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**Forms:**

- Banner Request
- Check Request
- Class Attendance
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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

ABOUT THE STUDENT ORGANIZATION COUNCIL........................................1-4
SOC CONSTITUTION......................................................................................1-5
CLUB/ORGANIZATION REQUEST FOR NAME CHANGE FORM.............1-12
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.
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).
5. Ability to conduct fundraising activities at EPCC.
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.
2. 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

_____________________________  _______________________________
Secretary  Date

_____________________________  _______________________________
Club/Organization Advisor  Date
## CHAPTER 2

### HELPFUL HINTS

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Helpful Hints

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

Paperwork Processing – 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.

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

Trip Reports – 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.

Planning – 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.

Transactions – 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.

Fundraising Projects – 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. Send all deposit receipts to the Student Government Association Advisor.

**Request/Printing of Tickets** – 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

**Fundraising Report** – 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.

**Budget Print Outs** – 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 involved
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/Organization
Date
Time
Place

I. Call to Order at (time)

II. Roll was called and quorum was/was not established

III. Minutes were read and approved (as read with corrections)

IV. Reports
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Advisor

V. Committee Reports

VI. Unfinished Business (from previous minutes)
   a.
   b.

VII. New Business
   a.
   b.

VIII. Announcement (date, time and place of next meeting)

IX. Time Adjourned

Approved by:

___________________________________________  ________________________________
President                                      Date

Submitted by:

___________________________________________  ________________________________
Secretary                                      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 ________________________________,
(name)

________________________ on the ___ day of _____________, 20___.
(position)
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 SAMPLE Club/Organization

Preamble

We, the members of the SAMPLE club/organization, do establish and function 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 the ____ day of _________, 20___.

Club/Organization President

Club/Organization Advisor

Student Government Advisor
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 responsibilities

Article VI
Finances

Article VII
Amendments

Section I: Origin
Section II: Voting procedures

Club/Organization President

Club/Organization Advisor

Student Government 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:
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.
   3. 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:

1. 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 **no later** than the **last Friday in September** 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 recognition 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 ________________________________ Club, would like petition for College recognition. Attached please find one (1) copy of our proposed constitution plus additional documents requested.

<table>
<thead>
<tr>
<th>Club/Organization Advisor</th>
<th>Campus/Room</th>
<th>Extension</th>
<th>Date</th>
</tr>
</thead>
</table>

******************************************************************************OFFICE USE ONLY******************************************************************************

Student Organization Council Chairperson Recommendation (SOC)

☐ Approved  ☐ Disapproved  ☐ Changes needed

Reason:____________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

Director of Student Leadership & Campus Life Recommendation:

☐ Approved  ☐ Disapproved  ☐ Changes needed

Reason:____________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
### Documentation Check List

<table>
<thead>
<tr>
<th>Club/Organization Name</th>
<th>Club/Organization Advisor</th>
<th>Campus/Room</th>
<th>Extension</th>
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</table>

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Document</th>
<th>Received by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petition for Recognition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Club Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Constitution</td>
<td></td>
<td></td>
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<tr>
<td>External Affiliation</td>
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</tbody>
</table>
CLUB RECOGNITION RENEWAL
(TYPE UNLESS OTHERWISE STATED)

We, the undersign, with our Faculty Advisor: _______________ (Advisor’s Name) request recognition be renewed for the 20 ___ -20 ___ academic year for _______________ (Club’s Name) presently a recognized El Paso County Community College District Club. ( ) Fall 20 ___ ( ) Spring 20 ___

Officers Roster

President: ____________________________ Phone #: ____________________________ Vice President: ____________________________

E- mail: ____________________________ Phone #: ____________________________ E- mail: ____________________________

Student ID: ____________________________ Signature: ____________________________

Secretary: ____________________________ Phone #: ____________________________ Treasurer: ____________________________

E- mail: ____________________________ Phone #: ____________________________ E- mail: ____________________________

Student ID: ____________________________ Student ID: ____________________________

Signature: ____________________________ Signature: ____________________________

************List any other officers on separate sheet of paper and attach************
**Members Roster**

<table>
<thead>
<tr>
<th>Member:</th>
<th>Student ID:</th>
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<th>Signature:</th>
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<th>Student ID:</th>
<th>Signature:</th>
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</tbody>
</table>
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) members. THE CLUB ADVISOR IS RESPONSIBLE FOR KEEPING THIS LIST ACCURATE AND CURRENT. CHANGES MUST BE SUBMITTED TO THE DIRECTOR OF STUDENT LEADERSHIP & 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.
   1. 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.
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.
2. 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:

