



PALM BEACH STATE
COLLEGE

Student Activities

Policy & Procedure Manual

Mission Statement

The mission of Palm Beach State College's Student Activities is to complement the College's overall mission and academic programs. Student Activities (SA) seeks to enhance the overall educational experience participation in a variety of activities focused on student development

These activities provide opportunities for students to:

- o Participate in co-curricular activities
- o Participate in campus governance
- o Develop leadership skills
- o Develop interpersonal relationships
- o Explore activities for health and personal growth.
- o Experience diversity
- o Design and implement programs to enhance social, cultural, intellectual, recreational, community service, and campus governance.

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The purpose of this manual is to state the policies and procedures that affect Student Activities and student organizations at Palm Beach State College, as well as providing information regarding the process used to request funding and/or to reserve facilities and equipment.

STUDENT ACTIVITIES

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HOW TO FORM A CLUB

Palm Beach State College is the host to a wide variety of social, faith-based, special interest, academic, service, and occupational-type campus organizations. The College offers more than 100 clubs and organizations, which provide students personal, interpersonal, and organizational development. All clubs and organization are open to all currently enrolled Palm Beach State students.

This section of the manual outlines policies and procedures that affect student organizations, as well as providing information regarding the process used to request funding and/or to reserve facilities and equipment.

HOW TO FORM A NEW CLUB

Student Activities office may assist students in creating new organizations by providing guidance in writing a constitution and by-laws.

The SA works closely with all student clubs/organizations and their advisors to ensure that events are planned and scheduled in such a way as to promote successful and worthwhile experiences.

Open registration occurs annually between the months of July thru October. Registrations received outside of this time frame may be considered by the Student Activities Office.

Palm Beach State College charters many social, cultural, educational interests, career and general interest clubs/organizations throughout the year. In accordance with Florida Administrative Code 6A-14.057, non-religious and religious student organizations may participate without respect to viewpoint and whether or not officers are required to abide by a statement of orthodoxy or faith.

NOTE: Allow up to one semester for an application to be approved.. Students who want to form a club/organization should keep this in mind when submitting their application form.

A charter may be granted to any club/organization that complies with the following criteria and procedures:

- +Complete and submit the **ENGAGE CLUB REGISTRATION FORM** Include a list of, at least, 5 currently enrolled students, who have a cumulative GPA of 2.0 and who are in good judicial standing.
- +Submit (using provided template) a written constitution and by-laws
- +Identify a faculty/staff advisor and submit **ADVISOR RESPONSIBILITY FORM**

+The College prohibits unlawful discrimination on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, or pregnancy status in any of its employment, or educational programs or activities.

+Harassment of any kind, including sexual harassment, is prohibited.

+The College reserves the right to limit access, screen participants, or establish criteria for participation based on program goals and budgetary limitations.

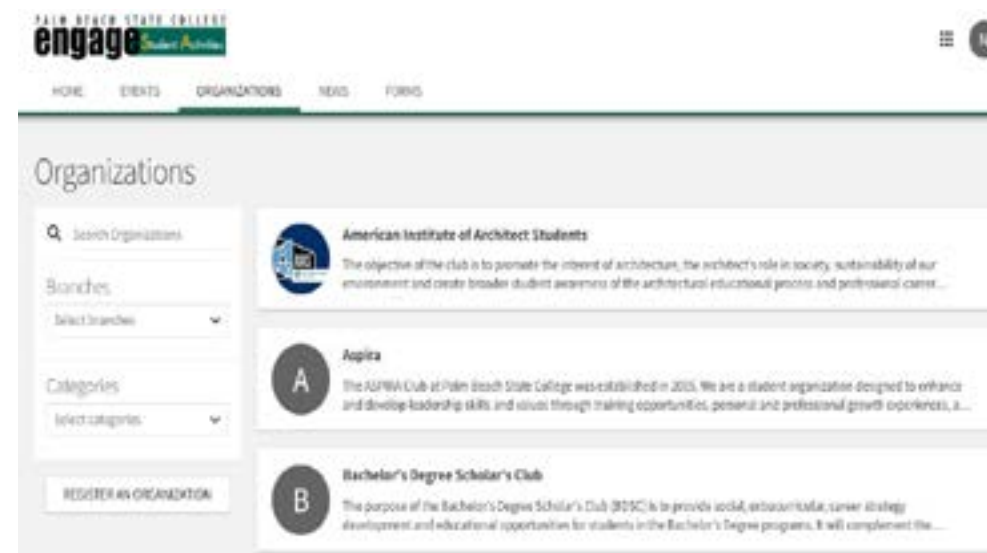
+Non-students are not eligible for membership in any capacity.

Newly approved clubs shall adhere to a six month probationary period, during which time it is not eligible for student activity funding. However, new clubs are eligible to fundraise to support club efforts if funding is needed during the probationary period.

