

GATEWAY TECHNICAL COLLEGE

ACTIVITY PLANNING MANUAL DISTRICT ACTIVITY ADVISORY BOARD

Revised October 2, 2009

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I. DIRECTORY

| | |
|--|-----------------|
| President | Bryan Albrecht |
| Executive Vice President/Provost | Zina Haywood |
| Academic & Campus Affairs | |
| CFO & Vice President Administration | Mark Zlevor |
| Vice President Human Resources | Bill Whyte |
| Vice President Learning Innovation & CIO | Jeff Robshaw |
| Vice President Student Success | Terry Simmons |
| Vice President Community & | Stephanie Sklba |
| Government Relations | |
| Student Activities Coordinator | Trina Barry |
| Student Marketing Specialist | Kristin Gunia |

District Support Staff

| | |
|------------------------------------|----------------|
| Controller | Beverly Hansen |
| Director - Budget & Internal Audit | Tina Schmitz |
| Finance Associate-District | Sherry Croce |

Kenosha Campus

| | |
|--|-----------------|
| Student Government Association Advisor | Karen Simpson |
| Dean of Campus Affairs | Dennis Sherwood |

Racine Campus

| | |
|--|--------------------|
| Student Government Association Advisor | Jackie Schildhouse |
| Dean of Campus Affairs | Ray Koukari |

Elkhorn Campus

| | |
|--|-----------------|
| Student Government Association Advisor | Robert Formanek |
| Dean of Campus Affairs | Mike O'Donnell |

Burlington Campus

| | |
|--|----------------|
| Student Government Association Advisor | Gerry Millette |
| Dean of Campus Affairs | Mike O'Donnell |

II. INTRODUCTION

This manual has been developed for use by students, staff, clubs, and organizations as well as external users of District facilities. There are four sections to this booklet:

- A) DISTRICT ACTIVITY ADVISORY BOARD
- B) FUNDING GUIDELINES
- C) CLUBS AND ORGANIZATIONS
- D) CAMPUS PROCEDURES

This manual should be consulted whenever an event or activity is planned on campus to ensure proper procedures and a trouble-free event.

III. DISTRICT ACTIVITY ADVISORY BOARD

A. PURPOSE

The purpose of the District Activity Advisory Board (DAAB) is to oversee the disbursement of funds derived from student activity fees. All student organizations receiving DAAB funds shall adhere to these guidelines.

B. MEMBERSHIP

The District Activity Advisory Board (DAAB) shall consist of twelve (12) members. The members of the DAAB shall be appointed by the president for a two (2) year term, commencing on July 1. Student appointments shall be for a one (1) year term. Four (4) members shall be administrative employees; four (4) members shall be members of the faculty; four (4) members shall be students. The president shall also appoint from the administrative staff an ex-officio treasurer, an ex-officio secretary and the vice president Student Success as an ex-officio member. The treasurer shall maintain financial records for the Committee and the secretary shall take and maintain minutes of the Committee meetings.

C. MEETINGS

The Committee shall meet at the call of the chairperson, who is appointed by the president. The Committee shall elect any other officers it deems necessary. The secretary shall forward copies of the meeting minutes to the president.

D. ROBERT'S RULES OF ORDER

The Committee shall follow Robert's Rules of Order in the conduct of its meetings.

E. RESPONSIBILITY

The Committee shall annually prepare a budget for the disbursement of student activity fees. Said budget must be submitted to the Director of Budget & Audit for consideration. After the budget is approved the Committee shall ensure that said budget is followed and, if any changes are requested in the budget, such changes are submitted to the Director of Budget & Audit for approval prior to being implemented.

F. FUNDABLE ACTIVITIES

Fundable activities include, but are not limited to:

- Student Government
- Cultural and/or Instructional Related Student Activities
- Student Newspaper
- Student Club Activities
- Student Success Activities
- Food Services
- Advisor Expenses

These activities are not included in the District's aidable costs and shall not be funded from any other source other than from student activity fees.

G. NON-FUNDABLE ACTIVITIES

The DAAB may not expend any funds for the purchase and/or distribution of alcoholic beverages.

IV. FUNDING GUIDELINES

A. STUDENTS

1. The DAAB will provide funding for 50% of club membership or 15 members, whichever is greater for in and out of state conferences and competitions.
2. The student clubs will provide membership rosters and revenue generating activities to the Student Activities Coordinator by Friday of the first full week in October and update their rosters by Friday of the first full week in February. An approved activity plan will need to be provided by March 1 for the upcoming school year.

