

Student Government Association Involvement

- ✚ CVTC has a number of recognized Program Clubs and Student Organizations. Student involvement in these organizations is encouraged as part of a well-rounded educational experience.
 - Program Clubs: Co-curricular clubs associated with a CVTC Program
 - Student Organizations: Extra-curricular organizations not associated with a CVTC Program
 - It is the responsibility of clubs and organizations to have an updated copy of their constitution on file in Student Life.

- ✚ Each Program Club and Student Organization is allowed one vote at SGA general session meetings. At the end of the semester each Program Club and Student Organization will receive **\$35 per general session meeting there is representation**. Students may represent only one club or organization. It is the student's responsibility to sign in when attending meetings. **Meeting times are announced in the college newsletter, E-Notes.**

- ✚ Student not involved in Program Clubs nor Student Organizations may still participate in SGA. There are Campus Representative Positions available. These positions have voting rights; however, no money is transferred for participating. Please contact Student Life to learn more about these positions.

Funding Request: Policies and Procedures

- ✚ All recognized Program Clubs may request travel funding through the Student Government Association (SGA) for financial assistance with club travel to professional conferences, field trips, competitions, and professional development opportunities.

- ✚ Prior approval by SGA executive board is required for ALL speakers, trips and events, to guarantee funding.

- ✚ Prior to requesting funds the following must be submitted to Student Life:
 - A typed roster including: full name and student id number of each member; contact information for officers and advisor(s) include name, position held, office number, email address, and phone number.
 - Recognized Program Clubs and Student Organizations will receive **\$2 per member per semester**, for legible and complete rosters, which are submitted to Student Life by the 8th week of classes fall semester and by 4th week of class spring semester.

- ✚ Funding Request forms are available on the CVTC website:
<http://www.cvtc.edu/pages/592.asp>

- ✚ There are two different funding request forms:
 - Travel Funding Request Form – examples: conference, competition, etc.
 - Non-Travel Funding Request Form – examples: bringing in an approved speaker to campus, campus event, etc.

- ✚ Funding request forms are to be submitted to Student Life. Please allow two weeks for a response to the request. For request over \$2500, which require SGA approval, or for requests that carry into the summer break, the turnaround time is longer.

- ✚ All funding request documentation must be complete and legible. Include all pertinent forms, rosters, waivers, and receipts to be approved or they will be returned to the club advisor.

- ✚ Funding request will be reviewed by the Student Life staff. Annual requests, under \$2500 that meet funding guidelines, may be approved at 50% with documentation. Advisors will receive an email approval. Contact club advisor for reimbursement of expenses.

- ✚ Special requests need to have prior approval, (e.g., speakers, atypical travel, campus events) and will be reviewed by the SGA Executive Board and Student Life Advisor. The Executive Board typically meets weekly during the academic year. The Executive Board may request the club to have a representative present a report or presentation and answer questions.

- ✚ Travel funding typically approved by Student Government
 - 50% of registration, travel, and lodging cost.
 - 50% of advisor's (full time CVTC staff member) registration, travel, and lodging cost. Club must have special permission from the Student Life Specialist if a non-CVTC staff member is used as an advisor on a trip.
 - Once the 50% funding is applied SGA has a reimbursement cap of \$300 per student or advisor per trip. The funding cap policy is effective January 1, 2010.

- ✚ There are several items Student Government does not fund :
 - Expenses above \$300 cap per student/advisor per event will not be approved.
 - Program board exams which are required for licenses
 - CEU credits
 - Shuttle transportation
 - Meals

- ✚ If any student in the organization conducts himself/herself in a manner that would involve law enforcement or legal action against the club or school, funding for that student and/or organization may be withheld for the remainder of the year and all money paid to that student and/or club for the trip the incident occurs may be reimbursed to the Student Government.

- ✚ All students attending an off campus activity must fill out and sign the Acknowledgment of Risk – Acceptance of Responsibility – Waiver of Liability and Hold Harmless Agreement.
 - This waiver is available on the CVTC website:
<http://www.cvtc.edu/pages/592.asp>
 - Club Advisors serve as the “Witness”.
 - All waivers are to be turned in with the Funding Request Form. Funding Request Forms will not be considered if signed waivers are not provided.
 - If no funds are being requested, waiver must still be signed by all student participants prior to the field trip/conference/competition.
 - Waivers are to be sent to Student Life.