1. 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.
SO

REQUEST FOR FUNDS

Club Name: ____________________________________________

Club Account: ____________________ Funds needed by: ____________

PURPOSE:

<table>
<thead>
<tr>
<th>TOTAL FUNDS NEEDED FOR PROJECT</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB BALANCE (must be checked with Student Government Association Advisor)</td>
<td>-$</td>
</tr>
<tr>
<td>AMOUNT REQUESTING</td>
<td>$</td>
</tr>
<tr>
<td>FUNDS RAISED TOWARDS PROJECT</td>
<td>$</td>
</tr>
<tr>
<td>CONTRIBUTIONS MADE BY CLUB MEMBERS/ADVISOR</td>
<td>$</td>
</tr>
<tr>
<td>EXPECTED FUND RAISING FOR PROJECT</td>
<td>$</td>
</tr>
</tbody>
</table>

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

Student Government Association Advisor

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.

<table>
<thead>
<tr>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Organization Name: _____________________________________________</td>
</tr>
<tr>
<td>Beginning Date: ___________________ Ending Date: ___________________________</td>
</tr>
<tr>
<td>$___________ per/students x _________ students = $__________________________</td>
</tr>
<tr>
<td>$___________ per/advisor x _________ advisor = $__________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel (include applicable taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Name: _______________________________________________________________</td>
</tr>
<tr>
<td>$___________ per/room x _________ rooms x _______ nights = $________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per-diem</th>
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<tbody>
<tr>
<td>$30.00/day x _________ days x _________ travelers = $_____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accidental/Illness Insurance *$4.00 minimum per trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ .15 per/day x _________ students x ________ days = $_____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air fare</td>
</tr>
<tr>
<td>$_________________ per/ticket x ____________ tickets = $___________________</td>
</tr>
<tr>
<td>Leave after: ___________________ Return after: ____________________________</td>
</tr>
<tr>
<td>Date of quote: _______________ Airline: ____________________________________</td>
</tr>
<tr>
<td>If purchased by: __________________________________________________________</td>
</tr>
</tbody>
</table>
| Note: **TICKETS ARE NOT PURCHASED UNTIL TRIP HAS BEEN APPROVED BY VICE PRESIDENT OF STUDENT SERVICES**
  
  **ALLOW FOR SUFFICIENT TIME.**

<table>
<thead>
<tr>
<th>Van rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>$_________________ per/day x ____________ days = $_______________________</td>
</tr>
<tr>
<td>per/day in-town $30 per/day out of town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$_________________</td>
</tr>
</tbody>
</table>

**Total Trip cost** $______
Chapter 6

CLUB TRANSACTIONS

GUIDE FOR PROCESSING CLUB TRANSACTIONS..........................6-2
REIMBURSEMENT GUIDELINES--------------------------------------6-3
CENTRAL STORE REQUISITION GUIDELINES--------------------------6-4
CHECK REQUEST GUIDELINES---------------------------------------6-5
CHECK REQUEST FORM----------------------------------------------6-6
BANNER REQUEST GUIDELINES--------------------------------------6-7
BANNER REQUEST FORM---------------------------------------------6-8
AFTER-THE-FACT GUIDELINES--------------------------------------6-9
DEPOSITING MONEY-----------------------------------------------6-10
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](http://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.

2. 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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**TOTAL**

☐ DO NOT MAIL CHECK FOLLOW INSTRUCTIONS BELOW  ☐ MAIL TO VENDOR

**SPECIAL INSTRUCTIONS:**

**EXPLANATION:**

**REQUESTOR'S SIGNATURE:** ________________  EXT: _____  DATE: _____  BUDGET HEAD SIGNATURE: ________________  DATE: _____

Original - Accounts Payable
Banner Request Guidelines

Purchases of $200.00 and over

Occasionally, a club may have a need to purchase items not 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.
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.
# Banner Request

**STUDENT LEADERSHIP & CAMPUS LIFE**

*Banner Request*

(REQUESTS OVER $500.00)

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Ordered by:</th>
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<tbody>
<tr>
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</tbody>
</table>

**Account Title:**

FUND: 81XXX

ORG: G81XXX

ACCT: XXXXX

**Ship To:**

VV TM RG MDP NWC

**Attn:**

Rm#: Ext:

**Vendor:**

**Address:**

City: State: Zip:

<table>
<thead>
<tr>
<th>COMM CODE</th>
<th>DESCRIPTION</th>
<th>ITEM</th>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
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**TOTAL**

**Approvals:**

_____________________________________________  ___________________
Requestor/Club Advisor Date

**Banner Request Checklist**

<table>
<thead>
<tr>
<th>Club Minutes:</th>
<th>*Club minutes must reflect the amount club approved for purchase.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Invoice:</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Each SECTION</th>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>81XXX</td>
<td>G81XXX</td>
<td>51650</td>
<td>603</td>
</tr>
</tbody>
</table>

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
EPCC PROCEDURE COLLEGE SPONSERED SALES-------------------7-4
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

AUTHORIZING BOARD POLICY: 4.08.00

OBJECTIVE: 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 off-campus.

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 non-consignment 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.

EPCC does not discriminate on the basis of race, color, national origin, religion, gender, age or disability.
FUND-RAISING PROJECT FORM

Club Name: ________________________________________________________________

Fund-Raiser Approved by Club On: _____________________________________________
(Submit copy of minutes with request)

Will tickets be printed?  □ No  □ Yes
  ▲ Check Timelines

<table>
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<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>TIME</th>
<th>DESCRIPTION</th>
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</tbody>
</table>

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:

Club Advisor  831-                  Ext.    Date

Student Government Advisor  831- Ext.    Date

Timelines

Tickets are NOT needed: Submit fund-raising form two (2) weeks prior to activity
Tickets ARE needed: Contact the Student Leadership Office for additional procedures and forms and submit request 30 days prior to activity.
EL PASO CITY-COUNTY HEALTH AND ENVIRONMENTAL DISTRICT
FOOD INSPECTION PROGRAM
222 SOUTH CAMPBELL STREET
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 COMMUNITY COLLEGE CLUBS AT: 919 HUNTER, EL PASO, TX 79915

OWNED BY: EL PASO COMMUNITY COLLEGE

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.

PERMIT NUMBER: 1853
ISSUED: October 11, 2000

LICENSE SECTION: 9.12.070G
EXPIRES: PERMANENT

RESTRICTION: 9.12.050D RESTRICTED TO PREPACKAGED FOOD ONLY, NO POTENTIALLY HAZARDOUS FOOD. AN ESTABLISHMENT WITH THIS TYPE OF RESTRICTION NEED NOT PROVIDE HOT WATER FOR REQUIRED TOILET FACILITIES.

VEHICLE: LICENSE PLATE: REGISTRATION:

This Authorization may be suspended by the Regulatory Authority for violation of said laws, rules or ordinances. This Authorization is not transferable from one person to another, nor from one location to another and shall be posted in a location conspicuous to

[Signatures]

INSPECTOR
CORRECTED COPY

REGULATORY AUTHORITY
Chapter 8

ADDITIONAL SERVICES

CLUB ACCOUNT EXPENDITURE/PRINTOUTS-----------------------------8-2
DUPLICATING SERVICES---------------------------------------------8-2
RESERVING SPACE ON CAMPUS--------------------------------------8-3
RESERVING MEDIA EQUIPMENT---------------------------------------8-4
REQUESTING BANNERS & POSTERS-----------------------------------8-4
REQUESTING BANNERS & POSTERS FORM-----------------------------8-6
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.

1. 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.
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 x 22in  __ 22 x 34in  __ 28 x 40in  __ 34 x 44in

Orientation Setup:  ___ Portrait  ___ Landscape  Quantity: __________________________

Requestor’s Signature: __________________________ Date: __________________________

Note: Student Leadership and Campus Life Office does not design the advertising banner. All banner requests must be submitted in the final format (JPEG or PDF, resolution 150 dpi or 150 kb minimum) 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 Life Office is not responsible for the quality of the printed banner. Imported text and/or 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: __________________________ Pick up Signature: __________________________

Office 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 not 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.
Effectiveness: (915) 831-2614

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

AUTHORIZEING BOARD POLICY: 4.10.05

OBJECTIVE: 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:
   1. 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
   1. 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
   1. 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 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:

AUTHORIZING 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.