Also by Friday of the first full week in October, student clubs and SGA advisors will, if necessary, provide a revised activity plan for the whole year, approved by club advisor, respective dean of campus affairs and the DAAB.

3. The DAAB will provide funding for 2/3 of total **actual** costs up to \$400 per student for a student club conference or competition (in-state events).
4. DAAB will provide funding for 2/3 of total **actual** costs up to \$900 per student for student club or conferences (out-of-state events). Only one out-of-state event per club per year will be approved. However, an individual under extenuating circumstances and who has earned the right to compete at the national level, may request additional funding from DAAB. Under special circumstances, an event may be approved.
5. The DAAB will provide funding for field trips, based upon individual merit, with possible funding up to \$60 **based on actual costs** per student, with additional consideration to be given if registration or admission fees are required. Students must sign off that they attended field trip, event or activity, provide signed receipts for reimbursement. All of the above needs to be verified by a faculty member. In addition, student must verify that he/she is a current student.
6. In order to receive payment or disbursement of funds, advisors will need the written approval of the respective dean of campus affairs or designee prior to holding student activities.

7. DAAB TRAVEL POLICY

Student clubs and organizations planning projects/events that require travel will follow the student travel policy found in this manual.

- a. **Mode of Transportation:** In general, students are encouraged to travel by public transportation (bus, train or commercial airplane). All travel arrangements shall be made considering the safest and most economical way.
- b. **Air Travel:** Travel by commercial air travel shall be limited to coach. When a favorable price differential exists, round trip tickets or special fare tickets will be purchased.
- c. **Travel by Train or Bus:** Travel by train shall be limited to coach unless overnight, where accommodations shall be limited to roomette.

- d. **Taxis and Airline Limousines:** Reasonable charges for taxis and air limousines, including taxi tips at a maximum rate of 15 percent of the charge, are reimbursable when other modes of travel are not available or practical.
- e. **Meal Expenses:** The claim for meals must represent actual, reasonable and necessary expenses for meals. Student clubs and organizations shall adhere to GTC District policies on meal expenses (See current GTC Policy #C-120).
- f. **Hotel and Motel Expenses:** The standard maximum permitted amount for lodging in all travel shall be the State of Wisconsin approved rate per night including taxes, except for lodging in the higher cost cities as determined from GSA Per Diem Rates. When appropriate and possible, shared lodging using the most economical way possible with the minimum of double occupancy shall be the standard. Advisors are entitled to their own rooms.

8. **INTERNATIONAL ACADEMIC ACTIVITIES**

Funding for international academic activities is approved by the International Academic Activities Committee and the Executive Vice President/Provost.

- a. Proposals for Global Scholar study abroad programs are submitted to the International Educational Coordinator for committee approval by August 1st annually. Student participants in Global Scholar programs are selected by a committee based on an application, interview and presentation. Selected students are eligible for funding of 50% up to \$2,000 of the total program fees. Expenses for approved faculty are covered per existing DAAB guidelines. Additional funding may be requested for special circumstances and will be reviewed on a case by case basis.
- b. Funding to maintain and promote international academic activities such as guest speakers, visiting Fulbright Scholar expenses and miscellaneous promotional expenses will be approved by the Executive Vice President/Provost.
- c. Funding for international faculty exchanges or staff travel (other than Global Scholar programs) will be approved and funded separately via the Executive Vice President/Provost's office.

An annual report of international academic activities including an accounting of expenditures will be submitted to DAAB annually.

B. ADVISORS/FACULTY

- 1. The DAAB will provide funding for **100% of actual costs** per advisor/faculty for activities in which they accompany students.

C. MISCELLANEOUS

- 1. Miscellaneous activities will be funded according to Gateway Technical College Administrative Procedures and College Practices Manual Policy J-240, which include cultural and/or instructional related student activities, student life activities, and food services. Funding for food events will be based on determining if the event is an activity with food included or if it is

a celebration.

2. Student clubs may apply for funding, to a maximum of \$300 per semester, to aid in club operations such as promotion, production of materials, new club development, etc. Active clubs must meet roster and revenue budget submission guidelines to be eligible for funds. A description of the intended use of monies requested must be submitted with funding request form.
3. Carryover funds may be used for equipment purchases necessary to support fundable club activities. DAAB will provide up to 1/3 of costs, not to exceed \$7,500, allowing one request per academic club per year. It is the club's responsibility to support and maintain the equipment.
4. Mileage will not be reimbursed to students.

