



# Montcalm Community College

## *Clubs & Organizations Manual*

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**Student Club Forms**.....<https://www.montcalm.edu/clubs>

**The information contained within this guide is subject to change. Check with Student Life for any changes and updates.**



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## INTRODUCTION

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The Student Life Committee strives to provide opportunities for student growth through a variety of clubs, organizations, and activities to support co-curricular learning.

Our mission is to enrich the college experience for on-campus and online students through purposeful programming, clubs, organizations, and activities. The Student Life Committee strives to promote holistic development of students through social interactions, personal wellness, civic engagement, and leadership development in our diverse world.

Clubs, organizations, and activities are funded through student activity fees. The following guide is designed for students interested in forming or participating in a Montcalm Community College (MCC) club or organization and the faculty or staff advisors who support them. For further information, contact the Student Life Committee.

*This guide and associated forms are located on our college website:*

[www.montcalm.edu](http://www.montcalm.edu) → Campus Life → Student Activities → Student Clubs → Club Forms

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## STUDENT CLUBS/ORGANIZATIONS

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### PURPOSE

Student clubs and organizations shall contribute to the development of students through at least one event or activity each semester that is open to the entire campus to accomplish the following:

- Stimulate interest in current social, political, economic, or cultural topics.
- Provide experience of working with groups.
- Provide activities related to classroom experiences.
- Develop professional ideals and standards through activities and events.
- Develop personal and professional friendships and associations.
- Develop members' leadership capabilities and citizenship responsibilities.
- Provide recreational experiences within the environment of the MCC community.

### PRIVILEGES

Student clubs and organizations are allowed:

- To communicate and disseminate information through campus media.
- To get assistance from staff in planning and conducting programs.
- To use campus facilities, services, buildings, and property in conformity with college policies.
- To request funding from the Student Life Committee for programming that benefits students at MCC.

### MEMBERSHIP

Any currently enrolled MCC students may form or participate in a club or organization at MCC. Membership is open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, sexual orientation, gender identity, or gender expression.



## HAZING

MCC prohibits any form of hazing on or off campus. Incidents of hazing should be reported through the [Student Conduct Hazing](#) Form. This form can apply to individuals as well as student groups and is defined as:

Any action taken, created, or intended to produce mental or physical discomfort, embarrassment, harassment, or ridicule that is directed at new or prospective members of a recognized student club/organization. Such actions may be perpetrated by an individual, an individual against an organization, or an organization against an individual.

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### *STARTING A CLUB/ORGANIZATION*

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- Be open to with no discrimination according to the “Membership” clause.
- Ensure the club/organization’s purpose benefits students and the college.
- Secure an advisor approved by the Student Life Committee.
- Submit a [Provisional Club Application form](#) to the Student Life Committee. Provisional clubs/organizations are extended regular privileges except for access to funding under the Student Life Committee budget process. Provisional status is temporary.
- Read over the [Advisor Responsibilities](#) / [Club Responsibilities](#)

Any group of students wishing to form a campus club/organization must secure approval from the Student Life Committee before the club/organization can be recognized as official to the college. To secure approval, a group of students must meet the following requirements:

### GAINING PERMANENT CLUB/ORGANIZATION STATUS

Permanent status enables clubs or organizations access to funding under the Auxiliary Services Coordinator budgeting process and to sponsor events and activities that are appropriate to the special interests of their organization under the auspices of MCC. To gain permanent status, clubs/organizations must submit the following items to the Auxiliary Services Coordinator:

- A [Roster](#) of active student members and Student ID’s, ensuring the minimum membership is at least two (2) students. An email will be sent to advisors with the link and more details regarding a deadline to submit this form.
- The [Expectations and Responsibilities form](#) – signed by the club/organization advisor and the club/organizations President/Representative.

A copy of the [Club Charter/Constitution](#) and appropriate bylaws. If the club/organization is affiliated with a national organization, the national charter/constitution and bylaws must also be submitted. (Example Charter/Constitution)

### REVOCATION OF CLUB & ORGANIZATION RECOGNITION

The Student Life Committee may revoke the recognition of any club or organization if any of the following occurs:

- A club, organization, or advisor submits a written request to disband.
- No record of activity exists for the previous academic year.
- A roster of current officers or members is unavailable.



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## *FUNDING & BUDGETING*

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- A [Request for Funding Form](#) must be submitted for new clubs/organizations and clubs/organizations that want to plan events beyond their approved annual amount.

Student activity fees are the primary source of funding for clubs and organizations. Budgets are established in early spring for the following fiscal (July 1- June 30) year in accordance with the Student Life Committee policy.