I. 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:
1. 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.
<table>
<thead>
<tr>
<th>Club Name:</th>
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<tbody>
<tr>
<td>Advisor:</td>
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<tr>
<td>Destination:</td>
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<tr>
<td>Purpose of Trip:</td>
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<tr>
<td>Please give a brief explanation of the reason that you are required to make the trip:</td>
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</table>

| 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: ___________________________
ACCOUNT#: ___________________________ EXT: ___________________________
FUND ORGN ACCT PROG ACTV
CAMPUS: ___________________________ PH#: ___________________________

(This form must be completed, approved, and received by the Departmental Travel Representative at least fifteen (15) working days prior to departure.)

DESTINATION: ___________________________ AIRPORT: ___________________________
PURPOSE OF TRIP: ___________________________
DATE OF DEPARTURE: ___________________________ RETURN: ___________________________
PREFERRED TIME OF DEPARTURE: ___________________________ RETURN: ___________________________

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<th>DATE</th>
<th>CITY</th>
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<th>CITY</th>
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FLIGHT SCHEDULE: (All reservations will be made by Travel Representative)

ESTIMATED COST:

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<th>AIR:</th>
<th>CAR:</th>
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CAR REQUESTED: YES ☐ NO ☐ IF YES JUSTIFY: ___________________________

*Car rental must be approved in advance by Cabinet officer

ADVANCE REQUEST YES ☐ NO ☐ AMOUNT: ___________________________ TOTAL ESTIMATED COST: ___________________________

EMPLOYEE SIGNATURE: ___________________________ DATE: ___________________________

APPROVALS:

SUPERVISOR: ___________________________ DATE: ___________________________

2ND LINE SUPERVISOR: ___________________________ DATE: ___________________________

CABINET OFFICER: ___________________________ DATE: ___________________________

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<th>OFFICE USE</th>
<th>VENDOR#</th>
<th>NAME/ADDRESS</th>
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<td>TRAVEL ADVANCE:</td>
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<td>HOTEL:</td>
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<td>REGISTRATION:</td>
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PLEASE CHECK ☐ ORIGINAL ☐ ADVANCE ☐ REGISTRATION ☐ HOTEL KEEPCOPY FOR YOUR FILES

Reference College Procedure 4.10.05
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.

<table>
<thead>
<tr>
<th>Students Full Name</th>
<th>EPCC ID#</th>
<th>Release Form</th>
<th>Medical Info</th>
<th>Class Attendance</th>
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EL PASO COMMUNITY COLLEGE

RELEASE FORM*

I ________________________________ hereby acknowledge that I am solely responsible for all consequences while traveling with the __________
Student Organization, to ________________________________, for the period covering to _________________________________.

By signing this form, I represent to the college that I am of sufficient mental and physical capability and condition to participate in the above stated activity. I understand that my participation 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 that 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.

________________________  ______________________
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.
Student Medical History*

(All Information is confidential)

Student Name: __________________________ ID No. ______________________
Medical Insurance: No Yes
If yes, Insurance Company: __________________________ Policy # ______________________

Please print clearly.

Medical Conditions
Do you have any medical condition(s) that requires medication*? No Yes
If yes, list medication: ____________________________________________________________
Dosage: ________________________________________________________________________

Allergies:
Animals No Yes Indicate: ________________________________________________________
Food No Yes Indicate: __________________________________________________________
Insect bites No Yes Indicate: _____________________________________________________
Medication No Yes Indicate: _____________________________________________________
*List medical conditions
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

In case of emergency contact:
Name: (PRINT CLEARLY) __________________________ Relationship: ____________________
Phone#: Home ( ) Work ( )
Address: ________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Student Signature __________________________ Date __________________________

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

EPCC SPONSORED ACTIVITY(IES)

I, ____________________________, 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 official orders.)

______________________________  __________________________
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: ___________________________ ID NO: ___________________________
ADDRESS: ___________________________ DEPT: ___________________________
ACCOUNT#: ___________________________ EXT: ___________________________

FUND ORGN ACCT PROG ACTV

CAMPUS: ___________________________ PH#: ___________________________

AN APPROVED COMPLETED REPORT MUST BE SUBMITTED TO ACCOUNTS PAYABLE WITHIN 10 DAYS AFTER RETURN FROM TRIP WITH RECEIPTS ATTACHED, REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.