D. RECORDKEEPING

1. Verification of attendance at and expenses for an activity will be sent with pink copy of the DAAB Funding Request to the DAAB Finance Assistant as soon as possible, but not later than one month after the funded activity.
To be eligible for funding, students must have a signed standardized release form, including language that if it is not provided, the student will not be allowed to participate: D-11 CTSO Alcohol Policy - to be completed and on file before participation in CTSO events and D-13 Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release.

V. CLUBS AND ORGANIZATIONS

A. CLUB ADVISORS AND ACCOUNT NUMBER LIST CURRICULAR CLUBS

District Clubs

413 AAWCJC
422 Alpha Sigma PI
431 Gateway Global Scholars
466 GAZETTE – Student Newspaper
477 GACTE
492 WTCS Admin Assistants
499 WP CORE

Advisor/Advisors

Terry Simmons/Petrina Barry
Denise Schneider

Tina Schmitz

Judy Obermeyer

Kenosha Campus

402 AITP (Assoc. of Infor.Tech.Professionals)
403 Alpha Beta Hortus
408 Welding
410 APICS (Inactive)
414 ESL (English Second Language)
419 Chi Omega Phi (COP)
420 SAIFD (Floral Design)
421 DECA/GMMA

427 IAAP
433 ASID --Iota Delta Kappa
435 Aviation Club
441 HOSA/Dental Assistants
445 Phi Theta Kappa
448 HOSA/Surgical Tech
450 GTC – Graphix
455 SGA
458 SPARCS
460 Physical Therapist Assistant
470 Skills USA
471 BPA – Business Professionals (Inactive)
479A SNA – Student Nurses
482 HOSA/KPN
Gazette – Newspaper

Advisor/Advisors

Allen Pearson & Tina Trainor
Kate Field, Kate Jerome
Ben McFarland
Vacant
Ginger Karaway
Raul Terriquez
Edwards & Estep
Grochowski, High, Micheln, Vernezze,
Smooty
Sandy Weber
Nancy Williams & Rita Serpe
Mike Bogdan
Heidi Gottfried
Dr. O'Connell
Ted Lupella
Robbie Suhr
Karen Simpson
Richard Wieland
Peggy Thomas
Wm. Fell, Steve Semon Horizon Ctr
Vacant
Shronda Green

1B Racine Campus

401 Sacred Hoop (Inactive)
404 Campus Oasis
407 Skills USA SME
409 AITP Assoc of Infor.Tech.Profess
412 Automotive Technology
416 Kosmetique
418 Accounting Club
423 Amateur Radio
426 Applied Engineering Tech – AETA (Inactive)
429 SAN-KO-FA/optimist International
432 CETA Civil Engineering Tech Assoc

Advisor/Advisors

Janet Days
John Gauthier
Merlin Cayemberg CATI
Tom Kressin & Jill Fall

Jan Boeck, Schweitzer
Linda McGee
Pat Hoppe CATI
John Stewart
Stella Young
Steve Whitmoyer CATI

| | | |
|-----|--|-----------------------------|
| 447 | Medical Assistant (Inactive) | Jan Lehrmann |
| 456 | Gateway Fire Students | John Dahms |
| 459 | SGA | Jackie Schildhouse |
| 469 | Skills/USA – Engineering | Pat Hoppe CATI |
| 472 | BPA Business Professionals (Inactive) | Vacant |
| 476 | GMMA/DECA | John Gauthier |
| 480 | Culinary Arts | Susanna Elrod |
| 481 | Electronics Club | Randy Reusser CATI |
| 484 | Graphic Designers | Sue Hanneman |
| 485 | HOSA/Human Services Gazette – Newspaper | Natalie Griffin/Gina Stoebe |

