STUDENT ORGANIZATIONAL COUNCIL MANUAL Table of Contents

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El Paso Community College Student Leadership & Campus Life Student Organization Council (SOC) Manual







Student Leadership &
Campus Life Office
C- Building, Room C107
831-3230

CHAPTER 1

STUDENT ORGANIZATION COUNCIL

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About the Student Organization Council

The Student Organization Council (SOC) consists of a membership of all recognized clubs at El Paso Community College. Together they make decisions that affect each of the clubs. The membership includes one student representative from each club and is chaired by the SGA Vice President, an elected Secretary and an elected Treasurer. These two positions are elected. SOC operates under the authority of the Student Government Association within the Department of Student Leadership & Campus Life. Each SOC club should have a member attend the SGA meetings.

All EPCC clubs and organizations are required to follow the policies stated in this manual. Any deviation from these policies could jeopardize recognition as a club or organization.

Membership and attendance are required for all clubs because of their need to conduct business. Each club will have one vote regardless of number of club attendees. Collectively they award monies, resolve common problems and work on projects of matching interest. Interactively they work with SGA and therefore, have a voice in how they are governed.

There are many opportunities for students to pursue their special talents and interests by joining one of the many organizations on any of the campuses or by forming one which is of interest to the students. All the clubs or organizations have the privilege of being represented in the Student Organization Council (SOC).

If interested in forming a club or organization contact the office of Student Leadership and Campus Life to obtain a Club Recognition Renewal Packet. The office of Student Leadership and Campus Life is located in room C-107 at the Valle Verde Campus, phone number 915-831-3230.

El Paso Community College

STUDENT ORGANIZATION COUNCIL

CONSTITUTION

PREAMBLE

We, the members of El Paso Community College Student Organization Council (SOC), conscious of our responsibilities, establish this constitution in order to express the general will of the Student Organization Council. This Constitution will promote a better understanding among ourselves, promote student involvement in total campus life, and promote communications with the Student Government Association, administration, faculty, staff and the student at large.

ARTICLE I – NAME

The name of the organization shall be the Student Organization Council of El Paso Community College hereafter referred to as SOC.

ARTICLE II – PURPOSE

Section A:

SOC will be the governing body for all student organizations on campus. SOC will promote communication and cooperation among student organizations on campus. This includes advising in the solving of student organization problems, assisting in the area of activities, fundraising, and aiding in the filling out of campus requests and other forms.

Section B:

The authority to enact this Council is granted by the EPCC Student Government Association, and the Student Government Association Advisor.

Section C:

The SGA Vice President will serve as the Spokesperson for the Student Organization Council.

Section D:

SOC monitors rules and regulations affecting student organizations participating in any SOC sponsored activity.

ARTICLE III - MEMBERSHIP

SOC will be composed of a voting representative from each student organization, the Student Government Association Vice President and Advisor in addition to the Secretary who will be elected.

Section A:

Student organizations must have a membership of at least five (5) members. All voting members of the student organization must be students of El Paso Community College. There must be an approved Constitution of said student organization on file with the Student Government Association Advisor. Student organizations must have one main Full-Time Advisor, a Part-Time Advisor may assist. Part-Timers must submit a volunteer form.

Section B:

SOC meetings shall be held regularly. Meetings must meet quorum (refer to Article XI). Special meetings may be called at the discretion of the Student Government Association Advisor or Chairperson requiring a minimum of 72 hour notice.

ARTICLE IV – RESPONSABILITIES AND BENEFITS

Section A: A student organization is required to:

Have a representative present at each SOC meeting (attendance is required). Student organizations can only have one person vote regardless of number of club members' attendees.

- 1. Have one member of the club be an SGA member.
- 2. Be involved in SOC activities.
- 3. Maintain active individual student organization status by following the guidelines stated in this Constitution and the Student Organization Manual.
- 4. Submit minutes to the Student Government Association Advisor within five (5) days after each club meeting.

- 5. Submit any changes made to their student organization Constitution.
- 6. Keep SGA aware of all activities, i.e. fundraiser, competitions, awards received, etc.

Section B: Student organization privileges include:

- 1. Participation in EPCC Campus Life events, programs and activities.
- 2. Use of college facilities for approved student organization activities and functions, including mail room privileges.
- 3. Access to the Instructional Services Center (ISC) and Instructional Media Services (IMS).
- 4. Access to college news media.
- 5. Ability to conduct fundraising activities at EPCC.
- 6. Support from Student Government Association.
- 7. Use of college ledger account.
- 8. Recruiting members at Club Day.

Section C: Discrimination:

Student clubs or organizations shall not discriminate on the basis of race, color, religion, gender, sexual orientation, age, ancestry, national origin or disability.

Article V – VIOLATIONS

Section A:

- 1. SOC and individual student organizations are bound to operate under their approved constitution.
- Violation could lead to the revoking of a student club or organizations recognized status.

Section B: Student organization recognized status may be revoked when:

- 1. Student club or organization constitution has been violated.
- 2. SOC constitution has been violated.
- 3. Policy or procedure in the Student Organization Manual has been violated, including but not limited to failure to renew club or organization by the

deadline, not processing paperwork properly, outstanding debts/reports and failure to meet twice a semester.

4. Student violates institutional policy and club/organization procedures.

Article VI – SOC POSITIONS AND RESPONSABILITIES

Section A:

SOC shall consist of a Student Organization Representatives, a Chairperson, an Advisor, a Secretary and a Treasurer.

- 1. Student Organization Representatives are chosen by the club they are representing.
- 2. SGA shall designate the SGA Vice President to chair the meetings and provide the assistance.
- 3. The SOC Advisor is the Student Government Association Advisor.
- 4. The following position is elected at each SOC meeting, after the club recognition renewal deadline.
 - A. Secretary
- 5. The following position is elected at the first SOC meeting, after the recognition renewal deadline.
 - A. Treasurer

Section B: Eligibility:

Members of SOC shall be eligible to hold office provided they maintain the requirements to be active student organization members as stated in their constitution.

Section C: Duties and responsibilities:

- 1. Student Organization Representatives shall be the official representatives of their student organization. They shall be the official liaison between SOC and their respective student club/organization.
- 2. The Chairperson shall be the SGA Vice President and shall serve as the official spokesperson for SOC.
- 3. The Secretary shall be responsible for keeping accurate minutes, records and all SOC correspondence.

4. The Treasurer shall maintain a budget of SOC funds, give an informal report of the finances at each SOC meeting and after each semester report a balance statement. This report will include total monies on hand, spent and encumbered and the main amount of funds available. SOC funds and finances shall be controlled by the EPCCCD Financial Services and financial records shall be maintained by the College Accounting Department. The Office of Student Leadership & Campus Life shall provide copies of all transactions within the student program funds and general ledger so that an accurate record of finances can be recorded by the Treasurer. All funds shall be distributed through the College Financial Services. All purchasing procedures of the College will be observed.

Section D: Terms of office:

The election year for SOC shall be one full year from the time of election.

Section E: Contingency:

- 1. The Secretary may not be elected for an office.
- 2. Every recognized student organization is entitled to one vote regardless of number of club attendees.

Section F: Representation:

- 1. It is the choice of each club to determine who will represent them at each of the meetings. This person will be known as the SOC Representative.
- 2. Each student organization will be allowed only one voting member at each SOC meeting.
- 3. A Representative shall represent only one student organization at each SOC meeting.
- 4. A Representative shall represent only one student organization at each SGA meeting.

Article VII – FORMATION OF STUDENT ORGANIZATION

Any individual or group wishing to initiate a club should pick up a Club Recognition Packet at the Office of Student Leadership & Campus Life in room C-

107 and return it by the deadline the last Friday in September. The Club Recognition Packet should have the name of all the club members with ID numbers, email addresses and signatures. It should also be signed by club Advisor and Departmental Dean before it is turned in. Without these signatures the Club Recognition Packet will not be processed.

Article VIII – IMPEACHMENT OF CHAIRPERSON

- 1. In order for the Chairperson of SOC to be impeached, charges must be submitted in written form to SOC at a meeting.
- 2. The Chairperson must be notified in writing.
- 3. The impeachment hearing will take place at the following meeting no earlier than seven (7) days from the notification of the accused.
- 4. The vote is done secret ballot and requires a three-fourth (3/4) vote of voting members.

Article IX – RESIGNATION

In case of the resignation of the SOC Chairperson, SGA will replace the SOC Chairperson with the new SGA Vice President.

Article X – ENFORCEMENT OF STUDENT ORGANIZATION STATUS

- 1. A student organization needs to follow the guidelines stated in this constitution and the Student Organization Manual in order to maintain recognized status.
- 2. Once the recognized status has been revoked the student organization may appeal to the Student Government Association Advisor within four (4) months of the date of cancellation.

Article XI – QUORUM

- 1. Quorum should be defined as a majority of the Student Organization Representatives present.
- 2. Majority is defined as one more than one-half (1/2) of the representatives present.

Article XII – AMENDMENTS

- 1. A typewritten proposal must be presented to SOC one (1) week before the vote is to take place.
- 2. For an amendment to be approved, two-thirds (2/3) vote is required by the SOC and quorum must be present.
- 3. The amendment will be forwarded to SGA for approval.

Article XIII – SOC GUIDELINES FOR DISTRIBUTING MONEY

- 1. A club cannot be issued money unless they have been active for one (1) full semester.
- 2. Attendance at all SOC meetings is required.
- 3. Clubs must have all club minutes and deposits slips on file with the Office of Student Leadership & Campus Life in order to be considered in Good Standing.
- 4. Clubs can only request funds once per semester.
- 5. Club Advisor may not vote at SOC meetings.

Department of Student Leadership & Campus Life

Student Club/Organization Request for Change of Name Form

To change the official name of a student club/organization, please complete the form below and the following steps:

- 1. Attach a new, signed and dated copy of the club/organization's constitution including the club/organization new formal name with this completed form.
- 2. Attach a copy of the student club/organization's meeting minutes that document any related discussion and the vote to change the club/organization's name where 50.1% of the votes cast if the members present are in favor of the name change. The minutes must include the new formal name of the club/organization. The minutes must be signed and dated by the executive officers.

-OR-

If any club/organization's constitution addresses the procedure by which the group can change its' name, any supporting documentation related to this procedure will need to be submitted along with this request for change form.

This information can be submitted in person to room C-107 at the Valle Verde Campus.

Existing Student Organization Name:

New Student Organization Name Change:

Reason for Student Organization Name Change:

Signed by (must be signed by all):

President

Date

Date

Date

Club/Organization Advisor

CHAPTER 2

HELPFUL HINTS

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Helpful Hints

<u>Club Renewal Deadline</u> – <u>The Last Friday in September</u> of the current academic year, unless granted extension by the Student Government Advisor.

<u>Paperwork Processing</u> – All paperwork processed through the Office of Student Leadership & Campus Life is submitted for approval to the Vice President of Student Services. All forms are included in the Organization Manual CD and also on the college website under District forms; you may fill these out on your computer. Please check for accuracy to save processing time. Forms that are not properly completed will be returned for corrections.

<u>Trip Request</u> – Club must adhere to College Procedures 4.10.05.14. "Out-of-Town Travel" submit required travel arrangements to the Student Government Association Advisor. <u>DO NOT MAKE ANY RESERVATONS</u> without prior approval.

<u>Trip Reports</u> – Upon returning from a trip, an "Out-of-Town Expenditure Report" must be submitted no later than ten (10) working days after returning from the trip. Attach original expenditure receipts for hotel, registration fees, airline tickets, cab receipts, etc. Trip report must be verified and signed by the club Advisor. If travel report shows money owed by traveler(s), a deposit must be made to the campus cashier and the receipt included with the report. If the report shows money owed by EPCC to the traveler, funds will be deposited through direct deposit.

<u>Planning</u> – All requests must be turned in on time to ensure deadlines are met. The Student Government Association Advisor must process paperwork through proper channels for approval before any transaction can be made.

<u>Transactions</u> – All transactions must have the signature of the Student Government Association Advisor; exceptions are Instructional Media Services (IMS), Instructional Service Center (ISC) and reproduction requests.

<u>Fundraising Projects</u> – Complete fundraising request at least two weeks prior to the event, thirty (30) working days, if tickets are being requested, prior to the

event. Please read section entitled Fundraising projects. <u>Send all deposit receipts</u> to the Student Government Association Advisor.

<u>Request/Printing of Tickets</u> – Club must submit "Application for Approval of Tickets" at least thirty (30) days before the tickets are scheduled to go on sale. All tickets must be printed by EPCC Marketing Department.

- 1. Club must have money in treasury to cover the cost of printing before submitting application.
- 2. Be sure all previous tickets sales have been cleared prior to submitting another request.
- 3. Tickets should include information such as:
 - a. Cost
 - b. Purpose
 - c. Dates
 - d. Location

<u>Fundraising Report</u> – Club must complete and submit a "Fundraising Report" to the Student Government Association Advisor fifteen (15) working days after each function. All reports must balance with the receipts and return tickets not sold. Failure to do so will jeopardize your organization for continuing as a recognized club.

<u>Budget Print Outs</u> – A monthly print out of your balance can be provided by the Student Government Association Advisor. Please cross reference your ledgers with this print out. If you find any discrepancies please notify the Student Government Association Advisor. It is the responsibility of the club Advisor to ensure that all financial transactions are recorded and the Student Government Association Advisor is provided with the proper documentation to keep the club's ledger current. The Student Government Association Advisor's ledger is only as current as your provided receipts.

Please call the Student Government Association Advisor at 831-3230 if you have any questions.

Planning Effective Meetings

Good manners and etiquette for planning a meeting include:

- 1. Be on time
- 2. Do not interrupt
- 3. Stay within the time limit

As club members, be prepared for the meeting so it will run smoothly:

- 1. Know the purpose of the meeting
- 2. Research any information
- 3. Review agenda
- 4. Ask questions

Remember, you are part of a club, so:

- 1. Support the club's efforts
- 2. Get involve
- 3. Share your ideas
- 4. Be creative
- 5. Take notes
- 6. Be enthusiastic

Sample Agenda

Name of Club/Organization

Date

Time

Place

- I. Call to Order
- II. Roll Call and Establish Quorum
- III. Reading and Approval of Minutes
- IV. Reports
- V. President
- VI. Vice President
- VII. Secretary
- VIII. Treasurer
 - IX. Advisor
 - X. Committee Reports
 - XI. Unfinished Business (from previous minutes)
 - a.
 - b.
 - c.
- XII. New Business
 - a.
 - b.
 - c.
- XIII. Announcements
- XIV. Date, time and place of next meeting
- XV. Meeting Adjourned

How to Write Minutes

The outline of the minutes should follow the same outline as the agenda. Head minutes with the name of the club/organization, date, time and place of meeting. Minutes should be written in the third person, should be brief and should record actions only, not opinions.