Trip Destination: ___________________________ Time Period : From: ___________ To: ___________

TOTAL EXPENDITURES

TRANSPORTATION:
- Airfare or ___________________________
- Automobile (Computed Road Map Mileage) ___________________________

OTHER EXPENSES:
- Lodging ___________________________
- Meals (Personal $30.00/day limit) ___________________________
- Taxi ___________________________
- Parking ___________________________
- Car Rental ___________________________
- Registration Fees ___________________________
- Miscellaneous (Explain and Attach Support) ___________________________

PREPAID ITEMS:
- Travel Advance ___________________________
- Airline Tickets ___________________________
- Lodging ___________________________
- Car Rental ___________________________
- Registration ___________________________
- Other - Explain ___________________________

LESS TOTAL PREPAID:

DIFFERENCE:

☐ BALANCE DUE EMPLOYEE: ___________________________
  Check issued and mailed to employee in the amount of: $ ______

☐ AMOUNT OWED EPCC ___________________________

EMPLOYEE SIGNATURE: ___________________________
Date Submitted: ___________________________

APPROVALS:
Budget Head: ___________________________
Date: ___________________________
Other Authorizing Signature: ___________________________
Date: ___________________________

FOR ACCOUNTING USE ONLY

Document Number: ___________________________
Submission: ___________________________
Document Total: ___________________________

Status Fund Sequence: Orgn Acct Journal Type Prog Actv Amount: DC: ___________________________

Fund Orgn Acct Prog Actv Amount: DC: ___________________________

27
<table>
<thead>
<tr>
<th><strong>TRIP REPORT</strong></th>
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<tbody>
<tr>
<td><strong>Name of Person Traveling:</strong></td>
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<tr>
<td><strong>Department:</strong></td>
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<tr>
<td><strong>Date of Travel:</strong></td>
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<tr>
<td><strong>Place and Reason:</strong></td>
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<tr>
<td><strong>Description of Activity:</strong></td>
</tr>
<tr>
<td><strong>Pertinent observation relative to EPCC:</strong></td>
</tr>
<tr>
<td><strong>Key Contacts:</strong></td>
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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
-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 Global  Salzburg, Austria  May 29 – June 5, 2012

CODE OF THE ROAD COMMITMENT CONTRACT:

I, _______________________________ , as a representative of El Paso Community College Student Government Association, agree to abide by this Code of the Road. I understand the responsibility I have taken on when traveling for El Paso Community College.

__________________________________  ____________________
Student’s Signature     Date

Student Initials and Date: ___________________      Rev. 6/7/10
APPENDIX
SAMPLES

CENTRAL STORES REQUISITION
Sample Central Stores Requisition ................................................................. A-2
Sample Minutes ............................................................................................ A-3

CHECK REQUEST
Sample Check Request .................................................................................. A-4
Sample Minutes .............................................................................................. A-5
Sample Quote .................................................................................................. A-6

BANNER REQUEST
Sample Banner Request .................................................................................. A-7
Sample Minutes .............................................................................................. A-8

SAMPLE ISC WORK REQUEST FORM .......................................................... A-9

SAMPLE ROOM REQUEST FORM .................................................................. A-10

SAMPLE TRAVEL PACKET
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**Central Stores Requisition**

**Account Title:** Horticulture Club  
**Account Number:** 81XXX-G81XXX-71120  
**Date:** 7/31/2013

**Requestor:** Margarita Ramos  
**Approved by Authorized Signature:** Margarita Flores

<table>
<thead>
<tr>
<th>QUAN.</th>
<th>STOCK NO.</th>
<th>UNIT</th>
<th>DESCRIPTION (IF STOCK NO. NOT AVAILABLE)</th>
<th>UNIT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>ea</td>
<td>Ledger notebook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>ea</td>
<td>Black Pens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>ea</td>
<td>Pencils</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>ea</td>
<td>Eraser</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Received By**

**Date**

**Sub Total**

**Less Discount**

**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.
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Id No.</th>
<th>Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Orgn</td>
<td>Acct</td>
<td>Actv</td>
</tr>
<tr>
<td>Special Instructions</td>
<td>Explanation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requestor’s Signature</td>
<td>Ext Date</td>
<td>Budget Head Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
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**

17221 Loma Verde  
El Paso, Texas 79936

Name: Margarita Ramos  
Telephone Number: 831-0000

Address: 919 Hunter - El Paso Community College - Horticulture Club

Delivery: 919 Hunter - Department of Shipping and Receiving  
Delivery Date: 8/15/2013

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>@ EACH</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>American Beauty - Rose bushes</td>
<td>$20.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Payment is expected prior to delivery

<table>
<thead>
<tr>
<th></th>
<th>Subtotal</th>
<th>200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount</td>
<td>- 42.50</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>157.50</td>
<td></td>
</tr>
</tbody>
</table>
**Banner Request**

