________________________________

Secretary (print): ________________________________ Date: ________________

Secretary (sign): ________________________________

Club Advisor (print): ________________________________ Date: ________________

Club Advisor (sign): ________________________________

This form NEEDS to be signed, dated, and returned to the SGA Advisor NO LATER than October 1, 2019 or February 1, 2020 at noon (12:00pm).
APPENDIX
To: Club/Organization students & advisors
From: NCCC Student Government Associations (Malone, Saranac Lake, Ticonderoga)
RE: Budget Allocation Request Process, 2019-2020 Academic year

The Budget Allocation Requests for the 2019-2020 Academic Year are due:

- Academic Year Request: Monday, March 31, 2019 by 4:30pm
- Semesterly Request:
  - Fall 2019 Semester: October 1, 2019 by 4:30pm
  - Spring 2018 Semester: February 1, 2020 by 4:30pm
- Newly Established Clubs: Due within 10 days of officially being recognized on the home campus

Following the submission of budget requests, the process will entail the SGA Advisory Board/SGA Executive Board will review each organization's Budget Allocation Request and making recommendations to the Student Government Association for their final approval. Please read this memo and packet in its entirety.

For a successful submission, and by 4:30 pm on the dates specified above, you will need to turn in the following documents attached electronically to studentlife@nccc.edu. Either the Club Treasurer, President, or advisor must email the documents and copy the club Treasurer/President/Advisor on the email. Late submissions will not be accepted.

1. Allocation Request Form
2. Club Activity Statement
3. Copies of minutes from any 2 regular organization meetings (held within the past two academic semesters—newly formed clubs are exempt from this requirement)
4. A copy of your current constitution & by-laws
5. Ensure that your current semester Roster has been emailed to the Student Government Association and Student Life. If it has not, please include it in your budget submission.

Your final request should be approved by a vote of your organization before it is submitted for consideration by the SGA Advisory Board. In addition to your request, the SGA Advisory Board, and SGA Executive Board will take into consideration your use of funds during the two previous semesters.

The method to be used for fiscal 2019-2020 is a modified zero-based budgeting approach. This involves planning out your organization's activities for the year and providing an explanation for your requests. Please remember that what you submit is only a request, and in no way guarantees your club will actually get that amount. The SGA Advisory Board/SGA Executive Board will recommend a total budget based upon available SGA financial resources, club requests, and overall club performance during 2016-17.

In addition to the completed Allocation Request Form, the information indicated on the Rubric/Reasoning/Notes (to be used by SGA Exec Board) will also be helpful. Preference will be given to larger, more active clubs that have a history of, and indicate an intention to spend money in ways that benefit the entire NCCC community. Expenditures that are inconsistent with the mission and vision of NCCC, the SGA, or with policy, will not be approved. The Budget Allocation Request process is like the writing of and awarding of a grant. This is excellent experience to gain through this process!

Your Student Government Association Executive board, your advisor, and the Student Life staff are here to be helpful in this process. Please do not hesitate to call on us for assistance or to answer any questions you may have.
Budget Request Form: Required Information

Student Club/Organization Name: ________________________________

Purpose of Club/Organization: ________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Number of Members in the Club/Organization: ____________________

Number of semesters the Club/Organization has been in existence: ____________

Meeting Dates/Times/Locations: ________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Club President: ____________________________
Cell Phone Number: ______________ E-Mail: ______________

Club Treasurer: ____________________________
Cell Phone Number: ______________ E-Mail: ______________

Club Advisor(s): ____________________________
## Itemized Budget Request

<table>
<thead>
<tr>
<th>Description of items/events for which you are requesting funding</th>
<th>Amount Requested</th>
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**TOTAL BUDGET REQUEST:** $0.00
Certification

☐ By checking this box, I affirm that I have completely read and understand the budget criteria and that the itemized requests and information contained herein are accurate to the best of my knowledge.

