Student Organization Handbook

Athens Technical College

Office of Student Activities

Student Organization Registration Procedures

What is the purpose of student organizations at Athens Technical College?

The purpose of student organizations at Athens Technical College is to complement academic programs of study, and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

What defines a student organization at Athens Technical College?

A student organization is a group of at least five (5) currently enrolled students joined together for a common cause. There may be additional non-student members, but most of the organization must be comprised of currently enrolled students. All officers must be currently enrolled. Student organizations must have an advisor who is a member of the faculty / staff of the institution. Student organizations must be registered with the Office of Student Activities to be considered active and eligible for the associated rights and privileges.

Why do student organizations need to register with the Office of Student Activities?

Registration of student organizations is necessary before college facilities and/or services will be available to the organization. Registration is facilitated through the Office of Student Activities (located in the student center, H-755). By being a registered student organization, organizations are also eligible for funding through student activities fees as managed by the Office of Student Activities and the Athens Tech Student Advisory Council (ATSAC). Additionally, student organizations are eligible for a webpage on the College website, as well as for holding sanctioned events and fundraisers on campus.

Registration of an organization does not constitute College endorsement or approval of the organization's policies, activities, or purported views. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the Technical College System of Georgia. It is also important to note that registration as a student organization at Athens Technical College is a privilege and not a right.

Eligible organizations are permitted to register and maintain registration unless the College finds that the organization:
1. seeks to accomplish its objectives, goals, purposes, or activities using violence; or
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the College or with the rights of others; or
3. seeks personal gain; or
4. engages in activities that present a danger to property, personnel, and/or orderly function of the College; or

5. refuses to comply with federal or state laws, Technical College System of Georgia policy, or College rules and regulations.

What are the registered student organization requirements?

Organization registration is an **ANNUAL** process with the Office of Student Activities. Annual registration should be completed by April 30th each year. Registration is official starting each fall term and allows student organizations to be active through the following summer term.

To register, student organizations must provide the following documents and/or meet the following criteria.
1. Complete the "Student Organization Registration Packet" form, available from the Office of Student Activities or the office website.
2. As part of that packet, organizations must provide a copy of their working bylaws. Details on bylaws can be found in the next section of this handbook.
3. The registration packet must include a statement regarding the purpose and/or mission of the organization, to be included in the bylaws.
4. To complete the registration packet, organizations must disclose any state, national, or international organization affiliations.
5. As part of the registration packet, organizations must also provide the names, student ID numbers, contact information, and signature of at least five (5) student members.
6. The registration packet also requires the naming of at least two current officers and the student organization advisor. One of these officers must be the president or chief officer of the organization as outlined by the bylaws.
7. To be considered complete, packets must contain the signature of the organization advisor and president.

All these materials must be submitted to the Office of Student Activities. Once an organization submits a completed "Student Organization Registration Packet" and any required supporting materials, this information is reviewed by the Director of Student Activities and the Vice President for Student Affairs for approval. The advisor and president of each potential student organization will be notified as to whether the organization is approved for the upcoming year by the Director of Student Activities. The College President has the final right to (dis)approve the registration of a student organization.
Appeals from any student organization denied registration must be made to the President, in writing, via the Vice President for Student Affairs within two weeks of denial.

What must be included in student organization bylaws?

Every student organization must have an approved set of bylaws before they can be registered. Bylaws must contain certain criteria, as noted below:
1. A purpose / mission statement for the organization.

2. Affirmation that the organization adheres to the Athens Technical College non-discrimination policy, by listing that policy.
3. A definition of membership criteria.
4. Officer election and removal procedures, including identification of officer positions and descriptions of responsibilities.
5. Quorum standards for the organization.
6. Details of any applicable membership dues, including amount, purpose, and benefits associated with such fees.
7. A process for making amendments to the bylaws.

Note that bylaws may contain other information as deemed appropriate by each student organization and the above criteria are only a minimum standard.
Bylaws must be signed by the advisor and an organization officer.

What is the College's Non-Discrimination policy?

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

What are the responsibilities of a student organization at Athens Technical College?