Motions should be written completely, should state the name of the person carrying the motion, name of person who seconded the motion and action taken (e.g. motion was tabled until, motion carried, motion failed). Additions and corrections to the minutes should be noted in the left margin. Deletions should be lined through neatly. The official minutes of each meeting should be kept in a binder or file for easy reference.

Sample Minutes

	Name of the Club/0	Organization	
	Date		
	Time		
	Place		
l.	Call to Order at (time)		
II.	Roll was called and quorum was/was not	established	
III.	Minutes were read and approved (as read	d with corrections)	
IV.	Reports		
	a. President		
	b. Vice President		
	c. Secretary		
	d. Treasurer		
	e. Advisor		
V.	Committee Reports		
VI.	Unfinished Business (from previous minut	ces)	
	a.		
	b.		
VII.	New Business		
	a.		
	b.		
VIII.	Announcement (date, time and place of r	ext meeting)	
IX.	Time Adjourned		
۸nn	proved by:		
App	noved by.		
Pres	ident	Date	
Subr	mitted by:		
Secr	etary	Date	

How to Write Amendments

Amendments to the constitution or by laws may be introduced by an active member of the club/organization.

Amendments to the Constitution:

The amendment must be submitted in writing to the executive officers for review and must be read at three consecutive regularly scheduled general club/organization meetings. It should then be submitted for approval by three-fourth (3/4) vote of voting members present.

Amendments to the By-laws:

The amendment must be submitted in writing to the executive officers for review and must be read at the next club/organization meeting. It must be voted on and approved by a three-fourths (3/4) vote of voting members present.

The approved amendment must then be presented to the Student

Government Association for final approval by the Student Government

Association Advisor.

Sample Amendment

As (a) member(s) of the (Club/Organization Name), I/we submit for approval by the general membership, the following proposal amending organization's (constitution/by-laws):

Article _____, Section_____, (Paragraph _____, Sub Paragraph _____), should be amended to read:

{Insert the proposed amendment here}

Respectfully submitted by _______, on the _____ day of ______, 20____.

CHAPTER 3

RECOGNITION RENEWAL

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Please keep pages 1 thru 8
Submit pages 9 thru 18 to room C-107 at the Valle Verde Campus

Recognition of Student Organization

To continue as an official EPCC recognized club, a club must complete a "Club Recognition Renewal" form at the beginning of each school year, this must be submitted to the Student Government Association Advisor no later than the LAST FRIDAY in SEPTEMBER of the current academic year, unless granted extension by the Student Government Association Advisor.

Examples of how a recognized student organization may have its recognition revoked:

- 1. Failure to comply with college policies, regulations and procedures as set forth in this manual.
- 2. Failure to abide by its constitutional objectives.
- 3. Allowing membership to drop below five (5) active students.
- 4. Failure to complete and submit appropriate request forms for recognition, proposed activities, travel, etc.
- 5. Outstanding debts/reports.
- 6. Club fails to meet at last twice a semester; copies of ALL minutes must be submitted to the Student Government Association Advisor.
- 7. Club fails to attend SOC Meetings.
- 8. Failure to acquire proper signatures for expenditures.

A student organization whose recognized status has been canceled, may appeal to the Student Government Association Advisor within four (4) months following the date of cancellation.

How to Write a Constitution

A constitution contains the basic rules of the organization. It is important to be clear and precise, but not overbearing. The constitution should be broad, while the by-laws should contain specific regulations. The constitution should contain all the elements included in the format shown over the next few pages. This is just a sample and each club/organization is free to adjust the contents to meet the needs of the club/organization.

Title
Constitution for the
Preamble
Article I
Name of Club/Organization
Article II
Objectives or Purpose of Club/ Organization
Article III
Membership
Article IV
Meetings
Article V
Amendments
Date of Ratification or Revision
Club/Organization President Club/Organization Advisor
Student Government Advisor

Sample Constitution

Constitution for the <u>SAMPLE</u> Club/Organization

Preamble

We, the members of the SAMPLE club/organization, do establish and functio
with the purpose of furthering the profession and our educational
goals with respect to the rights of all students, enjoying liberties regardless of
race, religion, creed, sex, national origin, sexual preference, and conforming to
the rules and regulations set forth by El Paso Community College.
Article I
The name of this organization shall be
·
Article II
The purpose of this club/organization shall be to

Article III

Membership

Section 1: Membership:

- a. Membership shall be open to all interested students of El Paso Community College regardless of sex, disability, race, nationality, religion, or course of study.
- b. There shall be no membership fee.
- c. EPCC staff and/or faculty members may participate in club/organization activities as non-voting member of the club.

Section 2: Officers:

The Elected officials of the club/organization shall be president, vice-president, Secretary and treasurer.

- a. Election Officers shall be announce at least two (2) weeks in advance and shall be conducted according to democratic procedures. The elections shall be held approximately two (2) weeks before the end of the Spring Semester.
- b. Newly-elected officers shall assume office immediately on the verification of the election results and will serve a term of one year, until the next election.
- c. Officers shall give regular reports to the club regarding their areas of responsibility.
- d. Any officer of the club may be removed from the club by the due process for failing execute his/her duties or for violating the constitution.

Section 3: Meetings:

All meetings shall be conducted by the President or Vice President in the absence of the President. The meetings will be conducted in an orderly manner and will follow well-established guidelines of parliamentarian procedures.

- a. Frequency of Meetings.
- b. Meetings may be called by the President or by a petition of two/thirds (2/3) of the club membership.
- c. The club shall meet on a regular basis, with the dates to be determined by the officers of the club, so long as there shall be minimum of two (2) meetings during the Fall Semester and two (2) meetings during the Spring Semester. Officers shall announce the specific regarding the meetings.
- d. The officers shall announce the specifics regarding the meetings.
- e. A quorum shall exist when two/thirds (2/3) of the club membership is president.

Section 4: Student Organization Council:

The Student Government Association requires that every club send a club representative to the Student Organization Council meetings and stay in good standing with the Council. This includes retaining voting status. The SAMPLE club shall designate a person or persons to attend these meetings.

Article V

Amendment

This constitution may be amended by two/thirds (2/3) affirmative vote of the membership of the club provided that the proposed amendment shall have been presented in writing to the officers and advisors two weeks prior to the ratification election and the election shall have been at least two (2) weeks in advance.

This constitution was (adopted, revised, passed) on theday of20		
Club/Organization President	Club/Organization Advisor	
Student Government Advisor	<u> </u>	

Sample of By-Laws

Article I

Duties of the Officers

Section I: President

Section II: Vice President

Section III: Secretary Section IV: Treasurer

Article II

Nomination of Officers

Section I: Nomination of Individuals
Section II: Qualification of Officers

Article III

Election of Officers

Section I: Date of Election

Section II: Manner of Election Section III: Counting of Votes

Section IV: Impeachment Procedures

Article IV

Meetings

Section I: A quorum shall consist of at least one officer and _____ percent of the

active membership in good standing.

Section II: Meetings shall be held date/time/place.

Section III: Emergency meetings shall be called when deemed necessary by a

majority of the executive officers.

Article V

Committees

Section I: Names of standing committees, plus authorization for other

committees, standing or special, as may be deemed necessary.

Section II: Authority of appointment or commission

Section III:	Duties and responsib	pilities
		Article VI
		Finances
		Article VII
		Amendments
Section I:	Origin	
Section II:	Voting procedures	
Club/Organ	ization President	Club/Organization Advisor
Ctudent Co	vornment Advisor	
Student GO	vernment Advisor	

Club Recognition



Packet

Recognition of Student Organization

A club/organization in which membership is limited to student, staff, and faculty may become a recognized club/organization by complying with the process established by El Paso Community College.

I. Club/Organization and Recognition Procedures.

- a. A group shall be eligible for recognition if:
 - 1. Membership consists of five (5) or more students.
 - 2. Membership is not denied to anyone on the basis of gender, disability, race, nationality, religion or course of study.
 - 3. Full-time faculty member agrees to serve as an Advisor. A faculty member may serve as Co-Advisor on no more than two clubs or sole advisor on only one club.
 - 4. Club is in good standing.
 - 5. Affairs are conducted in accordance with District policies, procedures, rules and regulations.
 - 6. Membership is limited to students; however, staff or faculty of the District may participate with no voting privileges.
 - 7. Members cannot be charged local dues. Club may charge for state or national dues affiliated and members are not required to join the national organization.
 - 8. Club must meet at least twice a semester. Minutes from all meetings must be submitted to the Office of Student Leadership & Campus Life.
 - 9. Club must send a representative to attend Student Organization Council meetings.

b. Application:

A group shall apply for recognition as an official EPCC student organization by submitting the following to the Office of Student Leadership & Campus Life:

- 1. Complete "Club Recognition Packet" form.
- 2. One (1) copy of proposed club constitution.
- 3. Name of Advisor, Officers and club members with their EPCC Student ID#'s.
- 4. Local, state or national information if affiliated.

c. Steps for Recognition:

- 1. Director of Student Leadership & Campus Life reviews application for student eligibility & completeness.
- 2. Student Organization Council reviews application.
- Student Leadership & Campus Life clerk will contact Advisor and club President with results.

d. Approval of Club:

- 1. After club has been approved as a recognized EPCC club, the Director of Student Leadership & Campus Life will request an account to be opened for the new club and the club Advisor and will be notify of the assigned account number and approval.
- 2. All club financial transactions must be handled through the college account number assigned. Violation of this will result in recognition being *revoked*.

II. Privileges of Official Club Recognition:

- a. Participation in the EPCC Campus Life programs and events.
- b. Use of college facilities for approved club activities and functions, including mail room privileges.
- c. Access to college news media.
- d. Conduct fundraising activities at EPCC.
- e. Support from the Student Government Association and the Student Organization Council.

III. Loss of Recognition:

a. The SOC Chairperson may, for good cause, recommend to the Director of Student Leadership & Campus Life to revoke a club's recognition.

Example of good cause includes:

- Failure to comply with the college policies, regulations or procedures and those set forth by this packet, the Student Organization Council Constitution.
- 2. Failure to abide by the club's own constitutional objectives.
- 3. Insufficient membership and activity for one (1) year, demonstrates that the club is not fulfilling its purpose.
- 4. Failure to complete and submit appropriate request forms for renewal, proposed activities, travel, etc.
- 5. Outstanding debt or financial reports.
- 6. Club fails to meet at least twice a semester; copies of all minutes must be submitted to the Office of Student Leadership & Campus Life or SOC Chairperson.
- 7. Failure to attend SOC meetings.
- 8. Failure to acquire proper signature for expenditure.
- b. A club which has lost its recognition may appeal the decision with the Director of Student Leadership & Campus Life.
- c. An organization for which recognition is revoked loses its privileges as an EPCC club and is prohibited from using the college's name or facilities in any manner.
- d. Funds accrued in the account of the club for which recognition is revoked will be held in trust for no longer than a two-year period after which they will be dispersed as part of the EPCC Student Government budget.

IV. Club Recognition Renewal:

a. All recognized clubs are required to renew their recognition annually. Submit the "Renewal Form" which can be found in the Student Organization Manual or at the Office of Student

Leadership & Campus Life in room C-107 at the Valle Verde campus <u>no later</u> than the <u>last Friday in September</u> of the current year. A club will be considered active for the entire academic year, provided it operates within the policies and regulations of the college. If a club revises its constitution, a copy of the revised constitution is not valid until approved by the Director of Student Leadership & Campus Life and SOC Chairperson. No Late renewals will be accepted. Due date is the last Friday in September of current academic year, NO EXCEPTIONS.

- b. Club which fails to submit "Club Recognition Renewal" form will be considered inactive. No expenditure of funds or activities will be allowed.
- c. A club which remains inactive for one year upon recommendation by SOC Chairperson to the Director of Student Leadership & Campus Life will be dissolved. Club funds will be dispersed as part of the Student Government budget.
- d. A club which has lost its <u>recognition</u> may apply as a new club.
- e. A club for which good standing has been revoked may apply as a new club when all matters which necessitated revocation have been resolved.

DEFENITION OF TERMS:

Loss of good standing results in loss of club privileges such as use of facilities, fundraising authorization, etc.

Loss of recognition indicates the club is no longer a part of El Paso Community College and therefore cannot function under the auspice of a recognize club.

Petition of Recognition

The	TheClub, would lil		
petition for College recogni	ition. Attached please find on	e (1) copy of o	our
proposed constitution plus	additional documents reques	sted.	
Club/Organization Advisor	Campus/Room	Extension	Date
	******OFFICE USE ONLY****		
Student Organization	on Council Chairperson Recor	nmendation (SOC)
☐ Approved	□ Disapproved	☐ Change	es needed
Reason:			
<u>Director of Studer</u>	nt Leadership & Campus Life I	<u>Recommenda</u>	tion:
☐ Approved	☐ Disapproved	☐ Change	es needed
Reason:			

Documentation Check List

Club/Organization Name			
Club/Organization Advisor	C	ampus/Room	Extension
**************************************	*******OFFICE USE ONLY***** Received by	*****	*********
	Received by		Date
Petition for Recognition			
List of Club Members			
Proposed Constitution			

External Affiliation

CLUB RECOGNITION RENEWAL

(TYPE UNLESS OTHERWISE STATED)

We, the undersign, with our Faculty Advisor: for the 20 -20 academic year for El Paso County Community College District Club. Phone #: E-mail: Student ID: Signature:	request recognition be renewed (Club's Name) Officers Roster Vice President: Phone #: E-mail: Student ID: Signature:
Secretary:	Treasurer: Phone #: E-mail: Student ID: Signature:

Members Roster

Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Member:	Member:
Student ID:	Student ID:
Signature:	Signature:

Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Member:	Member:
Student ID:	Student ID:
Signature:	Signature:
Club Advisor: I am willing to serve as the Club Advisor for this club. I certify this club consists of at least five (5)	his club. I certify this club consists of at least five (5)
members. THE CLUB ADVISOR IS RESPONSIBLE FOR KEEPING THIS LIST ACCURATE AND CURRENT. CHANGES	IG THIS LIST ACCURATE AND CURRENT. CHANGES
MUST BE SUBMITTED TO THE DIRECTOR OF STUDENT LEADERSHIP & CAMPUS LIFE TEN (10) DAYS AFTER	DERSHIP & CAMPUS LIFE TEN (10) DAYS AFTER
CERTIFIED ROSTERS HAVE BEEN ISSUED.	
ADVISOR:	
Printed Name:	Ext:
E-mail:	Campus/RM#:
Signature:	Date:
DEPARTMENTAL APPROVAL TO SERVE AS ADVISOR:	
Immediate Supervisor/Instructional Dean:	Date:
APPROVALS:	
SOC Chairperson:	Date:
Director, Student Leadership & Campus Life:	Date:

CHAPTER 4

RESPONSIBILITIES

ADVISOR RESPONSABILITIES	.4-2
CLUB OFFICERS RESPONSABILITIES	.4-4
EPCC PROCEDURE—CRITERIA FOR DETERMINING COURSE PURSUIT	4-5

Advisor Responsibilities

Club/organization has responsibilities to the Advisor; the Advisor has responsibilities to the club/organization. These responsibilities are summarized briefly as follow:

- A. The Advisor's primary responsibility is to advice, to serve as a resource person, and to guide the club/organization. Through suggestions, comments, constructive proposals or researching questions.
 - 1. Advisor must be a full-time faculty.
 - 2. Have written approval from reporting Instructional Dean.
 - 3. Part-time faculty must submit a volunteer application form with the approval of reporting Instructional Dean to only assist the full time Advisor.
 - 4. May not serve as an Advisor for more than one club.
 - 5. Advisor must be approved by Student Government Association Advisor.
 - 6. Advice and assist members on proper procedures for conducting activities for club/organization.
 - 7. Keep club/organization informed of college policies and procedures.
 - 8. Advisor is required to advice the Student Government Association Advisor if resigning as club Advisor in writing and must return the SOC manual to the Student Government Association Advisor so it can be assigned to the new club Advisor.
- B. The Advisor must be present whenever the club/organization meets or is involved in any official business of the club/organization.
 - Advisor must approve all requests and reports of club fundraising activities prior to submitting to Student Government Association Advisor.
 - 2. Advisor must sign requests prior to submitting to Student Government Association Advisor.