________________________  ____________________________  ______________
NAME                           TITLE                           DATE

Club Activity Statement

In addition to the completed Budget Request Form, please ensure that you include answers for the following questions. These questions are based upon the requirements specified in the policy which governs the collection, use and disbursement of mandatory student activity fees. It is also intended to offer as complete and consistent picture as is possible. This information will help the Student Senate Finance Committee in making its decisions and final recommendations to Student Senate.

Please type answers and adjust document size and/or use additional pages if necessary.

Club: ________________________________

1. What is your organization’s plan to best serve the NCCC community, its mission, and purpose? What is your organization's unique value to NCCC (contribution to the college’s mission and purpose).

2. Were all of your last semester’s funds used for the purpose indicated on your last Budget Request Form—did you spend the money as you said you were going to? If not, what were the circumstances or justification for a change? NOTE: New clubs, please indicate you were new and you can skip this question.

3. Please provide a brief description of all activities and travel held during the previous two academic semester and the attendance figures for each event. Please also include how the funds you were allocated were put to good use towards these events.
4. How much money do you anticipate having left over in your budget for the current year or semester? Please explain your answer in detail.

5. Your organization is requesting $______ (amt. indicated on the Allocation Request Form). What additional fundraising ideas does your club have planned to meet your overall budget?

6. How many meetings have you held so far this academic year and on average what is the attendance per meeting?

7. How will your club/organization use any additional fundraised money to serve NCCC and the Community?

8. How has your group made use of fundraised moneys to support its activities this current year?

9. Size of the organization (the number of students it actively involves)

10. Organization’s influence (the number of students its activities serves).
Contingency Fund Request Form

This form is to be used by clubs and organizations when the funds they have as a club do not meet the needs of a specific event or program that is being planned. Once this form is received, the club or sponsoring organization will receive a decision within 72 hours of the next available SGA Meeting. Clubs/Organizations requesting extra funds are strongly encouraged to attend the next SGA meeting, when the request will be brought to the floor, to answer any potential questions the SGA Executive Board may have prior to voting on the request.

Club/Organization: ________________________________

Lead Officer requesting funds: ________________________________

Role within the Club/Org:    □ President    □ Vice-President    □ Treasurer    □ Secretary
    □ Senator    □ Member    □ Advisor

Home campus of the club/organization:    □ Malone    □ Saranac Lake    □ Ticonderoga

Which budget are you requesting funds from?    □ Club Allocations    □ SGA Contingency Fund

Is this a collaborative event:    □ Yes    □ No    Collaborating Club/Org/Dept: ________________________________

Request Details

Event Title: ________________________________

Event Date: ________________________________    Amount Requested: ________________________________

Rationale for Request: ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

1. Contract with Performer/ Speaker (fee, travel, lodging, meal):
   $ __________

2. Concessions/Catering/Food (estimate # of people):
   $ __________

3. Paper Products (plates, cups, napkins, flatware):
   $ __________

4. SGA Popcorn/Cotton Candy/Sno Cone Machines ($25/ea) -Stocked
   $ __________

5. Decorations/Supplies (before you buy, what can you borrow?)
   $ __________

6. Film – Public Performance Rights (PPR)
   $ __________

7. Advertising (before you buy, what can you print on campus?)
   $ __________

8. Other Items: ________________________________
   $ __________

Total Budget: ________________________________

Funds Requested:

Officer Signature: ________________________________    Date: __________

Faculty/Staff Signature: ________________________________    Date: __________

OFFICIAL OFFICE USE ONLY

Date Received: ________________________________    Received By: ________________________________
Event Proposal/Planning Guide

Successful campus events and programs require planning and organization in advance. The Student Government Association encourages you to use this form to help you plan and implement your event. Once this is completed, please submit it to the SGA Advisor on your campus, who will check for conflicting dates, and have it officially put on the calendar once approved. Please know that if you need any help or guidance, the team members in the Office of Student Life are here to assist!