Each spring term, clubs/organizations/activities submit an **Annual Budget Request** for the following year to be reviewed by Student Life. Club/organization advisors will be notified of approved budgets.

- Club and organization expenditures above the approved budget require prior approval from the group's advisor and Auxiliary Services Coordinator.
- New clubs/organizations seeking funding for events and activities may also present a Request for Funding proposal to the Auxiliary Services Coordinator.
- Fundraising activities are limited and shall be conducted in accordance with expectations set forth by the Foundation Department and with prior approval from the club/organization advisor and Student Life. ([Application to Request Support from the Public](#))
- Funds collected and spent by clubs and organizations shall be accounted for through an agency account in accordance with college policy through the MCC Business Office.

Money received from student activity fees is considered state funds. Therefore, certain expenditures are not allowed and include:

- Gifts or parties for club or organization members
- Tuition reimbursements
- Donations
- Alcohol
- Food for meetings
- Miscellaneous expenditures for personal benefit
- More than 50% of the cost of clothing
- MCC is a tax-exempt organization, which means that sales tax is neither paid nor reimbursed on most purchases made by clubs or organizations. It is important to communicate this to all potential vendors to assure accurate quotes are given and accurate bills are sent. See Student Life if written proof of tax-exempt status is needed by a vendor.



## PURCHASING

- When a purchase is completed, it is the advisor's responsibility to request an invoice from the vendor, which should then be submitted to the Student Life Committee. If the vendor does not provide an invoice, please have them complete an [MCC invoice](#).
- After the purchase is completed, the advisor will print an invoice and deliver it to the Auxiliary Services Coordinator.
- If reimbursement is required for a purchase, the club/organization advisor should complete an [Employee Expense Form](#) and submit it to the Student Life Committee. Payables will cut a check.
- If a student has paid for the activity, they should complete a [Student Expense Report](#) and submit it to the Student Life Committee. Their reimbursement will be sent to them in the mail.

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### *STUDENT TRAVEL & ACCOMMODATIONS*

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Students traveling for college-related functions do so as representatives of MCC and are required to adhere to college policies. Students must complete the following forms prior to travelling and one copy of each should be retained by the club advisor and one copy should go to the Student Life Committee:

- [Travel Request Form](#)
- [Travel Reimbursement Request Form](#)
- [Student Travel Responsibility Contract](#)
- [Assumption of Risk, Waiver of Liability, Indemnity, & Responsibility Agreement](#)

Overnight travel requiring room accommodation should follow the guidelines below:

- Book rooms in such a way to share/save expenses (two, three or four to a room).
- No guests (family members or friends) may share accommodation.
- Advisor should work with students for gender and age-appropriate room accommodations.
- An advisor, or approved designee, will accompany students on school-related functions.
- Internal requisitions for airfare, lodging, and registration can be done through the MCC Business Office.

Out-of-state travel must be accompanied by an advisor and requires an [Out of State Travel/Special Expense form](#) to be submitted to the Student Life Committee at least two months prior to travel. Advisor travel expenses must be included in the Out of State Travel/Special Expense form and Request for Funding form (if applicable).



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## *SPECIAL EVENTS*

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Some activities or events may require students to complete an [Assumption of Risk, Waiver of Liability, Indemnity, and Responsibility Agreement](#). A copy should be given to the Student Life Committee and the club/organization advisor.

### **CLUB/ORGANIZATION EVENT CHECKLIST**

- ✓ Complete Request for Funding Form to secure money if above annual approval amount (advisor)
- ✓ Reserve rooms/space on campus through room reservations (advisor)
- ✓ Submit food receipts to the Student Life Committee for reimbursement (advisor)
- ✓ Advertise the event (see suggestions in the “Advertising and Public Relations” section below)
- ✓ Complete travel forms if needed (students/advisor)
- ✓ Send e-mail to students (advisor e-mails Auxiliary Services Coordinator)
- ✓ Send e-mail to faculty and staff (advisor)
- ✓ Collect feedback from participants about events (advisor/student)
- ✓ Must complete an online [Club/Organization Event Evaluation Form](#) if event costs more than \$100 (advisor)
  - o The Club/Organization Event Evaluation Form can also be used for events costing less than \$100 for future event planning and tracking

### **ADVERTISING & PUBLIC RELATIONS**

Services for mailing, printing, and copying are provided by MCC. The advisor or the Student Life Committee are available for assistance.