- ✚ Advisors should be present during club travel and events. Club must have special permission from the Student Life Specialist if a non-CVTC staff member is used as an advisor on a trip.

- ✚ If you have any financial questions or inquiries about policies enclosed in this booklet please direct them to Student Life and/or to the treasurer of Student Government.

Student Organization Funding Requests Procedure

Step 1:

- ✚ Fill out funding request form. Completeness, accuracy and legibility are a must to receive funding.
- ✚ Include supporting documentation to show costs that will be incurred on trip.
- ✚ Include signed waivers of all participants.
- ✚ Send above forms/information to Student Life Office.
- ✚ Once all forms and required information have been received the Treasurer and Student Life staff will review the funding request. If needed, request will be forwarded on to the General Session.
- ✚ Please do not send purchase orders to Student Life to be signed.

Step 2:

- ✚ If requested, send an organization representative to the Executive Board and/or General Session meeting to present the funding request and answer questions. Any requests presented will be reviewed and sent through the process approval at the next Executive Board meeting. Information that should be included in the presentation:
 - What is the purpose of the trip?
 - How is this trip educational and beneficial?
 - How will this trip benefit your organization and its members?
- ✚ If the amount being requested is under \$2500 for the total trip and/or \$300 per person (both at 50% funding) the SGA Executive Board will make the funding decision. If the amount is greater than \$2500 and/or \$300 (both at 50% funding), the SGA

Executive Board will make a recommendation to the SGA General Session Representatives for a vote. Your organization will want to have your representative present there to give a brief presentation and answer questions.

- ✚ The amount approved is a ceiling. If additional costs are incurred on trip this will not be funded without a new Funding Request.
- ✚ Under special circumstances, student organizations may request to have half of the funding provided up front and have the remainder transferred when you return from your trip. Please inquire with the Student Life Specialist.

Step 3:

- ✚ Once you return from your trip a copy of all receipts must be submitted to Student Life no later than 7 days from the date you return, or the club will run the risk of losing funding.
- ✚ All receipts must be turned in at one time.
- ✚ If personal vehicles are used, the club advisor must provide documentation to verify the number of personal vehicles used for the trip.
- ✚ Please create a simple spread sheet or cover letter with the breakdown of expenses.

Example:

Registration Fee: 10 participants x \$90 = \$900
50% of \$900 = \$450

Lodging: 3 room x \$62 (always ask for state rate!) = \$186
50% of \$186 = \$93

Transportation: 3 cars at 150 miles total x \$.385 = \$173.25
50% of \$173.25 = \$86.63

Total amount to be transferred: \$629.63

- ✚ Funding will be transferred to the club account once all receipts are submitted.

Helpful Hints:

- When booking lodging in state always ask for the state rate.
- Funding will be based on 4 students per hotel room.
- Bring CVTC's Tax Exempt form with so you do not need to pay for state tax.
- Determine the most cost effective and safest way to travel. Driving personal vehicles is not always the most cost effective. Look into renting vans or a bus.
- Each student and advisor driving personal vehicles must provide proof of insurance to the Safety and Security Office at least two weeks prior to the trip. Personal insurance will be used in the case of an accident. Safety and Security will also conduct a driving record check to ensure person.

Funding Request Check List

- Complete Funding Request form.
- Have Advisor look over form and sign.
- Have all club participants sign waiver form.
- Submit Funding Request form and waivers to Student Life.
- If requested, have one representative attend the Executive Board or General Session meeting to answer questions regarding request.
- Seven days following trip turn in copies of all receipts along with a breakdown of expenses.

Financial Forms

Here are a few of the financial forms you may use:

Travel Funding Request Form -

This form is used by recognized Student Organizations and Program Clubs to request funds for conferences, competitions, and field trips. Form available on the public website.

Non-Travel Funding Request Form -

This form is used by recognized Student Organization and Program Clubs to bring in a speaker or coordinate an event for either the entire campus or just their program. Form available on the public website.

Purchase Requisition-

This is the form you will use when you need to purchase supplies, obtain petty cash, or to get a check issued for a vendor, such as lodging or transportation. Please do not send Purchase Requisition forms to Student Life. Form available in My CVTC. Work with your advisor to obtain form.

Prepayment Authorization Form-

This form must accompany all Purchase Requisition forms when they are submitted for the purpose of having a check issued. Form available in My CVTC. Work with your advisor to obtain form.

Contact Information

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