As stated above, the registering of and participation in student organizations is a privilege at Athens Technical College. As such, there are certain responsibilities that are undertaken when registering and functioning as a student organization. Some of those responsibilities are as follows:
1. Register your group annually
2. Accept responsibility for sponsoring and supervision of programs
3. Be familiar and adhere to the College's Student Handbook and Student Code of Conduct
4. Accept responsibility for the safe operation of all programs
5. Accept responsibility for ensuring facilities are used in accordance with college policy and are not damaged in the process of conducting organization activities
6. Ensure that all promotional materials for events, programs, and fundraisers are in line with college policy
7. Ensure that all events, programs, fundraisers have been approved by the Office of Student Activities and that such events are carried out in adherence to college policy
8. Take reasonable steps to ensure that all activities of the organization comply with local, state, and national policies and regulations.

What is the policy regarding membership dues?

Student organizations may have membership dues if required by national affiliations. Other organizations may request the implementation of membership dues

when registering the organization. Membership dues must be clearly addressed in the organization bylaws with inclusion of the amount of the due, purpose of that fee, and the benefits associated with membership.

Student Organization Program, Event, Fundraiser Regulations

Student organizations have the authority to host approved programs, events, and/or fundraisers that further the mission/purpose of the organization and are in line with college policies. All programs, events, and/or fundraisers that are open to the College or local community, beyond the student organization membership must be approved by the Director of Student Activities and the Vice President for Student Affairs. If a program, event, and/or fundraiser is not approved, student organizations can appeal to the College President, in writing within two weeks of the denial, via the Vice President of Student Affairs. The decision of the College President is a final decision.

How does a student organization request approval for a *program or activity*?

Student organizations who wish to sponsor a program or activity that will be open to the College or local community beyond their membership, must submit a "Student Organization Program Request" form to the Office of Student Activities. **This form should be submitted at least 21 days before the scheduled event**. The form can be obtained from the Office of Student Activities or the office website. As part of the request form, student organizations must provide full event details, including:
1. name of event
2. purpose of the activity
3. intended audience for the activity
4. desired outcome for participants
5. any costs associated with the event and how those costs will be covered
6. date and time of the event
7. desired location for the activity
8. any set-up needed for the event (i.e., tables, chairs, projection, etc.).

Please note that the serving, purchase, or consumption of alcoholic beverages is not permitted at any event sanctioned by clubs or organizations affiliated with Athens Technical College regardless of age.

If two or more student organizations wish to partner to offer a program or activity, both organizations should submit a "Student Organization Program Request" form and note the partnership in the program explanation.

Note that student organizations must submit "Student Organization Program Request" forms and supplementary documents no later than two weeks prior to the event. Organizations are encouraged to have even more lead time so that the program or activity can be properly publicized. Publicity is outlined in a separate section of this handbook.

Once a program or activity has been approved the Director of Student Activities will notify the student organization advisor, as well as the student contact noted on the request

form by email. At that juncture, publicity can begin, based on the "Student Organization Publicity Regulations" outlined in the "Student Organization Handbook".

How does a student organization request approval for a *fundraiser*?

Student organizations may want to hold a fundraiser to supplement their student activity fee allocation as they work to promote their organization purpose/mission, or to provide funding to charitable causes. Student organizations who wish to host a fundraiser must submit a "Student Organization Fundraising Request" form to the Office of Student Activities. This form can be obtained from the Office of Student Activities or the office website. As part of the request form, student organizations must provide full fundraising details, including:

1. name of event
2. purpose of the activity (how the funds raised will be used)
3. information on the item(s) being sold or service provided
4. how initial inventory will be acquired
5. date and time of the fundraiser
6. desired location for the fundraiser
7. any set-up needed for the fundraiser (i.e., tables, chairs, projection, etc.).

If two or more student organizations wish to partner to conduct a fundraiser both organizations should submit a "Student Organization Fundraising Request" form and note the partnership in the explanation of purpose.

Note that student organizations must submit "Student Organization Fundraising Request" forms and supplementary documents (such as the "Student Organization Food Service Request" form) no later than two weeks prior to the event. Organizations are encouraged to have even more lead time so that the fundraiser can be properly publicized. Publicity is outlined in a separate section of this handbook.

