



Eastern FloridaSM
STATE COLLEGE
Student Government Association

Student Activities Handbook

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100 Clubs & Organizations

101 Overview of Clubs & Organizations

Clubs and organizations at Eastern Florida State College both operate under the same procedures outlined in this handbook. The only difference is that organizations are affiliated with a state, national, or international association through an official charter and function as local chapters of that association. As such, interested students may apply for membership through the organization, but must meet the association's requirements for acceptance. Membership in clubs, on the other hand, is open to all EFSC students.

Clubs and organizations will be referred to as "clubs" hereafter since they adhere to the same guidelines.

102 Starting & Reactivating Clubs

102.1 Important Note: Active Start for Established Clubs

If clubs were active until the end of the Spring semester, they may begin the following Fall semester with a temporary active status. These clubs must submit reactivation paperwork within the first four (4) weeks of the Fall semester in order to remain active. This temporary status allows preexisting clubs the ability to vote and to request activities, travel and fundraisers at the start of the semester. Clubs are expected to maintain minimum standards for active status during this time (see Section 103.1). If the club fails to submit the appropriate paperwork within the deadline, it will be automatically deactivated (see Section 103.2). Deactivated clubs must follow Steps 1-3 for reactivation.

102.2 Step 1: Prepare Documentation

A new club be chartered anytime during the fall and spring semesters. The documents listed below must be completed and submitted to the Student Life Coordinator on the campus on which the new club is sought. Items listed in ***Bold Italics*** are official EFSC forms. They may be accessed on the EFSC website unless otherwise noted (see Appendix B).

- ***New/Reactivated Club Charter***
- ***Club Sponsor Agreement***
 - In the case of multiple sponsors, a Club Sponsor Agreement must be completed for each one. See Club Sponsor (Section 106) for more information.
- ***Constitution and Bylaws*** (writing guidelines available online)
 - If there is affiliation with a local, state, national, or international association, the association's constitution and bylaws must be included.

Certain high-risk activities, such as scuba diving and sky diving, are not well suited for a student club. The SGA, Student Life Coordinator, and administration will not entertain requests to recognize such high-risk clubs which may bring harm to students.

102.3 Step 2: Present to SGA

Once the club paperwork is submitted, the club will be placed on the next scheduled SGA Council Board meeting agenda. At least one club member must attend the SGA Council Board meeting to discuss the goals and

objectives of the proposed club and to answer any questions. Virtual attendance is permitted for Eastern Florida Online clubs. Club Sponsor(s) are also encouraged to attend. Once the E-Board has received all necessary information a vote will be conducted for club recognition. See the Student Government Association Constitution & Bylaws (Appendix A) for information about SGA meetings.

If a prospective club is not approved by the SGA Campus Activities Board and/or Student Life Coordinator, the decision may be appealed to the Associate Dean of Student Life..

102.4 Important: Before Official Recognition

During the interim period before official recognition has been granted, potential club members are invited and encouraged to attend SGA Council Board meetings as observing, non-voting attendees.

Potential club members may meet on a provisional, informal basis, but as interested students only; no events, activities, fundraising or travel may be conducted or advertised until official club recognition has been granted.

102.5 Step 3: Administrative Review

Upon receiving a vote of recognition from the SGA Council Board and the Student Life Coordinator, the Associate Dean of Student Life, the Dean of Students, and the Associate Vice President of Student Affairs will review the charter documents for final approval. The Student Life Coordinator will notify the Club Sponsor(s) via email once the club is officially recognized as active. From that time forward, the active club becomes part of the voting membership at SGA Business meetings.

103 Maintaining Active Club Status

103.1 Minimum Standards for Active Status

Clubs must maintain the following minimum standards. Failure to comply may result in club deactivation.

- Have at least seven (7) currently enrolled students as members.
- Send at least one (1) club representative to every SGA Council Board meeting. Three unexcused absences over the entire academic year will result in club deactivation.
- Hold at least one formal meeting per month and send the meeting records to the Student Life Coordinator. See Club Meetings (Section 105) for more details.
- Have a Club Sponsor present at all meetings and activities.
- Club Sponsor must complete Club Sponsor Training annually.
- Attend the Fall and Spring Welcome Back and Club Rush events
- Every Fall: Follow Steps 1-3 with updated documentation to Reactivate club status each year within the first four (4) weeks of the semester.
- Every Spring: Submit a **Club Status Report** to the Student Life Coordinator within the first four (4) weeks of the semester.
- Adhere to the EFSC Equal Opportunity statement (EFSC Procedures Manual Section 302.1).
- Adhere to the Student Code of Conduct.

103.2 Inactive Status & Reactivation

When clubs fail to meet the minimum standards for active status, the club will automatically be deactivated. This prevents the club and its members from meeting, hosting events, traveling, or

requesting funds. Deactivation may also result in the postponement or cancellation of any approved club activities, travel or fundraising until reactivation occurs. The Club Sponsor(s) will be notified of inactive status via email by the Student Life Coordinator.

Deactivated clubs may apply for reactivation by following Steps 1-3 (Section 102) with updated documentation.

104 Electing Club Officers

To run for and maintain a club officer position, students must meet the following guidelines. Any deviations must be approved by the Student Life Coordinator and Associate Dean of Student Life in conjunction with Club Sponsor(s).

- Have and maintain an overall GPA of 2.5 or higher.
- Adhere to the election procedure outlined in the club's constitution and bylaws.
- May not concurrently hold officer positions in the SGA or any other campus club.
- May not have any Student Code of Conduct violations.

105 Club Meetings

Club Sponsor(s) are required to attend all club meetings and activities. Every effort should be made by the club to schedule meetings and activities to accommodate as many club members as possible. Any club activities that occur outside of regularly scheduled meetings must be submitted for approval following the steps under Student Activities (Section 200).

105.1 When

Clubs must meet on a monthly basis at minimum but are strongly encouraged to meet more frequently. Meeting dates, times, and locations must be noted on the **New/Reactivated Club Charter** and the **Club Status Report**. The club sponsor must also share meeting and event details (and any changes) with the Communications Office for inclusion on the College calendar.

105.2 Where

Meetings must be hosted on campus, and the Club Sponsor is responsible for reserving the use of College facilities and technical equipment. On-campus meetings are encouraged to provide audio and/or visual options to accommodate more students. Students will not be allowed access to reserved campus space without the Club Sponsor's presence and should be prepared to present their EFSC ID to Campus Security upon request. Campus Security may ask students to leave any building or room when authorization has not been given. Clubs should take special care to leave reserved campus facilities in the same condition they are found.

105.3 What

Clubs are encouraged to set their goals and major activities early in the year and to continuously refine those goals into clearly defined meeting agendas throughout the year. It is expected that club meetings will be conducted by parliamentary procedure using the most current edition of Robert's Rules of Order. Club meeting times are not appropriate to do the work required to host an event or activity.

Meeting minutes must be recorded for each meeting to include attendance and a budget report (if applicable). These records must be submitted to the Student Life Coordinator within one (1) week of

each meeting. Failure to submit these documents in the timeframe requested may result in club deactivation.

Because of potential disruptiveness or risk of injury or damages, non-enrolled children are not permitted to attend meetings. In accordance with the Student Code of Conduct, non-enrolled children will also not be permitted to remain in the common areas of College buildings without adult supervision.

106 Club Sponsor

106.1 Sponsor Responsibilities

All clubs are required to have a Club Sponsor who is a full-time staff (exempt status) or full-time faculty member employed by EFSC. Club Sponsors must be present at all club meetings and activities. Club Sponsors are to assist with paperwork, work orders, and other behind-the-scenes operations. They will complete annual Club Sponsor Training and will help guide new club officers to ensure smooth transitions from year to year. Sponsors should help facilitate club business and foster ownership and responsibility by the student members of the club.

Faculty members serving as Club Sponsors should consult the Collective Bargaining Agreement regarding stipends and/or other provisions relating to service as sponsors, if applicable.

Sponsor responsibilities include, but are not limited to, the following:

- Complete Club Sponsor Training annually.
- Attend all club meetings and activities. These must be hosted outside of the Sponsor's regular work hours.
- Maintain an EFSC Purchasing Card (Pcard) to manage club finances and expenses.
- Complete appropriate tasks on behalf of club in a timely manner, including work orders, room reservations, IT requests, travel and accounting paperwork, marketing and printing requests, and purchasing.
- Inform the Communications Office of club meeting and event details (and any changes) for inclusion on the College calendar.
- Maintain familiarity with club constitution and bylaws, Student Activities Handbook, Student Code of Conduct, and official College policies and procedures that relate to Student Life.
- Aid in membership transitions between academic years to sustain club integrity.
- Collaborate with the Student Life Coordinator and Associate Dean of Student life on allclub activities.
- Manage and store club inventory, especially A-Tagged equipment.