ENGAGE CLUB REGISTRATION FORM

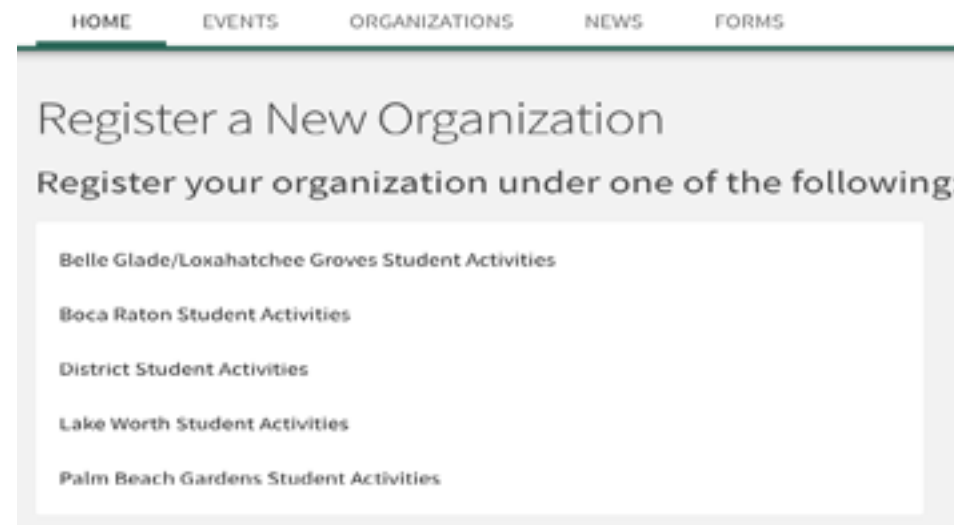
must be submitted to the appropriate SA. The Student Activities Office and the Dean of Student Services or designee shall be responsible for approving or denying charter applications. If a Registration form is denied, the Dean of Student Services will provide in writing to the requesting advisor, reason(s) for the denial. In the event a club/organization wants to appeal; the club/organization may submit a written appeal within five business days. The Campus Administration decision is final.

To register a new organization, navigate to the Organizations tab at the top of your **ENGAGE** home page. During open registration, you will see a button that says Register an organization on the left side of the page underneath the search options.



Clicking Register an organization will start your registration process.

First select the campus you want to register your organization under. If you have questions about this, contact your campus SA office.



Complete the number of steps: Profile, Select a category for your organizations, and upload club roster. Click Next at the bottom of each page when you have completed the step to progress to the next step in the process. You will have the chance to review each step before submitting your completed registration. When you are finished, click Submit for Approval to send your request. Read more about how to **VIEW THE STATUS OF YOUR SUBMISSION** or to update it after submitting.

CONSTITUTION AND BYLAWS

This **TEMPLATE** is designed for the purpose of helping current and prospective groups, organizations, and clubs develop a constitution and by-laws for their recognition by the College. The constitution and bylaws are important regulations, which govern the organization of a group and provide guidelines for meetings. These basic documents are also important because they state the rights and responsibilities of the members, officers and committees, which comprise an organization.

This **TEMPLATE** was designed by the Student Activities Office to address those basic elements of organizational structure which the College feels are essential. The following sections must be included in every PBSC club/organization constitution and/or bylaws.

- +Statement of purpose
- +Criteria for membership (must state that membership is open to all currently enrolled students)
- +Disclosure of all off-campus affiliations and associations of the student organization
- +Statement prohibiting hazing per Florida Statute 1006.63.
- +A Statement of adherence to PBSC Cash Collection and Deposit Guidelines
- +State whether or not membership dues are required and the amount
- +Statement of Impeachment process including oversight by the advisor
- +Procedure for amending the constitution & bylaws and annual ratification

It is recognized, however, that different groups may have variations in their need for certain positions, titles, and/or procedures. This guide is a “working draft” which should

be discussed by organization members and approved by the group.

Questions or concerns about the development of a constitution and bylaws should be directed to Student Activities Office.

There is often confusion regarding the definitions of the terms “constitution” and “bylaws”. However, there are important differences between the two that should be recognized. The constitution contains the fundamental principles of an organization and determines the responsibilities and rights of its officers and members. The bylaws explain the detailed procedures and working guidelines of the organization and determine the routine operations of the organization. Both the constitution and bylaws are divided into parts, called articles. As necessary, the articles can then be further divided into sections and subsections.

NOTE: If the new group or club is going to be a local chapter of a larger organization, special rules may apply. The larger organization will most likely have its own constitution and may require special provisions of its local chapters.

CLUBS & ORGANIZATIONS

The opportunity to form a student club/organization is a privilege available to current students. Accordingly, all clubs/organizations are responsible for complying with all College policies and procedures, the Student Code of Conduct and federal, state and local laws. The College and the Student Activities Office will routinely revise, update, amend their practices, policies, and procedures in an effort to stay current, as well as to accommodate the growing needs of our student body.

STANDARDS / RESPONSIBILITIES

Recognized student clubs/organizations at Palm Beach State College are responsible for maintaining the following standards to remain in good standing:

- o Each club Submit a Re-registration form by October 1st annually. Updates or changes to advisor, members, or officers must be submitted immediately to the Student Activities Office.
- o Activities of student clubs/organizations must be conducted in accordance with city, county, state, federal, and College regulations.
- o Clubs/organizations must obtain SA authorization for off-campus trips and/or activities.
- o Under no circumstances may a student club/organization enter into a contract under the College name.
- o Clubs/organizations must adhere with the College's Cash Collections & Deposit Guidelines pertaining to the collections, deposit, retention and disbursement of funds by or allocation to the club/organization.
- o All meetings, activities and events must be planned in consultation with the faculty/staff advisor of the organization.
- o All regular meetings must be held on campus, except when off-campus facilities are approved.
- o Event request must be submitted on **ENGAGE** (3) weeks prior of the event.
- o All actions of the club/organization must be, in accordance with the College Board Policies and the Student Code of Conduct.
- o Clubs/organizations are prohibited from denying membership on the basis of race, creed, religion, gender, gender identity, age, color, sexual orientation, marital status, disability or veteran status or any other legally recognized discriminatory basis under federal or state law.
- o All posters and publicity materials shall be approved by SA, before distribution.
- o Students, clubs or organizations are required to pick up any literature that has been scattered on the ground. The College reserves the right to assess a student a fee to defray the costs of cleaning up such materials.
- o Club Advisors/College employee designees must accompany any organization participating in any activity, trip or conference. Exceptions must be approved

by the Dean of Student Services or designee. The organization will incur the approved travel expenses for the advisor in accordance with College policy.

ADVISORS

As a Campus Club/Organization Advisor you have the opportunity to engage, to lead, and to mentor Palm Beach State College students. Palm Beach State College welcomes all employees to serve as club/organization advisor. Prior to becoming an advisor all employees require their supervisor's approval. As an advisor you will have a great impact on student learning. It is vital that you are fully aware of your role as an advisor and the College's expectation serving in this student development position.

Advisors must acknowledge that they are responsible for providing guidance and serving as a resource for student clubs/organizations, which is a time commitment. Remember, you are first, an employee of the College and must maintain those responsibilities in addition to personal and professional development. Students are expected to be equally responsible for the success of the organization with input from the advisor.

ADVISOR'S ROLE & RESPONSIBILITIES

Serving as a club/organization advisor can be a very rewarding experience. The College has identified some key advisor roles:

- 1) A Resource
- 2) A Consultant
- 3) A Mediator
- 4) A Mentor
- 5) A Liaison
- 6) A Fiscal Agent

The relationship of the advisor to the group will vary according to the needs of the organization. The advisor has three entities they are responsible to:

- 1) The College
- 2) The Club/Organization and its members
- 3) The individual student

CONSULTATION

The advisor should expect that he or she would be consulted regularly by the officers concerning their plans for group activities or programs. He or she should know what events are being planned and should offer his/her ideas and suggestions freely but should be careful not to dominate program planning.

PROVIDING CONTINUITY

Providing continuity is a very important responsibility. The turnover of officers and members in a student organization is continual and often the only link with even the immediate past is the advisor. The advisor can orient new officers and members to this history and help them build on it.

INTERPRETATION OF POLICY

As a of the College, the advisor is constantly in the position of interpreting the institution's policies and regulation pertaining to student organizations. He or she should, therefore, see that his/her group and its officers know what the policies are, why they exist, and the channels to be followed to obtain exceptions to or revisions of these policies.

FINANCIAL SUPERVISION

While each organization should elect its own treasurer, the advisor will need to spend some time in supervising the financial records and the treasurer's work. He or she may find it necessary to teach the treasurer the elements of simple bookkeeping and the intricacies of the organization's record system.

GOAL SETTING AND PLANNING

Clubs thrive when they have clear goals established. The advisor should encourage goal setting. This will assist the organization in planning any activities with realistic time lines.

ORGANIZATION MEETINGS

The advisor should attend all meetings of the organization in order to keep him/herself informed.

ORGANIZATIONAL RECORDS

The advisor should see that adequate records and minutes of the group's activities and that the files and records of the organization are located in the files tab in Engage.

HAZING

Palm Beach State College hazing practices associated with membership, advancement, leadership or continued good standing in student organizations. Advisors must ensure that members are aware and comply with the Palm Beach State College Board policy and report any incidences regarding hazing.

ADVISOR STIPENDS

Employees may volunteer as advisors of officially approved student organizations. The College shall receive a supplement of \$206 to \$927 per semester and up to \$309 for each summer term of officially approved service, assuming that said service is not a part of a regular work assignment. The exact amount of the supplement for any advisor shall be decided by the Administration.

Selected Activities Persons assigned responsibility for the following activities may

ADVISOR HOURS:

- o Club advisement is a separate, volunteer, temporary assignment for employees. There are many occasions when employees are performing club advisor duties during their normal scheduled work hours. This is allowable as long as the advisor makes up the time lost during the normal work week. Employees cannot be paid for working two separate assignments within their normal scheduled work hours.
- o Club advisors must submit a "Spend Authorization" when taking students to a function or event outside of the campus. Employees cannot be paid their normal work hours and submit advisor hours for the same time period.
- o Detailed records of activities, meetings, travel, preparing paperwork, and communicating on club matters should be documented on the Advisor Record Form.
- o Advisors are only allowed to claim stipend hours while serving in their role as an advisor. (e.g. hours are not counted when traveling)

ADVISOR STIPEND PAYMENT PROCESS

- o Advisors must submit the "**ADVISOR RECORD FORM**".
- o Advisor Record Forms due date is determined by SA office.
- o Meetings, travel dates, and each activity must be listed separated and only 5% of time can be calculated for communication.
- o Failure to submit your form on time will result in the minimum payout.
- o SA submits a Personnel Action Form (PAF).
- o Once hours are confirmed the PAF is approved it then it is submitted to Payroll
- o Advisor stipends are paid according to the Payroll "Time and Attendance Deadline Dates."