- 3. Advisor must approve business documentation and sign it prior to submitting to Student Government Association Advisor.
- 4. Be responsible for maintaining club ledger and monitoring club funds.
- 5. Advisor is accountable to EPCC for all activities, debts, documentation, etc., conducted by club/organization.
- 6. Attend all meetings, functions, etc., held by the club and inform members of SOC meetings and send a club representative.
- 7. Advisor must attend SOC meetings when respective club is requesting funds from Student Government Association.

Note: All requests & expenditures need to be forwarded to the Student Government Association Advisor.

Officer Responsibilities

The officers have responsibilities to the club/organization. These responsibilities are summarized briefly as follow:

- 1. Officers must be currently enrolled EPCC student.
- 2. Coordinate and ensure that the club Advisor is aware of all club actions.
- 3. Be responsible and perform duties for the office elected as describe by the club/organization Constitution.
- 4. Initiate proper forms through club Advisor for club activities.
- 5. Follow procedures as established by EPCC Policies and Procedures and this manual.
- 6. Ensure that club is being represented at all SOC and SGA meetings.

Note: All requests & expenditures need to be forwarded to the Student Government Association Advisor.

El PASO COMMUNITY COLLEGE PROCEDURE

For information contact Institutional Effectiveness: (915) 831-2614

7.04.05.14 Criteria for Determining

Course Pursuit

APPROVED: May 28, 1985 **REVISED:** July 7, 2008

AUTHORIZEING BOARD POLICY: 4.08.00

OBJECTIVE: To establish the guidelines for determining when a student has ceased to pursue the course objectives as stated in the course syllabus.

PROCEDURE:

I. A student is considered enrolled once he/she has completed registration and paid the required tuition fees.

II. Determine Course Pursuit

Each instructor will prepare and distribute to students a course syllabus which states the objectives of the course. Included in the objectives will be the instructor's requirements for class attendance and the grading criteria for the course. The criteria stated in the course syllabus will serve as the basis for determining course pursuit.

III. Absence Affecting Course Pursuit

- A. A student has the right to make up missed assignments and exams without penalty due to:
 - 1. Military duty or emergency service (e.g. EMS, Fire Department, Police Department).
 - 2. College-sponsored activities (Note: A Class Attendance EPCC Sponsored Activity (ies) form (attached to this procedure) must be completed with student's signature and faculty member's signature and returned to Activity Advisor/Employer).

B. Missed assignment and exams due to other absences affecting course pursuit will be at the discretion of the instructor as per the course syllabus.

IV. Withdrawal Authorization Process

- A. The instructor is responsible for informing students of their academic course progress. If students cease attending class, the instructor is responsible for informing them of their academic course progress only if the students have provided to the college their phone number, email address, post office box or home address. When the instructor determines that the student is no longer pursuing the objectives of the course, he/she may initiate a Withdrawal Authorization. The Withdrawal Authorization is to be submitted to the Registrar's Office at any campus.
- B. The instructor initiated withdrawal authorization must be received by the Registrar's Office up to the:

11th week for sessions of 16 weeks

10th week for sessions of 14 and 15 weeks

9th week for sessions of 13 weeks

8th week for sessions of 11 and 12 weeks

7th week for sessions of 10 weeks

6th week for sessions of 8 and 9 weeks

5th week for sessions of 7 weeks

4th week for sessions of 5 and 6 weeks

3rd week for sessions of 4 weeks

v. Approval Process

A. A student who is withdrawn for not maintaining course pursuit may appeal to the appropriate Dean for reinstatement after consultation with the instructor. The appeal must be initiated, via a student petition form, within ten (10) days from the date of notification from the Registrar's Office.

- B. Where the Dean determines that the student was maintaining course pursuit, he/she may, with the instructor's concurrence, reinstate the student. In such cases, he/she will submit a Reinstatement Authorization to the Registrar's Office and advise the instructor of the action taken.
- C. If the student is not satisfied with the Dean's decision, the student may initiate a student appeal of the final course grade per the procedure title *Student Appeal of a Final Course Grade* (7.04.04.10).

CHAPTER 5

STUDENT ORGANIZATION COUNCIL FUNDING

SOC FUNDING GUIDELINES	5-2
REQUEST FOR FUNDS FORM	5-4
TRIP EXPENSE BREAKDOWN	5-5

Student Organization Council Funding

Student Government Association recognizes the need for EPCC student clubs/organizations to occasionally request monitory funds. Student Government Association had budgeted money to assist clubs/organizations throughout the school year. If you wish to allocate money, the club/organization must request the funds through the Student Organization Council (SOC).

- A. The following are guidelines that the Student Organization Council will use when monies are being requested. The club must:
 - 1. Be a voting member of SOC.
 - Supply the funds raised by the club/organization for the fiscal year, projected fundraising activities to demonstrate expected commitment to be raised and money contributed by individual members and sponsor(s) if applicable.
 - 3. Supply SOC meeting attendance and activities participated in.
 - 4. Have on file with the Student Government Association Advisor club meetings and activities held.
 - 5. Have proper forms filled out.
 - 6. Have total number of people the monies will affect.
- B. The following is the procedure for requesting monies from the Student Organization Council:
 - Fill out Request for Funds form and have the club advisor sign it.
 Attach Trip Expense form if the monies are being requested for a trip.
 - 2. Send to the Student Government Association Advisor. It must be received at least two days prior to the next SOC meeting in order for it to be on the agenda.
 - 3. At the next SOC meeting, the club/organization representative will speak on behalf of the club/organization before it goes on to a vote by members of SOC.

4. Money requested for a purchase or trip that is cancelled or not used as intended, must be returned to the SOC account.

SOC REQUEST FOR FUNDS

Club Name:							
Club Account: Funds needed by:							
PURPOSE:							
TOTAL FUNDS NEEDED FOR PROJECT	\$						
CLUB BALANCE (must be checked with Student Government Association Advisor)	-\$						
AMOUNT REQUESTING \$							
FUNDS RAISED TOWARDS PROJECT	\$						
CONTRIBUTIONS MADE BY CLUB MEMBERS/ADVISOR	\$						
EXPECTED FUND RAISING FOR PROJECT	\$						
If purchase or trip is cancelled or the monies are not used for the intended purpose SOC may transfer the funds back to the SOC account. This includes overestimated money from trips taken and purchases made.							
Advisor's Signature							
Approved amount \$	Disapproved						
SOC Chairperson	Date						
Student Government Association Advisor	Date						

NOTE: *If requested monies are for travel, attach Trip Expense Breakdown form (pg. 5-5).

TRIP EXPENSE BREAKDOWN

Complete form and present to Student Organization Council along with Request for Funds form.

Deviatoration	
Registration	
Conference/Organization Name:	
Beginning Date: Ending Date:	
\$ per/students x students = \$	\$
\$ per/advisor x advisor = \$	
Hotel (include applicable taxes)	
Hotel Name:	\$
\$ per/room x rooms x nights = \$	-
Per-diem Per-diem	
\$30.00/day x days x travelers = \$	\$
Accidental/Illness Insurance *\$4.00 minimum per trip	
\$.15 per/day x students x days = \$	\$
+ 1.25 polyady x statemax adjo	
Transportation	
Air fare	
\$ per/ticket x tickets = \$	
Leave after: Return after:	
Date of quote: Airline:	
If purchased by:	
Note: Tickets are not purchased until trip has been approved by Vice President of Student	
SERVICES	
ALLOW FOR SUFFICIENT TIME.	
Van rental	
\$ per/day x days = \$	\$
per/day in-town \$30 per/day out of town	
periody in town 950 periody out of town	
Other Expenses:	
Other Expenses:	
	\$

Chapter 6

CLUB TRANSACTIONS

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Guide for Processing Club/Organization Transactions

Money in your club account may be spent following the policies and procedures established by EPCC. You may purchase supplies at the college bookstore by submitting a Central Store Requisition. If you need to buy off-campus in an amount of less than \$500.00 you must submit a Check Request. If your expenditure exceeds \$500.00, a Banner Requisition needs to be processed. If the expenditure will be less than \$100.00 then you may purchase the item and request a reimbursement. Reimbursement must be approved by the club at a meeting prior to the purchase. In the following pages you will find detailed information on each form. Samples for each of these forms are located in the Appendix and in the CD.

Reimbursement Guidelines

A club advisor or member may be reimbursed after-the-fact for purchase under \$100.00. EPCC holds no responsibility for these purchases if they are not approved by:

A. The club:

Minutes authorizing acquisition of items prior to purchase must accompany request for reimbursement.

- B. Club Advisor
- C. The Student Government Association Advisor.

A person runs the risk of not being reimbursed for any item not purchased through the proper channels. **Tax is not reimbursable.** A tax exempt form is available at any EPCC cashiers office for amounts less than \$100.00. Turn in a *Petty Cash Reimbursement* (available at EPCC website), all original receipts to be reimbursed and club minutes (highlighting the approval of the expenditure) to the Student Government Association Advisor.

Petty Cash Reimbursement/Disbursement Form

NOTE: Use Petty Cash Reimbursement/Disbursement form from the EPCC website at www.epcc.edu. Click on Online Resources/Online Forms.

Central Store Requisition Guidelines

(Blank form may be obtained from Campus Bookstore)

If a recognized EPCC club/organization needs supplies carried by the Campus Bookstore you may purchase them through the Campus Bookstore. Be sure there is enough money in the club/organization account and justify the expenditure.

- 1. Minutes approving purchase must be provided.
- 2. Complete "Central Store Requisition" available at Campus Bookstore, and obtain club advisor's signature.
- 3. Club advisor must approve requisition and submit to the Student Government Association Advisor for approval. Approved "Central Store Requisition" will be returned to club advisor.
- 4. Take approved "Central Store Requisition" and obtain supplies from the Campus Bookstore.
- 5. Supplies will be charged to your club account.
- 6. Submit copy of form to the Student Government Association Advisor. Information is necessary to update ledger balance.

Check Request Guidelines

Purchases under \$500.00

(Form available on next page)

If the amount of money you will be spending is less than \$500.00, you may request your money by submitting a "Check Request". For purchase of \$500.00 or more a "Purchase Requisition" must be submitted.

Complete the "Check Request" from on the next page (6-6).

- 1. Complete name of vendor, address, city and state. If check is to be made to an individual, it must include an EPCC id number. Include a quote or order form from the company you wish to purchase items from, if not available, advisor must provide memo to justify expense and reason why quote/order form is not available. If funds are requested in advance to purchase items, once transaction is completed all monies left over must be returned to the club/organization account and a copy of the deposit along with the original receipts of purchase must be forwarded to the Student Government Association Advisor. All documents forwarded for approval must be typed.
- Complete Banner club/organization account number, eleven digits, plus correct five digit account. If in doubt, call the 831-3230. The following are some of the commonly used account numbers.

71120 Office Supplies

71210 Postage

71330 Duplicating

71410 Membership

71440 Hospitality

72200 Out-of-Town Travel

- 3. Club Advisor must approve and sign request.
- 4. Forward request, quote/order form and minutes approving activity to Student Government Association for processing. Please keep in mind that it takes 15 -20 working days to process requests.

EL PASO COMMUNITY COLLEGE CHECK REQUEST

VENDOR NAME:	VAME:				ID NO.:	DATE C	DATE CHECK NEEDED:	
ADDRESS:					CITY, STATE, ZIP:			
VENDOR	VENDOR ID NUMBER:				1			
Fund	Orgn	Acct	Prog	Actv	Invoice Number	Invoice Date	Due Date	Amount
							TOTAL	
00	DO NOT MAIL CHECK FOLLOW INSTRUCTIONS BELLOW	K FOLLOW INS	TRUCTIONS	BELLOW	MAIL TO VENDOR			
SPECIAL INS	SPECIAL INSTRUCTIONS:							
EXPLANATION:	NC:							
REQUESTO	REQUESTOR'S SIGNATURE:			EXT:	DATE:	BUDGET HEAD SIGNATURE:		DATE:
Original - Accounts Payable	s Payable							

9

Banner Request Guidelines Purchases of \$200.00 and over

Occasionally, a club may have a need to purchase items <u>not</u> carried by the Campus Bookstore. In this case, the Student Leadership and Campus Life Banner Request form will be processed. This form is an internal Student Leadership form, so it can only be obtained from the Student Leadership & Campus Life Office.

There is a blank form on the next page (6-8).

- 1. Complete Banner club/organization account number, eleven digits, plus correct five digit account (former object codes listed on page (6-5).
- 2. Complete the vendor information to include name, address, city, state and zip code.
- 3. Complete the form with specific information about item being requested.
- 4. Advisor must approve and sign requisition. Verify Banner Request Checklist.
- 5. Submit Banner Requisition, quote from vendor, and minutes approving activity to the Student Government Association Advisor for processing. Requisition will be entered into the Banner System and forwarded to the Purchasing Department after it is approved through proper administrative signatures.