**Student Leadership**

<table>
<thead>
<tr>
<th>Delivery Date:</th>
<th>8/18/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordered by:</td>
<td>Margarita Flores</td>
</tr>
<tr>
<td>Account Title:</td>
<td>Horticulture Club</td>
</tr>
<tr>
<td>FUND:</td>
<td>81XXX</td>
</tr>
<tr>
<td>ORG:</td>
<td>G81XXX</td>
</tr>
<tr>
<td>ACCT:</td>
<td>71120</td>
</tr>
<tr>
<td>Ship To:</td>
<td>VV</td>
</tr>
<tr>
<td>Attn:</td>
<td>Margarita Flores</td>
</tr>
<tr>
<td>Vendor:</td>
<td>Plant With Us</td>
</tr>
<tr>
<td>Address:</td>
<td>77632 Forrest Rd.</td>
</tr>
<tr>
<td>City:</td>
<td>El Paso</td>
</tr>
<tr>
<td>State:</td>
<td>TX</td>
</tr>
<tr>
<td>Zip:</td>
<td>79927</td>
</tr>
<tr>
<td>COMM CODE</td>
<td>DESCRIPTION/ITEM</td>
</tr>
<tr>
<td>Rakes</td>
<td>5</td>
</tr>
<tr>
<td>Shovels</td>
<td>5</td>
</tr>
<tr>
<td>Wheel-barrows</td>
<td>2</td>
</tr>
<tr>
<td>Rosebushes</td>
<td>10</td>
</tr>
<tr>
<td>Daisy Plants</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

**Banner Request Checklist**

- *Club minutes must reflect the amount club approved for purchase*

- **Club Minutes:**
- **Vendor Invoice:**
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 7/17/2013 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.
DEPT. OR COURSE: Horticulture Club
REQUESTOR: Margarita Flores
REQUIRED DATE: 8/5/2013
# OF COPIES: 7 # OF ORIGINALS: 10 TOTAL IMPRESSIONS: 70

SPECIAL INSTRUCTIONS: Please use ivory colored paper

FOR OFFICE USE

COPYING/DIOTO: JOB#: Completed by Date

TOTAL COST: ________________
ROOM REQUEST FORM
USE OF CAMPUS FACILITIES

CAMPUS:  ( ) TRANSMOUNTAIN  ( ) RIO GRANDE  (X) VALLE VERDE
( ) PRESIDENT’S OFFICE  ( ) NORTHWEST CENTER

DATE SUBMITTED: July 19, 2013

ORGANIZATION: Horticulture Club

CONTACT PERSON: Margarita Flores

ADDRESS: VV Horticulture Club

TYPE OF MEETING: Fund-raising shrub sale

ROOM PREFERENCE: 1st floor outside court yard

DATE OF MEETING: DAY: August 6, 2013  DAY: Friday
MEETING WILL BEGIN AT: 9:30am  END AT: 3:30pm

NO. OF PEOPLE EXPECTED: Flow

SEATING ARRANGEMENTS: 1 eight foot table and 2 chairs

MEAL ARRANGEMENTS:  YES ( )  NO (X)

MEDIA SERVICES:   YES ( )  NO (X)

SECURITY ARRANGEMENTS:  YES ( )  NO (X)

ROOM USAGE FEE:  YES ( )  NO ( )  $ __________

I, the undersigned, do understand that I or the group that I represent cannot hold the El Paso County Community College District liable in case an accident or injury should result during the use of the facilities.

__________________________________________________________________________
Requestor’s Signature        Date

*This contract is non-binding until all applicable fees have been paid.
NAME: Margarita Flores  
ID NO: 880-00-000

ADDRESS: 1234 Dogwood Dr.  
DEPT: Horticulture Club  
EXT: 0000

ACCOUNT#: 81XXX G81XXX 72200  
CAMPUS: VV

DESTINATION: Austin, TX  
AIRPORT: Austin

PURPOSE OF TRIP: National Green Thumb Convention

DATE OF DEPARTURE: 3/2/2013  
RETURN: 3/5/2013

PREFERRED TIME OF DEPARTURE: 10:00 am  
RETURN: 5:00 pm

<table>
<thead>
<tr>
<th>DATE</th>
<th>CITY</th>
<th>TIME</th>
<th>FLIGHT NO.</th>
<th>CITY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/2013</td>
<td>El Paso, TX</td>
<td>7:00am</td>
<td>SW 763</td>
<td>Austin, TX</td>
<td>9:45am</td>
</tr>
<tr>
<td>3/5/2013</td>
<td>Austin, TX</td>
<td>9:00pm</td>
<td>SW 9456</td>
<td>El Paso, TX</td>
<td>9:45pm</td>
</tr>
</tbody>
</table>