INTER-CLUB COUNCIL

The Inter-Club Council (ICC) is the representative body that coordinates inter-club activities and funds and promotes communication and cooperation between campus clubs. The ICC is composed of representatives from each club.

The makeup of the Inner-Club Council varies on the campuses due to size and number of clubs/organizations. The ICC chair may be selected or elected depending on the campus.

Check with the SA to find out the exact make-up of your campus ICC.

Budget is approved by President's Cabinet

Campus Student Activities Manager drafts a budget for the Campus Budget Committee*:

- Student Activities (Awards, Convocation, Operating budget, Leadership, Travel, Staff, Programming, etc.)
- Co-Curricular
- Recreational Activities/Intramurals/Wellness
- Interclub Council (Club funding, Stipends)
- SGA
- Contingency (Not to exceed 10%)

2 Campus Budget Committee* Reviews and votes on a balance budget to Student Activities Manager

ICC Funding Committee will be convened by the SA Manager to hear club budget proposals. There should be a student majority serving on the ICCFC

3 The ICCFC* will use the following criteria to score each proposal Scoring will be on a scale of 0-5:

- 1) Must be a recognized organization (criteria available on-line)
- 2) Presence on Engage
- 3) Previous year's campus involvement
- 4) Previous year's ICC attendance
- 5) Previous year's community Service
- 6) Funding sources (memberships, sponsors, fundraising)
- 7) End of the year summation/presentation

ICCFC will score and rank proposals
 ICCFC will deliberate
 ICCFC will recommend an ICC budget to the Student Activities Manager
 SA Manager will approves, check for equity and modify and shares budgets with clubs.
 Clubs may appeal to the Student Services Dean or designee in writing within 5 business days. Student Services Dean or designee will review appeal and reply with a decision within 5 business days in writing. Student Services Dean's decision is final.

***CAMPUS BUDGET COMMITTEE/ ICCFC:** Student membership must always be in the majority
Chair: Student Activities Manager or designee (Non-voting)
 Minimum 1 Faculty
 Minimum 1 Staff
 SGA President or designee
 2 currently enrolled students with a cumulative institutional GPA 2.0

12/12/18

Event Planning

A Student Activities function is defined as a meeting, activity/ sporting event or entertainment sponsored by a College approved student club/organization designed to promote growth and development of the student body. Any request for the use of campus facilities, equipment, or supplies to support student activities must be coordinated through SA.

REGULATIONS AND PROCEDURES

CONDUCT:

Clubs/organizations assume responsibility for members and guest's conduct:

- A. Only currently enrolled students and their guests may attend College events sponsored by student club/organizations unless by invitation.
- B. Each group will refrain from using decorations, signs, and handouts that violate the College's Policies.
- C. Any function sponsored by or held in the name of a recognized student organization must abide by all College regulations.
- D. The College expects students to conduct themselves in accordance with the Student Code of Conduct and applicable federal/state or local laws.

PLANNING AND EVENT CHECKLIST:

All functions must be approved at least three (3) weeks in advance of the event. The correct procedures are as follows:

- A. Decide on the type and purpose of event, including the date, time, place, and expected number of people attending, budget and other important aspects of the program.
- B. Create and submit in Engage Event
- C. Complete Work Order, Room Request, Media Request, and Catering Request if applicable. **(ALL FORMS CAN BE FOUND ON OUR SA PAGE)**
- E. The club advisor , CRM, and SA must approve all publicity and advertising.

SERVING OF FOOD AND BEVERAGES

Please be advised that because of County and State Health Department Regulations regarding the preparation and serving of food, all student organizations must comply with the following:

1. All student organizations wishing to serve food and/or beverages must have prior approval by SA.
2. Prepackaged food and beverages may be served at campus events.
3. Must use approved vendors food caterers for the College.
4. When using an outside catering services an **"OUTSIDE VENDOR"** request form must be submitted to the Auxiliary Services Manager a minimum of three weeks in advance of the event.

POT LUCK EVENTS

The College encourages and embraces the social benefits associated with programs like community "pot luck" events. However, it is important that we protect the College and our students by informing them of the possible risks associated with these types of functions. In doing so, we share the following terms to those who participate in and/or plan these types of events:

1. The College is not sponsoring the event with any funding;
2. The event is student-generated and is not to be considered an official College function (e.g., Graduation, Convocation);
3. Participation is completely voluntary;
4. The program is free to the participants;
5. The event is not open to the public at large;
6. Because participants may have food allergies, they assume all risks by consuming any food or liquids.

Student groups hosting "pot luck" functions, may proceed using the **LIABILITY WAIVER FORM** that must be signed by every member of the student organization. This form should be kept on file by the appropriate student manager.

All problems, questions and concerns relative to the serving of food and/or beverages at Palm Beach State College are administered through the Student Activities Office with an appeal, as needed, through the Dean of Student Activities.

EVENING AND WEEKEND SOCIAL ACTIVITIES

This policy is to ensure the safety, welfare and equitable treatment of those participating in on-campus and off-campus evening and weekend College-sanctioned activities sponsored by student groups and to protect the property, resources and general interest of the College.