STUDENT LEADERSHIP & CAMPUS LIFE

Banner Request

(REQUESTS OVER \$500.00)

Delivery Da	ate				Ordered	by:		
Account Ti	tle:				<u>.</u>			
FUND: 81X	XXX			ORG: G81X	XXX	ACCT: XXX	XXX	
Ship To:	VV	TM	RG	MDP	NWC	<u>'</u>		
Attn:				Rm#:		Ext:		
Vendor:				-				
Address:				City:		State:	Zip:	
				-			,	
сомм со	DE	DESCRIPT	TION		ITEM	QTY	PRICE	TOTAL
							TOTAL	
							IOIAL	
Аррі	ovals:							
Requ	estor/C	lub Advisor				Date		
Banı	ier Requ	est Checklis	st					
Club	Minute	s:		l l		nust reflect the amo	unt club approve	ed for
				pu	rchase.			
Ven	dor Invo	ice:						

El Paso Community College Procedure After – the – Fact Transactions Guidelines

Scope: This procedure applies to all district personnel directly or

indirectly related to any purchasing transaction.

Definitions: An after-the-fact transaction is one where the requester places

an order for goods and services directly with the supplier,

without following the proper purchasing procedure. Purchases of \$500.00 or less shall be processed through a Check Request

through the Accounts Payable Department.

Procedure: All purchases of goods and/or services will be processed

through an authorized entity, within the College, to issue Purchase Orders or Contracts. All purchases shall be made in

compliances with the provisions of Texas Education Code,

Section 44.031.

Any order without an authorized purchase order represents an unauthorized transaction and is hereby discouraged. No district employee with the exception of those authorized to do so is authorized to issue any type of legal binding document to a supplier.

Any supplier, who accepts an unauthorized order, will be advised of this policy and may jeopardize the ability to do future business with the College.

An officer, employee or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031 (a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

DEPOSITING MONEY

To deposit monies raised you must:

- A. Roll any loose change.
- B. Go to the campus cashier and deposit monies into your club account. You must provide the cashier with the correct club Banner Fund, Organization and Account Number. The account number for REVENUE is 51650.

EXAMPLE: Club's Banner FUND, ORG number, ACCOUNT number and PROGRAM number

Each SECTION	FUND	ORGANIZATION	ACCOUNT	PROGRAM
24011 32 311 311	81XXX	G81XXX	51650	603

C. Cashiers receipt must be submitted within five (5) working days to the Student Government Association Advisor. Information will be used to update your ledger.

Deposit receipt will include:

- 1. Amount of deposit
- 2. Name of club depositing money
- 3. Description of money raising project (i.e. bake sale, candy sale, car wash)
- D. All money must be deposited with El Paso Community College. No club may use other sources such as bank accounts.
- E. Forward copy of deposit slip to the Student Government Association Advisor.

NOTE: Failure to comply with this regulation will result in revoking the club's recognition.

EPCC Departmental Deposit Form

NOTE: Use EPCC Departmental Deposit form from the EPCC website at www.epcc.edu. Click on Online Resources/Online Forms. Form also available in SOC Manual CD in PDF Form.

Chapter 7

FUNDRAISING

FUNDRAISING GUIDELINES	7-2
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FUNDRAISING PROJECT FORM	7-7
HEALTH PERMIT	7-8

Fundraising Guidelines

To obtain approval:

- 1. Complete "Fundraising Project Form" (pg. 7-7) and submit to the office of Student Leadership & Campus Life. If no tickets are required, please submit request two weeks prior to activity; if tickets are being requested, please submit thirty (30) working days prior to activity. A copy of the approved Fundraising Project form will be sent back to you once your fundraiser has been reviewed. Space must be reserved for every on-campus fundraising activity at the campus the fundraiser will take place.
- 2. **To reserve space on campus.** Take your copy of the **approved** "Fundraising Form" to the Student Leadership & campus Life Office at the Valle Verde Campus or Campus Life Office at the campus where the fundraiser will be held at, please submit request two weeks prior to activity and fill out the Room Request form to reserve your space.

Guidelines:

- 1. If a bake sale is to be conducted on campus all items must be pre-packaged, El Paso City-County Health Unit will be notified in advance by the Student Government Association Advisor. The Food Permit must also be displayed at all bake sales (Food Permit found on page 7-8). Please read Health Code regulations provided. Failure to comply with regulations may result in club losing Health License and Permit purchased through Student Government Association.
- 2. Goods to be used for fundraising projects may be ordered on a consignment plan if ordered under the club advisor's name after receiving approval from the Student Government Association Advisor. Fundraising form must be completed prior to ordering items with photocopy of order. A detailed breakdown must be submitted with form.

Example: Amount to be raised

Amount to be paid

Profit

- 3. Club Advisor is responsible for payment of goods. Advisor will submit the appropriate form (see Chapter 6) with the consignment order. In order to pay bills, remember all money must be deposited through Campus Cashier and all money must be accounted for.
- 4. Fundraising projects requiring printing of tickets require the competition of "Application for Approval of Ticket or Item Sales for Fundraising Projects" and must be submitted to the Student Government Association Advisor thirty (30) working days prior to event, along with the "Fundraising Project" form.
- 5. If tickets are necessary to perform the fundraiser, please contact the Student Government Association Advisor for all policies, procedures and proper forms.
- 6. Any donations, goods, money, services must be reported to the Director of Student Leadership & Campus Life.

(Raffles are not permitted!)

See EPCC College Procedure 4.08.00.14, College Sponsored Sales for Fundraising

EL PASO COMMUNITY COLLEGE PROCEDURE

For information contact Institutional Effectiveness: (915) 831-2614

4.08.00.14 College Sponsored Sales for Fund Raising

APPROVED: May 20, 1980 **REVISED:** September 1, 1995

AUTHORIZEING BOARD POLICY: 4.08.00

OBJECIVE: To provide guidelines for conducting fundraising activities in which tickets, articles or services will be sold.

PROCEDURE: Clubs, organizations, or associations in which District faculty, staff or student participation may use ticket, article, or service sales to raise funds for their program. No group, however, may print tickets off-campus or sell articles or services on or off-campus without appropriate administrative approval. These guidelines will be followed:

- I. Any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win anything of value whether such scheme or procedure is called a lottery, pool, raffle, gift, gift enterprise, sale, policy game, or some other game of chance through or within the District or conducted with or on the District property is strictly prohibited.
- II. The sponsor of the group that will conduct an activity requiring ticket, service or article sales will fill out an Application for Fund Raising Approval Form and sign it. The form will be submitted to the appropriate Vice president for review and approval based on the compliance with the following:
 - A. The request has been initiated through an approved student club or an official District organization.
 - B. All previous ticket or other sales by the club/organization have been cleared through the Comptroller's Office.
 - C. There are no tickets or other sales of similar nature scheduled for the same time.
 - D. The number of tickets or articles requested is reasonable based on the record of previous activities sponsored by the same club/organization.

- E. Various colors are used to distinguish different ticket prices. If applicable, and the tickets are numbered.
- F. The article or service to be sold does not violate El Paso County Community College District Policy.
- III. The application for approval will be submitted by the appropriate channels to the Comptroller at least fifteen (15) working days before the tickets, article, or services are scheduled to go on sale. The following attachments, as appropriate, should also be submitted:
 - A. Printing request
 - B. Purchase requisition
 - C. List of complimentary ticket or article recipients.
- IV. If neither ticket nor consignment sales are involved (e.g. food sales) the group may begin to sale when notified by the Vice President or his/her designee. The Application for Approval should still be sent to the Comptroller as notification that deposits should be forthcoming.
- V. The Comptroller will forward the duplicating request or purchase requisition to the Marketing Department or Purchasing Department for appropriate action. If the Marketing Department is unable to print tickets within the requested time frame, the Comptroller, after consultation with the organization's Vice President may authorize the printing of tickets offcampus.
- VI. All printed tickets or consignment articles to be sold will be held at the Marketing Department or Shipping and Receiving, and returned to the Comptroller. In all cases, the Comptroller or his/her designee will log and count all items before each sale begins.
- VII. The Comptroller will notify the student club sponsor or group leader when the tickets or articles are ready for sale. He/she will authorize items held by the Marketing Department or Shipping and Receiving to be released to the sponsor. Under no circumstances will tickets or articles to be sold be given directly to a club or organization sponsor or member by the Marketing Department or Shipping and Receiving without authorization.
- VII. The individual notified will pick-up and sign for the tickets or articles and a copy of the Application for Approval noting this information will be sent to

the Vice President.

- IX. Deposits of proceeds from all sales will be made through one of the District cashiers. Depositor will receive a copy of cashier's receipt. All unsold tickets or articles will be returned to the Comptroller.
- X. The sponsor will submit a Fundraising Report within fifteen (15) working days after the end of the sponsored activity to the Student Government Association Advisor who will in turn submit it to the Comptroller. This requirement applies to all approved fundraising activities including nonconsignment sales. A copy of the deposit slip(s) must be attached to the Fundraising Report.
- XI. A club, organization, or association that fails to submit an Application for Approval or a Fundraising Report will be prohibited from sponsoring future fundraising activities. Missing tickets or articles will also result in the loss of this privilege. This restriction will apply until removed by the Vice President.

FUND-RAISING PROJECT FORM

SGA Advis	Club Na	me:					
* Check Timelines DATE LOCATION TIME DESCRIPTION APPROVED SGA Advis YES NOT NOTE: * All food items must be individually wrapped.		• • • • • •	On:				
NOTE: * All food items must be individually wrapped. * A copy of food handler's card required. * A copy of Health Permit required when selling club prepared food. * Lotteries and raffles are not permitted as stated in College Procedure 4.02.05. * All monies must be accounted for and deposited in club account on same day as the fundraiser. Submitted by: Student Government Advisor Ext. Date			o Yes	\$			
 ❖ All food items must be individually wrapped. ❖ A copy of food handler's card required. ❖ A copy of Health Permit required when selling club prepared food. ❖ Lotteries and raffles are not permitted as stated in College Procedure 4.02.05. ❖ All monies must be accounted for and deposited in club account on same day as the fundraiser. Submitted by:	DATE	LOCATION	TIME	DESCRIPTION		APPROVED by SGA Advisor YES NO	
 ❖ All food items must be individually wrapped. ❖ A copy of food handler's card required. ❖ A copy of Health Permit required when selling club prepared food. ❖ Lotteries and raffles are not permitted as stated in College Procedure 4.02.05. ❖ All monies must be accounted for and deposited in club account on same day as the fundraiser. Submitted by:							
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Tickets ARE needed: Contact the Student Leadership Office for additional procedures and forms and submit request 30 days prior	* T	imelines					
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EL PASO CITY-COUNTY HEALTH AND ENVIRONMENTAL DISTIRICT 222 SOUTH CAMPBELL STREET FOOD INSPECTION PROGRAM EL PASO, TEXAS 79901-2897

FOOD ESTABLISHMENT AUTHORIZATION

The Regulatory Authority has inspected the charitable or non-profit organization and approved the issuance of a Food Establishment Authorization to the following:

CITY-FOOD PRODUCT ESTABLISHMENT (UNDER 3,000 SQUARE FEET)

DBA:	EL PASO CC	EL PASO COMMUNITY COLLEGE CLUBS	AT:	919 HUNTER, EL PASO, TX 79915	< 79915
	•	OWNED BY:	EL PASO COMMUNI Y COLLEGE	LLEGE	
Said fo Safet	od establishmen y Code, El Paso (Said food establishment has conformed to Vernon's Texas Code Annotated, Chapter 437 and 438 of the Texas Health and Safety Code, El Paso County Food Safety Order, and/or Chapter 9.12 of the Municipal Code pertaining to public health.	Texas Code Annotated, nd/or Chapter 9.12 of th	Chapter 437 and 438 of th e Municipal Code pertainin	ve Texas Health and ng to public health.
PERMIT	PERMIT NUMBER:	1853		LICENSE SECTION:	9.12.070G
ISSUED:		October 11, 2000		EXPIRES: PE	PERMANENT
RESTRIC	RESTRICTION: 9.12.050D RESTRICTION	RESTRICTION NEED NOT PROVIDE HO	TO PREPACKAGED FOOD ONLY, NO POTENTIALLY HAZARDOUS FOOD NEED NOT PROVIDE HOT WATER FOR REQUIRED TOILET FACILITIES.	TO PREPACKAGED FOOD ONLY, NO POTENTIALLY HAZARDOUS FOOD. AN ESTABLISHMENT WITH THIS TYPE OF I NEED NOT PROVIDE HOT WATER FOR REQUIRED TOILET FACILITIES.	THIS TYPE OF
VEHICLE:	ਲ: 	LICENSI	LICENSE PLATE:	REGISTRATION:	
This Aut	This Authorization may be suspended	suspended by the Regulatory	Authority for violation of so	by the Regulatory Authority for violation of said laws, rules or ordingences. This Authorization is	. This Authorization is

REGULATORY AUTHORITY

not transferable from one person to another, nor from one location to another and shall be posted in a location conspicuous to

INSPECTOR CORRECTED COPY

Chapter 8

ADDITONAL SERVICES

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Club Account Expenditure/Printouts

The Student Government Association Advisor is provided with a budget print out every month, this information is available for Club Advisors and/or club officers.

It is very important that you forward a copy of all deposits and expenditures to the Student Government Association Advisor to assure your club ledger is current.

Duplicating Services

Clubs are entitled to use the services of the Instructional Services Center (ISC) at all campuses, provided funds are available in the club account to pay for duplicating.

- 1. Complete "Work Request" form available at Instructional Services Center (ISC), obtain advisor's signature and submit to the Instructional Services Center (ISC) at any campus. Be sure to write club/organization account number in the work request.
- 2. Instructional Services Center (ISC) will duplicate as requested and charge it to club/organization account.
- 3. Provide Student Government Association Advisor with a copy of the "Work Request" showing amount charged. Information needed to update ledger balance.

Reserve space on campus

As an approved club, you are entitled to use college facilities for your club activities. Example: meeting rooms, fundraising space, athletic field, etc.

To reserve space for meeting you must:

- 1. Obtain a "Room Request" form from the Office of Student Leadership if you are fundraising at Valle Verde and at Campus Life at the campus you will be fundraising. Form is also found on the EPCC website
- 2. Complete "Room Request" form with Advisor signature.
- 3. Submit completed form to Student Government Association Advisor for approval and return approved "Room Request" to the Student Leadership Office or Campus Life Office of the campus event is taking place.
- 4. If "Room Request" involves fundraising project, you need the signature of the Student Government Association Advisor to ensure project has been approved.

To reserve space for fundraiser:

Space must be reserved for every on-campus fundraiser through the Student Leadership Office if fundraiser is taking place at the Valle Verde campus and Campus Life Office if fundraiser is taking place at the other campuses.