ESTIMATED COST:
- AIR: $215 x 8 = $1,720.00
- CAR: $45.00 X 2rooms X 2nights = $180.00
- MEALS: $30.00 X 8 X 2days = $480.00
- REGISTRATION: $75.00 X 8students = $600.00
- OTHER: Insurance $4.00

CAR REQUESTED: YES

ADVANCE REQUEST: YES  AMOUNT: $480.00  TOTAL ESTIMATED COST: $2,984.00

EMPLOYEE SIGNATURE: Margarita Flores  
DATE: 1/25/2012

APPROVALS:
SUPERVISOR:  
DATE:
2ND LINE SUPERVISOR:  
DATE:
CABINET OFFICER:  
DATE:

<table>
<thead>
<tr>
<th>OFFICE USE</th>
<th>VENDOR#</th>
<th>NAME/ADDRESS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL ADVANCE</td>
<td>800-00-0000</td>
<td>Margarita Flores 1234 Dogwood Dr, El Paso, TX 79930</td>
<td>Per Diem $480.00</td>
</tr>
<tr>
<td>HOTEL:</td>
<td></td>
<td>Double tree 123456 Old Spanish Trail Austin, TX 78546</td>
<td>81XXX-G81XXX-72200 $180.00</td>
</tr>
<tr>
<td>REGISTRATION:</td>
<td></td>
<td>National Horticulture Org. 302 Forrest Seattle, Washington 51461</td>
<td>81XXX-G81XXX-72200 $600.00</td>
</tr>
</tbody>
</table>

PLEASE CHECK □ ORIGINAL □ ADVANCE □ REGISTRATION □ HOTEL KEEP COPY FOR YOUR FILES

Reference College Procedure 4.10.05
### OUT-OF-TOWN TRAVEL PROPOSAL/JUSTIFICATION

<table>
<thead>
<tr>
<th>Club Name:</th>
<th>Horticulture Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor:</td>
<td>Margarita Flores</td>
</tr>
<tr>
<td>Destination:</td>
<td>Austin, Texas</td>
</tr>
<tr>
<td>Purpose of Trip:</td>
<td>National Green Thumb Convention</td>
</tr>
</tbody>
</table>

**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 [ ]

**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.

**Briefly describe the implications/ramifications to the college if nobody attends:** EPCC Horticulture students have conducted a study that concludes a better method of soil preparation for planting that conserves water and still cultivates plants that require a vast quantity of water. This method of soil preparation uses about 1/20 of the required amount of water. This study was presented at the state convention and received State Recognition for EPCC and its finding.
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.

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>EPCC ID#</th>
<th>Release Form*</th>
<th>Medical Info*</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Flowers</td>
<td>880-11-1111</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Rosa Martinez</td>
<td>880-22-2222</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Petunia Flores</td>
<td>880-33-3333</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fern Campos</td>
<td>880-44-4444</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Robert Fields</td>
<td>880-55-5555</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Violet Ruiz</td>
<td>880-66-6666</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Daisy Fuentes</td>
<td>880-77-7777</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Rosebud Brooks</td>
<td>880-88-8888</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* You must turn in a form for each student along with the travel packet.
EL PASO COMMUNITY COLLEGE

RELEASE FORM*

I ____(One per student)______________________________ hereby acknowledge that I am solely responsible for all consequences while traveling with the __Horticulture Club__ Student Organization, to Austin, Texas _____________________________ for the period covering __________ March 2, 2013 _______ to __________ March 3, 2013 _________.

By signing this form, I represent to the college that I am of sufficient mental and physical capability and condition to participate in the above stated activity. I understand that my participation 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 that 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) Witness

Signature of Participant ____________________

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.
Student Medical History*
(All Information is confidential)

Student Name: ______________ (One per student)                ID No: _______________________________
Medical Insurance:   No             Yes
If yes, Insurance Company: ___________________________      Policy: _______________________________

Please print clearly.