Club/Organization Hosting the Event: ____________________________________________

Lead Officer Responsible for Organizing the Event: ________________________________

Role within the Club/Org:  □ President  □ Vice-President  □ Treasurer  □ Secretary
□ Senator  □ Member  □ Advisor

Location/Home Campus of Club/Organization?  □ Malone  □ Saranac Lake  □ Ticonderoga

Is this a collaborative event:  □ Yes  □ No  Collaborating Club/Org/Dept: ______________

Event Details

Event Title: __________________________________________

Event Date: __________________________________________

Event Start Time: ________________  Event End Time: ________________

Location Requested: __________________________________________

Type of Event:  □ Educational/Lecture  □ Cultural  □ Entertainment  □ Community Building/Social
□ Training/Workshop  □ Fundraiser  □ Other: ______________

Target Audience:  □ NCCC Students  □ Faculty/Staff  □ Community Members
□ Other: __________________________________________

Goals of Event/Learning Outcomes (students will learn.. or students will…)

1. __________________________________________
2. __________________________________________
3. __________________________________________

Description of Event: __________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Budget/Revenue/Funding Details

Budget:
Will this event require a budget? ☐ Yes   ☐ No

Projected Funds Needed:

1. Contract with Performer/Speaker (fee, travel, lodging, meal): $__________
2. Concessions/Catering/Food (estimate # of people): $__________
3. Paper Products (plates, cups, napkins, flatware): $__________
4. SGA Popcorn/Cotton Candy/Sno Cone Machines ($25/ea) -Stocked $__________
5. Decorations/Supplies (before you buy, what can you borrow?): $__________
6. Film – Public Performance Rights (PPR) $__________
7. Advertising (before you buy, what can you print on campus?): $__________
8. Other Items: $__________

Total Budget: $__________

Potential Revenue:
Is this event a fundraiser? ☐ Yes   ☐ No
If yes, you must complete and submit the SGA Fundraising Proposal Form
Are you charging admission? ☐ Yes   ☐ No
If you are charging admission, how much do you anticipate bringing in? $_____

Funding Sources to Consider:
☐ Club Budget Allocation already requested from SGA
☐ Club Fundraising Account
☐ Student Government Association – a new or supplemental club budget request

Advertising Plan

Which of the following will you utilize:
☐ Posters/Flyers (need prior approval, and Student Life can print in color if requested 2 weeks in advance, and send to res halls)
☐ Table Tents (please get advertisement to the Assistant Director of Student Life 2 weeks before)
☐ Postcards/Quarter Sheets to hand out
☐ Email Blast to Students/Faculty/Staff (Submit request to Assistant Director of Student Life)
☐ Word of Mouth (mention it in your classes, club, to your friends, etc...)

Club & Advisor Representation at Event

Who will be present/running the event (club members and an advisor/faculty/staff member are required)
☐ Club Members: ____________________________________________
☐ Advisor/Faculty/Staff Member: ____________________________________

Thank you for filling out the Event Proposal! Please submit it to the SGA Advisor on your campus, 3-4 weeks prior to the desired date of your event, and arrange an appointment to discuss any questions you have about the event when you submit this form.

Officer Signature: ________________________________ Date: __________
Faculty/Staff Signature: ________________________________ Date: __________

OFFICIAL OFFICE USE ONLY
Date Received: ___________________________ Received By: ___________________________
How to Fill Out a Purchase Request Form
(to be picked up from SGA Advisor)

Fill out the Purchase Request Form as followed from top to bottom.

1. **Bill To:** Check which campus your club/organization is located on

2. **Check One:** Indicate here if you would like to have the check held and someone from your club/organization will pick it up OR if you would like it mailed

3. **Check Payable To:** This is where you fill in the business/individual that you will be paying with the purchase request. Include all information that you know.

4. **Accounts to be Charged:** This is where you indicate which account the funding is coming from. If you are not sure of your account, please get in touch with the SGA Treasurer or the SGA Advisor

5. **Description:** Describe all expenditures in this area. Include the date, time, location, and type of any planned event. Include all purchase prices per item. This area needs to be very detailed as it will help to determine whether or not the purchases are appropriate and will make the inventory audit easier. **Failure to do this will result in denial as deemed appropriate by the SGA Treasurer and/or Advisor.**

6. **Requested Amount:** Total dollar amount needed for the purchase.