- 1. Follow the "Fundraising Guidelines" on page 7-2.
- 2. Once your fundraiser is approved, take your copy of approved "Fundraising" form to the Campus Life Office at the campus the fundraiser will be held at and fill out the "Room Request" form to reserve space.
- 3. If fundraiser is taking place at Valle Verde fill out "Room Request" form at Student Leadership Office.

Reserving Media Equipment

As a recognized club, you are also entitled to use equipment from the Instructional Media Services for campus use only. Perhaps you need a computer, microphone, etc.

- Complete the "Equipment Request Form" available at the Instructional Media Services website and submit to your club advisor for approval and signature.
- 2. Submit completed form to Instructional Media Services at the campus you need equipment at.

Requesting Banners/Posters

If you are having an activity and would like to announce it on campus, you may request a banner from Campus Life.

Pick up and complete the "Banner Request" Form (next page) from the Campus Life Office at your campus or from College website under forms. Please keep in mind that special projects such as this are in addition to the department's regular workload, but given sufficient time, at least two weeks, they will gladly provide this item for you.

Once banner is completed, check with the Campus Life Office for approval to post/hang banner on campus.



El Paso Community College Student Leadership and Campus



Banner Request Form

Please email or bring in a USB with file at least two weeks prior to due date to ensure enough time to print. Request not meeting the two week deadline are not guaranteed to be finished on time.

Date Submitted:	Due Date:			
Requestor:	Phone Number:			
Club/Organization or Department:				
File Name:				
Select Banner Size: 11 x 17in 17	7 x 22in 22 x 34in 28 x 40in 34 x 44in			
Orientation Setup: Portrait	Landscape Quantity:			
Requestor's Signature:	Date:			
·	Life Office does not design the advertising			
·	ubmitted in the final format (JPEG or PDF,			
•	ready to be printed. MS Publisher is highly			
preferred on banner design because of	its transfer quality onto Adobe Photoshop.			
The Student Leadership and Campus Li	fe Office is not responsible for the quality of the			
printed banner. Imported text and/or g	graphics can become distorted during the sizing			
process if it is not of 150 dpi or 150 kb	minimum resolution. If you are not satisfied			
with your banner due to distortion you	will be charged for the reprint of a new banner.			
Pick up Date: Pic	ck up Signature:			
Of	ffice Use Only			
Received by:	Completed by:			
Date Received:	Date Completed:			
Notified on: Phone Email Left Message				

Revised 11/16/10

Chapter 9

TRAVEL

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Guidelines for Travel

As per this manual, all EPCC clubs/organizations will adhere to the following guidelines when requesting travel approval.

Travel Request Form:

The "Travel Request" form (pages 9-21) must be returned to the Student Leadership Office for approval from the Student Government Association Advisor no less than 25 working days before the trip. All travel arrangements are made under the advisor's name. As per College Procedure 4.10.05, club advisor is to charge travel advances to a corporate or personal credit card. Travel advances may be obtained for emergency situations, trip exceeding three (3) days and expenses which amount to \$125.00 or more, excluding hotel, transportation, which will be paid directly to the vendor. These travel advances require prior approval by senior-level cabinet officer. No club members will travel without club advisor. Advisor must obtain approval from immediate supervisor/Dean to travel by attaining their signature on the Travel Request form.

If there is a deadline for payment before the trip, then the Travel Request is due 25 working days before that deadline.

Example:

- 1. If the trip takes place 3/01/2013, the Travel Request is due 1/28/2013.
- 2. If the trip takes place **3/01/2013**, but the deadline for registration payment is **2/25/2013**, then the Travel Request is due **1/22/2013**.

Trip Justification:

The Out-of-Travel Proposal/Justification form (page 9-20) must be completed and accompany the Travel Request form.

Student Organization Council Funding:

If funds are being requested from the SOC account then the club must make sure that SOC approves the funds before the Travel Request form deadline. See chapter 5 for guidelines on requesting funds from SOC.

Transportation:

All travel must be on commercial transportation, rental cars will <u>not</u> be acquired while on college business. Rental cars cannot be secured even is club members are willing to personally pay for rental.

Airlines:

You may contact airlines requesting information such as cost in order to fill out the Travel Request, but you cannot commit the club/organization to payment/reservations. Airline tickets will be taken care of through the Student Leadership Office with Sun Travel. You may call the Student Leadership office to get price quote for your tickets. The sooner the "Travel Request" form is turned in the better your club has a chance of getting lower fares.

Hotel:

Club Advisor must not commit the club/organization to payment until the Travel Request is approved. Once the trip has been approved it is the advisor's responsibility to reserve the hotel rooms. Once the club/organization has arrived to the hotel it is advisable that the advisor blocks the rooms of outside phone calls, movie rentals and room service. The members may leave their own credit card number at the front desk to pay for these expenses.

Per Diem:

Each traveler is allowed a maximum of \$30.00 per full day they are traveling. If the club/organization leaves after or arrives back before 12:00 noon they are only allowed half a day per diem (\$15.00). The club advisor must create a table for the students to sign off on their per-diem. Keep this paper with the rest of the receipts.

Insurance:

Club/organization must pay for accidental insurance. The charge is \$0.15 per day per student. The minimum premium is \$4.00. This form is available with Student Government Association Advisor at the Student Leadership Office.

Travel Disclaimers and Medical History:

Travel disclaimers must be submitted along with the Travel Request form to the Student Government Association Advisor at the Student Leadership Office.

"Medical History" forms must be on file with the advisor and taken on the trip, a copy should be submitted to the Student Leadership Office.

Out-of-Town Travel Expenditure Report:

This form must be submitted along with all original receipts and a Travel Report within ten (10) working days from the arrival of the trip. All receipts must be original and all expenses accounted for.

If reimbursement is due to the employee a check will be mailed. If a balance is due to the college from the advisor, deposit the money into the club account and attach the receipt to the report.

Note: The club advisor is responsible for accounting of all monies.

Students are not accountable for travel money not used properly.

EL PASO COMMUNITY COLLEGE PROCEDURE

4.10.05.14 Out-of-Town Travel APPROVED: June 17, 1980 **REVISED:** February 15, 2010

AUTHORIZEING BOARD POLICY: 4.10.05

OBJECIVE: To provide guidelines in the processing of travel procedures, reports and reimbursement

PROCEDURE:

- I. Approval Procedures:
 - A. A Travel Request is completed by the employee.
 - B. One request is prepared for each trip per employee.
 - C. Reservations will not be confirmed until the travel request is approved by the following administrators, as appropriate:
 - 1. Supervisor/Budget Head
 - 2. Director
 - 3. Instructional Dean
 - 4. Associate Vice President
 - 5. Appropriate Cabinet Officer

D. Reservations

A designated travel representative will be appointed in each Vice Presidential area by the respective Vice President. One may be appointed for the Vice President's area and one for each unit or department reporting to each Vice President.

Once approved by the Budget Head or the appropriate administrative officer, the travel request for reservation for air travel, hotel, auto rental and per-diem will be sent to the designated representatives of each Vice President. Those designated representatives will make and coordinate travel arrangements with the College district's authorize travel service. Individual employees will not be allowed to deal directly with the authorize travel service. Travel representatives have option to book airfares through the Internet with the traveling employee's personal credit card if the airfare is more economical than through the travel

- service. Reimbursement for the airfare will be done through the submission of the Out-of-Town Expenditure Report.
- E. It is the responsibility of the employee to ensure that the Travel Request is submitted in sufficient time to allow their designated representative enough time to make any necessary travel arrangements. Normally, **15** working days are requested.
- F. Airline will continue to be paid directly by the College District through the authorized travel service unless the airfare is booked through the Internet

For those employees who do not have a credit card, the College District will provide a travel advance as follows:

Although the preferred method of payment for hotels is through a credit card, travel advances for hotel, per diem and registration may be obtained, upon prior approval by a budget head and the submission of the approved travel request form to the Accounts Payable Department through the traveler's designated travel representative.

When the trip is completed, the employee will file an approved Out-of-Town Expenditure Report within ten (10) working days. The employee will be reimbursed for all travel expenses as outlined in Section II of this procedure, or for all travel expenses over travel advances, whichever is applicable. If there is a balance due the College District, the employee will remit said balance to the College District as outlined in Section II of this procedure.

- G. Advance payment for enrollment at institutes or workshops is authorized for employees whose request has been approved by the respective budget head or his/her authorized designee. The registration fees along with a copy of the program or agenda itemizing these fees should be submitted to Accounts Payable with the Travel Request through the designated area travel representatives.
- H. Anyone traveling to Washington, D.C. should refer to www.osfr.state.tx.us/travelform.asp to see if a form needs to be files.

II. Expenditure Report Procedures

- A. An Out-of-Town Expenditure Report must be completed by the employee and submitted with the appropriate approvals to Accounts Payable within ten (10) working days after the employee returns.
- B. All supporting receipts/documents must be attached to the Expenditure Report.
- C. It is suggested that the employee keep photocopies of the report and all supporting document
- D. Accounts Payable will audit the Expenditure Report based upon the following.
 - 1. A copy of an authorized Travel Request with the appropriate signatures has been received by Accounts payable.
 - 2. The Expenditure Report is completed, receipts/documents are attached and approvals have been obtained.
- E. In the case of a balance due to the employee:
 - A payment will be processed through direct deposit by Accounts
 Payable to the employee within fifteen (15) calendar days of receipt
 of completed Expenditure Report (excluding holidays).
- F. In the case of a balance due to the district:
 - 1. The employee must attach to the Expenditure Report the cash receipt from an El Paso County Community College District (EPCCCD) cashier for the balance due.
 - 2. According to the Internal Revenue Code Section 62, reimbursed travel expenditures are treated as paid under an accountable plan and are not reported as income on the employee's tax return. However, amounts received in excess of those substantiated and not returned within a reasonable amount of time, will be included in employee's gross income and subject to federal withholding and employment taxes. Therefore, in accordance with federal law, any amount due the district which is not reimbursed within one hundred twenty (120) days after expenses are paid or incurred, will be included in the employee's Form W2 and non-employees will be issued a Form 1099. (Source: 2001 IRS Publications Par. 463).

- G. When travel and/or registration arrangements must be canceled or changed, it is the responsibility of the affected employee to notify their designated area representatives who will notify the travel agency to change or cancel arrangements. An expense report must be submitted to Accounts Payable, even when the trip is cancelled, if an expense (such as airfare) was incurred.
- H. If the employee does not make changes and/or cancellations in time to avoid charges, the employee is liable for charges, provided the changes are within his/her control and/or for personal reasons.

III. Tracking of Unused Airline Tickets

A. Cancelled/Unused Airline Tickets and Tracking

- 1. When a change in travel plans require cancellation of an airline ticket and that cancellation is made in advance of the scheduled flight departure, an unused airline ticket credit exits. Unused airline tickets will continue to hold a value (minus airline administrative fee and travel agency fee) for one year from the scheduled departure.
- 2. If the unused/cancelled flight was booked directly with the airline without the use of the District's travel service provider, it is the responsibility of the department to track and use credits arising from unused airline tickets.
- 3. If the unused/cancelled flight was booked through the District's travel services provider, the travel service provider will track credits form the unused tickets and prepare reports for the District.

B. Reporting of Unused Airline Ticket Credits

- Unused ticket reports are provided to the College by the District's travel services provider on a monthly basis. The report reflects tickets that were cancelled in advance of the flight and that were booked with an airline that allows changes for reissuing a ticket to honor such credit.
- 2. Unused ticket reports are provided to cabinet to disseminate the information to departments so they will be aware of any unused ticket credits still available.
- 3. A report of unused tickets booked directly with the airline should be provided by the department to the area Vice president to be shared with Cabinet.

C. Using Airline Ticket Credits

- The originated area's Vice President may retain the unused airline ticket credit if it is known that their area will be booking travel with the same airline within the valid time period.
 As a courtesy, it is suggested that the travel representative be
 - As a courtesy, it is suggested that the travel representative be instructed to contact the travel services provider to place a "Hold" on the travel credit and indicate to the travel services provider when it is expected that the credit will be used by the originated department.
- 2. Any department that knows it will be unable to use the credit should inform the area's Vice President so that it may be made available within that executive reporting area prior to being available District-Wide.
- 3. Credits may be used by any El Paso Community College department or area with the permission of the originating area's Vice President.
 - a. Travelers or budget heads who request to use an unused airline ticket credit from another department should contact the originating area's Vice President to get written permission to use the credit. E-mail is accepted as written permission. The written permission should be given to the designated travel representative when the approved travel request is submitted to the travel representative to begin travel arrangements.
 - b. A journal entry should be credited by the department requesting use of the airline credit to transfer the travel expense to the appropriate fund/org/account within the College.
 - c. Credits that will expire within two (2) months can be used by any department booking travel to ensure the College does not incur a significant loss of funds because of unused tickets.

IV. Allowance for Meals

- A. Reimbursement is on a per-diem basis for meals only.
 - 1. The per diem-rate for travel in-state or out-of-state is \$30.00 per day.
 - 2. Tips are included in the per diem allowance.
 - 3. If the employee leaves before noon and returns any time after 12:00 noon, he/she will receive a full day of per diem. If the employee leaves after 12:00 noon, he/she will receive a half day of per-diem for

- the day of departure; if the employee returns any time before 12:00 noon, he/she will receive a half day of per-diem for the return day.
- 4. Flight time is used to determine per-diem amount.
- B. On receipts requesting reimbursement for meals other than personal, the name of the person(s) entertained and the purpose must be indicated and signed by the appropriate Vice President or Instructional Dean. Meals for other district employees on the same trip may not be claimed for reimbursement.
- C. When an employee elects to drive to an out-of-town meeting which may be reached by commercial carrier, he/she will not be reimbursed for en route meals or lodging.
- D. Receipts are not required for personal meal expenses.

V. Allowance for Other Expenses

- A. Other reimbursable expenses include mileage, taxi (including tips), meeting registration, and other expenses such as tolls, storage, parking fees and communication charges related to business. Entertainment for business purpose must be approved by administrators as appropriate. The College will only reimburse for self-serve parking, not valet parking.
- B. Receipts are required for all expenses except taxi fares under \$25.00. If the taxi fare is over \$25.00, then all receipts are required.
- C. If required receipts are lost those expenditures affected are not reimbursed unless official duplicate receipts are submitted with certification attached stating that the originals were lost.
- D. No reimbursable expenses are personal entertainment, alcoholic beverages, personal telephone calls, laundry, dry cleaning, bar tabs, tips and any other personal expenses.
- E. In the event the employee desires to travel using a companion fare and the second traveler is a non-employee, the non-employees should pay the difference of the cost between the companion fare and a single fare with all discounts applied. These costs should be paid prior to the trip.