106.2 Sponsor Approval

Full-time staff (exempt status) or full-time faculty members may be eligible to serve as Club Sponsors provided, they receive approval from their direct supervisor, the Dean of Students, and the Associate Vice President of Student Affairs. This approval is achieved through signatures on the **Club Sponsor Agreement** that is submitted with **New/Reactivated Club Charter** paperwork. Club co-sponsors must receive the same approvals.

Club paperwork must be appropriately submitted within the first four (4) weeks of the semester to receive a full stipend. Only half of a stipend will be remitted if paperwork is submitted after that date but by the eighth (8th) week of the semester. Sponsors will not receive a stipend for any club paperwork submitted after the eighth (8th) week of the semester even if the club is approved.

106.3 Sponsor Stipends

Sponsor stipends will be distributed at the end of each semester provided the sponsor fulfills all duties detailed within the **Club Sponsor Agreement**. If a club is newly formed or reactivated during the school year, the stipend will be prorated accordingly. If a club has more than one approved sponsor, the stipend will be distributed between the eligible sponsors.

106.4 Changing Sponsors

In the event that a Club Sponsor can no longer fulfill his or her duties to the club, the club President shall meet with the Student Life Coordinator and the Associate Dean of Student Life to determine the best course of action in finding a replacement. During the period when the club is without a Club Sponsor, no meetings or activities shall take place. The club representative will also not be able to vote at SGA Business meetings until a new Club Sponsor is in place.

106.5 Administrative Removal of Club Sponsor

The Dean of Students has the authority to administratively remove a Club Sponsor from his or her Sponsor position if it is determined that the sponsor is failing to meet sponsorship responsibilities, or that sponsorship is adversely impacting the employee's primary duties, the overall success of the club, or the SGA as a whole.

107 Club Social Media

Each Eastern Florida State club is permitted an official Facebook group for the purposes of internal communication. These groups, which are created by the Communications Office, are linked to the Facebook page of the campus on which the club is based, with that page serving as the group administrator. The Club Sponsor(s) must serve as group moderator(s) and may also designate and appoint students to moderate the group each term. Updates to group moderators should be sent to the Communications Office at least once per term.

Within the group, all club members are encouraged to post and engage with content that showcases club activities/topics of interest, and they may request that the Communications Office share this content to the College's main social media accounts (@easternflorida on Facebook, Twitter, Instagram and Snapchat) for more widespread club promotion at any time.

Requests for an individual club presence on other social media platforms (Twitter, Instagram, Snapchat, etc.) must be fielded through the Communications Office and will be considered on a case-by-case basis.

All club activity on social media must comply with EFSC's Social Media Guidelines and Procedures.

108 Club Property & Supplies

It is the responsibility of the club to manage and store its inventory of property and supplies. Clubs should maintain a simple record of their unique inventory to ensure items are not lost or stolen and that they are properly cared for. To guarantee proper College protocol is followed, clubs should work closely

with the Student Life Coordinator to dispose of any broken or unwanted items. The Club Sponsor is responsible for any and all club items that are inventoried (A-Tagged) by the College.

In the instance that a club disbands, its inventory will revert to the SGA and the Office of Student Life. The Student Life Coordinator will work with the Associate Dean of Student Life to determine the best course of action regarding all property and materials received.

109 Club Finances

109.1 Club Sponsor Purchasing Card

Club Sponsors are required to have an EFSC Purchasing Card (Pcard) and attend Pcard training. Purchases using SGA funds must receive full approval using the appropriate activity, travel, or fundraising process. Receipts must be kept for all purchases, and monthly Pcard Reconciliations must be submitted to the Student Life Coordinator for approval if the charges include SGA funds. Mismanagement of funds may result in Pcard revocation and removal from sponsorship.

109.2 Using an Agency Account

If applicable, recognized clubs may request a College agency account to manage club finances. To establish this account, the Club Sponsor(s) must submit a Pcard request form, a list of officer names, and the club constitution and bylaws to the Student Life Coordinator. Once approved by the campus Associate Dean of Student Life and the Dean of Students, the request will be forwarded to the Accounting department. The College forbids the use of off-campus banking institutions for any financial activity done in the name of the College.

All agency account information will be provided to the Student Life Coordinator and the Associate Dean of Student Life to ensure full disclosure and accountability. Clubs should report agency account funds and any recent expenditures at club meetings and SGA Business meetings.

The Club Sponsor(s) will be listed as the budget custodian(s); however, the sponsor(s) may designate students who may make deposits to the campus Cashier using the club's agency account number and showing their EFSC ID. Deposit receipts shall be provided to the club for documentation. Only the Club Sponsor(s) or, in his/her absence, the Student Life Coordinator, may authorize expenses made to a club agency account. The reimbursement of personal funds used to pay for club related expenses is heavily discouraged and may only be done with prior approval from the Dean of Students.

All agency accounts are subject to an internal audit which may be requested through the Dean of Students.

The College's accounting standards, policies, and procedures will be adhered to by all clubs. Clubs may motion to use their funds for club use at a monthly meeting. It is required to report the discussion and voting results in official meeting minutes with documented approval from the Club Sponsor. Any requests involving activities, travel, or fundraising must additionally follow the request procedures outlined in this handbook. Personal use of agency account funds is strictly prohibited.

109.3 Tax Exempt Status

Official EFSC expenses are exempt from Florida sales tax. The Club Sponsor(s) should obtain a copy of the **Consumer's Certificate of Exemption** from the Document Center. Club Sponsors may only use a copy of this form for approved uses. Receipts for all purchases are required.

109.4 Reimbursement

The College strongly prefers that EFSC related transactions are made using a College Pcard or, if necessary, by utilizing the Check Request process. The reimbursement of personal funds used to pay for club related expenses is heavily discouraged and may only be done with prior approval from the Dean of Students.

Reimbursements from an agency account can only be made for approved purchases – receipts required. Reimbursements must be done with a Purchase Requisition for a Check Request.

200 Student Activities

201 Overview of Activities

Student Life and the activities addressed in this manual involve requests from SGA, campus clubs/organizations, and student individuals/groups. These activities are extracurricular in nature and must pose a benefit to the general student body. Students and clubs must follow the steps below and receive full authorization before marketing, purchasing, or conducting any activities.

Clubs and organizations will be referred to as “clubs” hereafter since they adhere to the same guidelines.

202 Submitting Requests

202.1 Step 1: Timeline for Review

Non-funded activity requests must allow a minimum of two (2) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that for scheduled events, the window be extended to three (3) weeks to allow time for adequate planning and paperwork corrections/changes. This timeframe does not account for advertising and/or event preparations.

Funded activities must allow a minimum of four (4) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that for scheduled events, the window be extended to five (5) weeks to allow time for adequate planning and paperwork corrections/changes. While tentative planning efforts may occur while awaiting full approval, no purchasing or commitments of the College may take place. This timeframe does not account for advertising and/or event preparations.

Please review Student Travel (Section 300) for any requests involving travel, and Fundraising (Section 400) for any requests involving fundraising.

202.2 Step 2: Prepare Documentation

BEFORE SUBMITTING ANY REQUESTS: Please carefully review all of the guidelines under Planning Activities (Section 203) and Marketing Activities (Section 204), and utilize that information when preparing request documentation.

The documents listed below must be completed and submitted to the Student Life Coordinator within the appropriate timeline. Items listed in ***Bold Italics*** are official EFSC forms. They may be accessed on the EFSC website unless otherwise noted (see Appendix B).

- ***Student Activities Request***
- Supporting documentation (budgets, itemized lists, prizes, etc.)

Individuals or groups of students may sign the ***Student Activities Request*** as the Student Representative and must organize an activity sponsor with the Student Life Coordinator. Clubs must receive approval from the club, with discussion and votes recorded in meeting minutes, and have signatures from the Club President and Club Sponsor before submission.

Clubs and student groups may use agency funds to partially or fully fund student activities. This distinction should be made on the ***Student Activities Request***. If clubs or groups are requesting funds

from SGA when they already have funds in an agency account, a budget breakdown may be requested explaining the intended allocation of those funds.

Documents must be submitted two (2) business days prior to the appropriate SGA meeting in order to be placed on the agenda.

202.3 Step 3: Present to SGA

Once completed paperwork is submitted to the Student Life Coordinator, the activity request will be placed on the appropriate SGA agenda. Non-club affiliated requests will be presented at the SGA E-Board meeting. Clubs present their activity requests at the SGA Business meeting.