7. **Special Instructions:** Please note any contracts/quotes attached, multiple payments, or specific date you would like to PO processed.

8. **Approvals:** The club/organization treasurer or president, along with Advisor need to sign the form

9. If assistance is required when filling out Purchase Request, feel free to contact the SGA Treasurer or Advisor for assistance*

10. Submit the PO to the SGA Advisor once all signatures have been obtained from the club advisor and treasurer/president.

11. After the purchase request is approved, you can then order the goods or services. It is recommended that you submit a purchase request at least two weeks prior to the date you need to make a purchase as it will sometimes take several days for a request to be approved.

*Keep in mind there will be no reimbursements. All purchases must be approved in advance.*
1. Check which campus your club/organization is located on.

2. Indicate here if you would like to have the check held and someone from your club will pick it up OR if you would like it mailed.

3. This is where you fill in the business/individual that you will be paying with the purchase request. Include all information that you know.
   - Contact Person: 
   - Phone #: 
   - Account(s) to be charged:
     - #1: $ 
     - #2: $ 
   - Invoice # 
   - Invoice date

4. This is where you indicate which account the funding is coming from. If you are not sure of your account, please get in touch with the SGA Treasurer or the SGA Advisor.

5. Describe all expenditures in this area. Include the date, time, location, and type of any planned event. Include all purchase prices per item. This area needs to be very detailed as it will help to determine whether or not the purchases are appropriate and will make the inventory audit easier. Failure to do this will result in denial as deemed appropriate by the SGA Treasurer and/or Advisor.

6. Total dollar amount needed for the purchase.

7. Please note any contracts or quotes attached, multiple payments, or specific date you would like to PO processed.

8. The club or organization treasurer or president, along with Advisor need to sign the form.
# Prize and Attendance Form

**Event Name**: ______________  
**Date of Event**: ___________

**Type of Event**:  
- [ ] Academic  
- [ ] Cultural  
- [ ] Service  
- [ ] Social  
- [ ] Other: ______________

**Campus Event/Collaboration Campus**:  
- [ ] Malone  
- [ ] Saranac Lake  
- [ ] Ticonderoga

**Classification of Club/Organization**:  
- [ ] Academic  
- [ ] Cultural  
- [ ] Service  
- [ ] Social  
- [ ] SGA/CAB

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>ID #</th>
<th>Commuter?</th>
<th>Prize</th>
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GIFT/PRIZE RECEIPT CERTIFICATION

Person Receiving Prize: 

Prize: 

Estimated Value: 

Serial # of Gift or Gift Certificate Number (if applicable): 

Event*: Date of Event 

Sponsoring Organization: 

I, the undersigned, acknowledge receipt of the above listed Prize/gift for participating in the above listed event sponsored by the above mentioned organization.

Winner Signature: Winners ID Number Date: 

Organization Witness Signature: Print Name & Title Date: 

RETURN COMPLETED FORM WITH REQUISITION OR P-CARD DOCUMENTS TO: the SGA Advisor

Any gift/prize awarded, regardless of face value, must have a receipt form completed before the gift/prize can be awarded! No gift/prize can be awarded without a valid ID Number!!!

*PLEASE ATTACH EVENT/FUNCTION INFORMATION
Fundraising Guidelines

Student clubs are encouraged to raise funds. Examples of approved fundraising activities include collection of donations, admission charges, sale of items.

All fundraising efforts are subject to approval by the Student Government Association. A request to raise funds must be submitted for approval to the Student Government Association at least two weeks prior to the event or start of sales. The Student Government Fundraising form should be used, which is located at the end of the guidelines.

If approved by the Student Government Association, the fundraising information will be communicated with the North Country Community College Association (Association), in conjunction with the Student Life Team.