Clubs and organizations may advertise using campus media, including:

- Student Newsletter (Communications Department)
- Stall Street Journal (Communications Department)
- E-mail
- Facebook, Twitter, & Instagram (Submit requests to the Communications Department)
- Community Newspaper (Communications Department)
- Featured News/Event on Website (Communications Department)
- Put on TV Monitors (Communications Department)

To contact the Communications Department, email [communications@montcalm.edu](mailto:communications@montcalm.edu)



## STUDENT LIFE EVENT PLANNING TEAM (EPT)

The Event Planning Team is a group that helps brainstorm, plan, market and execute events and activities.

- Members of Student Life EPT are expected to attend campus events and to help execute events whenever possible.
- Student/Student members can be work study students or volunteers.
- Members of clubs/organizations are encouraged to participate in Student Life EPT.
- Student Life EPT will meet at least two times per semester to carry out their event planning and marketing duties. The Auxiliary Services Coordinator will call meetings.
  - Students in clubs/organizations who are interested in this leadership opportunity should contact the Auxiliary Services Coordinator.

## MOVIE/FILM COPYRIGHT POLICY

Students must obtain the appropriate permission prior to showing a film or movie on campus. You cannot rent a movie and show publicly on campus without obtaining a copyright license for the showing. Please see the Student Life Committee if you have any questions about this.

### *What the law says:*

- The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home unless the site where the video is used is properly licensed for copyright compliant exhibition.
- This legal copyright compliance requirement applies to parks and Student Life, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state, or local agency is involved.
- The movie studios who own copyrights and their agents are the only parties who are authorized to license sites such as parks and Student Life, businesses, museums, etc. No other group or person has the right to exhibit or license exhibition of copyrighted movies.
- Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.





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## *ACCESS & RESOURCE*

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Clubs and organizations have access to resources including support from the Student Life Committee. The coordinator on campus oversees all clubs/organizations and can provide guidance and support along with the club/organization advisor.

The College provides clubs and organizations with office space to work on activities and event projects. Offices are equipped with local access telephones and computers, which are to be used for club/organization related activities only. Contact the Auxiliary Services Coordinator or club/organization advisor for access. Offices should be kept locked when not in use.

<b>Sidney Campus</b>	
Auxiliary Services Manager & Auxiliary Services Coordinator	Activities Building
Student Life Committee	Activities Building
Clubs and Organizations Office	Activities Building

### **COMPUTERS**

To use the computers, please log on with your own Student ID and password.

### **FACILITY RESERVATIONS**

Other than the designated office space, to reserve a room for meetings or events, the club or organization advisor needs to contact the event & room schedulers on campus or login to the online room reservation software, Room Reservations, to book a space.

- Room Reservation URL: <https://montcalm.edu/facility-rentals>
- [Rental Questionnaire](#)

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## *CLUB & ORGANIZATION MEMBER SURVEY*

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The [Student Event Survey](#) is a central part of the mission of MCC. The Student Life Committee values the learning that takes place both in class and through participation in co-curricular activities. As a member of a club or organization, students are asked to respond to a survey. This information is intended to continually enhance programming at MCC and will be used for research purposes. A link will be emailed out to students listed on club/organization rosters for this online survey.



## STUDENT CONDUCT HAZING FORM

If you think the incident or your concern is an emergency, please call 911.

Please provide as much information as you can in the 'Description of Incident' section regarding the concern you are reporting. Once the form is received, the appropriate staff will review the report and act as necessary, which may include contacting you, the person reported, and any witnesses you have identified.

The information you have provided, including the identity of the individual of concern, will be kept confidential whenever possible. While we do everything, we can preserve your anonymity, we cannot promise complete confidentiality

Submitted reports are processed during normal business hours. They are not monitored after hours, on weekends, or on holidays.

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### *REPORTER AND INCIDENT INFORMATION*

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Your full name:

Your phone number:

Your email address:

Date of incident **(Required)**: Format is MM/DD/YYYY:

Time of incident:

Location of incident **(Required)**:

Specific location:

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### *INVOLVED PARTIES*

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Name:

Role:

Name:

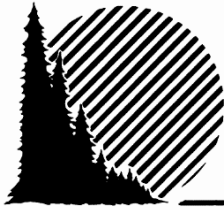
Role:

Name:

Role:

Incident Description: Please provide a detailed description of the incident/concern using specific concise, objective language (Who, what, where, when, why, and how). Please be professional, accurate and factual. Observations and facts are more useful than characterizations or labels.