Once a fundraiser has been approved the Director of Student Activities will notify the student organization advisor, as well as the student contact noted on the request form by email. At that juncture, publicity can begin, based on the "Student Organization Publicity Regulations" outlined in the "Student Organization Handbook". Details for depositing funds raised are outlined in the funding portion of this handbook.

What is the process for hosting a fundraiser that includes the sale of food?

Student organizations wishing to hold fundraisers that include the sale of food must complete an additional form to ensure that food will be handled appropriately. This step is necessary to ensure that food is handled in a sanitary way. In addition, only a few food-based fundraisers events can be held on campus each month, so student organizations are encouraged to submit all the appropriate paperwork early.

Student organizations who wish to host a food-based fundraiser must submit a "Student Organization Food Service Request" form to the Office of Student Activities along with their "Student Organization Fundraising Request" form. This form can be obtained from the Office of Student Activities or the office website. Both forms must be submitted at least two weeks prior to the event. As part of the request form, student organizations must provide full food service details, including:

1. A menu of items to be sold and the price for which they will be sold.
2. A detailed preparation method for each item.
3. A detailed food storage method for each item that corresponds to proper health etiquette.

Please note that the serving, purchase, or consumption of alcoholic beverages is not permitted at any event sanctioned by clubs or organizations affiliated with Athens Technical College regardless of age.

For detailed information on proper food service and food handling, please visit the Georgia Department of Public Health website.

When a "Student Organization Food Service Request" form is received by the Office of Student Activities, Jittery Joe's and other appropriate food vendors will be notified of the request and must approve it along with the Director of Student Activities and the Vice President of Student Affairs before the event can be held. Once a fundraiser has been approved the Director of Student Activities will notify the student organization advisor, as well as the student contact noted on the request form by email.

How are rooms/spaces reserved for holding a program, event, and/or fundraiser?

When completing the "Student Organization Fundraising Request" form and/or the "Student Organization Program Request" form, student organizations designate the location where they would like to hold the activity. As part of the approval process, the Director of Student Activities will check on the availability of that space and upon final approval, reserve it on behalf of the student organization. At that juncture, any further considerations of space for the event shall be the responsibility of the student organization.

If student organizations wish to tentatively check on availability prior to submitting the request, they can contact the office of student activities, based on the space needed.
- Classrooms or Auditorium – Coordinator, Evening Support Services
    706-355-5197
- Student Center or Outdoor Spaces – Director of Student Activities
    (706) 355-5175

Note that student organizations are responsible for ensuring that all College property is maintained in good order when using it for a program, event, and/or fundraiser. This includes leaving spaces clean and tidy when the activity is over. Any damages should be reported to the Director of Student Activities immediately, in writing (email).

How are set-up needs/equipment requested for a program, event, and/or fundraiser?

When a program, event, and/or fundraiser has been approved and the Director of Student Activities has made any appropriate facility reservations, all set-up and/or equipment needs must be handled by the student organization. If organizations have questions regarding whom to contact for specific needs, they can discuss those with the Director of Student Activities.

Note that student organizations are responsible for ensuring that all College property is maintained in good order when using it for a program, event, and/or fundraiser. This includes leaving spaces clean and tidy when the activity is over, as well as caring for all equipment as appropriate. Any damages should be reported to the Director of Student Activities immediately, in writing (email).

What guidelines do I follow if I need to sign a contract for an off-campus program?

If a contract for a venue and/or caterer need to sign for an off-campus event, the process will depend on how the costs associated with that contract are being paid. If allocation account funds are being used, then the contract will need to be submitted to the director of student activities. The director will handle the contract review and obtain the appropriate institutional signatures. Once the contract has the signatures it will be returned to the student organization representative for processing with the venue. **Neither students nor student organization advisors can sign contracts being paid for by allocation funds**.

If funds from the fundraising account will be used to cover the costs of the contract, the student organization officers can sign and process. In these instances, the off-campus event shall be considered as non-sanctioned, and the institution shall not be liable for costs, damages or injuries associated with the event. The liability will be that of the students hosting the event. These contracts will need to be approved by the Athens Tech Foundation prior to the event.