At least one (1) student or club representative is required to present at the meeting to briefly describe the activity and answer questions as needed. The voting members have the right to ask for more information or for a revised request prior to conducting an official vote. If a representative is not present due to an unexcused absence, the activity may not be discussed for a vote. Virtual attendance is permitted for Eastern Florida Online clubs. See the Student Government Association Constitution & Bylaws (Appendix A) for information about SGA meetings.

If an activity is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the Associate Dean of Student Life.

202.4 Important: Before Official Approval

During the interim period before official approval has been granted, no marketing, purchases or commitments of the College may take place.

202.5 Step 4: Administrative Review

Upon receiving a vote of approval from the SGA and the Student Life Coordinator, the Associate Dean of Student Life and the Dean of Students will review the documents for approval. If the request is over \$1000, the Vice President of Academic and Student Affairs will also need to review before final authorization may be given. The Student Life Coordinator will notify the individual, group, or club via email once the activity request is officially approved. From that time forward, advertising and planning may commence.

Once an activity request is approved, any increases in budget expenditures or other significant changes must receive additional approval in front of the SGA and from all signing authorities. Any unexpended SGA funds remaining after completion of the activity return to the SGA.

202.6 Step 5: Planning

Review Planning Activities (Section 203) and Marketing Activities (Section 204) for more information. An **Activity Checklist** is available for download with a helpful timeline and inventory list for planning. All activity expenses should be tracked to ensure proper management of funds; the **Budget Tracking** form is available for use.

202.7 Step 6: Post-Event

Requesting parties are required to submit a **Post Event Report** and **Budget Tracking** form to the Student Life Coordinator within one (1) week of the activity and present the activity results at the next SGA

meeting. A **Budget Tracking** form is available for use. Activities that utilized significant funding or resources may be required to do additional presentations.

Students are to clean up after the activity has concluded and leave the location in similar or better conditions. Students are also responsible for the appropriate disposal of all flyers, posters and handouts that were distributed.

203 Planning Activities

203.1 Sponsor Presence

An activity sponsor must be present at all EFSC activities. Club Sponsors are the default activity sponsors for club activities. Individuals or groups who are not affiliated with an EFSC club are responsible to find a sponsor to support their activity.

Work Orders

The activity sponsor is responsible for completing work orders, room reservations, IT requests, accounting paperwork, marketing and printing requests, and purchases. Activities occurring outside of regular College hours should account for security, custodial, and technical support needs for those functions.

203.2 Activity Purchases

Official EFSC expenses are exempt from Florida sales tax. The activity sponsor should obtain a copy of the **Consumer's Certificate of Exemption** from the Document Center. Sponsors may only use a copy of this form for approved uses. Itemized Receipts for all purchases are required.

The College strongly prefers that EFSC related transactions are made using a College Pcard or, if necessary, by utilizing the Check Request process.

Club Sponsors are required to have a Pcard to make purchases. If the sponsor of a non-club affiliated activity does not have a Pcard, they may organize purchases through the Student Life Coordinator.

203.3 Event Admission

Students cannot be charged for admission to any activity or event that is funded by Student Life.

If a large turnout is expected with a limited seating capacity in the event location, the organizers must issue tickets for admittance to control the size of the crowd and abide by established fire codes.

203.4 Food Handling

Only certified food handlers are allowed to prepare and handle non-prepackaged foods. Non-prepackaged foods must be prepared in a licensed and certified commercial kitchen.

203.5 Contracted Services

Contractual arrangements for services from any individual or company to support student activities (e.g., catering, DJ, photography, etc.) will require the submission of an **Agreement for Independent Contractor Services** form. This document must be completely approved by all signing authorities at least thirty (30) business days prior to the activity. The policies and procedures surrounding independent contracts are on the first page of the document for reference.

Organizers may employ approved campus food vendors to cater events by utilizing a **Purchase Requisition** instead of an independent contract. Submit this form along with an invoice for services and a copy of the event flyer.

Normally, EFSC employees are not permitted to render paid services to the College. Contact Human Resources to determine if an employee is eligible to perform additional services and receive supplemental compensation.

203.6 Event Prizes and Promotion Rules

All promotions including contests, sweepstakes, and drawings must be described in detail on the **Student Activities Request** and receive full approval prior to purchase. * prizes may not include cash or gift cards*. Only currently enrolled EFSC students who meet all of the eligibility requirements for the promotion may receive prizes; EFSC staff, faculty, and administrators, as well as employees who are also EFSC students, are not eligible.

All prize drawings and contests must additionally adhere to the stipulations outlined in the Promotions Process at EFSC. After approval, details must be submitted in the Promotion Rules Request Form so that the College may generate and post rules. Requests must be submitted and finalized by no later than two (2) weeks before the start of a promotion.

203.7 Campus Viewing of Commercial Films

Activity sponsors and requesting students should work closely with the Student Life Coordinator and the Library to determine which materials have been purchased with public performance rights and can be shown to students on campus. If not available, public performance rights must be purchased for the showing and should be budgeted in the request.

Events of this nature can only be held on campus for the student body. No admission may be charged or profit collected as a result of showing a film on-campus. Food and drink may be provided for free, but may not be sold for fundraising purposes.

203.8 Political or Religious Activities & Demonstrations

A guiding principal for consideration in planning for political or religious activities should be that the event is open to multiple sides of an issue, belief, or doctrine. Events of this nature must adhere to the Student Code of Conduct and any other applicable College policies. All EFSC students are welcome to observe and/or participate in the event.

Voter registration drives may not be conducted by any office or organization other than as prescribed by the EFSC Procedures Manual. Students or clubs wishing to host any elected officials or candidates for office as part of a sponsored activity must receive full approval through the activity request process.

Guidance for demonstrations and dissent activities is contained in the EFSC Procedures Manual Section 606.

203.9 Children on Campus

Because of potential disruptiveness or risk of injury or damages, non-enrolled children are not permitted to attend any Student Life funded activities. In accordance with the Student Code of Conduct, non-enrolled children will also not be permitted to remain in the common areas of College buildings without adult supervision.

204 Marketing Activities

All marketing materials must be approved by Communications and designed by College-wide Printing & Graphics. Make sure to include a budget for marketing in the **Student Activities Request** to cover printing costs.

204.1 Step 1: Submit Information

Once the activity request has been approved, the activity sponsor should send an email to the Executive Director of Communications, and copy the Student Life Coordinator with the event information. Attach the signed **Student Activities Request** to the email so that Communications knows the event has been approved.

Be sure to include the event date(s), start and end time(s), location(s), sponsor contact information, name of hosting club (if applicable), and a brief description of activities or purpose. All prize drawings, sweepstakes, or contests must be submitted through the Promotion Rules Request Form so that a link to the rules may be included on all marketing materials. See Event Prizes and Promotion Rules (Section 203.7) for more information.

204.2 Step 2: Request Graphic Design

After the Executive Director of Communications approves wording for the marketing materials, a submission for graphic design must be made through Print Shop Pro. Select Graphic Design with Order Type “Flyer” to have the original flyer designed. Once a flyer has been designed, Print Orders may be submitted for flyers, posters, or handouts.

204.3 Step 3: Promote via Web and Social Media

The activity sponsor should send an email to the Manager of Web/Social Media and Assistant Manager of Web/Social Media, then copy the Executive Director of Communications and the Student Life Coordinator with the flyer design attached. Communications can then include the event on student and employee emails and post the event on the EFSC web calendar and social media accounts. If the event is open to the public, a request may be made to promote with a press release and a spotlight on the EFSC website.

204.4 Step 4: Post on Campus

Printed materials go through the Office of Student Life and must receive a stamp before being posted. The stamp establishes an expiration date for the flyers to ensure the easy regulation and disposal of outdated materials.

Each campus building maintains bulletin boards for both restricted and “open” use. Materials may not be posted to any other surface. Contact the Student Life Coordinator with any questions about bulletin board availability.

300 Student Travel

301 Overview of Travel

Student travel is defined as any trip taken by currently enrolled students as part of a recognized EFSC Student club, a college-affiliated function with Administration approval, or on a voluntary basis, and not as a requirement of the student’s coursework or program of study. EFSC Departments who wish to

travel with students enrolled in an EFSC academic program / Cohort program must use their agencies funds, participate in fundraising, or work with the EFSC Foundation office for funding opportunities. All student travel is capped at \$10,000 for the fiscal year (July 1-June 30th). SGA travel for its Student Government and Student Activities Board members, may be exempt from the \$10,000 cap with approval from the Dean of Students. Student travel is considered extracurricular in nature and must pose a benefit to the general student body. Students and clubs/organizations/ Intramural sports must follow the steps below and receive full authorization before registering, reserving, purchasing, or traveling.