**(Required)**

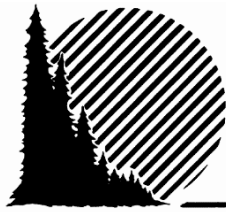


# Montcalm Community College

2800 College Drive, Sidney, Michigan 48885-9723 / 989-328-2111 / [www.montcalm.edu](http://www.montcalm.edu)

## **All Student Clubs/Organizations shall:**

- Submit a registration form each semester to register the organization. Registered organizations receive \$100 per semester and use of the college facilities for free.
- Have an advisor who is an employee of Montcalm Community College.
- Create a mission that supports the college's mission and values.
- Send meeting minutes to [hunter.redman@montcalm.edu](mailto:hunter.redman@montcalm.edu) throughout the semester.
- Maintain a current student roster with officer titles.
- Ensure that group officers are current MCC students enrolled in credit classes.
- E-mail funding requests to [hunter.redman@montcalm.edu](mailto:hunter.redman@montcalm.edu). The organization can apply for additional funding as needed. Clubs can request up to \$1,000 by filling out a request form. After \$1,000, the club will need to present information to the Funding Committee. For form or other related information, contact Hunter Redman at [hunter.redman@montcalm.edu](mailto:hunter.redman@montcalm.edu).



# Montcalm Community College

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## MCC CLUB/ORGANIZATION REGISTRATION FORM

Date:

Club/Organization

Name: Advisor(s):

Club Officers:

Club/Organization Mission Statement:

Supplemental Educational support:

Goal Achievement:

Fundraising/volunteering projects:



# PROVISIONAL CLUB/ORGANIZATION APPLICATION

## **Step I – Student Section**

Name of Proposed Club/Organization: \_\_\_\_\_

Date of Application: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this club/organization require funding from the college?       Yes       No       Undecided

If funding is required, please estimate the amount: \$ \_\_\_\_\_ and purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club/Organization Advisor (MCC Faculty or Staff Member): \_\_\_\_\_

Submitted by (MCC Student): \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

*Complete and submit to the Student Life Committee*

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## **Step II – Auxiliary Services Coordinator**

Auxiliary Services Coordinator Signature: \_\_\_\_\_

Copies to: Club Advisor / Auxiliary Services Coordinator



## ADVISOR RESPONSIBILITIES

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### *UNDERSTANDING THE ROLE OF YOUR CLUB ADVISOR*

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Your Club Advisor is an integral part of your organization and will assist both the officers and the members in the shaping of the club by:

1. providing both a history of the club and continuity for the club year after year
2. motivating the organization
3. introducing current ideas and perspectives to help the club continue to grow and expand

In many ways, your Club Advisor serves as the guiding hand that assists the members of your club inculcating a masterpiece of an organization!

\*Please note that your Club Advisor is different from your acting Student Life Coordinator. For a club or organization to be officially registered through Student Life, it must have an active Club Advisor.

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### *THE FUNCTION OF YOUR CLUB ADVISOR*

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#### **MAINTENANCE**

- providing continuity with the history and tradition of previous years
- helping the organization understand College policies and procedures
- arbitrating intra-group disputes
- keeping the organization focused on its goals

#### **GROUP GROWTH**

- teaching the techniques and responsibilities of leadership, fellowship, and self-discipline
- coaching the officers in the principles of group organizational and administrative practice
- developing procedures and plans for action

#### **PROGRAM CONTENT**

- introducing new programming ideas
- providing opportunities for the use of classroom skills where appropriate
- extending the insights of experience and prior knowledge
- acting as a resource person for acquiring outside speakers and activities for the organization

The Club Advisor's goal is to cultivate student enthusiasm and initiative while tempering it with a wider knowledge of the possibilities realistically presented by the community.



**Teaching/Coaching:** Pointing out new perspectives and directions, assisting in the development of insight into problems, coaching individuals in their duties as discussion leaders and/or officers, identifying and developing potential new leaders, and assisting in upholding the standards of a collegiate level organization.

**Consultation on Programs:** Keeping abreast of projects or events and offering ideas freely without dominating program planning.

**Provision of Continuity:** Informing officers of the organization's history and past programs and their outcomes.

**Interpretation of Policy:** Informing the officers of policies, why the policies exist, and the channels to be followed to obtain exceptions or revisions.

**Supervision:** Occasionally attending the organization's events.

**Meeting Emergencies:** Lending assistance if called upon by the organization or the College if an emergency should arise.

**Financial Supervision:** Assisting the club and helping them be successful at staying aware of the nature, extent, and pattern of expenditures and income.

**Organizational Records:** Encouraging the officers to maintain adequate records and minutes of all club activities.

**Information Updates:** Obtaining any corrections or changes within the structure of the club and making sure this information is shared with the acting Student Life Coordinator.