VI. Responsibility for Travel Arrangements

A. It is the responsibility of the designated area representatives to make transportation, hotel and automobile reservations after the Travel

- Request is approved. Only College travel will be arranged through the College district.
- B. When possible, the lodging accommodations will be at the same place where the meeting, seminar, etc. is being held to avoid unnecessary transportation charges.
- C. All travel is by a usually traveled route and the most economical means. EPCCD will reimburse at the lesser of any applicable advance discount airfare of mileage rate no matter when the trip is requested.
- D. The most economical method of travel is determined by the following:
 - 1. Nature of the business.
 - 2. Cost of transportation.
 - 3. Number of persons making the trip.
 - 4. Amount of equipment or material to be transported.

VII. Travel by Personal Car

- A. Travel by personal car is approved for out-of-town travel if it is considered to be the most economical mode of transportation.
- B. Travel by personal car is approved for \$0.505 per mile for out-of-town mileage.
- C. Reimbursement for expenditure related to the operation, maintenance and ownership of the car is not allowed.
- D. Mileage is reimbursed based on the mileage calculation provided by the College's authorized travel agency.
- E. If the employees desires to travel out-of-town by car, the employee is reimbursed at the lesser of any applicable advance discount airfare or mileage rate.
- F. When an employee elects to travel by personal car with other College employees, he/she will not be compensated for the other employees' equivalent.

VIII. Travel by Rental Car

A. Vehicle rentals should be requested only when it is necessary for college

- business and must be approved by the appropriate Vice President or Dean. Rental cars are not approved as an option for driving to a destination when a commercial carrier is available.
- B. The rental contract has to show both El Paso Community College and the individual as the renter.
- C. The insurance coverage is part of the cost of the vehicle rental, payable by the College District. Therefore, all insurance options need to be declined, except for the Collision Damage Waiver. Some car rental companies, such as Advantage, may already include the Collision Damage Waiver in the total cost of the rental. Therefore, it is the responsibility of the person making the car rental reservation to make sure that option is not selected if already included in the car rental cost.

IX. Travel by Commercial Carrier

- A. All travel must be by the most economical fare.
- B. All exceptions must be documented.
- C. Employees are expected to take "same day" flights when available. If a lower fare requiring an overnight stay is available, and if the total cost of the additional hotel fee, per diem and airfare is less than the "same day" flight airfare, then the most economical option should be taken.
 - 1. If an employee chooses to leave a day in advance when "same day" flights are available, expenses paid or incurred for the additional day are not reimbursable.
 - 2. If a preferred flight time is not available at the most economical fare, the individual will be scheduled on a different flight or he/she is responsible for the difference in the airfare.

X. Partial Reimbursement

If the District agrees to pay only a portion of the estimated cost of travel, the individual will be responsible for making and paying his/her own travel arrangements. An appropriate expenditure report will be submitted with appropriate documentation by the employee. The employee will be reimbursed within 15 days.

XI. Texas Education Agency (TEA) Reimbursed Trips

- A. The person responsible for the grant account approves all TEA reimbursed trips and notes on the Travel Request that the trip is to be reimbursed by TEA. Travel arrangements are made through the designated area travel representatives.
- B. The person responsible for the grant account will keep a log of all persons (trips) that will be reimbursed by TEA and should ensure that the District is reimbursed for the trips.
- C. If the employee has received an airline ticket from the district, an Expenditure Report must be submitted within ten (10) working days after his/her return.
 - 1. If the district is not reimbursed, Section II.F.2 applies.
 - 2. In the case of a balance due the employee, the district will forward a check to the employee within fifteen (15) calendar days (excluding holidays).
- D. If the TEA reimbursement check is less than the total cost paid by the district:
 - 1. The individual must endorse and submit the check to the Comptroller's Office for deposit into the appropriate account.
 - 2. The District will absorb the additional cost if the expenses are deemed reasonable by the responsible person and the appropriate Vice President.
- E. If the TEA reimbursement check exceeds the total cost paid by the district:
 - 1. The employee reimburses the district only the amount paid by the district.
 - 2. The employee keeps the excess amount.

XII. Travel for Nonemployees

- A. Travel expenses for nonemployees must be approved in advance by the President or Vice President.
- B. Expense receipts must be attached to the Expenditure Report.
- C. No payment of lodging or other expenses for family or individuals who are unauthorized will be paid.

- XIII. Trips reimbursed by agencies other than TEA
 - A. For trips reimbursed by agencies other than TEA, the same guidelines listed for TEA Reimbursements (See Section X) will be followed.
 - B. Carl Perkins travel requests must be pre-approved by the appropriate Carl Perkins Administrator.
 - C. Travel Expenditure Reports related to grants must be submitted to the Accounts Payable Department prior to the end of the grants project period.
- XIV. Any exceptions to these procedures must be specifically authorized and approved by the respective Vice President.

EL PASO COMMUNITY COLLEGE PROCEDURE

For information contact Institutional Effectiveness: (915) 831-2614

4.10.07.10 Student Travel APPROVED: September 14, 2004 REVISED:

AUTHORIZEING BOARD POLICY: 4.10.07

OBJECTIVE: To provide guidelines for processing student travel.

PROCEDURE:

I. General

- A. Senate Bill 263, Section 51.949 of the Texas Education Code requires governing boards of institutions of higher education, including public colleges, to adopt a student travel policy.
- B. This procedure will regulate student travel that is organized, sponsored and funded by El Paso Community College. The student travel procedure provides provisions that address different modes of travel likely to be used by students and safety issues related to student travel. This procedure will be filed with the Texas Higher Education Coordinating Board.
- C. Students must conduct themselves in a manner which reflects favorably upon the people, values, and traditions associated with the College.
 - Students in clubs, associations and or organizations are subject to the Student Regulations and Penalties as stated in the El Paso Community College Student Handbook, as well as federal, state and local laws. Students may be expected to meet higher standards of personal conduct and appearance than those stated in other College regulations. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the El Paso Community College Student Handbook, students in extracurricular activities may be recommended for suspension by the Director of Student Leadership and Campus Life to

the Vice President of Student Services from participation in any event for any of the following:

- 1. Arrest for any crime other than a minor traffic offense;
- 2. Possession of any illegal drug;
- 3. Involvement in gambling and/or bribery;
- 4. Illegal possession or consumption of alcohol, beer or wine;
- 5. Fighting with, threatening the safety of, or harassing any individual;
- 6. Stealing money or property from the lawful owner;
- 7. Destruction of College property;
- 8. Unauthorized entry into any College building;
- 9. Acts of moral misconduct (including date rape);
- 10. Any interference with the normal operations of the College or any distribution or conduct which interferes with the rights and opportunities of those who attend the College;
- 11. Any conduct that reflects unfavorably upon El Paso Community College.
- D. Categories of Student Travel
 - 1. Field Trips Trips taken by students as a requisite of credit or non-credit courses.
 - 2. Travel by student organizations/clubs/athletics.
 - 3. Non-sanctioned Travel An excursion not approved by the appropriate College administration involving students for course and non-course experience.

II. Process

- A. All student travel arrangements are made under the advisor's name.
- B. The advisor must acquire approval from first-line supervisor and attain supervisor's signature on the Travel Request Form. The Travel Request Form must be accompanied by a Trip Justification Form.

- C. Advisors and student travel will adhere to College Procedure 4.10.05.14 (Out-of-Town Travel) for the processing of travel reports and reimbursements.
- D. The Travel Request Form must be turned into the Student Leadership Office twenty-five (25) days before the date of travel.
- E. Students on College trips will not travel without an advisor.
- F. Each student traveling must sign a Waiver of College Liability Statement and complete a Medical History Form pertaining to medical and emergency information which must be on file with the advisor and take on the trip. Forms are available in the Student Leadership and Campus Life Office.
- G. All student organization and clubs will purchase Student Travel Accidental Insurance. The rate is \$0.15 per day per student. The minimum premium is \$4.00. Student Travel Accidental Insurance Forms are available in the Student Leadership and Campus Life Office.
- H. If funds are being requested from the Student Organization Council, the student organization must adhere to Student Organization Council Guidelines for requesting travel funds. Student organizations must have prior approval on the allocation of funds before traveling.
- All out-of-town student travel shall be on commercial transportation.
 Students cannot travel out-of-town utilizing the advisor's personal vehicle.
 - Rental cars will not be acquired by students while on College business. Rental cars cannot be secured even if students are willing to personally pay for the rental car.
- J. Student travel in College owned/leased vehicles shall adhere to the following provisions:

- All drivers of College owned/leased vehicles on student trips must be full-time College employee(s). Driver(s) will provide a valid driver's license, proof of insurance and a statement verifying that only full-time employees will drive the College owned/leased vehicle.
- 2. The driver will ensure that all of the provisions stipulated in this section are adhered to, to ensure the safety of students.
- 3. There will be restrictions on the driving of College owned/leased vehicles for student travel due to the distance of the trip. Trips that exceed six (6) hours in travel time shall not be completed by College-owned vehicle due to fatigue at the time of travel.
- 4. Students traveling in College owned/leased vehicles must use seat belts and other safety devices at all times during travel.
- 5. Vehicle passenger capacity will be adhered to at all times during travel.
- K. Advisors must purchase airline tickets through the Student Leadership and Campus Life Office. Advisors and students cannot make reservation or purchase airline tickets on their own. The Student Leadership and Campus Life Office had a travel representative that coordinates student travel with sun Travel Agency only after the Travel Request Form has been signed and approved.
- L. Hotel reservations are made by the advisor after the funds and the Travel Request Form are approved. The advisor is responsible for ensuring that outside telephone calls, movie rentals and room services are not included in the Travel Expenditure Report as expenses or for reimbursement. Students may use their own credit cards or personal funds for these types of expenses.
- M. Each student traveling is allowed a travel per diem of \$30.00 per full day travel. The advisor must distribute the per diem each day and each student will sign a per diem chart verifying that they received their

- funds. This chart shall be submitted to the Student Leadership and Campus Life Office with the Travel Expenditure Report.
- N. The advisor traveling with the students is accountable for all student travel funds.
- O. The Student Travel Procedure is made available to all advisors and is included in the Student Organization Manual published by the Student Leadership and Campus Life Office.

Complete and submit the Travel packet. (pages 9-16 thru 9-24)
There is a complete sample of the packet in the Appendix.

OUT OF TOWN TRAVEL PROPOSAL/JUSTIFICATION

Club Name:
Advisor:
Destination:
Purpose of Trip:
Please give a brief explanation of the reason that you are required to make the trip:
Is anyone else from the college attending: YES NO
If yes, please describe why more than one person must attend:
Briefly describe the implications/ramifications to the college if nobody attends:

El PASO COMMUNITY COLLEGE TRAVEL REQUEST

NAME:						ID NO):		
ADDRESS:						DEPT	:	EX	T:
ACCOUNT#:						CAM	PUS:	PH	#:
	FUND	ORGN	ACCT	PRO	G ACTV				
	(This	form must be			and received b) working days		mental Travel Repr arture.)	esentative	
DESTINATION	:					AIRPORT:			
PURPOSE OF	TRIP:								
DATE OF DEP	ARTURE: _					RETURN:			
PREFERRED T	IME OF DEF	ARTURE:				RETURN:			
		FLIGHT S	CHEDUL	_E: (All reserv	vations will be	made by Trav	vel Representative)		
DATE		CITY		TIME	FLIGH	T NO.	C	ITY	TIME
			-						
ESTI	MATED COS	T:							
AIR:			C	AR:			HOTEL:		
MEALS:			RI	EGISTRATION			OTHER:		
CAR REQUEST	ED: YE	s □ NC	□ IF	YES JUSTIF	Y:				
*Car rental mus			ov Cabine			TO ⁻	TAL ESTIMATED CO	OST:	
EMPLOYEE SIG	NATURE:						DATE:		
ΔΡΡΕ	ROVALS:							-	
							DATE:		
							DATE:		
2 LI	INE SUPERV	15UR:					DATE:		_
CABI	NET OFFICE	:R:					DATE:		_
OFFICE		VENDOR#		N/	AME/ADDRESS				AMOUNT
TRAVEL ADVAN	CE:								
HOTEL:									
REGISTRATION:	:								

PLEASE CHECK ☐ ORIGINAL ☐ ADVANCE

Reference College Procedure 4.10.05

KEEP COPY FOR YOUR FILES

□Нотец

 \square REGISTRATION

STUDENTS INFORMATION

Please ensure that all information is filled out, attach a travel disclaimer and medical information for each student traveling. Travel arrangements will not be processed without a complete packet.

Students Full Name	EPCC ID#	Release	Medical	Class
		Form	Info	Attendance

EL PASO COMMUNITY COLLEGE



RELEASE FORM*

·	nereby acknowledge that i
am solely responsible for all cor	nsequences while traveling with the
Student Organization, to	, for the period
covering to	
By signing this form, I repres	ent to the college that I am of sufficient mental
and physical capability and cond	dition to participate in the above stated activity. I
understand that my participatio	on is not required by the college; that such activity
is an optional and independent	event conducted at an educational function
sponsored by the college; and t	hat there may be a risk of bodily injury. I further
understand that the college disc	claims liability for any claims arising from the
activity, and I release, remise ar	nd discharge the college from same.
Signature of Participant	Witness
Club Advisor	Date

Note: This form, when properly completed, must be on file at the office of the Student Government Association Advisor before trip is taken.

EL PASO COMMUNITY COLLEGE



Student Medical History*

(All Information is confidential)

Student Name: _					ID No			_
Medical Insurance	e: No)		Yes				
If yes, Insurance (Compai	ny:			Policy #			_
Please print clear	ly.							
Medical Condition	ns							
Do you have any	medica	ıl condi	tion(s) that requ	ires med	dication*?	No	Yes	
If yes, list medica	tion: _							
Dosage:								
Allergies:								
Animals	No	Yes	Indicate:					
Food	No		Indicate:					
Insect bites	No		Indicate:					
Medication	No		Indicate:					
*List medical con	ditions							
In case of emerge	ency co	ntact:						
Name: (PRINT CLEARLY	·)				Relationship:			_
Phone#: <u>Home</u> ()		Wo	rk ()			
Address:								
Student Signature					Date			

*Note: The club advisor must take this form along on the trip for reference.



CLASS ATTENDANCE

EPCC SPONSORED ACTIVITY(IES)

l,	, will be missing class for the period
covering to	due to: (circle one) college
sponsored activity(ies); military documents of copy of official orders.)	luty; or emergency service. (If military, attach
 Student Signature	Date
Approvals:	
SGA Advisor Ext. 2712	Faculty
	Passing Failing

This form must be submitted with Faculty to the Activity Advisor/Employer two weeks prior to sponsored activity(ies) with the exception of emergency notification. Activity Advisor/Employer will provide a copy of the completed form to the Faculty member.