2B Elkhorn Campus

Advisor/Advisors

| | | |
|-----|---|-------------------------------|
| 406 | GAAP/Acctg | Jef Halverson |
| 415 | The Silent Connection | Mary Mair |
| 417 | Chi Omega Phi - COP | Michelle Barnes |
| 425 | G-CPU | Paul Nelson |
| 434 | Geocaching | Ken Haling & Tina Cipriano |
| 437 | IAAP | Tina Cipriano |
| 440 | GTC Environmental | Ken Haling & Tina Cipriano |
| 442 | GTC Graphics Designers Assoc | Michelle DeVorse |
| 453 | SKILLS/USA | Vacant |
| 457 | SGA | Robert Formanek |
| 473 | BPA Business Professionals | Tina Cipriano, Ken Haling |
| 478 | Robotic Welders | Scott Rohde |
| 483 | HOSA/Med Assistant Gazette – Newspaper | Robert Formanek Dale Reich |

Burlington Campus

Advisor/Advisors

| | | |
|-----|---------------------------------|------------------------|
| 405 | International – ESL | Kathy Saunders |
| 411 | GO(RT) Radiologic Technologists | Sue Herrmann/Jerry Fox |
| 454 | SGA | Gerry Millette |
| 496 | HOSA/SNA | Diane Cozzi |

B. GATEWAY DISTRICT CLUB POLICIES

1. The procedures stated herein shall regulate, and thus serve as a guide, for all Gateway District clubs and organizations. It is imperative that the advisors, officers, and membership become acquainted with and adhere to the statements contained herein as a precautionary measure and a direct procedure for uniformity and continuity of District club/organization activities.
2. District-related clubs (sanctioned) receive many advantages and conveniences provided by the Gateway District, including:
 - a. District assigned and supported advisor.
 - b. District facilities are generally available at no charge for social functions, meetings, fund-raisers, etc.
 - c. Institutional affiliation will, in many cases, be required for state and national affiliation.
 - d. The District will provide checking account services at no charge.
 - e. District Activity Advisory Board (DAAB) funds, if available and meet criteria, are made available upon request to support club activities.
3. It is the responsibility of the dean of campus affairs to notify clubs and organizations of warnings of non-adherence to policy. If, after the third warning, they do not comply with policy, they will receive a notification from the dean of campus affairs that the club is no longer a District-related club, but a nonrelated club and they forfeit the advantages listed above.

C. CLUB FISCAL POLICIES

1. All clubs must keep an internal account as their sole account.
2. Depositing money in club accounts
 - a. Any check addressed to a club must be endorsed by the club advisor before deposit. The club advisor and treasurer are responsible for the deposits. All deposits must be transacted through the Campus Cashier's office, fill out the club deposit slip form (D-14) before depositing. Contact the Campus Cashier's at:
 - Racine - 619-6584
 - Kenosha - 564-2468
 - Elkhorn - 741-8318
 - Burlington - 767-5344
 - b. When an advisor and or club officer turn in monies for deposit, the following procedures should be followed.
 1. Monies should be in a sealed envelope.
 2. The outside of envelope should have:
 3. Name and three (3) digit club account
 4. Date and name of person turning money in
 5. Explanation for the deposit, such as bake sale, donation, dues, field trip, etc.
 6. Total count of the monies
 7. The inside of envelope should contain a deposit slip of the monies turned in. (Please fill out deposit slip – form D-14)
 8. The deposit slip must be signed by club advisor and or an officer (usually the treasurer).

9. The bottom half of the deposit will be completed by the cashier receipting it, filling out the requirements, such as gross, sales tax (when applicable), net deposit, receipt number, date of receipt, cashier's signature.
 10. A copy of the deposit slip is returned to the advisor along with a copy of the receipt.
 11. A copy of the receipt along with the original deposit slip is kept by the Campus Cashier.
3. Purchasing and Ordering Supplies, etc.
 - a. The following is needed on the bill of sale:
Name of club and account number
Signature of person accepting merchandise
 - b. All bills/receipts must be submitted to the Business Office with a disbursement voucher as well as any other supporting documentation such as meeting minutes.
 - c. All disbursement checks issued to a club member or advisor must be approved by the dean of campus affairs.
 4. Payments of Bills (Disbursement Voucher)
All payments must be made through the Business Office.
 - a. A disbursement voucher (Form D-9) must be completed for each payment - itemized with bills and receipts attached.
 - b. Disbursement vouchers should be sent to Sherry Croce, the DAAB Finance Assistant, they will be forwarded to Accounts Payable for payment.
 - c. The Business Office will mail any bill remittances if the bill is attached to the voucher. It should be noted on the voucher where the remittance should be sent.
 - d. Disbursement vouchers must be signed by the club advisor and a club officer.
 - e. Any disbursement over \$10,000 requires advance approval by the Gateway District Board.