## CLUB RESPONSIBILITIES

To remain in good standing, a student club/organization must:

1. Have a minimum of two (2) members who share a common interest and collectively pursue their activities in a collegial and professional manner.
2. Register every semester with the Student Roster Form and send to the acting Student Life Coordinator.
3. Have an advisor who is an academic or administrative member of Montcalm Community College.
4. Attend officer training/information sessions each academic year.
5. Hold at least two events per year that contribute to the academic or social environment at MCC.
6. Refrain from engagement in commercial activity with non-MCC affiliates.
7. Be open to all members of the community, regardless of race, ethnicity, nationality, religion, sexual orientation, gender, and age.
8. Forego duplicating the function of other recognized student organizations.
9. Accept all rules mandated by college policy and local, state, and federal law.
10. Abide by the policies set forth in this handbook and in the Student Code of Conduct.





Name of Group: \_\_\_\_\_  
Meeting Day: \_\_\_\_\_  
Time: \_\_\_\_\_



## ADVISOR EXPECTATIONS AND RESPONSIBILITIES

**Clubs are required to have a club member or advisor send a meeting update to the Auxiliary Services Coordinator at least once a month before the end of each month.**

As a member of the MCC faculty or staff, and as a club or organization advisor, I agree to:

- Represent MCC and the State of Michigan in dealings with the club or organization.
- Act as a source of general information regarding MCC policies and procedures.
- Assist with orienting new officers including reviewing the *Clubs and Organizations Guide* with them.
- Attend meetings as necessary and be available for consultation with student officers.
- Provide opportunity and guidance for club/organization members to gain experience in leadership and interpersonal relationships.
- Facilitate necessary reporting of activities, such as Club/Organization Rosters and Assessment of Student Learning surveys.
- Assist in determining realistic goals and evaluation of the progress toward those goals.
- Keep informed of club/organization plans and activities.
- Facilitate necessary paperwork for travel.
- Whenever possible, accompany students on school-related functions.
- Accompany students on all out-of-state travel.
- Facilitate necessary paperwork for club/organization expenditures.
- Share the responsibility for success of the club/organization with the club/organization president.

**Advisor Signature:** \_\_\_\_\_

\*\*\*\*\*

## PRESIDENT EXPECTATIONS AND RESPONSIBILITIES

**Clubs are required to have a club member or advisor send a meeting update to the Auxiliary Services Coordinator at least once a month before the end of each month.**

As club/organization president, I agree to:

- Adhere to all policies of MCC and the State of Michigan in group events and activities.
- Maintain frequent contact and an open relationship with the advisor, to apprise them of regular happenings and potential issues.
- Arrange meetings in consideration of the advisor's schedule and invite the advisor to activities and events.
- Establish reasonable expectations and extend appropriate courtesies of the advisor, officers, members, and guests.
- Submit the appropriate charter/constitution to the Auxiliary Services Coordinator.
- Submit funding requests in accordance with funding guidelines.
- Consult with the club/organization advisor and/or the Auxiliary Services Coordinator in the event of a group conflict or unusual circumstances.
- Share the responsibility for the success of the club/organization with the advisor.

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

*Submit to the Student Life Committee for consideration of permanent club status.*



## CHARTER/CONSTITUTION

The constitution of an organization provides for efficiency, clarification, and continuity. Every organization has basic principles and procedural rules, which are stated in writing within the constitution.

Term: \_\_\_\_\_ Year: \_\_\_\_\_

**Preamble: Purpose**

**Article I: Name**

**Article II: Membership**

**Article III: Officers**

**Article IV: Executive Committee**

**Article V: Meetings**

**Article VI: Finances**

**Article VII: Amendment**

**Article VIII: Ratification**



## CHARTER/CONSTITUTION EXAMPLE

The constitution of an organization provides for efficiency, clarification, and continuity. Every organization has basic principles and procedural rules, which are stated in writing within the constitution.

Term: \_\_\_\_\_ Year: \_\_\_\_\_

### **Preamble: Purpose**

### **Article I: Club/Organization Name**

### **Article II: Membership**

Any currently enrolled MCC students may form or participate in a club or organization at MCC. Membership is open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, sexual orientation, gender identity, or gender expression. Include Membership requirements, types, and size limitation, if any.

### **Article III: Officers**

- Officer positions and responsibilities.
- Qualifications for office.
- Method and time of election.
- Removal of officers.

### **Article IV: Executive Committee**

- Makeup of any executive committee, board, or council.
- Method of selection.
- Term of office.
- Provision for vacancies of offices or other executive positions may be included in a section under this article.

### **Article V: Meetings**

Regular meeting time and provisions for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

### **Article VI: Finances**

Provision for membership dues, if any. \*\*Two statements must be included in this article:

1. What should happen to remaining funds that have been raised by the organization if the organization is dissolved (Student Life dollars will be returned to Student Life Budget).
2. States that all funds will be kept in an account maintained in the Business Office at Montcalm Community College.