NOTE: As stated in College Procedure 7.04.05.14, Section III. C.

Post Out-of-Town Travel

Within ten (10) days of arrival the Club/organization must submit.

- A. All Receipts Every expenditure that is claimed on the "Expenditure Report" must be backed up by a receipt (hotel, gas, lodging, etc.). Also, students must sign a list stating the amount of per diem received.
- B. Out-of-Town Expenditure Report This form is located in page 9-27. There is a sample report located in the Appendix.
- C. Trip Report- This form is located on page 9-28.

TRIP#_____

EL PASO COMMUNITY COLLEGE OUT-OF-TOWN EXPENDITURE REPORT



NAME: ADDRESS:						ID NO: DEPT:	EXT:
ACCOUNT#:						CAMPUS:	PH#:
	FUND	ORGN	ACCT	PROG	ACTV		
Trip Destination	: _			Tim	e Period : Fro	m:	То:
AN APPROVED WITH RECEIP							YS AFTER RETURN FROM TRIP
					TOTAL I	EXPENDITURES	
TRANSPORTA	ATION:				PREPAII Travel Adv		
Automobile (Compt	stad Road Man Mil	langa)			Airline Ticl	vets	
OTHER EXPE		eage)			Lodging		
Lodging					Car Rental	-	
Meals (Personal \$30.0	00/day limit)				Registration	1	
Taxi					Other - Exp	olain	
Parking							
Car Rental					LESS TO	OTAL PREPAID:	
Registration Fees					DIFFER	ENCE:	
Miscellaneous (Exp	plain and Attach Su	apport)					
						BALANCE D	UE EMPLOYEE:
							nd mailed to employee
TOTAL EXPEN	DITURES:					in the amount o	of: \$
EMPLOYEE SIG	GNATURE:						
Date Submitted:						AMOUNT OV	WED EPCC \$
APPROVALS Budget Head:	S:				Ι	Date:	
Other Authorizi	ng Signature:				Ι	Date:	
Document Number:	[(FOR ACCOUN	NTING USE ON Submission:		ent Total:
Status Fund	Sequenc Orgn		Acct	Journal Typo Prog	e	Actv	
						Amount:	DC:
Fund	Orgn		Acct	Prog		Actv Amount:	DC:
				<u> </u>	27		

TRIP REPORT

Name of Person Traveling:
Department:
Date of Travel:
Place and Reason:
Description of Activity:
Pertinent observation relative to EPCC:
Key Contacts:

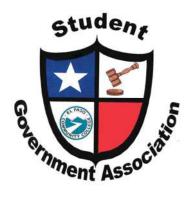


CODE OF THE ROAD

Attending an Off-Campus Event for

El Paso Community College

A Travel Advisory Handbook for Students



Congratulations! You have been chosen to travel and represent El Paso Community College (EPCC) because you are a student leader who is committed to making a positive difference for your club/organization/society. Representing the College takes time and commitment on your part. We encourage you to make this opportunity the best professional and personal experience possible. Take time to have fun and network with others.

Representing EPCC at an off-campus event is a privilege. Because you are a formal representative of the College, there are certain rights and responsibilities that come with this unique opportunity. The CODE OF THE ROAD is to be used before, during and after any trip you take on behalf of our College-sponsored event.

Before the Trip...

Whether you are going for a day or going for a week, there is preparation that needs to be done.

Adopt A Positive Attitude

Realize that attending an off-campus event, as a representative for EPCC, is a privilege. Consider it an outside-the-classroom learning experience.

Remember, you represent **EPCC** and your club/organization/society at all times. The College and your fellow students trust you. Represent them well.

Read Agendas, Booklets, Event Materials Before You Travel

Sign "Code of The Road Commitment Contract", "Release of Liability" and "Medical Release Form" and return them to your Advisor.

Participate in the selection process of your group (if any) to attend the off-campus event.

Attend any orientations prior to event required by your group and/or Advisor.

Provide family members with all pertinent travel information including conference location, departure/arrival times, and hotel accommodations. You will be prohibited from making long distance calls from your room, so bring a long distance telephone charge card or change for public phones.

In rare cases, you may be granted permission to travel separately to and/or from the event. If so, all details about your transportation must be submitted to and approved by your Advisor prior to departure. If you are the driver, you must provide a copy of your driver's license and insurance card to your Advisor.

Packing Tips For A Function

Student Initials and Date:	Rev. 6/7/10

- -Bring snacks for van trip and hotel rooms.
- -Appropriate attire should be worn based on specific activity.
- -Other suggested items to bring:

Toiletries; notebook; pen; camera, and calendar. Medicines; if you have a special medical need please let your Advisor know. If you are staying in dorm rooms you will need bedding materials, radio, towels, toiletries, shower shoes, etc.

Rights & Responsibilities

You have the ...

Right to become better acquainted with members of your own College

Right to "network" with other event participants

Right to enjoy the personal and professional opportunities offered at the off-campus event.

Right to have the respect of peers and Advisors.

Right to seek and secure support of peers and Advisors.

Right to expect Advisors to adhere to the same responsibilities expected of students.

Right to have good, clean fun!

Responsibility to respect others, including hotel roommates, hotel staff and property.

Responsibility to attend (on time), workshops, seminars, etc., available at the event, and to present, if asked, your report to your club/organization/society, Advisor and/or administration.

Responsibility to wear appropriate attire for each activity as adopted/suggested by the event sponsor.

Responsibility to follow College, hotel, state, and federal regulations/laws.

Responsibility to stay on-site during the event (unless otherwise advised).

Responsibility to eat meals with your group in order to de-brief, discuss, and confirm strategies and to gather support (as agreed upon with your Advisor).

Responsibility to pace yourself and monitor your activities to ensure timely attendance at all commitments including trip departures.

Responsibility to reside/sleep in hotel accommodations assigned to you.

Responsibility to take reasonable precautions to ensure safety of self and others.

Responsibility to smoke only in designated smoking areas.

Responsibility to abstain from possession and/or consumption of any type of intoxicants between event departures and return times, and to remove yourself from the company of anyone indulging in intoxicants.

Student Initials and Date:	Rev. 6/7/10
----------------------------	-------------

Consequence

Responsibilities listed on previous pages, if violated, may result in disciplinary procedures including but not limited to:

- returning immediately from the event at your own expense
- reimbursement to College of funds expended on your behalf
- possible removal by SGA advisor and or Vice President of Student Services from association/student club/organization/society
- inability to travel with El Paso Community College
- possible suspension and loss of scholarships
- substance abuse course completion

Unable to Make the Trip

If you fail to make the trip without a legitimate emergency (death or illness), you will need to submit supporting documentation to proof the urgent situation or you will be liable for reimbursing the institution of all fees incurred. Fees will include travel and hotel fares, per diem and conference registration. All efforts will be made to have someone else travel in your place. However, you will still be responsible for any remaining fees.

Post-Conference

Prepare a typed report of your experience at the event (including workshops, seminars, etc..., you attended), and give a copy to your Advisor. If asked, prepare and deliver your report to your club/organization/society, or Administration.

Trip Information

Salzburg, Seminar Globa	ıl
-------------------------	----

Salzburg, Austria

May 29 – June 5, 2012

CODE OF THE ROAD COMMITMENT CONTRACT:

I.	. as a representative o	f El Paso Community
College Student Government Associat responsibility I have taken on when tr	ion, agree to abide by this Code of t	he Road. I understand the
Student's Signature	Date	
Student Initials and Date:	_	Rev. 6/7/10

APPENDIX SAMPLES

CENT	Sample Central Stores Requisition	
CHEC	CK REQUEST Sample Check Request Sample Minutes Sample Quote	A-5
BANN	IER REQUEST Sample Banner RequestSample Minutes	
SAMF	PLE ISC WORK REQUEST FORM	A-9
SAMF	PLE ROOM REQUEST FORM	A-10
	PLE TRAVEL PACKET Travel Request Form Out of Town Travel Proposal/Justification Students Information Release Form Student Medical History Form Class Attendance Form	A-12 A-13 A-14 A-15
AFTE	R OUT-OF-TOWN TRAVEL Sample Out-of-Town Expenditure Report Sample Trip Report Form	
FUNC	RAISING PROJECT Sample Fund Raising ProjectSample SOC Request for Funds	
Petty	tion FormCash Reimbursement/Disbursement Formteer Application Form	.PDF Format

OFFICE I	ROOM#	OFFICE ROOM#: 90534		EXTENSION#: 6000	CAMPUS LOCATION: VV C104	ON: VV C104	
EL PAS		ONI 7 CO	EL PASO COUNTY COMMUNITY COLLEGE El Paso, TX		CENTRAL STORES REQUISITION*	*NOI	
ACCOUN	TIT T	LE: Hortic	ulture Club	ACCOUNT TITLE: Horticulture Club ACCOUNT NUMBER: 81XXX-G81XXX-71120		DATE: 7/31/2013	013
REQUESTO	R: Mar	REQUESTOR: Margarita Ramos		APROVED BY AUTHORIZED SIGNATURE: Manganita Flores	FILLED BY		
QUAN.	STOCK NO.	TINU	DESCI	DESCRIPTION (IF STOCK NO. NOT AVAILABLE)	UNIT	AMOUNT	LV
1		ea	Ledger notebook	tebook			
2		ea	Black Pens	\$			
က		ea	Pencils				
1		ea	Eraser				
					SUB TOTAL		
DECEMENRY				TATE	LESS DISCOUNT		
ער כוו				סמור	TOTAL		

*Form available at all College Bookstores



Horticulture Club

MINUTES 7/1/2013

I. Meeting Called to order: 6:30 pm

II. Members Present:

April Flowers Fern Campos Daisy Fuentes
Rosa Martinez Robert Fields Rosebud Brooks

Iris Lopez Violet Ruiz Lilly Perez

Petunia Flores Tiffany Gladiolas Rosemary Hernandez

Margarita Flores (Advisor)

III. Minutes from 6/17/2013 were approved

Reports:

Treasurer: Total amount in account is \$647.00

Old Business:

Check has been processed to purchase rose bushes for VV.

New Business:

Motion was made to purchase office supplies from the bookstore not to exceed \$15.00. Items purchased will be a ledger, pens, pencils and erasers for club use

IV. Meeting adjourned: 1:10 pm.

EL PASO COMMUNITY COLLEGE CHECK REQUEST

VENDOR NAME					ID NO.	DATE CHECK NEEDED	NEEDED	
ADDRESS					CITY, STATE, ZIP			
VENDOR ID NUMBER	ER							
Fund	Orgn	Acct	Prog	Actv	Invoice Number	Invoice Date	Due Date	Amount
							TOTAL	
DO NOT MAIL CHECK FOLLOW INSTRUCTIONS BELLOW	AL CHECK STRUCTION	IS BELLOW		MAIL TO VENDOR	r⁄.			
SPECIAL INSTRUCTIONS	CTIONS							
EXPLANATION								
REQUESTOR'S SIGNATURE	GNATUR	111		EXT	DATE BUDGE	BUDGET HEAD SIGNATURE	RE	DATE



Horticulture Club

MINUTES 7/17/2013

I. Meeting Called to order: 10:30 am

II. Members Present:

April Flowers Fern Campos Daisy Fuentes
Rosa Martinez Robert Fields Rosebud Brooks
Iris Lopez Violet Ruiz Lilly Perez
Petunia Flores Tiffany Gladiolas Rosemary Hernandez

Margarita Flores (Advisor)

III. Minutes from 7/1/2013 were approved

Reports:

Treasurer: Total amount in account is \$665.00

Old Business:

Members discussed the membership dues to the American Horticulture Association membership. Dues are \$5.00 per year (Aug. – Sept.). Motion was made to join at each member's expense. Motion was carried.

New Business:

Motion was made to use monies raised from car was to purchase rose bushes to plant at VV by tennis courts. Total monies raised were \$175.00. Bushes are at \$15.75 each. Motion was carried to buy bushes.

IV. Meeting adjourned: 11:30 am.

Quote

Green Thumb Nursery Order# 2086

17221 Loma Verde El Paso, Texas 79936

Address:_	Marzarita Ramos 919 Hunter - El Paso Community College 119 Hunter - Department of Shipping and Rec	- Horticu		
QUANTITY	ITEM		@ EACH	COST
10	American Beauty - Rose bushes		\$20.00	\$200.00
Payment is expected prior to delive		ery	Subtotal Discount	200.00 - 42.50
			Total	157.50

STUDENT LEADERSHIP

Banner Request

(REQUESTS OVER \$200.00)

Delivery Date:	8/18/2013	ta Flores					
Account Title : Horticulture Club							
FUND: 81>	«xx	ORG: G81XXX		ACCT: 711	20		
Ship To:	VV □ TM □ RG □ MDF	NWC					
Attn: Marga	rita Flores	Rm# VV RM 1212 Ext: 6000					
Vendor: Plant With Us							
Address: 77632 Forrest Rd. City: El Paso State: TX Zip: 7992							
COMM CODE	DESCRIPTION/ITEM QTY PRICE TOTA						
	Rakes		5	\$15.00	\$75.00		
Shovels 5 \$15.00							
	Wheel-barrows		2	\$35.00	\$70.00		
	Rosebushes	10	\$15.75	\$157.50			
	Daisy Plants 20 \$5.99 \$1						
TOTAL \$348.11							
Approvals:							
Requestor/Club Advisor Date							
Banner R	equest Checklist						
С		Club minutes must reflec					
V	/endor Invoice:	mount club approved for	purchase				



Horticulture Club

MINUTES 8/15/2013

I. Meeting Called to order: 10:30 am

II. Members Present:

April Flowers Fern Campos Daisy Fuentes
Rosa Martinez Robert Fields Rosebud Brooks

Iris Lopez Violet Ruiz Lilly Perez

Petunia Flores Tiffany Gladiolas Rosemary Hernandez

Margarita Flores (Advisor)

III. Minutes from 717/2013 were approved

Reports:

Treasurer: Total amount in account is \$507.50

Old Business:

Check has been processed to purchase rose bushes for VV.

New Business:

Motion was made to purchase plants and gardening equipment to donate to Ronald McDonald House. Club members will volunteer their time to plant the plants and keep them healthy. Motion was discussed and passed at a limit of \$350.00.