Information on financial accounts can be found in the next section of this Handbook.

Student Organization Publicity Regulations

What opportunities are there for marketing and/or promoting a student organization and their programming?

Student organizations often have a need to promote their approved programs, events, and fundraisers, or to promote their organization's existence to gain membership. Athens Technical College sanctions several forms of promotion for such approved activities, including: the College website, informational monitors, Stall News, emails from the Office of Student Activities, and the hanging of posters on campuses.

Note that prior to promoting a program, event, and/or fundraiser – that activity must be approved. For details on the approval process, please see the "Student Organization Program, Event, Fundraiser Regulations" section of this handbook.

Special promotional items such as t-shirts, cups, pens, etc. (any item that will have Athens Technical College or the school's logo) listed on the item must be approved by the director of student activities along with the public relations director.

What are the procedures and/or regulations regarding each form of promotion available to student organizations?

In general, all publicity must include certain pertinent details of the program, event, or fundraiser being promoted. These details include:
1. Name of sponsoring student organization(s)
2. Name of the program, event, and/or fundraiser
3. Date, Time, Location of the program, event, and/or fundraiser
4. Costs associated with the program, event, and/or fundraiser – if applicable
5. Contact information for questions.

For specific regulations and procedures for the various sanctioned forms of promotion, see below.

What are the procedures and/or regulations for promotion via the *College website*?

Registered student organizations are provided with a page on the Student Activities section of the College website. The student organization webpages must follow a predetermined template, offering the following sections:
1. Student organization name
2. A photo or image representing the organization (often a photo from an event, a photo of students in the group, or an image of the organization logo, etc)
3. A statement of the purpose and/or mission of the organization
4. A list and explanation of typical yearly activities
5. Pertinent contact information for the advisor and officers

6. A section is also available for program, event, and/or fundraiser promotion. This section offers the opportunity for approved fliers to be linked as a pdf so that individuals can open such promotional details.

To set up and/or adjust a student organization webpage, registered organizations must provide an electronic file (preferably in MSWord format) to the Director of Student Activities, via email, using the format listed above. Once received the Director will review the materials to be sure that they reflect the criteria above and then submit the information to the webmaster for uploading. While students are encouraged to be the ones to create the content, requests to set up and/or adjust student organization webpages must come to the Director of Student Activities from the organization advisor, who should review it for accuracy prior to submission.

What are the procedures and/or regulations for promotion via the *College's informational monitors*?

The College operates informational monitors located in various areas on the College's four campuses. These monitors are used to share information with students, faculty, and staff. Student organizations can put information about their programs, events, and/or fundraisers on these monitors. For this to happen, organizations should send an electronic copy of their approved program, event, and/or fundraising flier to the Director of Student Activities, requesting it be on the monitors, by no later than noon on the Thursday prior to the week that you would like it to appear. The Director of Student Activities will then forward all requests to the Director of College Relations.

What are the procedures and/or regulations for promotion via *emails from the Office of Student Activities*?

The Director of Student Activities sends an email to all registered students on a regular basis, highlighting upcoming programs, events, and/or fundraisers that are being offered by the Office of Student Activities or any registered student organizations. Any program, event, and/or fundraiser that has been approved by the Office of Student Activities will automatically be listed in the upcoming events email, so, student

organizations do not need to take any extra measures to have such activities highlighted in the upcoming events email.

What are the procedures and/or regulations for promotion via the use of *posters*?

Student organizations may promote approved programs, events, and/or fundraisers by placing posters throughout campus. Before student organizations can place posters throughout campus, those posters must be approved by the Office of Student Activities. To be approved, posters must include the following:
1. Name of sponsoring student organization(s)
2. Name of the program, event, and/or fundraiser
3. Date, Time, Location of the program, event, and/or fundraiser
4. Costs associated with the program, event, and/or fundraiser – if applicable
5. Contact information for questions.

Posters must be submitted to the Office of Student Activities along with a completed "Request to Poster" form. This form can be obtained from the Office of Student Activities or the office website.