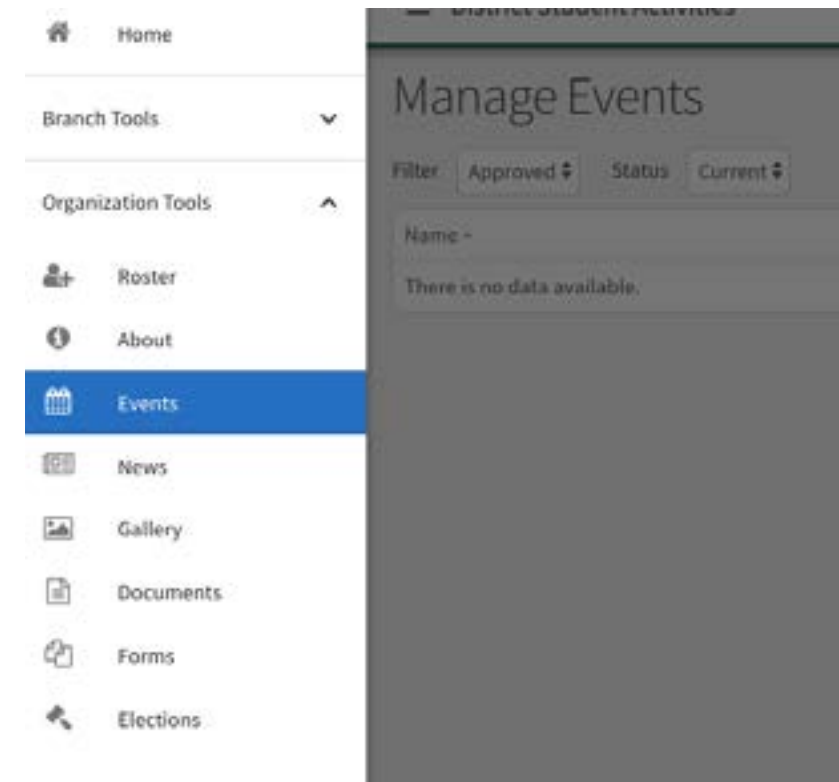
Stipulations: College-sanctioned activities sponsored by campus clubs, organizations or other student groups on weekends or that extend beyond 9:00 p.m. during weekdays must adhere to the following stipulations:

1. Must be approved by the advisor and the dean of student services.
2. Must have adequate security and supervision as determined by the Dean of Student Services; however, a minimum of two supervisors, who are College personnel, is required.
3. Must conclude by midnight, unless special exception is granted by the provost.
4. All alcoholic beverages and illegal drugs are strictly prohibited. Persons suspected of using such substances will be immediately reported to the proper authority and expelled from the activity.
5. The Student Code of Conduct as outlined in this handbook will be strictly enforced.
6. Written requests should be submitted at least two (3) weeks prior to the event.
7. A facility request form must be completed in accordance with established procedures.
8. Costs incurred for additional maintenance, cleaning, security, and/or damages will be the responsibility of the Responsible Party.

ENGAGE EVENT PLANNING AND PROPOSAL

Only positions with full access over “Events” can create events within an organization. If you do not have the proper permissions, you’ll want to talk to your primary contact or your site administrators in order to request the required access.

From within your organization’s Action Center, go to “Events” in the organization tool menu.



Click on Create Event in the upper right corner. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations (if this option has been enabled for your campus). Required fields are marked by the red asterisk.

 A screenshot of the 'Create Event' form. It includes fields for:

- * Event Title (text input)
- ** Theme (dropdown menu)
- * Description (rich text editor)
- Additional organizations co-hosting this event (text input with search icon)
- * Start Date (calendar icon)
- * Start Time (time picker)
- * End Date (calendar icon)
- * End Time (time picker)
- * Location (text input with 'ADD LOCATION' button)

You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. You can see what the UI will look like for each below. If you wish to reserve a location, [VIEW OUR ARTICLE](#) to learn more about reserving space. Your next couple of options are about event visibility and are outlined below.

Event Details

* Show To: * Who can RSVP: Maximum number of RSVP spots allowed:

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

Allow attendance at this event to be shown on the Co-Curricular Transcript

Event Categories: Perks: Special benefits for your attendees:

Option	Description
Anyone in the World	Visible to everyone.
Students and Staff	Only visible to logged in users to your campus site.
Organization Members	Only visible to the members of the organization associated with the event.
People invited by Host	Only visible to those who were invited to the event.

Finally, fill out any additional information required by your institution, and click Next. You can now choose to add an image to your event by clicking Choose File and adding an image that you feel will draw attention to your event. We recommend a photo that is **1024px by 600px** or larger, under **10MB**, and of one of the mentioned formats (**JPG, JPEG, GIF, or PNG**). The image will run through an image re-sizer, so the larger - the better! If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.

When you're ready, advance using Next or Skip. Your campus may require each event submission to provide certain information. You will be prompted at this time to complete this information. Fill out the rest of the form and submit for campus administrative approval.

PALM BEACH STATE COLLEGE **engage** Student Activities Action Center

District Student Activities

Event Additional Information Form

Select the appropriate proposal

Please select the appropriate proposal

Is this an Club Event?

Is this a Student Travel?