Clubs and organizations will be referred to as “clubs” hereafter since they adhere to the same guidelines.

302 Submitting Requests

302.1 Step 1: Timeline for Review

Travel requests must allow a minimum of five (5) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that the window be extended to take advantage of early bird discounts and to allow for adequate planning and paperwork corrections/changes. This timeframe does not account for planning and purchasing after approval has been received.

302.2 Step 2: Prepare Documentation

BEFORE SUBMITTING ANY REQUESTS: Please carefully review all of the guidelines under Planning Travel (Section 303) and utilize that information when preparing travel request documentation.

The documents listed below must be completed and submitted to the Student Life Coordinator within the appropriate timeline. Items listed in ***Bold Italics*** are official EFSC forms. They may be accessed on the EFSC website unless otherwise noted (see Appendix B).

- ***Student Activities Request***
- ***Travel Addendum***
- Conference Agenda (if available/applicable)
- ***Student Travel Assumption of Risk, Release, and Hold Harmless Agreement*** (signed by each student)
- ***Request for Day Travel – Students Under Age 18*** (For day travel only: signed by a parent/legal guardian of each minor student)
- ***Acknowledgement of Responsibility for Minor Student Travel Agreement*** (For overnight travel only: signed by a parent/legal guardian of each minor student; provide photocopy of parent/legal guardian ID)

Individuals or groups of students may sign the ***Student Activities Request*** as the Student Representative and must organize and identify a travel sponsor. Clubs must receive approval from the club, with discussion and votes recorded in meeting minutes, and have signatures from the Club President and Club Sponsor before submission.

Clubs and student groups must use agency funds to partially or fully fund student travel first before requesting funds from SGA. This distinction should be made on the ***Student Activities Request***. If clubs or groups are requesting funds from SGA

when they already have funds in an agency account, a budget breakdown may be requested explaining the intended allocation of those funds.

Students should also cushion the budget to cover time-sensitive expenses, since booking costs for conference registration, transportation, and lodging increase as the travel date approaches.

Documents must be submitted two (2) business days prior to the appropriate SGA meeting in order to be placed on the agenda.

302.3 Step 3: Present to SGA

Once completed paperwork is submitted to the Student Life Coordinator, the travel request will be placed on the appropriate SGA agenda. Non-club affiliated requests will be presented at the SGA E-Board meeting. Clubs present their travel requests at the SGA Business meeting.

At least one (1) student or club representative is required to present at the meeting to briefly describe the activity and answer questions as needed. The voting members have the right to ask for more information or for a revised request prior to conducting an official vote. If a representative is not present due to an unexcused absence, the activity may not be discussed for a vote.

If travel is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the Associate Dean of Student Life. Important: Before Official Approval

During the interim period before official approval has been granted, no registration, reservations or commitments of the College may take place.

302.4 Step 4: Administrative Review

Upon receiving a vote of approval from the SGA, the Student Life Coordinator will review for signature. The **Student Activities Request** will then be returned to the travel sponsor to be uploaded to the online **Student Travel & Reimbursement** process. From there, the Associate Dean of Student Life, the Dean of Students, and College Vice Presidents will review the online submission for final authorization.

International travel requires additional consent from the College President. The travel sponsor shall notify the Student Life Coordinator via email once the travel request is officially approved. From that time forward, planning may commence.

Once a travel request is approved, any increases in budget expenditures or travel participants must receive additional approval in front of the SGA and from all signing authorities. Any unexpended SGA funds remaining after completion of the travel return to the SGA.

302.5 Step 5: Planning

Review Planning Travel (Section 303) for more information. A **Travel Checklist** is available for download with a helpful timeline for planning. All travel expenses should be tracked to ensure proper management of funds; the **Budget Tracking** form is available for use.

302.6 Step 6: Post-Travel

Requesting parties are required to present the travel results and final expenditures at the next SGA meeting; the **Budget Tracking** form is available for use. Travel that utilized significant funding or resources may be required to do additional presentations.

The travel sponsor must submit the online **Student Travel & Reimbursement** form to Accounting with actual travel expenses and copies of receipts within five (5) business days.

303 Planning Travel

303.1 Student Eligibility

To participate in travel, student must meet the following guidelines at the time of request *and* when travel takes place. All traveling students must be verified for eligibility by the Dean of Student's Office.

- Be currently enrolled for at least three (3) credit hours.
- Have and maintain an overall GPA of 2.0 or higher.
- Be in good academic standing (i.e., not in financial default, not on disciplinary probation or more severe disciplinary status).
- Complete the **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement**

Minor students should read and adhere to Travel with Minors (Section 303.2).

303.2 Travel with Minors

Students under the age of 18 ("minor students") may be eligible to participate in student travel provided they meet the eligibility requirements set forth in Student Eligibility (Section 303.1), provide the listed documentation, and submit to the stipulations that follow.

- **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement** (signed by each student)
- **Request for Day Travel – Students Under Age 18** (For day travel only: signed by a parent/legal guardian of each minor student)
- **Acknowledgement of Responsibility for Minor Student Travel Agreement** (For overnight travel only: signed by a parent/legal guardian of each minor student; provide photocopy of parent/legal guardian ID)

For day travel, the minor student must complete a **Request for Day Travel – Students Under Age 18** and have it signed by a parent/legal guardian. This request is subject to final approval from the Dean of Students.

For overnight travel, the minor student must complete an **Acknowledgement of Responsibility for Minor Student Travel Agreement** and have it signed by a parent/legal guardian with a photocopy of the parent/legal guardian ID. The minor student is required to travel and lodge with the parent/legal guardian. The parent/legal guardian must provide separate transportation for themselves; however, the student may choose to travel with the group. The parent/legal guardian is responsible for all of their own expenses associated with accompaniment. Outside of transportation and lodging, the College will pay for the minor student's eligible expenses as approved in the travel request.

During overnight travel, the minor student must always be accompanied by their parent/legal guardian at all times. This includes all activities throughout the day and night including transportation, lodging, meals, activities, and free time. The parent/legal guardian shall be responsible for the minor student's care and custody and shall immediately notify the travel sponsor of any issues or incidents that affect the health or safety of their child.

See EFSC Procedures Manual Section 806 for more information.

303.3 Sponsor Presence

An EFSC staff or faculty member must accompany all student travel. Club Sponsors are the default activity sponsors for club travel. Individuals or groups who don't have an EFSC employee to sponsor their travel must organize and identify a travel sponsor. Travel sponsors must obtain written approval from his/her supervisor in advance of the trip.

Sponsors should use their best judgement if the ratio of male to female students warrants having both a male and female sponsor travel with the group.

The cost of the sponsor attending the trip should be included in the travel request unless funding will be obtained from another source.

The travel sponsor is responsible for the following actions:

- Review travel procedures outlined in this handbook and in EFSC Procedures Manual Section 418.
- Receive written approval for travel from his/her supervisor.
- Help students complete travel request documentation.
- Send student names and B numbers to the Dean of Students Office for eligibility verification.
- Submit the online **Student Travel & Reimbursement** form to the Associate Dean of Student Life, Dean of Students, and College Vice Presidents with the signed **Student Activities Request** attached. Sponsor will have to attend Student Travel Reimbursement training with Accounting if not already completed.
- Print the **Student Acknowledgement/Receipt of Meals or Money** form prior to travel and obtain students' signatures in receipt of receiving and distributing meal money.
- Copy signed **Student Travel Assumption of Risk, Release, and Hold Harmless Agreement** forms to bring during travel and send originals to the Student Life Coordinator at least two (2) weeks before travel.
- If driving, complete a **Driver Eligibility Request Form** through Human Resources.
- Maintain receipts of all travel expenditures, with hotel receipts that include the check-in and check-out dates and times for each room. Include other hotel rooms (e.g., conference rooms) that were provided by EFSC and used exclusively by EFSC students for Clery Act reporting.
- Report emergency incidents to the Associate Dean of Student Life and Dean of Students immediately, and non-emergency incidents (e.g., injury, violation of law, malfunction or accident involving College-approved vehicle) upon return.
- Upon return, complete the **Student Travel & Reimbursement** with actual travel expenses and copies of receipts within five (5) business days.
- Track all travel expenses and submit it to the accounting department within five (5) business days; the **Budget Tracking** form is available for use.

- Coordinate with students upon return to have them present their travel experiences at the next SGA meeting.