### **Article VII: Amendment**

Can require previous notification, usually a two-thirds or three-fourths affirmative vote of those present and voting, or of those present for its adoption.

### **Article VIII: Ratification**

May or may not be necessary. If more than a majority of those present are desired, a special article should be included



# REQUEST FOR FUNDING

## Student Clubs and Organizations

A club/organization with official status may request funds from Student Life Committee Budget above the amount approved annually by Student Life Committee Budget Committee.

**Guidelines:**

1. The activity/expense should have an educational related purpose and benefit the college.
2. Gifts, club parties, tuition, alcohol, or donations will not be funded.
3. Requests for funding must be submitted **to the Student Life Committee at least two weeks prior to the event/activity**

**Guidelines for club/organization travel:**

1. Requests for Funding for Travel that require booking flights or hotels must be submitted **at least two months in advance of the expected travel date to the Student Life Committee.**
2. Requests for funding for travel must also include an Out of State Travel/Special Expense Form with the breakdowns of expenses and itinerary.  
Students travelling on behalf of any club/organization must report back to that club/organization with presentation or reflective essay.

Club/Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Description of Event/Activity \_\_\_\_\_  
\_\_\_\_\_

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Purpose of Event/Activity \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Club/Organization Advisor's Signature: \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Auxiliary Services Coordinator Signature



# *Montcalm Community College*

## *Travel Reimbursement Request*

**ID#:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Travel Dates:** \_\_\_\_\_

DATE	DESCRIPTION	PERSONAL AUTO		LODGING	MEALS	OTHER	TOTAL	
		MILES	AMOUNT					
						<b>SUB TOTAL:</b>		
						<b>LESS TRAVEL ADVANCE:</b>		
						<b>TOTAL:</b>		

[\\* Travel Reimb. Rate Changes Every January \\*](#)  
**2021 Mileage Rate: \$0.56 per/Mile**

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(\* Note: Include Receipts for Lodging, Public Transportation, Parking, Meals, etc.)

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(Business Office Use Only!)**

Date Reconciled w/Travel Advance: \_\_\_\_\_ Business Office Approval: \_\_\_\_\_



# Montcalm Community College

## REQUEST FOR TRAVEL APPROVAL

Name _____	Account Number _____
Reason for Travel _____	
Travel from _____	To _____
Dates of Travel _____	
Estimate of Costs:	Air Fare _____
	Mileage _____
	Housing _____
	Meals _____
	Other _____
Total Estimated Cost _____	

Signature* _____	Date _____
Supervisor's Approval _____	Date _____
Divisional Administrator's Approval _____	Date _____
President's Approval _____	Date _____
<i>(Required for out-of-state travel)</i>	
(Copy to Traveler)	(Original to Vice President for Administrative Services)

\*By signing this request, I agree to share what I learned with the campus community, if requested by my supervisor.

## REQUEST FOR TRAVEL ADVANCE

(Allow two weeks for processing)	
Amount of Advance Requested _____	by Date _____
Check No. of Advance _____	Reconciled with Actual Expenses _____
<i>(Within two weeks of last date of travel)</i>	
Director of Accounting _____	Date _____
<i>(Original to Director of Accounting, copies to supervisor and traveler)</i>	



## STUDENT EXPENSE REPORT

Complete all parts of this form that are applicable to the expenses you are submitting.  
If claiming reimbursement, enter actual amounts paid, not to exceed limits listed on reverse.

<b>Student ID#</b>		<b>Reason for travel</b>	<b>Student Name</b>	<b>Address</b>
<b>IN-STATE</b>				
<b>OUT-STATE</b>				

Date	Time	Daily Description/ Comments	Meals			Total all Meals	Mileage	Parking	Lodging	Total
			B	L	D					
<b>TOTALS:</b>										

Subtotal: \_\_\_\_\_

Cost Center: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Student Life Signature Date

Other Expenses:			
Date	Expenses Type	Comments	Total

GRAND TOTAL: \$ \_\_\_\_\_





## EXPENSE REIMBURSEMENT ALLOWANCES

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE
Personal Vehicle	Per annual amount decided by college
Tolls and parking fees	actual cost
Commercial Transportation (air, taxi,	actual cost
rental car, etc.) plus reasonable	
gratuities	
Overnight lodging	actual reasonable cost
Special expenses (e.g., conference fees, banquet tickets)	actual cost with prior approval
Meals plus reasonable gratuities	actual cost up to maximums