IV. Meeting adjourned: 12:10 pm.

MDP: NWC: RG: TM: VV: Date: 7/31/2013 Acct. No. 81XXX-G81XXX
Dept. or Course: _Horticulture Club Requestor: Margarita Flores
Required Date: 8/5/2013
of Copies: 7 # of Originals: 10 Total Impressions: 70
Copies: Duplex: Collate: Staple:
Ltr: Lgl: Typ/Wp: Other:
Special Instructions: Please use ivory colored paper
Received by: Date:
FOR OFFICE USE
Typing/WP: Job#: Operator Proofreader Date
Copies/Ditto: Job#: Completed by Date
FN: TOTAL COST:
D#:



ROOM REQUEST FORM USE OF CAMPUS FACILITIES

CAMPUS:	() TRANSMOUNTAIN	() RIO GRANDI	E (X) VALLE \	/ERDE
	() PRESIDENT'S OFFICE	() NORTHWES	T CENTER	
DATE SUBMIT	TED; July 19, 2013			
ORGANIZATIO	N: Horticulture Club			
CONTACT PER	RSON: Margarita Flores	PH	ONE NUMBER: 6000	0
ADDRESS: VV	Horticulture Club			
TY	PE OF MEETING: <u>Fund-raising shru</u>	b sale		
ROOM	I PREFERENCE: 1st floor outside cou	rt yard		
DA	ATE OF MEETING: DAY: August 6, 20	D13 DA	λΥ: <u>Friday</u>	
MI	EETING WILL BEGIN AT: 9:30am	EN	ND AT: <u>3:30pm</u>	
NO	O. OF PEOPLE EXPECTED: Flow			
SEATING ARR	RANGEMENTS: 1 eight foot table and	2 chairs		
	(NOTE: TO OBTAIN MAINTENANCE SERVICES	S, CONTACT THAT OFFI	CE, 48 HOURS NOTICE RE	QUIRED).
MEAL ARRANG	GEMENTS: YES () NO (X)	ACNITO CONITACT TH		N/ 0ED/ 40E0 - 70
	(NOTE: TO OBTAIN MEAL ARRANGEN HOURS NOTICE REQUIRED.)	IENTS, CONTACT TH	E OFFICE OF AUXILIAN	Y SERVICES. 72
	HOOKS NOTICE REQUIRED.)			
MEDIA SERVIC	CES: YES () NO (X)			
	(NOTE: TO OBTAIN MEDIA OR AUDIO	VISUAL SERVICES. (CONTACT THE MEDIA C	CENTER AT THE
	APPROPIATE CAMPUS. TWO WEEKS			
SECURITY ARE	RANGEMENTS: YES() NO(X	() TYPE:		
ROOM USAGE	FEE: YES() NO()		\$	
(NOTE: CON	ITACT THE OFFICE OF PURCHASING A	ND CONTRACT MANA	AGEMENT).	
ORIGINAL - R		ROOM ASSIGNE	ED:	DATE:
1ST COPY - S	STUDENT SERVICES			
2ND COPY - N	MAINTENANCE			
3RD COPY - D	DEPT. PUBLIC SAFETY			
		APPROVED:	STUDENT SERVICE	S COORDINATOR
I, the undersigned	I, do understand that I or the group that I re	present cannot hold th	ne El Paso County Comm	unity College District
liable in case an a	accident or injury should result during the us	se of the facilities.		
<u>Margarita</u> Flore	<u>\$</u>			
Requestor's Signa	ature		Date	

^{*}This contract is non-binding until all applicable fees have been paid.

TRIP:		

EL PASO COMMUNITY COLLEGE TRAVEL REQUEST



ADDRESS: 1234 Dogwood Dr. DE	NO: <u>880</u> EPT: <u>Hor</u> MPUS: <u>VV</u>	0-00-000 rticulture Club EXT :	0000			
	-	rticulture Club EXT :	0000			
ACCOUNT#: 81XXX G81XXX 72200 CAM	MPUS: VV					
		PH#:	831-0000			
FUND ORGN ACCT PROG ACTV						
(This form must be completed, approved, and received by the Departmental T at least fifteen (15) working days prior to departure.)	ravel Rep	resentative				
DESTINATION: Austin, TX AIRPORT:	Austin					
PURPOSE OF TRIP: National Green Thumb Convention						
DATE OF DEPARTURE: 3/2/2013 RETURN:	3/5/2013	3				
PREFERRED TIME OF DEPARTURE: 10:00 am RETURN:	5:00 pm					
FLIGHT SCHEDULE: (All reservations will be made by Travel Rep	resentativ	ve)				
DATE CITY TIME FLIGHT NO.		CITY	TIME			
3/2/2013 El Paso, TX 7;00am SW 763		stin, TX	9:45am			
3/5/2013 Austin, TX 9:00pm SW 9456	ELF	Paso, TX	9:45pm			
ESTIMATED COST:						
ESTIMATED COST:						
AIR: \$215 x 8 = \$1,720.00 CAR:	НС	945.00 X 2ro	oms X 2nights = \$180.00			
MEALS: \$30.00 X 8 X 2days = \$480.00 REGISTRATION: \$75.00 X 8students = \$600	0.00от	HER: Insurance \$	\$4.00			
CAR REQUESTED: YES □ NO ■ IF YES JUSTIFY:						
*Car rental must be approved in advance by Cabinet officer						
ADVANCE REQUEST: YES ■ NO □ AMOUNT: \$480.00 TOTAL ESTIM	ATED CO	ST : \$2,984.00				
EMPLOYEE SIGNATURE: Margarita Flores	DA	1/25/2012				
APPROVALS:						
SUPERVISOR:		DATE:				
2 ND LINE SUPERVISOR:		DATE:				
CABINET OFFICER: DATE:						
OFFICE USE VENDOR# NAME/ADDRESS			AMOUNT			
TRAVEL ADVANCE: 800-00-0000 Margarita Flores 1234 Dogwood Dr. El Paso, TX. 79930	Per Di	em	\$480.00			
Austin, TX 78546	IXXX-G81X	XX-72200	\$180.00			
REGISTRATION: National Horticulture Org. 302 Forrest Seattle, Washington 51461	IXXX-G81X	XX-72200	\$600.00			

PLEASE CHECK ☐ ORIGINAL
Reference College Procedure 4.10.05

ADVANCE

REGISTRATION

□Нотец

KEEP COPY FOR YOUR FILES

OUT-OF-TOWN TRAVEL PROPOSAL/JUSTIFICATION

Club Name: Horticulture Club
Advisor: Margarita Flores
Destination: Austin, Texas
Purpose of Trip: National Green Thumb Convention
Please give a brief explanation of the reason that you are required to make the trip: EPCC Horticulture Club needs to obtain membership to Nation Horticulture Organization. To do so, they need to present a study at the National Convention. The club members have conducted a study for the past two years on water conservation and gardening. This would bring National Recognition/Accreditation to EPCC.
Is anyone else from the college attending: YES NO
Is anyone else from the college attending: YES NO If yes, Please describe why more that one person must attend: The study was put together by eight (8) students and each person must present their finding with a question /answer period. The person who conducted that portion of the study is the only qualified person to answer the question.

STUDENT INFORMATION

Please ensure that all information is filled out, attach a travel disclaimer and medical information for each student traveling. Travel arrangements will not be processed without a complete packet.

Student's Full Name	EPCC ID#	Release Form*	Medical Info*	
April Flowers	880-11-1111	Yes	Yes	
Rosa Martinez	880-22-2222	Yes	Yes	
Petunia Flores	880-33-3333	Yes	Yes	
Fern Campos	880-44-4444	Yes	Yes	
Robert Fields	880-55-5555	Yes	Yes	
Violet Ruiz	880-66-6666	Yes	Yes	
Daisy Fuentes	880-77-7777	Yes	Yes	
Rosebud Brooks	880-88-8888	Yes	Yes	
			each student along with	
	the trav	/el packet.		

EL PASO COMMUNITY COLLEGE



RELEASE FORM*

I (One per student)	hereby acknowledge that I
am solely responsible for all consequences while tra	veling with the, <u>Horticulture Club</u>
Student Organization, to Austin, Texas	for
the period_covering March 2, 2013	to <u>March 3, 2013</u> .
By signing this form, I represent to the col	lege that I am of sufficient mental and physical
capability and condition to participate in the above sta	ated activity. I understand that my participation is no
required by the college; that such activity is an option	nal and independent event conducted at an
educational function sponsored by the college; and the	nat there may be a risk of bodily injury. I further
understand that the college disclaims liability for any	claims arising from the activity, and I release, remise
and discharge the college from same.	
(Each Student must sign his/her release form)	(Club member or advisor may witness)
Signature of Participant	Witness
Margarita Flores	1/16/2013
Club Advisor	Date

*Note:

This form, when properly completed, must be on file with the Club Liaison, before trip is taken.

EL PASO COMMUNITY COLLEGE



Student Medical History* (All Information is confidential)

Student Name:	(One per	student)		ID No:			
Medical Insurance	: No		Yes				
If yes, Insurance (Company:			Polic	су:		
Please print clearl	y.						
Medical Condition	S						
Do you have any r	medical cond	dition(s)* t	hat requires m	nedication?	No	Yes	
If yes, list medicat	ion:						
Dosage:							
Allergies							
Animals	No	Yes	Indicate:				
Food	No	Yes	Indicate:				
Insect bites	No	Yes	Indicate:				
Medication	No	Yes	Indicate:				
*List medical cond	litions:						
In case of emerge	ncy contact:						
Name - Print clear	·ly			Relationsh	nip		
Address		State	Zip	Phone Nui	mber		
Student Signature				Date			

*Note: The Club Advisor must take this form along on the trip for reference.



CLASS ATTENDANCE EPCC SPONSORED ACTIVITY (IES)

l,	, will be missing class for the period covering
to	due to: (circle one) college sponsored
activity (ies); military duty; or	emergency service. (If military, attach copy of officia
orders)	
01.1.10:	
Student Signature	Date
Approvals:	
SGA Advisor Ext. 2712	Faculty
_	
Р	assing Failing

This form must be submitted with Faculty to the Activity Advisor/Employer two weeks prior to sponsored activity(ies) with the exception of emergency notification. Activity Advisor/Employer will provide a copy of the completed form to the Faculty member.

NOTE: As stated in College Procedure 7.04.05.14, Section III. C.

TRIP# _____

EL PASO COMMUNITY COLLEGE OUT-OF-TOWN EXPENDITURE REPORT



NAME:	Margarita	Flores						ID NO:	880-00-0	0000		
ADDRESS:	1234 Dog	wood [r.					DEPT:	Horticultu	re Club	EXT:	6000
ACCOUNT#:	81XXX	G81X	ХХ	72200				CAMPUS:	VV		PH NO:	831-6000
	FUND	ORGN		ACCT	PROG	ACT	īV					
Trip Destination:	: Austin,	Texas			Time P	eriod From:	3/2/20	013		To:	3/5/20	13
AN APPROVED WITH RECEIPT									THIN 10 DA	YS AFTER	RETURN F	ROM TRIP
							тоти	AL EXPEN	DITURES	\$2,996.00	ı	
TRANSPORTA	ATION:						PRE	PAID ITEMS	S :			
Airfare or Automobile (Comp	outed Dead Me		\$1,72	20.00			Trave	Advance		\$480.00		
Mileage)	outed Road Maj	1					Airline	Tickets		\$1,720.00		
OTHER EXPE	NSES:		# 400	. 00			Lodgir	ng		\$180.00		
Lodging			\$180	7.00		<u></u>	Car R	ental				
Meals (Personal \$30	0.00/day limit)		\$480	0.00			Regis	tration		\$600.00		
Taxi			\$12.0	00			Other	- Explain		\$4.00 Insu	ırance	
Parking												
Car Rental							LESS	TOTAL PI	REPAID	\$2,984.00	ı	
Registration Fee Miscellaneous (E Support)		ch	\$600	0.00			DIFF	FERENCE		\$12.00		
Insurance			\$4.00	0				BAL	ANCE DU	E EMPLO	YEE:	
incarance									k issued an	d mailed to	emplovee	
TOTAL EXPEND	DITURES:		\$2,9	96.00				the a	amount of:		\$ 12	.00
EMPLOYEE SIG	NATURE:											
Date Submitted:								AMO	OUNT OW	ED EPCC:	\$	
Budget Head:								Date:				
Other Authorizin Signature:	ıg							Date:				
					/F	OR ACCOUNTIN	IG LISE ON	JI V)				
Oocument Number:					(F	OK ACCOUNTIN	Submiss		Docume	ent Total:		
Status	Sequei	ıce:				Journal Typ	ре] [
und	Orgn			Acct		Prog		Actv] [
									Amount:		DC:	
und	Orgn		7	Acct	_	Prog		Actv	Amount:		DC:	

TRIP REPORT

Name of Person Traveling: Margarita Flores

Department: Horticulture Club

Date of Travel: 3/2/2013-3/5/2013

Place and Reason:

Austin, Texas for the National Green Thumb Convention. The EPCC Horticulture Club needed to obtain Membership to the National Horticulture Organization. To do so, they presented a study at the National Convention.

Description of Activity:

The Horticulture Club arrived at the convention and attended the general assembly where they listened to lectures from nationally recognized horticulture experts. From there they split up in order to attend different workshop. On March 3, they made their presentation on their own study that they conducted and listened to others. An award ceremony followed.

Pertinent observation relative to EPCC:

The EPCC Horticulture Club received national recognition at the convention for their study. The study will be published in a Horticulture magazine.

Key Contacts:

Mr. Frank Pots, Editor of Horticulture magazine.

FUND-RAISING PROJECT FORM

Club Na	me:								
Fund-rai	ser Approved by Clu	b On:			(subm	it copy of m	ninutes with	h request)	
Will ticke	ets be printed?	N o	☐ Yes	i	СНЕ	ECK TIME	ELINES*	f	
DATE	LOCATION		TIME	DESCR	IPTION			APPR YES	OVED
0 L 0 A	All food items must b Lotteries and raffles a All monies must be a	are not perr	nitted a	s stated ir			re 4.02	05.	
Submitted	by:								
Club Advis	or				831- Ext. 831-	_	Date		
Student G	overnment Association	on Advisor			Ext.		Date		
*Timelines									
	are NOT needed: ARE needed:	Contact th	ne Stude es and f	ent Leade	vo (2) week ership Offic submit rec	e for ad	ditiona	I	

SOC REQUEST FOR FUNDS

Club Account:	Funds ne	eded by:
PURPOSE:		
TOTAL FUNDS NEEDED FOR PROJECT	Г	\$
CLUB BALANCE (must be checked with Student Gove	ernment Association Advisor)	\$
AMO	OUNT REQUESTING	\$
FUNDS RAISED TOWARDS PROJECT		\$
CONTRIBUTIONS MADE BY CLUB MEN	/IBERS/ADVISOR	\$
EXPECTED FUND RAISING FOR PROJ	\$	
If the purchase or trip is canceled or to purpose SOC may transfer the funds be overestimated money from trips taken are	ack to the SOC account.	
Advisor's Signature		
Approved amount \$	Dis	sapproved