Posters and requests to post are approved by the Director of Student Activities to ensure that all pertinent details are provided, as well as the overall appropriateness of the post. Approved posters will be stamped with approval and an expiration date before they can be posted. Student organizations can either provide a single copy of posters with the "Request to Poster" form and then make copies of that document once it has been stamped OR they can provide multiple copies to be separately stamped. Once approval has been granted, organizations will be contacted by email to pick up the approved documents for posting.

Posters can only be placed in approved locations. These include bulletin boards throughout campus that are designated as belonging to the Office of Student Activities, as well as the kiosks in the Student Center. Posters are not allowed to be placed on doors or windows. Further, as indicated above, posters are noted with an expiration date and will be removed after that date. Student organizations are asked to remove their own posters. However, on a weekly basis, staff from the Office of Student Activities will review all postings and remove any that are not properly approved or have expired.

Student Organization Funding Regulations

When a student organization is chartered and registered, a budget line is created for that organization by the Business Office, upon request of the Director of Student Activities. This account shall hold any student organization funds that are allocated from student activity fees. A separate account will be set up through the Athens Tech Foundation when a student organization is registered. This account will hold any funds that are raised by the student organization. Funds in this account will accumulate and roll over each year. (*Note that student organizations are NOT permitted to have checking, savings, or other financial accounts with banks or other agencies.)* Explanations of these two separate accounts are provided below.

What types of funding are available to support student organization activities?

Registered student organizations can fund their activities in a variety of ways. The primary funding source for registered student organizations is through yearly budget allocations from student activity fee dollars as managed by the Athens Tech Student Advisory Council (ATSAC). Registered student organizations may also request special, one-time funding from ATSAC for specific initiatives. Additionally, student organizations can hold approved fundraisers to support their activities.

What is the process for obtaining a budget allocation from *student activity fee dollars*?

Each term, Athens Technical College students pay a student activity fee. This money is managed by the Athens Tech Student Advisory Council (ATSAC) and is used for a variety of purposes, one of which is to support the work of student organizations.

Student organization budget allocation is an **ANNUAL** process with the Office of Student Activities. This process takes place simultaneously with annual student organization registration. Annual requests for budget allocations should be completed by April 30th for funds desired for the next academic year.

To request a budget allocation from student activity fee dollars, student organizations must provide the following documents and/or meet the following criteria.
1. Complete the "Student Organization Budget Allocation Form," available from the Office of Student Activities or the office website.
2. As part of the process, organizations must disclose any state, national, or international organization affiliations and any funding that is provided by that organization or dues that are mandated by them.
3. As part of the process, organizations must disclose any dues they plan to assess their members in the upcoming year.
4. As part of the process, organizations must provide the specific dollar amount that is being requested for the upcoming year along with a preliminary budget for how

those funds will be used, including the specific activities for which funds will be used and a dollar amount associated with each item.

5. Student organizations that have previously been registered and are re-registering, must also provide a detailed budget from their previous academic year, showing what funds were brought in, and from where, and how those funds were used.
6. The budget request also requires the naming of at least two current officers and the academic advisor. One of these officers must be the president or chief officer of the organization as outlined by the bylaws.
7. To be considered complete, the "Student Organization Budget Allocation Form" must contain the signature of the organization advisor and president.

Once an organization submits a completed "Student Organization Budget Allocation Form" and supporting materials to the Office of Student Activities, this information is reviewed by the ATSAC Officers, the Director of Student Activities, the Vice President for Student Affairs, and the College President as part of their annual budget approval process for student activity fees. The advisor and president of each student organization will be notified by the Director of Student Activities as to whether the organization has been provided an allocation, and, if so, the amount of that allocation. This decision is made based on the history of the organization's activities, fiscal responsibility, overall programming, and the budget proposed for the upcoming year. It is important to note that the ATSAC Officers have the final vote regarding the allocation of student activity fees to student organizations and that the Director of Student Activities, the Vice President for Student Affairs, and the College President serve only as advisors and consultants in the process.

If a student organization is granted allocated funds, those funds will automatically be allocated to their account in the Business Office at the start of the fiscal year.