GL #s: Expenses 73-00-93400 _____ 55010-3

D. DEADLINES FOR CLUB/ORGANIZATION FILE INFORMATION

1. It is required that each Gateway District organization, club, and SGA submit the following items to the dean of campus affairs, and Student Activities Coordinator by the deadline date required.
Forms can be found in the **FORMS** section of this manual- Section VI.
 - a. Club information Form (D-1) - Friday of first full week in October
Updated Form - Friday of first full week in February
 - b. Planned Activity List (D-2) - Friday of first full week in October
Updated Form - Friday of first full week in February
 - c. Club Budget Plan (D-3) - Friday of first full week in October
 - d. Club Member List (D-4) - Friday of first full week in October
Updated List - Friday of first full week in February
 - e. Constitution (D-5) - Friday of first full week in October
(either new or updated)
 - f. Activity Planning Request (D-6)
 - g. End-of-Year review (D-7) – First Friday in May (Dean's of Campus

- Affairs).
- h. Club Minutes (optional) (D-8) – One week after meeting.
- i. Club Disbursement Voucher (D-9) – Monday prior to disbursement.
- j. New Club/Organization Intention (D-10) - Friday of first full week in October
Updated Form - Friday of first full week in February
- k. CTSO Alcohol Policy - to be completed and on file before participation in CTSO events. (D-11)
- l. DAAB Funding Request (D-12)
- m. Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release (D-13)
- n. Deposit Slip Form (D-14)

E. FOOD SALES

1. Vending/food service is provided on each campus.
2. Bake Sales (cookies, doughnuts, brownies, etc.) need prior approval of the respective dean of campus affairs.
3. Student Government Associations on the respective campuses must have check processed prior to purchase of items for food sales or events.
4. Clubs are allowed to charge items for sales only if an adequate balance is maintained in the club's account.

F. RAFFLES AND GAMES OF CHANCE

1. Raffles held on- and/or off-campus are required to seek a permit by applying to the State of Wisconsin, 1400 East Washington Avenue, Madison, WI 53702. There is a charge for the permit. The approval process takes at least three weeks. Be prepared to present the following information to them:
 - Date to start selling raffle tickets
 - Prizes to be raffled
 - Cost of ticket
 - Date, time, and place of drawing

G. STUDENT TROPHY POLICY

1. When a student competes on an individual basis or as a member of a team in competitive events under the auspices of a Gateway Technical College function, and individual trophies are awarded for performance, these trophies are the property of the student(s). The trophies may be retained by the club or sponsoring group for display purposes for no longer than one month without mutual consent of the student and club. The sponsoring group or institution may at their own expense have a duplicate of the trophy made for permanent display purposes. This policy applies only to trophies awarded to individuals. All trophies or awards made on a team basis will be retained by the sponsoring club or by the institution.

H. EVENTS

1. Priority Events/Sales
Events/sales which are traditional to a campus or club are considered as priority events. The dates of these events will be retained from year to year unless notification is given in writing to the Student Activities

- Coordinator. (Examples: Thanksgiving and Christmas projects, Halloween Dance, Winter Carnival, and other major events.)
2. Common Events/Sales
Events/sales that are not always engaged in by all clubs/students each year shall be available on a first-come/first served basis. (Examples: dances, car washes, volunteer projects, special item sales, etc.)

I. CLUB ADVISORY HONORARIUMS

1. Student club and organization advisors are an integral part of GTC's Student Life program. Your guidance and advisement has an impact on our students for many years to come. The appreciation and gratitude we have for student organization advisors extends beyond written words. Although not nearly enough, a small gratuity or honorarium is paid on an annual basis. It is not meant to be a payment for professional services, but a token of appreciation.
2. Honorarium consideration is based upon a review of the club file and recommendation from the dean of campus affairs, DAAB chairperson and Vice President Student Success. To be considered for an honorarium, advisors are responsible for seeing that all items are on file with the Vice President Student Success office by **the last Friday in May**; activities should be reported on a regular basis to keep them abreast of the club's activities.
 - a. The club file must contain the following forms:
Club Information Form D-1
Planned Activities List D-2
Club Budget D-3
Club Membership List D-4
Current Constitution D-5
End-of-Year Review D-7
 - b. Effective July 2009, honorariums will be paid as follows:

Honorarium Table as follow:

| Advisors/Stipend | State Competition | National Competition |
|------------------|-------------------|----------------------|
| One/\$500 | \$100 | \$200 |
| Two/\$700 | \$200 | \$300 |
| Three/\$900 | \$300 | \$400 |

Stipends are shared equally by the number of advisors per club.