Select This option for all events

This option for all travel related activities

FINANCE

CLUB & CHARITY FUND-RAISING

CLUB & CHARITY FUNDRAISING

Clubs and organizations are encouraged to fundraise to support their activities and events. Charity fund raising is defined as collection of funds to go directly to a non-for-profit SA approved charity. The following outlines SA fund raising guidelines:

- o Clubs and organizations must adhere the College's Cash and Collection & Deposit Guidelines for Student Activities
- o Clubs/organizations may fund raise for their clubs or for a designated non-profit agency with approval of the club advisor and SA
- o A "Engage Event" form must be submitted to SA three (3) weeks prior to the fund raising activity.
- o In the event a club wishes to fund raise on another campus their advisor must share the approved request form with that campus SA office.
- o Fund 2 monies may not be used to support fund raising expenses.
- o Only prepackaged foods and beverages may sold.

A letter must be sent to the cafeteria when clubs and organizations are hosting fund raisers providing food on campus. This letter must be submitted at least a week in advance notifying the cafeteria of the date, time, and location and purpose of the fund raiser. Drawings are prohibited.

GIFT CARD POLICY

Gift cards may not be purchased through the departmental Purchase Card OR requisition process. The only approved method for requesting gift cards will be through each campus Cashier's Office. Gift cards used as prize awards cannot be charged to General Operating Accounts (Cost Center) and it is recommended to be used only with Grant Accounts (Project number "PR0000") or Agency Accounts (AG0000).

[GIFT CARD REQUEST FORM](#)

[GIFT CARD LOG](#)

[FOR MORE INFORMATION VISIT PBSC FINANCE PAGE](#)

CASH COLLECTION & DEPOSIT PROCEDURES

Cash Collection Guidelines were developed in accordance to College Board Policy **6Hx-18-4.03**. The [COLLEGE BOARD POLICY](#) is published under Section 4 - Business Affairs.

For purposes of this document cash or funds can refer to the collection of any form of legal tender (cash, checks, drafts, money orders, credit cards, etc.). These Guidelines serve all employees of the College who may handle funds on behalf of the College; however most of the information provided is directed to Student Activities related functions. Please refer to the [Finance Tools and Resources](#) web page for all updated Finance Procedures as well as other helpful information.

All events and fund raising must be sponsored by a Responsible Party (e.g. campus, department, club and/or organization, Advisor, or Student Activities Manager). Students should not be solely responsible for the collection and safeguarding of funds. All individuals handling cash must be made aware of the cash collection guidelines prior to performing any cash collection duties. The Responsible Party is accountable for the collection of funds for any event or fund raiser. Proper internal controls are also the responsibility of the Responsible Party.

PRIOR TO ANY EVENT OR FUNDRAISER THE RESPONSIBLE PARTY MUST:

- I. Established a Agency account with the Finance Department.
- II. Utilize official College receipt books that are issued by the Cashier's Office.
- III. Decide who, when, where and how funds will be collected. Contact the Cashier's Office prior to a scheduled event or function where cash will be collected.
- IV. The Cashier's Office can supply a locked bank bag and key which must be signed out. A change bag can also be provided for change purposes only and must be returned the next business day along with the locked bank bag, key, and deposit.
- V. A Deposit Log Form must be completed, verified, and reconciled once the Responsible Party has received funds.
- VI. Make sure the Cashier's Office has Agency account where funds should be deposited.

TICKET SALES

- I. The Responsible Party utilizes tickets that are pre-numbered and in sequential order, with a detachable pre-numbered stub to be kept by the organization. This will allow for reconciliation of ticket sales.
- II. Prior to the collection of ticket sales, the Responsible Party must notify the Cashier's Office of the request for a pre-numbered receipt book. The receipts are in triplicate form (white – student copy, yellow – deposit, pink – remains in the book). Once the entire receipt book is used, the book must be returned back to the Cashier's Office for final reconciliation of receipt sequence. The Responsible Party is responsible for any missing receipts that cannot be accounting for.
- III. A Deposit Log Form must be completed, verified, and reconciled once the College organization has received funds. The number of tickets issued listed on the Deposit Log Form times the ticket price should equal the amount of the deposit. The sequential issuance of tickets must also be accounted for and any unused tickets must be kept with the Deposit Log Form.
- IV. The Deposit Log Form, cash, and corresponding ticket stubs are taken to the Cashier's Office, where the deposit will be verified and recorded. Funds must be deposited on a daily basis. Any unsold tickets must be included in the final deposit for reconciliation of the event/function.
- V. The Responsible Party must reconciles the number of tickets sold or issued to funds collected for sales.

FUNDRAISERS

Fund raising can be defined as the sale of goods and services such as, but not limited to bake sales, car washes, or similar events where funds are collected from each donor. Typically, funds collected for fund raising events are not tax deductible on behalf of the donor unless coordinated with the College Foundation. Students should not be solely responsible for the collection and safeguarding of funds. All individuals handling cash must be made aware of the cash collection guidelines prior to performing any cash collection duties.

MEMBERSHIP DUES

All membership dues collected for Student Clubs & Organizations will follow the same [GUIDELINES FOR CASH COLLECTION](#) as outlined in [COLLEGE BOARD POLICY](#). Students should not be solely responsible for the collection and safeguarding of funds. All individuals handling cash must be made aware of the cash collection guidelines prior to performing any cash collection duties. The Club Advisor will be held responsible for the collection and deposit of any membership dues. Make sure the responsible party members have the full account n (Agency account) to provide to the Cashier or they will be unable to process the receipt.