Student clubs are subject to the following guidelines/restrictions in raising funds:

1. Use of facilities for the purpose of fundraising should be coordinated through the appropriate reservation system. (i.e. Residence Life, Facilities Department, Student Life Office) If needed, the Student Life Office/SGA Advisors will help direct clubs to the appropriate office/department for reservation requests.

2. All monies raised through approved fundraising activities must be deposited within 48 hours of collecting the funds. All monies must be deposited to the club’s “club generated” or special account through the Association. A receipt will be issued for the club’s records.

3. A fundraising Profit and Loss statement must be submitted to the SGA Advisor of your campus within 48 hours once the fundraiser is complete. This form lists sales information, including receipt detail, and a list of expenses. The form is located at the end of this document.

4. All state and local laws will apply to your fundraiser. In accordance to these laws, 50/50 raffles will not be allowed at all. If it is found that you are violating this law, you will be contacted by the Assistant Director of Student Life or the Dean of Students, and the fundraiser will stop immediately.

5. Payment to vendors associated with the fundraiser will be subject to final review and approval by the SGA Advisor on your campus.

6. Clubs must pay sales tax when their fundraiser takes orders from the customer and the club submits those exact orders to the vendor and if a club sells food, beverage or merchandise on a continuous basis.

7. Funds used to purchase items to fundraise, must come from your “club generated” funds, and in some approved instances, general club or SGA funds. If general club or SGA funds are used, they must be replenished prior to depositing the remaining amount into your “club generated” account.

8. All fundraising paperwork must be turned in to the appropriate SGA Advisor on your campus (Malone-Campus Coordinator, Saranac Lake- Assistant Director of Student Life, and Ticonderoga- Campus Coordinator) by the previously stated deadlines.
FUNDRAISING PROPOSAL

Name of Club/Organization: __________________________________________________________

Officer Responsible for Organizing the Fundraising: __________________________________

Role within the Club/Org:  □ President  □ Vice-President  □ Treasurer  □ Secretary
                                   □ Senator  □ Member  □ Advisor

Location/Home Campus of Club/Organization?  □ Malone  □ Saranac Lake  □ Ticonderoga

Classification of Club/Organization:  □ Academic  □ Cultural  □ Service  □ Social  □ CAB  □ SGA

Dates Requested to Fundraise: Start date: ___________      End Date: ___________

Location Requested: _______________________________________________________________

Type Of fundraiser:  □ Sales (Bake, Candle, etc.)  □ Donation of Goods  □ Donation of Services
                                □ Other: ________________________________

DETAILED DESCRIPTION OF FUNDRAISING ACTIVITY: ___________________________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________

PROCEEDS TO BE USED FOR: __________________________________________________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________
                                                                                     __________________

Who is responsible for collecting and submitting the collected funds, along with paperwork to the SGA Advisor and the North Country Community College Association?

□ Advisor  □ Organizing Officer  □ Other: __________________________

Officer Signature: ___________________________________________ Date: __________

Faculty/Staff Signature: ______________________________________ Date: __________

OFFICIAL OFFICE USE ONLY

Date Received: ______________________  Received By: ______________________

Approved by SGA: □ YES  □ NO  Date of Decision: ______________________
## Fundraising Profits & Loss Statement

Name of Club/Organization: 

Officer Responsible for Organizing the Fundraising: 

Location/Home Campus of Club/Organization?  
- Malone
- Saranac Lake
- Ticonderoga

Dates Requested to Fundraise: Start date:  
End Date:

Type of fundraiser:  
- Sales (Bake, Candle, etc.)
- Donation of Goods
- Donation of Services
- Other:

### Summary of Deposits and Expenditures

**Deposits:**

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Total Amount of Deposits:

**Expenditures:**

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Total Amount of Expenditures:

**Net Profit or Loss on Fundraiser:**

(Take the total deposits and subtract the total expenditures)

Officer Signature:  

SGA Advisor Signature:  

Association Rep Signature: 

---

**OFFICIAL OFFICE USE ONLY**

Date Received:  

Received By: 

Profit or Loss:  
- Profit
- Loss

Amount Deposited: 

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