What is the process for obtaining a *special, one-time funding allocation* from the Athens Tech Student Advisory Council (ATSAC)?

Registered student organizations are eligible to request and obtain special, one-time funding from ATSAC for special initiatives to supplement their budget allocation and/or fundraising initiatives. The process for requesting these special funds is ongoing and requests for such dollars can be submitted at any time. Note, however, that there is a two-week turnaround time on the decision as to whether funds will be provided, and organizations are encouraged to plan accordingly.

To request a special funding from ATSAC, student organizations must provide the following documents and/or meet the following criteria.

1. Complete the "Student Organization Special Funding Request" form, available from the Office of Student Activities or the office website.
2. As part of this process, student organizations must provide current year's budget, including what funds have been received and how funds have been spent to this point.

3. Organizations must also provide a detailed rationale for needing the funds, as well as specifics on how they will be used.
4. The budget request also requires the naming of at least two current officers and the academic advisor. One of these officers must be the president or chief officer of the organization as outlined by the bylaws.
5. To be considered complete, the "Student Organization Special Funding Request" form must contain the signature of the organization advisor and president.

Once an organization submits a completed "Student Organization Special Funding Request" form and supporting materials to the Office of Student Activities, this information is reviewed by the ATSAC Officers and the Director of Student Activities during a regular meeting of the officers or a special called vote. During this meeting a member of the student organization requesting funds should be present to make the request on behalf of the group and answer any pertinent questions that may arise. At this time, ATSAC Officers will vote as to whether the request will be funded and at what dollar amount. The advisor and president of the student organization will be notified by the Director of Student Activities as to whether the organization has been provided an allocation, and, if so, the amount of that allocation. It is important to note that the ATSAC Officers have the final vote regarding the allocation of student activity fees to student organizations and that the Director of Student Activities serves only as an advisor and consultant in the process.

If a student organization request is approved, those funds will automatically be transferred into the student organizations account. Once the funds are transferred, the student organization can access them as they do any other funds in their account.

What is the process for obtaining funds through *fundraising*?

Please see fundraising regulations in the earlier sections of this handbook.

Any funds raised through fundraising must be deposited in the student organizations account with the Athens Tech Foundation. For funds to be deposited the student organization must complete a "Student Organization Account Deposit" form, available from the Office of Student Activities or the office website. This form, along with the deposit should be submitted to the Office of Institutional Advancement in the Easom Building (Building F). Students should call that office at 706.425.3046 to make an appointment to make the deposit. This is necessary because the amount of the deposit must be verified. Once a representative of the Office of Institutional Advancement verifies that the deposit amount matches the amount noted on the deposit form, it will be signed and a copy provided to the student making the deposit, as well as the Office of Student Activities. Deposits are accepted Monday – Thursday between 10:00am and 3:00pm.

How are funds expended from student organization allocation accounts with the Business Office?

Funds that have been allocated to the student organizations are placed in an account with the Business Office. Student Organization advisors are provided with the account number and the funds in this account can be accessed and used by following the College's normal purchasing procedures. Students should work with advisors to complete the appropriate paperwork for expenditures, following appropriate College procedures. This includes the use of Pre-pay forms for paying for items such as hotel reservations, conference registrations, or other items where a check must be cut prior to the expenditure. Travel reimbursements can be done, through the normal reimbursement process. Likewise, a Purchase Requisition form and procedure can be followed for purchases which require a PO number (which is most expenses).

Athens Technical College uses an online system to manage Purchase Requisitions and Purchase Orders. Students do not have access to these systems. However, to expend student activity fees, we must have the approval of a student organization officer. So, the following process has been put in place to work in conjunction with the Business Office systems for the use of Purchase Requisitions / Purchase Orders.