TRAVEL



TRAVEL PROCESS OVERVIEW

There are several steps that a student organization must complete before they can travel. Prior planning is the key to a successful, safe and enjoyable trip.

- o Students attending any off-campus organization sponsored event must sign and submit all the necessary forms to the Advisor and the Office of Student Activities.
- o Any student on academic probation, or enrolled in less than 6 credit hours shall not be entitled to any travel privileges; without written consent by the Student Activities.

TRAVEL ETIQUETTE TRAINING:

Prior to travel ALL advisors or designee and students must conduct a Travel Etiquette Training. Training includes the review of the conference agenda, review of travel expectations along with College policies, detailed explanation of College travel forms. This training is to be facilitated by the attending advisor or designee prior to the trip.

ADVISOR'S TRAVEL PROCESS CHECKLIST

- o Completed Request for Student Activity Funds Proposal. **(Done on Engage when you create an Event.**
- o List the traveling advisor's contact information (One must attend)
- o ALL students have completed "Travel Etiquette Training" prior to departure
- o All paperwork must be submitted, no later than 3 weeks prior to departure date. This will allow proper time for processing.
- o All forms must be signed by the club/organization advisor or designee prior to starting the campus approval process.
- o Apply for a Travel P-Card
- o Submit a Advisor Travel Contract

The following forms must accompany the travel request:

STUDENT TRAVEL PACKET

- Travel-Event funding request is done in engage when you create an event"
- **RELEASE, HOLD HARMLESS & INDEMNIFICATION AGREEMENT**
STUDENT PARTICIPANT

- **STUDENT EMERGENCY CONTACT & MEDICAL TREATMENT FORM**
- **STUDENT TRAVEL CONTRACT**
- **MODEL RELEASE FORM**
- **OFF-CAMPUS STUDENT TRAVEL RELEASE LOG:** (List of students traveling including Name, Student #, date of Birth, Gender, and Address
- **MEMO TO PROFESSOR SAMPLE**
- **NOTICE OF CLASS ABSENCE - OPTIONAL (DBOT POLICY 6HX-18-2.12)**
 - o Verify student age – (Under 18 requires parental signature/permission)
 - o Attach a current conference program that includes registration information/fees, hotel information, and other conference fees
 - o Provide your contact information to all students traveling should they need to reach you in an emergency
 - o Submit originals of student travel forms to Student Activities Office; retain copies
 - o Keep all receipt

NOTE: Extenuating circumstances must be presented in writing to the Student Activities. On a case-by-case basis, each will be reviewed and determined by the Office of Student Activities. Approval of requests is not guaranteed. Employees must submit a Spend Authorization prior any trip.

CONFERENCE/ SEMINAR REQUISITIONS

All paperwork and requisition must be done 3 weeks in advance in order to process your request in a timely manner

1. Fill out registration form and pre-register for the event. (This does not guarantee payment)
2. Provide the above along with, the brochure, agenda and airline itinerary.
3. Copy of Off Campus Activity Insurance/ Release Log. Release Hold Harmless and Indemnifications agreement and emergency Information & Medical Treatment form.
2. Gas/Toll: Use Travel Card for any trip expenses

REMINDER: If payment is being made directly to a supplier, the name of the event holder (Vendor) is not a listed vendor in WorkDay. Please secure a W-9 from, so Purchasing can enter the conference event holder in WorkDay.

Palm Beach State College maintains a fleet of campus and district vehicles, vans, and buses for use by College employees. Click on [PROCEDURES AND FORMS](#) for more details.

Who Can Drive a College Vehicle?

- Only employees of Palm Beach State College are authorized to operate College vehicles. Any individual who is on the Palm Beach State College payroll is considered an employee, excluding OPS personnel (who may not operate any College vehicle unless an exception is granted) and student workers, who may operate only golf carts.
- For liability reasons, individuals who are not employees of PBSC are prohibited from using College vehicles under any circumstances.
- An employee's use of a College vehicle must be within the scope of his/her employment and for official College business only. Personal use is not permitted.
- All vehicles must be returned to the College campus Security Office and not driven home.

The Reservation Process

- Review the [COLLEGE VEHICLE RESERVATION CALENDAR](#) applicable to your campus to determine vehicle availability prior to submitting your reservation request.

Driving a College vehicle is a privilege. Failure to comply with the rules of usage can result in revocation of driving privileges. While driving a vehicle that carries the College's name, it is important that you present a good image of Palm Beach State College to others.

Airline Requisitions/Rental Car Reservations

Advisor must submit an Create Spend Authorization. All Spend Authorization must be done 4 weeks in advance in order to process your request in a timely manner

Hotel Reservations

All paperwork and requisition must be done 4 weeks in advance in order to process your request in a timely manner.

1. Make reservation with hotel, obtain confirmation number.
2. Include confirmation number, brochure, agenda, and airline itinerary to your Administrator.
3. Include reservation with dates, rate, hotel name, address, telephone #, fed #FEIN

(Federal ID Number) and rooming assignments are mandatory.

4. **NOTE:** If the hotel is not listed in WorkDay, please secure a W-9 form from the hotel office and fax to Purchasing with a fax cover sheet. Click on [TRAVEL OFFICE](#) for more details.

Travel Recap

Upon completion of any student travel a "[TRAVEL RECAP](#)" sheet form must be completed within five (5) days of return, and forwarded to the travel office. [TRAVEL RECAP](#) sheet forms must accompany receipts for any expenses that were prepaid, as well as, any miscellaneous expenses.