303.4 Permissible Expenditures

College funds may only be used to pay travel costs for eligible students (see Student Eligibility Section 303.1) and approved EFSC faculty or staff travel sponsors. Permissible travel expenditures include:

- Registration/entry fees with prior approval
- Transportation (airfare, rental vehicles, gas, tolls, parking fees, etc.)
- Meals
- Lodging
- Miscellaneous travel expenses (must be included in travel request for approval)
-

Student Clubs seeking funds for travel will be asked to fundraise to support expenditures. Fundraising guidelines must be approved by EFSC'S Foundation Office.

College funds may not be used to pay for individual certifications, or a minor student's parent/legal guardian's travel expenses.

303.5 Transportation

When determining transportation methods, it is expected that students use the least expensive, most reasonable form of transportation. Questions about what is most reasonable should be directed to Student Life. It is preferred that all travel begin and end on an EFSC campus.

The travel sponsor will reserve vehicles for transportation in accordance with the EFSC Rental Vehicles Procedure (see EFSC Procedures Manual Section 306.1). Only pre-approved college employees 21 years of age or older may drive rental vehicles. Drivers of vehicles transporting more than fifteen (15) people (including the driver) require a State of Florida Commercial Driver's License. All drivers must complete a ***Driver Eligibility Request Form*** through Human Resources.

Travel sponsors may not transport anyone who is not involved in the student activity or has not been authorized to travel by the College. Drivers are responsible for ensuring that no alcohol or illegal substances are present. Should the consumption of alcohol or illegal drugs become obvious, the vehicle must be safely stopped, and all paraphernalia removed. Failure of any passenger(s) to comply, or any additional abuse, will cause immediate cancellation of the trip, with the driver returning the vehicle and passengers back to the college.

All drivers shall allow ample time to complete travel, taking into account weather, traffic, road construction, expected delays, etc. Some trips may be postponed or cancelled if the weather is threatening. Travel sponsors should check the forecast prior to departure to determine whether or not to proceed.

It is the travel sponsor's responsibility to cancel a vehicle reservation as soon as it is determined that it is no longer needed.

Any traffic or parking tickets received during student travel are the responsibility of the driver, not the College.

303.6 Personal Vehicles

Personal vehicles that belong to students, staff, or faculty are not encouraged for student travel. If a traveler needs to use a personal vehicle, the College requires the following documentation: (1) proof of valid automobile insurance (ID card is acceptable); (2) copy of valid driver's license of anyone driving; and (3) written permission for use from the vehicle's owner (if owned by another).

Drivers of personal vehicles must possess a valid driver's license, are subject to all provisions of this handbook, and will not be reimbursed for mileage, gas, parking, tolls or any other vehicle-related expenses. Under Florida law, the college retains its right to sovereign immunity where private vehicles are concerned, meaning owners, drivers, and passengers of private vehicles shall be individually responsible for their own injuries/losses and any injuries/losses to others resulting from the use of private vehicles.

All drivers and passengers of personal vehicles, including non-EFSC students, must sign the ***Student Travel Assumption of Risk, Release, and Hold Harmless Agreement*** prior to travel. Travel sponsors shall not transport students in their personal vehicles except with prior approval or in cases of emergency.

303.7 Meals

The maximum amount that can be advanced per student and sponsor, per meal is:

- Breakfast: \$3.00 (before 6 a.m.)
- Lunch \$6.00 (before 12 p.m.)
- Dinner \$10.00 (after 8 p.m.)

Requests may ask for less than the maximum amount per student/sponsor or no meal money at all. Meal monies can only be requested if the travel encompasses the set times for each meal.

Meal money is not permitted for:

- Meals included in registration/entry fee costs
- Meals provided as part of a conference/event
- Meals provided by a hotel (i.e., complimentary full breakfast)

Students may receive meal monies for one-day trips, however travel sponsors may not (Florida Statutes 112.061).

Travel sponsors must print out the ***Student Acknowledgement/Receipt of Meals*** form prior to travel and obtain students' signatures in receipt of receiving and distributing meal money. In case of a cancelation, the unused student meal money must be returned to the Cashier's Office.

303.8 Lodging

Lodging must occur in reputable commercial establishments, such as hotels/motels, and may not occur in a personal residence, hostel, or vacation rental facility.

The following rules apply when making arrangements at lodging facilities:

- Men and women may not share a room (except for siblings and spouses).
- Students and travel sponsors may not share a room.
- Students are to share rooms; one (1) student per bed is expected.
- Travel sponsors are permitted to have their own room.

- Students under the age of 18 must lodge with their parent/legal guardian.

EFSC is exempt from Florida sales tax. The travel sponsor must obtain a copy of the **Consumer's Certificate of Exemption** from Accounting to present at check-in. If the vendor will not waive the sales tax, the lodging provider should write "Tax Exemption Refused" on the receipt(s) along with a signature. Please check with the hotel in advance to determine requirements.

Incidentals such as room service, in-room movies, phone calls, etc., will not be reimbursed. Internet usage fees and resort fees may be paid if they are on the initial travel request.

Effective July 1, 2022, there are two (2) changes to the State Travel Florida Statutes. They are listed below.

1. Pursuant to s.112.061, Florida Statute, regarding State employee travel, the 2022-2023 Florida Law 2022-157 section 88 states: **"Funds may not be used for travel by state employees to foreign countries, other states, conferences, staff training activities, or other administrative functions unless the agency head has approved, in writing, that such activities are critical to the agency's mission. The agency head shall consider using teleconferencing and other forms of electronic communication to meet the needs of the proposed activity before approving mission-critical travel."**

This means that effective immediately all employee administrative travel requests* must be approved by the appropriate Vice President *before* travel occurs. Additionally, if a conference/meeting has an online or remote option, employees are required to participate in the online/remote option. Employees who wish to attend in person must provide detailed justification to support the need to attend the meeting/conference in person.

The information will be added to the travel system as soon as possible, until then, the **"Travel Authorization Request Addendum"** form **is** required. **Please complete the attached Travel Authorization Request Addendum form and forward this email with the completed form to your Vice President for approval and cc Tamra Reeves on the email.** The Vice President will review the request and reply to all with the approval or disapproval for the trip. Employees traveling without receiving prior approval may be personally responsible for charges related to the trip. The online travel request form is being revised to incorporate the requirements of this statute for future requests.

The "Travel Authorization Request Addendum" form can be found in the Document Center under Accounting.

*Administrative travel does not include travel for instruction, research, academic, student activity, or athletic purposes.

2. Pursuant to s.112.061, Florida Statute, regarding State employee travel, the 2022-2023 Florida Law 2022-157 section 89 states: **"Costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or part by a state agency or judicial branch may not exceed \$175 per day. An employee may expend his or her own funds for any lodging expenses in excess of the \$175 per day."**

This means that any State agency sponsored meeting/conference/convention hotel costs cannot exceed \$175 per night. Any amount over that will be the responsibility of the employee. Please be mindful of this rule when making your reservations.

303.9 Travel Etiquette

All members traveling, including students and sponsors, should exchange cell phone numbers and save the hotel phone number in case of emergency.

Students must stay within the company of the travel sponsor at all times unless permitted otherwise (e.g., attending different workshops at the same conference; eating at different establishments in the same location, etc.). Members should always plan on staying in the company of at least one other member at all times and should not wander off alone.

303.10 Student Conduct

All students participating in travel are expected to conduct themselves in a lawful, civil, and responsible manner. Students must abide by the Student Code of Conduct, as well as any and all local, State, and Federal laws and ordinances at all times. As such, the consumption of alcoholic beverages during travel is prohibited. Any students who fail to meet these expectations are subject to discipline, which may result in being returned home before the end of the trip at the student's expense.

If the travel sponsor reasonably believes a student has engaged in serious and/or repeated incidents of poor conduct, the sponsor will immediately notify Associate Dean of Student Life, Dean of Students, or Academic Dean (as appropriate to the situation). The decision to revoke travel privileges and return a student home shall be made by these administrators and/or other college officials as appropriate. To the extent practical and feasible, the student will be given an opportunity to respond to the concerns raised prior to the decision.

303.11 Classroom Attendance

Students authorized for college-sponsored travel may be credited with an excused absence from class, subject to the individual faculty attendance policy. It is each student's responsibility to initiate arrangements with his/her instructors.

All members traveling, including students and sponsors, should exchange cell phone numbers and save the hotel phone number in case of emergency.

Students must stay within the company of the travel sponsor at all times unless permitted otherwise (e.g., attending different workshops at the same conference; eating at different establishments in the same location, etc.). Members should always plan on staying in the company of at least one other member at all times and should not wander off alone.