1. A student officer should complete a Purchase Requisition Form, available from the Office of Student Activities website. This form should be complete with vendor information, items requested for purchase and account codes. The form needs to be signed by a student organization officer and submitted to the student organization advisor.
2. The student organization advisor will sign the Purchase Requisition Form.
3. The student organization advisor should log in to their Team Georgia Marketplace account and create the order through the shopping cart process. At the time of "checkout" the advisor must put some additional information in the comments section (select "edit" to get to that option). This includes the student organization name and the business office account code associated with the student group. Additionally, in this section the advisor should list the specific vendor to be used for this purchase and their address.
4. The student organization advisor will need to select the director of student activities as the "approver" for the purchase.
5. The hardcopy of the Purchase Requisition Form with student signature and advisor signature will need to be given to the director of student activities. Any back-up paperwork (quotes, etc.) should also be given to the director of student activities.
6. The director of student activities will review the expenditure only after seeing the hardcopy Purchase Requisition Form, which will be scanned into the online system. The director will then approve or send back for adjustments.
7. Once the director of student activities has approved the expenditure it will be processed and the PO# will be provided to the student organization advisor.
8. The PO# can be given to the business and then a bill can be obtained and provided to the Business Office for payment by referencing that PO#.

To use a Prepay, the following process should be followed.
1. A student officer should complete the Prepay From, available from the Office of Student Activities website. This form should be complete and signed by a student organization office and advisor.
2. Appropriate supporting documentation should be attached to this form. This includes any hotel reservation confirmations, bills from travel agents, or proof of registration expenses.
3. These documents must be submitted to the Business Office.
4. Once received the Business Office will verify the expense and process the payment.

For questions regarding such procedures, students and/or advisors can see the Director of Student Activities or the Business Office.

Again, normal procedures and timelines apply, including the need to attach supporting materials to all forms. *ALL Business Office forms used for student organization accounts, must contain the signature of an organization officer AND the organization advisor before being submitted.*

How are funds expended from student organization deposit / rollover accounts with the Athens Tech Foundation?

To expend funds that are deposited in the student organization accounts through the Athens Tech Foundation, students must complete a "Student Organization Purchase Requisition" form, available from the Office of Student Activities or the office website. As part of the form, student organizations must provide full expenditure details, including:
1. the reason for the expenditure
2. the name and address of the payee
3. the amount of the expenditure
4. to be considered complete, packets must contain the signature of the organization advisor and president.

Forms must be accompanied by appropriate supporting documents. If the organization is requesting a check prior to a purchase, an invoice reflecting the amount requested must be attached and a receipt provided to the Office of Student Activities upon expenditure. If the organization is reimbursing an individual for purchases made on behalf of the group, a copy of the receipt must be attached.

All these materials must be submitted to the Office of Student Activities no later than two weeks prior to the need for funding. The Director of Student Activities will sign off on all expenditure requests and then forward those requests to the Director of Institutional Advancement who will verify the availability of the requested funds. At this point a check will be cut and the student making the request, as well as the student organization advisor will be notified that it is ready.

Note that expenses paid through the deposit accounts with the Athens Tech College Foundation, are subject to sales taxes. Further, funds in this account can be used for a variety of expenditures, including travel, food, programming, startup costs for fundraising efforts.

Student Organization Travel and Conference Regulations

Registered student organizations may wish to travel to conferences and/or meetings as a group or to send individual students to represent them at such events. Such travel is permitted, but several regulations apply to these endeavors to both protect students and the College, and to maintain fiscal responsibility. Much of the travel that is sponsored by student organizations is funded by student organization allocations or special allocations of student activity fees through the Athens Tech Student Advisory Council (ATSAC). These funding sources come with their own regulations and, in some cases, restrictions. Please note that organization advisers must accompany students when traveling on behalf of the college.

What paperwork needs to be completed for students to travel?

Before students can travel on a college-sponsored activity, including those sponsored by student organizations, students must complete a "Student Organization Travel Request" form along with the "Travel Authorization/Code of Conduct" form, both are available from the Office of Student Activities or the office website. These documents should be completed at least 21 days before traveling. These documents include a section regarding the College's Code of Conduct, a statement regarding the use of alcohol and drugs, the designation of emergency contacts, as well as a waiver of liability.

A copy of this form should be kept with the College official who is leading the trip. A second copy of this form must be on file with the Office of Student Activities prior to any student travel.

How is student organization travel funded?