Advisor Reimbursement

Advisors are required to complete the [EXPENSE REPORT](#).

However, an advisor must have completed and submitted a [SPEND AUTHORIZATION](#) form prior to travel in order to be reimbursed.

All receipts of expenses must accompany the [EXPENSE REPORT](#). Advisors should complete all reimbursement paperwork within five (5) days of return.

Travel office links

[TRAVEL AUTHORIZATION AND TRAVEL EXPENSE](#)

[TRAVEL PROCEDURE](#)

[TRAVEL RATES](#)

[OFFICIAL HIGHWAY MILEAGE](#)

Create Spend Authorization for Self

1. Click on the **Expenses** worklet



2. Click on the **Create Spend Authorization** button



Reimbursement Payment Type *	Choose if you want your Reimbursement Payment Type to be a Check, or Direct Deposit.
Justification	Make sure to enter a Justification for travel. Tell how your travel will benefit the college.

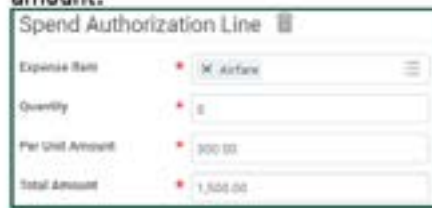
5. Scroll down to **Spend Authorization Lines** tab and click on **+ Add** to add a row for each expense item



6. Select an expense item related to the cost of your trip (Ex: Airfare, Hotel, etc.)
An expense item can be searched by typing the word (ex: airfare) in the field or by clicking the prompt icon to select **By Expense Item Group > Travel >** and then choose the type of expense

Note: Make sure to complete the various items that might appear to the right. (For example, when you choose Airfare, or Car Rental, Item Details shows up.)

7. Enter the **Quantity, Per Unit Amount**. The **Total Amount** will populate based on the quantity and per unit amount.



8. **Memo** – if there's something unusual about the trip, enter it here. For example, "One-Way Airfare and then driving back." Or, "Paying for another person's airfare."

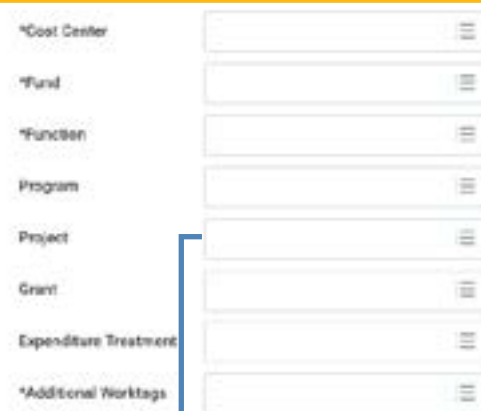
Create Spend Authorization

3. Complete the **Spend Authorization Information** section



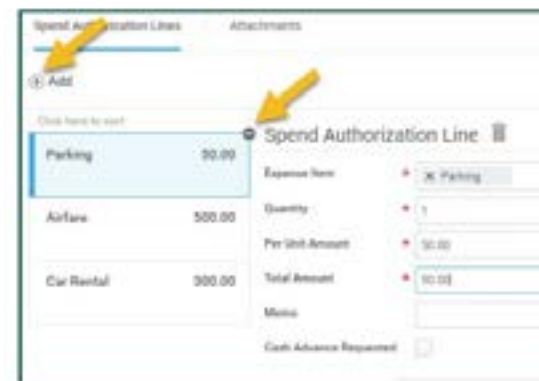
Start Date *	Enter first day of the trip
End Date *	Enter last day of the trip
Description *	Name of the conference (this is what shows up when you Create Expense Report and choose this Spend Authorization)
Business Purpose	Click on the prompt icon and choose one of the following: <ul style="list-style-type: none"> - Employee Recruitment – (spend authorization not required) - Employee Reimbursement – (spend authorization not required) - In-State Travel - International Travel - Out-of-State Travel - Student Travel

Clear all fields preset. Use "ADDITIONAL WORTAGS Field, if you are using funds from your Fund 6 account(AG0000). All required field will auto populated once you provided AG0000 worktag.



Clear all fields preset. Use "PROJECT" Field, if you are using funds from your Fund 2 account(PR0000). All required field will auto populated once you provided PR0000 worktag.

9. Continue clicking on the **+ Add** button to add additional Spend Authorization Lines, or click on the **-** minus sign to remove the line.



Is my Spend Authorization Approved yet?

Once your Spend Authorization has been approved, you will get a notification in Workday. Click on the bell at the top of the page to view your notifications.

Where in the process is my Spend Authorization?

1. Go into your Inbox and click on the Archive tab
2. Select your Spend Authorization and see if the Overall Status is showing "Successfully Completed." If it's still "In Progress", click on the Process tab to see where it is in the business process.

Note: If you have the Spend Authorization number, you can enter it in the search field and press enter. Make sure to click "All of Workday" located at the bottom left corner of the screen. Click on the Spend Authorization, and then click on the "Process History" tab.

How do I make a Correction?

Please contact the Finance Department if something needs to be changed on your original Create Spend Authorization.

After the Spend Authorization has been approved, you are ready to travel! Once you return, follow job aid [CREATE EXPENSE REPORT](#) to get reimbursed.