303.12 Student Conduct

All students participating in travel are expected to conduct themselves in a lawful, civil, and responsible manner. Students must abide by the Student Code of Conduct, as well as any and all local, State, and Federal laws and ordinances at all times. As such, the consumption of alcoholic beverages during travel is prohibited. Any students who fail to meet these expectations are subject to discipline, which may result in being returned home before the end of the trip at the student's expense.

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303.13 Classroom Attendance

Students authorized for college-sponsored travel may be credited with an excused absence from class,

subject to the individual faculty attendance policy. It is each student's responsibility to initiate arrangements with his/her instructors.

400 Fundraising

401 Overview of Fundraising

Fundraisers may be requested by SGA, campus clubs/organizations, and student individuals/groups to support club goals or other charitable causes. The College prefers that fundraisers are hosted on-campus and adhere to the sale of cookies, candles, or carwashes. While all fundraising activities require review and approval, any requests that fall outside of these four categories will require substantial support for consideration. Students and clubs must follow the steps below and receive full authorization before marketing, purchasing, or conducting any activities.

Donations for fundraisers are not tax deductible on behalf of the donor unless coordinated with the Eastern Florida State College Foundation, Inc.

Clubs and organizations will be referred to as "clubs" hereafter since they adhere to the same guidelines.

402 Submitting Requests

402.1 Step 1: Timeline for Review

Fundraisers must allow a minimum of four (4) weeks from the time of submission to the SGA for the review and approval process. It is strongly recommended that for scheduled events, the window be extended to five (5) weeks to allow time for adequate planning and paperwork corrections/changes. While tentative planning efforts may occur while awaiting full approval, no purchasing or commitments of the College may take place.

402.2 Step 2: Prepare Documentation

BEFORE SUBMITTING ANY REQUESTS: Please carefully review all of the guidelines under Planning Fundraisers (Section 403), Planning Activities (Section 203), and Marketing Activities (Section 204) to utilize that information when preparing request documentation.

The documents listed below must be completed and submitted to the Student Life Coordinator within the appropriate timeline. Items listed in ***Bold Italics*** are official EFSC forms. They may be accessed on the EFSC website unless otherwise noted (see Appendix B).

- ***Fundraising Request***
- Supporting documentation (budgets, itemized lists, prizes, etc.)

Individuals or groups of students may sign the ***Fundraising Request*** as the Student Representative and must organize and identify a fundraising sponsor and notify the Student Life Coordinator. Clubs must receive approval from the club, with discussion and votes recorded in meeting minutes, and have signatures from the Club President and Club Sponsor before submission.

Clubs and student groups should use agency funds to partially or fully fund a fundraiser start-up if available. This distinction should be made on the ***Fundraising Request***. If clubs or groups are requesting funds from SGA when they already have funds in an agency account, a budget breakdown may be requested explaining the intended allocation of those funds.

Documents must be submitted two (2) business days prior to the appropriate SGA meeting in order to be placed on the agenda.

402.3 Step 3: Present to SGA

Once completed paperwork is submitted to the Student Life Coordinator, the fundraising request will be placed on the appropriate SGA agenda. Non-club affiliated requests will be presented at the SGA Council Board meeting.

At least one (1) student or club representative is required to present at the meeting to briefly describe the activity and answer questions as needed. The voting members have the right to ask for more information or for a revised request prior to conducting an official vote. If a representative is not present due to an unexcused absence, the activity may not be discussed for a vote.

If a fundraiser is not approved by the SGA E-Board and/or Student Life Coordinator, the decision may be appealed to the Associate Dean of Student Life.

402.4 Important: Before Official Approval

During the interim period before official approval has been granted, no marketing, purchases or commitments of the College may take place.

402.5 Step 4: Administrative Review

Upon receiving a vote of approval from the SGA and the Student Life Coordinator, the request will be reviewed by the campus Associate Dean of Student Life, the Dean of Students, and the College Vice Presidents for final authorization. In any instance where the general public will be canvassed to purchase items or solicited for money, approval must be obtained from the College President or designee. The Student Life Coordinator will notify the individual, group, or club via email once the fundraising request is officially approved. From that time forward, planning may commence.

Once a fundraising request is approved, any increases in budget expenditures or other significant changes must receive additional approval in front of the SGA and from all signing authorities. Any unexpended SGA funds remaining after completion of the activity return to the SGA.

402.6 Step 5: Planning

Review Planning Fundraisers (Section 403) and Marketing Activities (Section 204) for planning and download the **Fundraiser Checklist** for a helpful timeline. If your fundraiser includes tabling or an event, check out Planning Activities (Section 203) for more information and an **Activity Checklist**. All fundraising expenses should be tracked to ensure proper management of funds; the **Budget Tracking** form is available for use.

402.7 Step 6: Post-Fundraising

Requesting parties are required to submit the Post Event Report and budget to the Student Life Coordinator within one (1) week of the fundraiser and present the results at the next SGA meeting. A

Budget Tracking form is available for use. Fundraisers that utilized significant funding or resources may be required to do additional presentations.

Students are responsible for the appropriate disposal of all marketing materials after the fundraiser is over. All funds should be deposited within one (1) week of the fundraiser completion.

403 Planning Fundraisers

When planning fundraisers, students must adhere to the parameters listed under Planning Activities (Section 203), as well as the stipulations listed below. If the fundraiser will utilize any print or digital marketing, students must follow the steps outlined in Marketing Activities (Section 204).

403.1 Prohibited Activities

Any activity that is construed as gambling is strictly prohibited. Prize drawings and contests must adhere to the stipulations outlined in the Promotions Process at EFSC. Students are also not permitted to sell commercial items off campus on a door-to-door basis. Off-campus fundraising is generally denied as it presents a conflict with the College Foundation's fundraising efforts for student scholarships; exceptions may be made on a case-by-case basis.

403.2 Management of Funds

All fundraisers must manage donations through a college agency account. The club or group may request to open one if they plan on recurring activities, or they may utilize a designated campus account for a one-time fundraiser by contacting the Student Life Coordinator. The process for opening and maintaining a college agency account is outlined in Club Finances (Section 109).

If the club or group is donating the funds to a charity, the agency account will have to be set up with the EFSC Foundation. The Foundation will then be able to generate a donation check for the recipient with a confirmation for tax purposes. The Student Life Coordinator can help the club or group identify the need for a Foundation account when the **Fundraising Request** is submitted.

Legal tender (cash, checks, drafts, money orders, credit cards, etc.) must be thoroughly documented and kept secure. The fundraising sponsor and involved students are directly responsible for the money raised. Any mismanagement of the funds will be immediately reported to the Associate Dean of Student Life and the Dean of Students and could result in serious consequences.

All funds should be deposited within one (1) week of the fundraiser completion. Deposits shall be made through the Cashier's Office, and the deposit forms should clearly note the fundraiser and club or group in the description.

403.3 Collecting Sales Tax

Items bought and then resold for a profit, with the exception of bottled water, have to include sales tax. Sales tax collected from the resale of items must be deposited in a separate account code (23100) for the same index that the revenue is deposited into. Tracking of sales and tax is mandatory in order for the College to comply with state sales tax laws.

Appendix A: Student Government Association Constitution & Bylaws

100 Student Governance

100.1 Preamble

We, the students of Eastern Florida State College (hereinafter EFSC), in order to establish better relations and communications between students, administration, and faculty; to provide avenues for input in institutional decision making; to advance leadership and scholarship; to promote student academic retention; to create a feeling of unity among all students and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association of EFSC. The name shall be the Student Government Association (hereinafter SGA).

100.2 Purpose

The purpose of SGA will be to serve as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs as well as to assist in the establishment and maintenance of conditions conducive to student success, student learning, student retention and an enriched extracurricular environment.

As a recognized body of student governance operating under the guidance of the respective campus Student Life Coordinator, Associate Dean of Student Life and the Dean of Students, the Student Government Association accepts responsibility for the following:

- Serving as the official voice of the campus student body.
- Providing a forum for students to express their questions, concerns, and ideas.
- Supporting and governing all student clubs/organizations (“clubs” hereafter).
- Encouraging increased student activity through the development of new student clubs.
- Reviewing student sponsored activities, including student group travel, for approval.
- Recommending eligible students to serve as voting members of college-wide or special committees.
- Representing College standards both on and off campus. As elected officers, members of the E-Board should always be mindful that they are representatives of the College.

