# Club Handbook:

*Jamestown Campus & North County Center*

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<thead>
<tr>
<th>Student Senate</th>
<th>Campus Life</th>
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<tbody>
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<td>Follow Senate on <a href="https://twitter.com">twitter</a> to stay informed</td>
<td>Follow us on <a href="https://www.facebook.com">facebook</a> to stay informed!</td>
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<td><img src="qr-code-jamestown-campus.png" alt="QR Code for Jamestown Campus" /></td>
<td><img src="qr-code-north-county-center.png" alt="QR Code for North County Center" /></td>
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I. CLUB CHARTER REQUESTS

- Clubs must submit a Club Charter Application every fall to be recognized as currently active. This includes renewals.
- New clubs are encouraged to take 3 meetings to get organized, establish officers, and complete the charter application details.
- Club Charter Applications should be submitted to the Campus Life office, located in the Hamilton Collegiate Center (COCE) on the Jamestown Campus, or to the North County Center Main Office, attention Kim Irland.

II. CLUB MEMBERSHIP

- Club membership is only open to currently enrolled part-time and full-time students and faculty/staff who are members of the Faculty Student Association.
- An Active Membership List must be maintained and provided to the Campus Life office.
- Clubs are strongly encouraged to take attendance at each club meeting and include these in their minutes. Copies of minutes (if applicable) must be made available to Campus Life upon request.

III. GUEST POLICY

- Non-students may not attend club meetings unless specifically attending by invitation of the club officers or club advisor(s) to be a guest speaker or facilitator in a capacity related to the club’s mission.
- Non-students are defined as anyone not currently enrolled as a part-time or full-time student at JCC. This includes friends of current JCC students, former JCC students, and community members.
- In circumstances where a guest speaker is invited, the same guest speaker(s) may not be regular attendees at club meetings unless authorized by the Campus Life office and a background check is completed.
- Under no circumstances may non-students serve the role as club advisor or benefit from club funding.
- Club events that are “open to the public” are open to non-students.
- Clarification of this policy may be directed to Campus Life or the Faculty Student Association.

IV. ADVISOR EXPECTATIONS

- Club advisor(s) must be JCC faculty or staff, employed full-time or part-time.
- Advisors are expected to attend club meetings, club sponsored events, and overnight trips.
- Advisors authorize all spending from club budgets and must sign off on all receipts, requests for reimbursement, purchase orders, check requests, and credit cards.
- Advisors are expected to have regular communication with club officers and the Campus Life office.
- Co-advising is recommended to help share the load and increase availability of guidance for the students.
- Advisors are expected to help develop the leadership of the club officers and club membership.

V. CLUB COUNCIL

- The last Monday of every month, Student Senate meetings are dedicated to Club Council.
- Club Council is intended to provide a forum for every chartered club and other student organizations/student leaders to have time and space to report on what they’ve been working on and what events/service projects are coming up, to exchange ideas and to get leadership training.
- Attendance at Club Council is REQUIRED by a minimum of one representative from each club, and more than one absence per semester may result in Club funds being frozen or restricted.
- North County clubs attend Club Council via distance learning.

- **Fall 2013 Club Council Dates:** October 7, October 28, November 25, December 16
- **Spring 2014 Club Council Dates:** January 27, February 24, March 24, April 28
VI. CLUB BUDGET REQUESTS

- Chartered Clubs may **submit a Club Budget Request to the Campus Life office.**
- Budget requests that are not sufficiently itemized will not get approval. Avoid delaying your budget allocations by being specific about every anticipated expense.
- The **Senate Finance Committee** meets to review club budget requests before these requests go in front of the Student Senate for a vote.
- **Returning clubs who end their prior academic year of chartered status in good fiscal standing** are eligible to receive a $100 **advance on their fall budget.** This advance on your budget request is intended to help returning clubs get up and running with club recruitment and early fall events before Senate has the chance to review and approve budget requests. **KEEP RECEIPTS!**
  - You may also use rolled over fundraised money at any time during the academic year.
  - Note, club budget allocations from Student Senate only roll over from fall to spring semesters, NOT from spring to fall.
- It is necessary that each club keeps accurate records of their transactions and deposits. This means not only keeping a **ledger**, but also **keeping copies of all receipts and invoices after you submit the originals to Campus Life with an Advisor’s signature.**
- At the conclusion of each semester, every club must submit a **financial summary** to Campus Life so accounts can be audited. Spring budget requests will NOT be considered until fall semester financial summaries have been submitted.
- **Sample accounting ledgers and treasurer trainings** are available from the Campus Life office upon request.
- Balance Inquiries - if at any time you need to request an Account Statement, be aware that accounting records kept by the Faculty Student Association may not reflect your most recent transactions. Questions about a club’s budget may be directed to the Director of Campus Life or the Senate Treasurer.
VII. FUNDRAISING, DONATIONS, and COLLECTION DRIVES