Medical Conditions
Do you have any medical condition(s)* that requires medication?   No             Yes
If yes, list medication: ______________________________________________________________________
Dosage: __________________________________________________________________________________

Allergies
Animals    No             Yes          Indicate: ____________________________________________
Food       No             Yes          Indicate: ____________________________________________
Insect bites No             Yes          Indicate: ____________________________________________
Medication No             Yes          Indicate: ____________________________________________

*List medical conditions:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

In case of emergency contact:

________________________________________  __________________________________________
Name - Print clearly     Relationship
________________________________________   __________________________________________
Address   State  Zip  Phone Number
__________________________________________________

Student Signature     Date

*Note: The Club Advisor must take this form along on the trip for reference.
CLASS ATTENDANCE
EPCC SPONSORED ACTIVITY (IES)

I, __________________________, 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 official
orders)

________________________________________  __________________________
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.
NAME: Margarita Flores
ID NO: 880-00-0000
ADDRESS: 1234 Dogwood Dr.
ACCOUNT#: 81XXX G81XXX 72200
DEPT: Horticulture Club
CAMPUS: VV
EXT: 6000
PH NO: 831-6000

Trip Destination: Austin, Texas
Time Period From: 3/2/2013
To: 3/5/2013

AN APPROVED COMPLETED REPORT MUST BE SUBMITTED TO ACCOUNTS PAYABLE WITHIN 10 DAYS AFTER RETURN FROM TRIP WITH RECEIPTS ATTACHED, REIMBURSEMENT WILL BE MAILED WITHIN 15 DAYS.

TOTAL EXPENDITURES $2,996.00

PREPAID ITEMS:
Travel Advance $480.00
Airline Tickets $1,720.00
Lodging $180.00
Car Rental
Registration $600.00
Other - Explain $4.00 Insurance

LESS TOTAL PREPAID $2,984.00

DIFFERENCE $12.00

EMPLOYEE SIGNATURE:
Date Submitted:
APPROVALS:
Budget Head: Date:
Other Authorizing Signature: Date:

BALANCE DUE EMPLOYEE:
Check issued and mailed to employee the amount of: $12.00

AMOUNT OWED EPCC: $
# TRIP REPORT

<table>
<thead>
<tr>
<th><strong>Name of Person Traveling:</strong></th>
<th>Margarita Flores</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Horticulture Club</td>
</tr>
<tr>
<td><strong>Date of Travel:</strong></td>
<td>3/2/2013-3/5/2013</td>
</tr>
<tr>
<td><strong>Place and Reason:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Description of Activity:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Pertinent observation relative to EPCC:</strong></td>
<td>The EPCC Horticulture Club received national recognition at the convention for their study. The study will be published in a Horticulture magazine.</td>
</tr>
<tr>
<td><strong>Key Contacts:</strong></td>
<td>Mr. Frank Pots, Editor of Horticulture magazine.</td>
</tr>
</tbody>
</table>
**FUND-RAISING PROJECT FORM**

Club Name: 

Fund-raiser Approved by: Club On: (submit copy of minutes with request)

Will tickets be printed? [ ] No [ ] Yes  

**CHECK TIMELINES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>TIME</th>
<th>DESCRIPTION</th>
<th>APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td>YES</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>NO</td>
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<td></td>
<td>YES</td>
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<td>YES</td>
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<td>NO</td>
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<td>YES</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

**NOTE:**
- All food items must be individually wrapped.
- 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.

Submitted by:

Club Advisor: [ ] 831-_______ Ext. Date

Student Government Association Advisor: [ ] 831-_______ Ext. Date

**Timelines**

- Tickets are **NOT** needed: Submit fund-raising form two (2) weeks prior to activity
- Tickets **ARE** needed: Contact the Student Leadership Office for additional procedures and forms and submit request 30 working days prior to activity
SOC
REQUEST FOR FUNDS

Club Name: ____________________________________________________________

Club Account: ___________________________ Funds needed by: ________________

PURPOSE:

<table>
<thead>
<tr>
<th>TOTAL FUNDS NEEDED FOR PROJECT</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB BALANCE (must be checked with Student Government Association Advisor)</td>
<td></td>
</tr>
<tr>
<td>AMOUNT REQUESTING</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>FUNDS RAISED TOWARDS PROJECT</td>
<td>$</td>
</tr>
<tr>
<td>CONTRIBUTIONS MADE BY CLUB MEMBERS/ADVISOR</td>
<td>$</td>
</tr>
<tr>
<td>EXPECTED FUND RAISING FOR PROJECT</td>
<td>$</td>
</tr>
</tbody>
</table>

If the purchase or trip is canceled 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