Student travel to conferences or other educationally appropriate events can be funded through student organizations' yearly allocation, special, one-time allocations, and/or funds that the organization has raised through fundraising. Student organizations should work with their advisor and/or the Director of Student Activities to be certain that the proper paperwork is completed to access student organization funds for travel. State regulations still apply to these funds. For example, for hotel reservations and conference registrations, a "Pre-pay" form must be completed and signed by a student officer and the organization advisor. Travel reimbursements are possible but must be approved prior to travel.

If a student organization does not have enough funds to cover the travel, they may request a special, one-time funding allocation as outlined in an earlier section of this handbook. Note that travel expenses associated with advisor travel cannot be covered from a student organization budget. Travel expenses associated with advisors is covered by a special allocation already designated by ATSAC. For these funds to be used to

cover advisor travel, organizations must complete a Student Organization Special Funding Request form. The Director of Student Activities will work with the advisor to complete the proper paperwork and make the proper reservations, to be covered out of these ATSAC funds.

What is the process for student organization advisors to obtain permission and authorization for student organization travel?

Athens Technical College recognizes that student organization advisors are balancing many roles with the college. When an advisor plans to travel for a student organization event, several college officials must be aware of this and make appropriate arrangements. For example, the Director of Student Activities must work with ATSAC to approve the Student Organization Special Funding Request to cover the cost of the travel, the direct supervisor of the advisor and the appropriate Vice President must approve the leave plan, in some cases the state must approve the leave plan, etc.

When student organization advisors are requesting to travel with a student organization the following process must be followed.
1. Advisors must complete an "Advisor Travel Authorization" form, available from the Office of Student Activities or the office website.
2. Advisors must complete an "Out of State Travel Request Form," available through the Intranet.
3. The sponsoring student organization must complete a "Student Organization Special Funding Request" form, available from the Office of Student Activities or the office website. This form should request funds for the advisor travel expenses and provide appropriate documentation of exact expenses.
4. Advisors must submit official documentation that provides details of the conference, competition, or other travel related event.

All these materials should be submitted to the Office of Student Activities at least one month in advance of travel. Upon receipt, the Director of Student Activities will verify the travel with all appropriate College officials and process the funding request through ATSAC.

Advisors should enter this process early and await final approval of their travel before students or advisors make final travel arrangements.

What are the options for transportation to and from Conferences or other locations?

Registered student organization advisors can reserve state vehicles to transport students. To reserve a 15-passenger van, advisors should contact the Cashier's office. To reserve all other state vehicles, advisors should contact the Office of the President. We also have a state contract with Enterprise-Rental-Car and reservations may be made when there are no state vehicles available. Note that all drivers must be approved to drive a state vehicle through the Office of Human Resources and that only ATC

employees are eligible for this approval. Students are never allowed to drive state vehicles. Please note that ATC faculty/staff are not permitted to transport students in their personal vehicles.

Travelling as a group in a state vehicle is the recommended method of travel, however, the college recognizes that there are times when students may need to drive themselves to events. In these cases, the student takes on their own liability in transportation and all the travel documents still need to be completed by the students. Permission for students to drive themselves to events must be approved by the Director of Student Activities via email. Note that student organization funds can be used to subsidize student transportation in their personal vehicles, at the discretion of the organization.

For trips that are not within driving distance, air travel is an option. Transportation to and from the airport must follow the guidelines outlined above.

Student organization advisors or a designated college official must always travel with students.

What policies are in effect during student organization travel?

Students are responsible for abiding by all College policies and regulations while on institutionally sanctioned trips. This includes but is not limited to the Student Code of Conduct as outlined in the College catalog. Students who violate the Code of Conduct are subject to sanctions as outlined in that document and may be sent home from the trip if the violation warrants such dismissal.

What should be done if an emergency occurs during the student organization travel?

If an emergency such as a student or staff illness, physical harm, or behavioral issue arises during a student trip, the Director of Student Activities should be contacted immediately. This contact should be made by phone to 706.355.5175 and / or email. Advisors should obtain the cell phone number of the Director of Student Activities prior to any travel so that they can use this as a means of communication as necessary. The Director of Student Activities shall instruct the advisors on how to handle any emergency situations and keep the rest of the College administration informed.