- Use the FSA Fundraising Request Form BEFORE you do any fundraising, request donations, or start a collection drive of canned goods/items.
- NEVER SPEND FUNDRAISING MONEY WITHOUT FIRST DEPOSITING IT INTO YOUR CLUB ACCOUNT.
- FSA Club Fundraising Accounts (Reserve Accounts) - FSA will permit the rollover of fundraised monies only from one academic year to the next. Funds raised during the 2011-12 academic year, for example, must be exhausted no later than Commencement Day of May 2013.
- When to see the FSA Box Office Manager – Jamestown Campus (Deidra Hansen)
  - To set up a club fundraising “Reserve Account”
  - For raffle tickets - These are provided for free from FSA
  - For event tickets - $10 for 100 tickets with 100 tickets being the minimum order.
  - To deposit all raised funds. You can then withdraw this funding through petty cash or check request.
    1. Keep original deposit receipt and make a photocopy immediately for Director of Campus Life. Place copy in Director’s FSA mailbox located next to the FSA copier.
- Appropriate Uses of Fundraised Monies
  - To subsidize the cost of travel expenses, conference fees, meals, or donation to a charity, or for club apparel.
  - It is NOT appropriate to use fundraised money for personal souvenirs or activities not associated with the club.
- For help with fundraising ideas, please see Campus Life or the Student Senate Fundraising Chair.
VIII. PURCHASE ORDERS

- Purchase Orders are usable with businesses we have an account with and allows you to receive services or products without using cash or check. Payment is made after services or goods are received and an invoice has been submitted.
- Each club wishing to use a purchase order to pay for services or products should submit a Requisition Form to obtain a PO # for each purchase in advance.
- Submit Requisitions and Invoices to the Director of Campus Life by email or inter-campus mail. This includes weekly purchases.
- The following vendors already accept FSA Purchase Orders. If you wish to use a vendor not listed below or wish to verify any updates to this list, speak with the Director of Campus Life.
  - Bair’s Pizza (Falconer, NY)
  - Pizza Hut (Jamestown, NY)
  - Jamestown Cycle Shop
  - Tops (Jamestown and Dunkirk) – authorization required
  - Mary’s Deli (Dunkirk, NY)
  - E & R’s Latin Flavor (Dunkirk, NY)
- Online Vendors
  2. Gertrude Chocolates: www.gertrudehawkchocolates.com
  4. Easy Fundraising Ideas: www.easy-fundraising-ideas.com
  5. SWANK Motion Pictures: www.swank.com/college/index.html
  8. Grounds for Change: www.groundsforchange.com
- On Campus Vendors
  1. Campus Bookstores (Jamestown & North County)
  2. Lessing’s (Jamestown)
IX. FSA STORE CARDS

- Wal-Mart Card
  - Clubs may use the FSA Wal-Mart card with prior authorization from the club advisor. *Authorization from advisor may be given by email sent to Melissa Carris, FSA Assistant Controller, and Kimberly Irland, Director of Campus Life.*
  - Wal-Mart purchases require the FSA Wal-Mart card and the Wal-Mart tax exempt card.
  - Upon return from the shopping trip, both cards and the receipt must be immediately returned to the FSA office.
  - Clubs should make two photocopies of the Wal-Mart receipt, one for their records and one for the Director of Campus Life. The original receipt goes to Melissa Carris.

- Sam’s Club Card
  - Clubs may use the FSA Sam’s Club card with prior authorization from the club advisor. *Authorization from advisor may be given by email sent to Melissa Carris, FSA Assistant Controller, and Kimberly Irland, Director of Campus Life.*
  - The specific person planning to do the shopping must be identified in advance so a letter of authorization can be printed for the club rep to take with them to Sam’s Club.
  - Sam’s Club purchases require the FSA Sam’s Club Card, the FSA Tax Exempt Certificate, and a Letter of Authorization from FSA.
  - Clubs should make two photocopies of the Wal-Mart receipt, one for their records and one for the Director of Campus Life. The original receipt goes to Melissa Carris.
X. FSA FORMS: go online for copies of these forms at
http://www.sunyjcc.edu/student-life/campus-life/clubs-organizations

- **Reimbursement Form**
  - Used to reimburse a JCC student, faculty, or staff member who has incurred out-of-pocket expenses for a club related purpose.
  - The original receipt must be attached with the club advisor’s signature and the name of the club or student organization on the receipt and on the form.
  - Advisor’s signature and Campus Life Director’s signature required to authorize.
  - Submit this form with receipts to the Campus Life office via campus mail, scanned into an email, or dropped off in person.