101 Composition of SGA Leadership

101.1 SGA Council Board

The primary responsibility of the SGA Council Board is to manage the business of the SGA Campus Activity Boards collegewide. The SGA Council Board is tasked to consider, diplomatically and objectively, the interests of all campus parties. These students facilitate the official processes defined in this Handbook through the appropriate forms and procedures. The Council Board works collaboratively with the Student Life Coordinator and Campus Activity Chairs and Co-Chairs to ensure the spirit of student activities are achieved while maintaining the best interests of the individual campus and the College as a whole.

Executive power will be vested in the SGA Council officers. The SGA Council Board officers elected by each campus ~~and~~ will be:

- Collegewide SGA Council President
- Collegewide SGA Council Vice President
- Collegewide SGA Council Secretary
- Collegewide SGA Council Treasurer
- Collegewide SGA Council Parliamentarian

101.2 SGA Collegewide SGA Council President

The SGA President is responsible for leading all formal North and South End meetings and serving as the SGA representative on campus and college-wide committees as requested. As a result, the President will have the opportunity to work with various segments of EFSC's organization such as campus and collegelevel administration, staff, faculty, and approved community organizations in addition to the Office of Student Life. The President's duties include, but are not limited to the following:

- Serving as Chair of all SGA Council Board meetings and calls additional meetings as necessary (Note: In accordance with the SGA Constitution, the SGA President will only vote in case of a tie).
- Working with the Associate Dean of Student Life and Student Life Coordinator to create agendas for all meetings.
- Collaborating with the Associate Dean of Student Life to set dates for all SGA related meetings.
- Receiving and managing all activity, travel, and fundraising requests.
- Delegating tasks and creating special committees as appropriate to ensure the timely completion of directives.
- Serving as liaison between the SGA and EFSC Administration.
- Providing support to fellow SGA Council officers; serving on committees and completing delegated tasks in a timely manner.
- Actively contributing ideas, thoughts, feedback, etc. on all student activities, student concerns, and funding requests.
- Upholding and abiding by the SGA Constitution and the Student Code of Conduct.

101.3 SGA Vice President

The Vice President will work closely with the SGA Council President, Associate Dean of Student Life, Council board members, and campus clubs and organizations. Some of the Vice President's duties include, but are not limited to the following:

- Attending all Council meetings as scheduled and voting to represent the best interests of the student body
- Monitoring, in collaboration with the Associate Dean of Student Life, the publicity and promotion (e.g. social media, emails, flyers, creative advertising and website) for all SGA events and activities
- Working closely with the Associate Dean of Student Life to coordinate the distribution of SGA Council information
- Provide support to fellow SGA Council members
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests

- Upholding and abiding by the SGA Constitution and the Student Code of Conduct.
- Serving as proxy in the absence of the SGA President.

101.4 SGA Secretary

The SGA Secretary is responsible for all internal communications and record keeping. The Secretary's duties include, but are not limited to the following:

- Attending all Council meetings as scheduled and voting to represent the best interests of the student body
- Publishing the agenda for each meeting as received from the SGA Council President and submitting it to all representatives prior to each meeting
- Taking minutes at all meetings and, within 48 hours of the meeting, distributing them via e-mail to all members and attendees
- Maintaining hard copy and electronic meeting agendas and minutes within the SGA Office for all E-Board and Business meetings throughout the year
- Creating contact lists for all Council members and managing the e-mail distribution list
- Maintaining a hard copy sign-in sheet for all SGA related meetings and compiling accurate attendance records and reports for the Associate Dean of Student Life
- Providing support to fellow SGA Council members
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests
- Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct
 - Upholding and abiding by the SGA Constitution and the Student Code of Conduct.
 - Serving as proxy in the absence of the SGA Vice President.

101.5 SGA Treasurer

The SGA Treasurer is responsible for overseeing the Student Activity Budget and SGA inventory in collaboration with the Student Life Coordinator. The Treasurer's duties include, but are not limited to the following:

- Attending all SGA Council meetings as scheduled and voting to represent the best interests of the student body
- Assisting the Associate Dean of Student Life in maintaining all budget proposals and requests for funds within the SGA office
- Assisting the Associate Dean of Student Life in tracking the SGA budget throughout the year
- Provide an up to date and accurate Treasurer Report for all SGA Council meetings
- Provide safekeeping of all SGA financial documents, articles, and records
- Providing support to fellow SGA Council members
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests

Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct

- Actively contributing ideas, thoughts, feedback, etc. on all student activities, student concerns, and funding requests.

Upholding and abiding by the SGA Constitution and the Student Code of Conduct.

- Serving as proxy in the absence of the SGA Secretary.

101.6 SGA Parliamentarian

The SGA Parliamentarian is responsible for being knowledgeable about the College's requested format for organization constitutions and structures. The Parliamentarian's duties include, but are not limited to the following:

- Attending all SGA Council meetings as scheduled and voting to represent the best interests of the student body
- Work with the Associate Dean of Student Life and the Student Life Coordinators to maintain and uphold the SGA Constitution and Handbook
- Maintaining copies of up-to-date SGA and campus club constitutions and bylaws documents (hard copy and electronic) within the SGA Office
- Ensuring all SGA Council meetings follow parliamentary procedures according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.org/>)
- Serving as timekeeper at all Council meetings to ensure all meetings are conducted in a timely manner
- Providing support to fellow SGA Council members
- Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests
- Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct
- Serving as proxy in the absence of the SGA Treasurer.
- The Student Life Coordinator will serve as proxy in the absence of the Parliamentarian (only in regard to enforcing Robert's Rules of Order and keeping time for meetings – no voting rights are transferred).

101.7 Student Ambassadors

Student Life Ambassadors are recommended by the Student Life Coordinator and approved by the Associate Dean of Student Life. Students seeking to become a Student Ambassador may apply through the campus Office of Student Life. Student Ambassador duties include, but are not limited to the following:

- Assisting at college events, functions, ceremonies, receptions, open houses, etc.
- Attending all scheduled SGA Council Board meetings.
- Committing at least five (5) hours per week to the Office of Student Life with the exception of peak times (i.e., 1st week of school, registration, finals week, etc.).

- Enrolling in at least six (6) credit hours of courses each semester (fall and spring).
- Maintaining a cumulative GPA of 2.5 or higher.
- Abiding by all College policies and procedures as identified in the Student Code of Conduct.

102 Election of SGA Council Board Members

The open election of SGA Council Board officers will be held electronically through myEFSC. The election will be held prior to the end of the spring semester each year. All registered EFSC students are eligible and strongly encouraged to vote in SGA elections. Students have access to cast votes on all four EFSC campuses.

Students interested in running for an Executive Council Board position can pick up a Candidate Application Packet from their campus SGA Office or download one from the EFSC website. Election dates and Candidate Application Packets will be made available to the student body no later than the eighth week of the spring semester.

Completed packets must be submitted to the Associate Dean of Student Life Coordinator by the published deadline in order for the candidate to be eligible for consideration.

102.1 Student Eligibility Requirements

To be eligible to run for an SGA Council Board officer position a student:

- Must be currently enrolled at EFSC and maintain six (6) or more credit hours during both the fall and spring semesters.
- Cannot be a dual enrolled high school student (includes Early Admission program students).
- Must have and maintain a cumulative GPA of 3.0 or higher. If candidate has no prior college coursework, the most recent, unweighted high school GPA will be used.
- Cannot be an officer of another campus club if elected as an SGA Council Board officer.
- Must submit a completed Candidate Application Packet by published deadline.
- Must be able to commit 15-20 hours each week to the elected position during the fall and spring semesters (includes meetings, office hours, events, travel, etc.).
- Must not have any Student Code of Conduct violations.

If a candidate for office previously resigned or was impeached, the candidate must interview and receive approval from the Associate Dean of Student Life and the Dean of Students for the student to be eligible to run for office again.

The submission of a completed Candidate Application Packet does not automatically guarantee students the right to run for office. Eligibility requirements will be verified by the Dean of Students Office. Any deviation from the eligibility requirements listed above must be discussed with and approved by the Student Life Coordinator and Associate Dean of Student Life.

102.2 SGA Council Board Scholarship

All elected SGA Council Board officers will receive a scholarship for both the fall and spring semesters of their elected terms of office. In the event an elected officer becomes unable to fulfill the requirements and duties of the position or is removed from the position, his or her scholarship will be revoked at the time of resignation or removal from office.

102.3 Term of Office & Running for Reelection

SGA Council Board officers are required to serve a one (1) year term running from spring commencement until the spring commencement of the following year. Current SGA Council Board officers may run for reelection under the following conditions:

- They must have served for a full year in their current SGA Council Board position.
- They have the sincere expectation of being a student at EFSC for the entire following academic year and fully expect to meet all eligibility criteria as detailed herein.
- They must submit a completed Candidate Application Packet by the published deadline.
- They may serve in the same officer position for a maximum of two (2) academic years – except for the office of the President, which has a one-term limit.
- The current SGA Council Board President may run for a different officer position.