# STUDENT TRAVEL FORM

**Name:** \_\_\_\_\_ **Student Tech ID** \_\_\_\_\_  
Last First MI

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone:** (\_\_\_\_) \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_  
Last First MI

**Phone:** (\_\_\_\_) \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_ **Dates:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**College Instructor/Advisor:** \_\_\_\_\_

**Type of transportation:**      **Rented vehicle:** \_\_\_\_ **Private car:** \_\_\_\_ **other:** \_\_\_\_

**Another Driver of Vehicle:** \_\_\_\_\_

## Responsibilities as a Representative of Montcalm Community College

As a student participating in a Montcalm Community College activity, I am responsible for:

- Abiding by the laws of the State of Michigan
- Abiding by the policies of Montcalm Community College
- Conducting myself in a manner that is always respectable and respectful
- Adherence to MCC Student Code of Conduct relating to substance abuse. A violation of any of the following could result in removal from an event
  - Any consumption of alcohol or any other mood-altering chemicals.
  - Use of any illegal chemical substances.

I am travelling to this event of my own choice. I understand there may or may not be a college staff chaperon. I agree to always abide by the State of Michigan law and Montcalm Community College rules and regulations. I understand Montcalm Community College has made reasonable efforts to assure my safety during travel.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature (if student is under age 18):** \_\_\_\_\_

(Activity Advisor/Coordinator/Instructor: please retain one copy for your records; forward one copy to the Student Life Committee **before** the activity)



## STUDENT TRAVEL RESPONSIBILITY CONTRACT

I, \_\_\_\_\_ (NAME), a member of, \_\_\_\_\_ (Group/Club) on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I am responsible for abiding by the laws of the State of Michigan, the MCC Student Code of Conduct, and the following conditions:

**Read and initial each condition below:**

- \_\_\_\_\_ I will attend all activities or events as outlined in the itinerary approved.
- \_\_\_\_\_ I will provide a presentation or reflective essay to the club/organization I travelled to on behalf of, upon my return.
- \_\_\_\_\_ I am responsible for the prompt return of any funds not used on approved events by my group.
- \_\_\_\_\_ If I am approved for reimbursement by the club/organization advisor, I will provide receipts for expenses I incur and complete the Student Expense Report. I will be responsible for any expenses that are greater than the amount listed on the Student Expense Report for specific items.
- \_\_\_\_\_ If requested, I will provide reasonable proof of my attendance through notes, handouts, photos, etc.
- \_\_\_\_\_ If I am unable to attend approved event, I am solely responsible for paying back all funds approved to be spent on my behalf and all cancellation fees regardless of illness, accident, conflict of schedule or any other reason at the discretion of decision makers.
- \_\_\_\_\_ Although I can find an approved replacement to attend the planned event in my absence, it is to the club/organization advisor’s discretion the conditions of such replacement, the period I must find a replacement and my release from this contract.
- \_\_\_\_\_ I hereby waive my right to appeal against the decision as to the amount owed in the event of not meeting the requirements named above.
- \_\_\_\_\_ I authorize the ability to enforce returning said funds by any means within the club/organization advisor’s discretion that includes but is not limited to putting a hold on my transcripts and registration.
- \_\_\_\_\_ I hereby acknowledge I will abide by the overnight travel guidelines, including:
  - Book rooms in such a way to share/save expenses (two, three or four to a room).
  - No guests (family members or friends) may share accommodation.
  - Advisor should work with students for gender and age-appropriate room accommodations.
  - An advisor, or approved designee will accompany students on school-related functions.
  - Out of state travel must be accompanied by an advisor.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Submit the completed form to the Student Life Committee.*



## OUT OF STATE TRAVEL/SPECIAL EXPENSE APPROVAL/AUTHORIZATION

Name of employee(s) & or student(s) taking trip or incurring special expenses (attach list of attendees/invitees):			
Purpose of travel or event (attach copy of agenda if applicable):			
Destination/location:		Dates of travel:	
Cost Center:	Mode of Travel: ("X" all that apply:                      Air                      Private Automobile                      Other)		
<b>Special Expenses</b> Approval is requested for the following ("X" all that apply):			
Meal which exceeds maximum allowed			
	Meals within work area		
Meal and/or refreshments (coffee, tea, or soft drinks) for a group at a meeting or conference			
Conference and registration fee more than \$500			
Lodging within work area			
Other special expenses (specify description, quantity, unit cost, total)			
<b>ITEMIZATION OF COSTS</b>			
<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
<b>TOTAL ESTIMATED COST</b>			= \$ _____
<b>Out of State Travel</b>			
AIRFARE:	\$ _____	x _____	= \$ _____
	Round trip per person	Number of people	
LODGING:	\$ _____	x _____	= \$ _____
	Per night per person	# Of nights	x _____
		# Of people	
MEALS:	\$ _____	x _____	= \$ _____
	Per day per person	# Of days	x _____
		# Of people	
REGISTRATION FEE:	\$ _____	x _____	= \$ _____
	Per person	Number of people	
OTHER (specify)	\$ _____		= \$ _____
<b>TOTAL ESTIMATED COST</b>			= \$ _____
Justification: Explain in detail why trip/special expense is in the best interest of the college:			
Requestor Signature		Print Name	Date
Supervisor Signature			Date
Vice President Signature			Date
President Signature	Approved for an amount not to exceed \$ _____		Not approved