- **Requisition Form**
  - Used to generate a Purchase Order (PO) for a vendor that has verified they accept POs.
  - POs are used for purchases that do not request a check until after a product is received.
    - Examples of Use:
      a. Food Vendors with which we have standing accounts
      b. Online vendors with which we have standing accounts
  - Advisor’s signature and Campus Life Director’s signature required to authorize.
  - Submit this form with invoice to the Campus Life office via campus mail, scanned into an email, or dropped off in person.

- **Check Request Form**
  - Used to generate a check payable to a vendor, speaker, or other applicable party.
  - Checks are cut by the FSA office on Wednesdays.
  - General practice is to hand deliver or mail a check after services are received.
  - Advisor’s signature, Campus Life Director’s signature, and Executive Director of FSA’s signature all required to authorize.
  - Submit this form with invoice or contract to the Campus Life office via campus mail, scanned into an email, or dropped off in person.

- **Petty Cash Request**
  - Petty cash can be requested for purchases in which a check or PO cannot be used.
  - Examples may include:
    1. Food vendors for which we do not have a standing account
    2. Per Diem travel expenses
  - The club advisor is the only authorized person who can receive petty cash from the FSA Office
  - Submit the Requisition Form with invoice or contract to the Campus Life office via campus mail, scanned into an email, or dropped off in person.
Credit Card Form

- There are very limited circumstances in which the FSA credit card may be used:
  1. Sufficient funds must be available in the club’s account to cover the cost of the credit card purchase.
  2. All other means of payment have been explored and deemed not applicable (i.e. PO, check, petty cash).
  3. The club advisor must authorize the use intended use of the credit card purchase (in writing to the Director of Campus Life).
  4. A club representative (student or advisor) must come to the FSA office to use the credit card to place the order over the phone or online. The credit card MAY NOT leave the FSA office.

- Advisor’s and Campus Life Director’s authorization required prior to credit card usage.
- Form is used directly following the purchase to document the credit card use.
- Submit this form with receipt to the Campus Life office via campus mail, scanned into an email, or dropped off in person.

Fundraising Request Form

- The Fundraising Request Form is used to outline a club or campus groups intended fundraising plans PRIOR to the fundraising taking place.
- Documentation of all solicitations and donation requests should be clearly described on this form.
- Documentation of up front expenses should be clearly itemized on this form.
- The Executive Director of FSA and the Director of Campus Life jointly review all fundraising requests from clubs. Submit your form to the Campus Life office via campus mail, scanned into an email, or dropped off in person.
- Non-club groups should also submit their fundraising request to FSA so that a centralized clearinghouse is maintained, preventing different campus groups from asking the same business or company for too many donations.
- Any RAFFLES conducted by JCC clubs should use FSA raffle tickets, which can be obtained for free from the FSA Office.
- Any fundraising events utilizing TICKET SALES should ask the FSA office to print event tickets at a rate of $10 per 100 tickets.

Tax Exempt Certificate

- FSA is tax exempt in the State of New York. The FSA Tax Exempt Certificate is available by request from the FSA office. A copy should be brought with you to any store you plan to purchase from, or provided to any NYS vendor you do business with.
XI. SERVICES AVAILABLE UPON REQUEST

- Clubs may request an Angel Group or JCC Portal community group to communicate with members. Contact Melissa Stormer in Registrar’s at melissastormer@mail.sunyjcc.edu
- Club’s may request press releases for events and club accomplishments by contacting Bridget Johnson, JCC’s Community Relations Coordinator, at bridgetjohnson@mail.sunyjcc.edu.
- Club locker (located in the Jamestown Campus Senate Office. Assigned first come first served.)
- Paper products/plastic products stocked by Student Senate
- Coffee Cart supplies for a fee of $10 for use of the 60 cup coffee urns and another $10 for coffee, tea, and cocoa supplies

XII. FACILITY REQUESTS

- Jamestown Campus
  - Use the Buildings & Grounds Facility Request Form and submit to SueSwanson@mail.sunyjcc.edu. This form is available through your advisor.
  - Authorization - Buildings & Grounds and the Director of Campus Life will co-authorize facility requests for events and meeting locations.
- North County Extension Center - Requests can be made through the Main Office.

XIII. JCC TRAVEL PROTOCOL

- Review the JCC Travel Waiver of Responsibility and Travel Guidelines
- FSA Travel Stipulations
  - FSA Daily Per Deim limit: $20 ($4 breakfast, $6 Lunch, $10 Dinner)
    1. Students must sign for receipt of funds when distributed by advisor
  - Keep receipts for every purchase possible
  - Use of FSA vans
    1. Only an advisor may driver an FSA or JCC College vehicle and only after clearance has been obtained.
    2. To obtain clearance, provide a copy of driver’s license to the Director of Campus Life.
- The Student Constitution, including the Students Rights & Responsibilities, is applicable to student travel off campus. Be familiar with this document (available the JCC website and by request).