Exceptions to any of these conditions may only be granted by the Associate Dean of Student Life and the Dean of Students.

102.4 SGA Council Board Vacancies

In the event of SGA E-Board vacancies during the academic year, the Associate Dean of Student Life will consult with the Dean of Students to select replacements.

102.5 Oath of Office

“I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Eastern Florida State College and will, to the best of my ability, preserve, protect and enforce the SGA Constitution of Eastern Florida State College.”

Any elected or appointed officer will uphold the oath of office or will be dismissed from the SGA.

102.6 Removal of an SGA Council Board Officers

An SGA Council Board officer may be removed from office only by the Associate Dean of Student Life or Dean of Students, typically upon *butnot limited to*, the recommendation of three-quarter majority vote of the Council Board (including a vote by the President). The Council Board, in conjunction with the Associate Dean of Student Life, must make documented efforts to resolve conflicts and issues with the E-Board officer in consideration of impeachment prior to a vote for impeachment taking place. A vote for impeachment must be conducted openly at a publicized, regularly scheduled Council Board meeting.

Unless a letter of resignation is given, any Council Board officer will be impeached if he or she incurs three (3) unexcused absences, as determined, and documented by the Associate Dean of Student Life, within the current academic year of appointment.

If a Council Board officer falls out of eligibility, or does not adhere to officer responsibilities, the officer maybe removed by the Associate Dean of Student Life without a vote for impeachment. Other actions that may result in removal include, but are not limited to, violations of the Student Code of Conduct and/or the SGA Constitution.

103 SGA Council Meetings

All SGA related meetings may be attended by any registered EFSC student, current staff or faculty member or administrator at the campus and district level. The purpose of SGA Council related meetings is to provide students and clubs:

- An opportunity to report on activities and ask for student body feedback.
- An avenue to network and connect with other students and/or clubs sharing similar interests and goals and to encourage collaboration.

- An open forum to formally voice questions, concerns, ideas, etc. before the governing body of their respective campus and the College.
- A model for the democratic process which encourages the development of critical thinking, effective communication, and problem-solving skills.
- The opportunity to request Student Activity Budget funding and approval for new clubs, activities, initiatives, travel, fundraising, etc.
- An avenue to appoint student representation for college-wide Committees.

103.1 SGA Council Board Meetings

SGA Council Board meetings must be held twice a month via MS Teams during the fall and spring semesters and must be advertised to the campus student body. Meeting day, time and location will be based upon SGA Council Board availability. A meeting schedule will be finalized by the SGA President and Associate Dean of Student Life and will be disseminated to the campus no later than the second week of the semester.

Each SGA Council Board officer is an official voting member. Guests may be present, but only SGA Council Board officers may vote on official SGA business outlined in the agenda. The SGA President will only cast a vote in the event of a tie. All official votes must be recorded in the meeting minutes. A quorum of simple majority (50% plus one) of the total voting membership must be present.

SGA Council Board officer, Student Clubs Representatives, and student campus activity chair/ Co-Chair attendance is mandatory for all SGA Council Board meetings unless excused by the Associate Dean of Student Life. Officer attendance will be taken at all meetings and recorded in the minutes. Officers who fail to attend an SGA Council Board meeting without sufficient prior notification will receive an unexcused absence. Three (3) or more unexcused absences may be grounds for impeachment. Attendance records are viewed in the context of the full year and absences do not reset at the start of the spring semester.

Student requests for activities, travel, or fundraising that are not affiliated with a club should be made directly to campus Student Life Coordinator who will then send the request to the Associate Dean of Student Life and SGA Council President for review.

In the rare event an SGA Council meeting must be canceled, notification should be sent to all Club Representatives and Sponsors as soon as possible. Notification should also be given to the entire campus through all available media outlets. It is up to the discretion of the SGA Council Board and Associate Dean of Student Life whether or not to reschedule a canceled SGA Council meeting.

Each SGA Council officer is an official voting member. Each recognized club must send one (1) voting member to each SGA Council Board meeting. Guests may be present, but only SGA Council officers and club representatives may vote on official new SGA business outlined in the agenda (this excludes any pre-approved SGA event that has been approved by Administration). The SGA President will only cast a vote in the event of a tie. All official votes must be recorded in the meeting minutes. A quorum of simple majority (50% plus one) of the total voting membership must be present.

SGA Council Board officers, student ambassador, and club representative attendance is mandatory for all SGA Council meetings unless excused by the Associate Dean of Student Life. Attendance will be taken at all meetings and recorded in the minutes. Club representatives who fail to attend a business meeting without finding a replacement or providing sufficient prior notification will receive an unexcused absence. Three (3) or more unexcused absences will result in automatic club deactivation. Attendance records are viewed in the context of the full year and absences do not reset at the start of the spring semester. Deactivated clubs will not have voting rights, be able to schedule activities, or request funding until proper reactivation paperwork has been submitted and fully approved.

All club requests for activities, travel, fundraising, etc., whether funded or non-funded, must be presented for approval at an SGA Council Board meeting.

103.2 SGA Campus Activity Meetings

SGA Campus Activity meetings must be held on campus no less than twice a month at regularly scheduled times during the fall and spring semesters and must be advertised to the campus student body. Meeting day, time and location will be largely based upon campus activity chair/co-chair availability as officer attendance is mandatory. A semester meeting schedule will be finalized by the SGA Campus Activity Chair and Student Life Coordinator and will be disseminated to the campus no later than the second week of the semester.

103.3 SGA Town Hall Meetings

The SGA may call Town Hall meetings to promote student involvement and create an open forum where all students will be able to voice their opinions and bring awareness to student issues. These meetings will be called as needed and must be held on campus. Meeting day, time and location will be largely based upon SGA Council Board availability and must be advertised to the campus student body.

No voting shall take place at Town Hall meetings as their purpose is strictly to serve as an open forum. Any requests that result from the student discussion should be presented by interested student(s) to the SGA Council Board at an upcoming SGA Council Board meeting.

103.4 Special Meetings

SGA Special meetings may be called by the SGA President or Associate Dean of Student Life on the rare occasion that urgent business must be conducted by the SGA council Board that cannot wait for the next regularly scheduled E-Board meeting. These meetings will be called as needed and must be held on campus.

Meeting day, time and location will be largely based upon E-Board availability and must be advertised to the campus student body.

103.5 Robert's Rules of Order

All SGA meetings will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

103.6 Meeting Agendas & Minutes

Agendas will be provided at all SGA meetings to streamline the order of business conducted at the meeting. The agenda should include the following items:

- Call to Order

- Attendance
- Approval of Previous Meeting Minutes
- Unfinished Business
- New Business
- Open Forum
- Announcements
- Adjournment

Meeting minutes are the official record of the events and actions of the meeting and should reflect the basic outline of the agenda. Meeting attendance should be documented to include first and last names of all attendees. Excused and unexcused absences should also be documented. Any EFSC student, faculty, or staff member may request SGA meeting minutes by visiting the SGA Office.

104 Constitutional Amendments

A recommendation to amend the SGA Constitution may be proposed at the SGA Council Board meetings. After review by the SGA Council Board, proposals to amend the SGA Constitution must be ratified by simple majority of the active, elected membership at the SGA Council Board meeting. If the recommendation is enacted, the recommendation is submitted to the Associate Dean of Student Life who will review and provide the recommendation to the Dean of Students for College-wide SGA and administrative review and approval. The Constitution & Bylaws shall be amended only once per academic year.

Appendix B: Forms and Resources

Forms

Clubs & Organizations

- New/Reactivated Club Charter
- Club Sponsor Agreement
- Constitution & Bylaws
- Club Status Report

Student Activities

- Student Activities Request
- Agreement for Independent Contractor Services *
- Purchase Requisition *
- Budget Tracking
- Post Event Report

Student Travel

- Student Activities Request
- Travel Addendum
- Student Travel Assumption of Risk, Release, and Hold Harmless Agreement
- Request for Day Travel – Students Under Age 18
- Acknowledgement of Responsibility for Minor Student Travel Agreement
- Student Travel & Reimbursement (online) *
- Driver Eligibility Request Form *
- Budget Tracking

Fundraising

- Fundraising Request
- Budget Tracking
- Post Event Report

Resources

- Student Life Webpage
- EFSC Procedures Manual
- Student Code of Conduct
- Promotions Process
- insideEFSC *
- Document Center *

*Forms and resources with an asterisk are internal and must be accessed by an employee.