# CLUB/ORGANIZATION EVENT EVALUATION

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## *BACKGROUND INFORMATION*

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Your full name:

Your Email Address:

Club/Organization Name

(Required):Location of Event

(Required):

Date of Event:

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## *QUESTIONS*

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What was the purpose of the event? (Required)

How many students participated in the event? (Required)

What was the budget for the event? (Required)

How did this event benefit the college? (Required)

What was learned from this event? (Required)

On a scale from 1 to 10, rate the success of this event:(Required)

Elaborate on what made this event successful or not successful. (Required)

What would you do differently next time/year? (Required)



## WAIVER OF LIABILITY AND RELEASE AGREEMENT

I, \_\_\_\_\_ wish to participate in the \_\_\_\_\_ (the “Activity”) offered by Montcalm Community College (the College). As a precondition to participating in the Activity, I have read the following Release Agreement (the “Agreement”) and agree to its terms.

**Assumption of Risk.** I understand that participating in the Activity entails inherent risks of physical injury, including, but not limited to, the risks described in the Activity Detail Form on the reverse side of this Release Agreement. I have been given the chance to ask questions concerning the Activity Detail Form, and all such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Activity, and hereby elect to voluntarily participate in the Activity. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me because of participating in the Activity, unless caused by the gross negligence or willful misconduct of the College, its officers, trustees, agents, employees, or volunteers (collectively referred to as the “College”).

**Liability Release.** In consideration for the College allowing me to participate in the Activity, I agree I will not sue the College and I release the College from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Activity or while upon the premises where the Activity is being conducted, excepting those claims arising from the gross negligence or willful misconduct of the College.

**Indemnification.** I agree to indemnify and hold harmless the College from and against any loss, liability, damage, or costs, including court costs and attorneys’ fees, that the College may incur arising from my involvement in the Activity, excepting those claims arising from the gross negligence or willful misconduct of the College.

**Warranty of Physical Fitness.** I guarantee that I am physically fit and in a condition that will allow me to participate fully in the Activity. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Activity. I understand the College has not made, nor will make, any investigation into my physical fitness or ability to participate in the Activity, and the College is relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by my insurance incurred because of my participation in the Activity.

**Emergency Medical Treatment.** I grant the College permission to authorize emergency medical treatment as it deems appropriate and agree that such action by the College shall be subject to the terms of this Agreement. I understand and agree that the College assumes no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

**Intent:** It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns, and personal representatives. I agree that this Agreement and any claim arising from my participation in the Activity shall be construed in accordance with the laws of the State of Michigan, without regard to its conflict of laws provision. The courts in Montcalm County shall be the forum for any lawsuits arising from the Activity or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent authority holds any term to be illegal or unenforceable, the validity of the remaining portions of shall not be affected thereby.

In signing this Agreement, I acknowledge that I have read both sides of this Release Agreement form, understand it, and agree to be bound by its terms. I further acknowledge that I sign this Release Agreement voluntarily.

Name of Participant (print)	Signature
Date	Age
	Signature of Guardian if 17 years of age or younger



## WAIVER OF LIABILITY AND RELEASE AGREEMENT

### ACTIVITY DETAIL FORM

Name of Activity/Class: \_\_\_\_\_

Date(s) of Activity/Class: \_\_\_\_\_

Location of Activity/Class (select one):  On Campus  Off Campus: \_\_\_\_\_

Description of Activity/Class:

By participating in the above activities, you may be exposed to several inherent risks, including but not limited to those listed below:

- **Heart attacks**
- **Muscle strains**
- **Muscle pulls**
- **Muscle tears**
- **Broken bones**
- **Shin splints**
- **Heat prostration**
- **Injuries to knees**
- **Injuries to back**
- **Injuries to foot**
- **Any other illness or soreness that I may incur, including death.**

We request you conduct your participation with the safety of yourself and others in mind.