J. NEW CLUB/ORGANIZATION PROCESS

1. Your intentions to form a new club must follow the procedure listed below:
New Club/Organization Form D-10 must be submitted to the respective dean of campus affairs. Three copies of your club's constitution must accompany this form.
2. You must:
Establish an account: Contact the Controller (Business Office) to have account numbers assigned. Deposit \$5 with the Campus Cashier.
Submit the following to the Student Activities Coordinator:
Club Information Form D-1
Activities Form D-2
Club Budget Plan D-3
Club Membership List D-4

Upon approval, your club will be considered a sanctioned club and have the advantages and conveniences provided by the district. Any further appeals should be made to the dean of campus affairs.

VI. CAMPUS PROCEDURES

A. STUDENT ACTIVITIES AND EVENT PROCEDURES

For each activity and event Gateway District clubs, organizations, and SGA sponsor – a completed Activity Planning request form D-6 is needed. Any event which is being held off campus during the normal school day requires the additional submission of the **Off-Campus Activity Request** form by the staff member(s).

B. ALCOHOLIC BEVERAGES ON DISTRICT PROPERTY

The Gateway Technical College District Board shall regulate the dispensing, sale, and use of alcoholic beverages on district property. (Gateway District Board Policy E-130).

**C. CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)
ALCOHOL POLICY AND PARTICIPANT AGREEMENT D-11**

CTSO will not provide, serve, or promote the use of alcoholic beverages at any of its sponsored events or activities. Students involved in a CTSO event/activity may not consume, or be under the influence of alcohol.

Students, of legal drinking age, who choose to drink alcoholic beverages during free periods, may not do so in open areas of the conference facilities. Open containers, bottles, glasses, cans, etc will not be allowed in open areas of conference facilities.

Students who are **not** of legal drinking age may not consume alcoholic beverages at any time including free times of a CTSO event or activity.

Individual colleges may impose additional restrictions.

D. FACILITY UTILIZATION POLICY AND ROOM RESERVATIONS

1. Introduction

The primary use of Gateway District buildings and facilities is for education, not private or personal gain. Facility usage may be made available to the public consistent with the statutes of the State of Wisconsin and policies of the Gateway District Board provided there is no interference with the orderly function and the primary use of the buildings.

2. Use of District Facilities by Gateway Organizations

District facilities will be made available at no charge when scheduled during the regular school hours. If the activity extends beyond the regularly scheduled school day, custodial fees may either be charged or waived by the President or designee. For further reference see

VII. FORMS

Club Information Form (D-1)
Planned Activity List (D-2)
Club Budget Plan (D-3)
Club Member List (D-4)
Constitution (D-5)
Activity Planning Request (D-6)
End of Year Review (D-7)
Club Minutes (D-8)
Club Disbursement Voucher (D-9)
New Club/Organization Intention (D-10)
CTSO Alcohol Policy (D-11)
DAAB Funding Request (D-12)
Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release (D-13)
Club Deposit Form (D-14)

Deadlines for Club/Organization File Information

Refer to:

Chapter IV. Clubs and Organizations, Section D. Deadlines for Club/
Organization File Information

CLUB INFORMATION FORM

| | | | |
|---|-------------------|-------------------------|--------------|
| School Year: | Club Name: | Advisors: | |
| | | Meeting Room No. | |
| INFORMATION BELOW MUST BE <u>COMPLETE</u> BEFORE SUBMITTING. | | | |
| OFFICE | NAME | PROGRAM | PHONE |
| President | | | |
| Vice President | | | |
| Secretary | | | |
| Treasurer | | | |
| Other | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Plan to attend conventions? (Please include dates if available.) | | | |
| <div style="margin-left: 150px;"> <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National </div> | | | |
| Please attach Planned Activity List (D-2) and Club Budget Plan (D-3) | | | |

DUE DATE: FIRST SEMESTER - Friday of the first full week in October.

SECOND SEMESTER - Friday of the first full week in February.

REMINDER: Your Club Member List is DUE the same time as this form.

Please complete this form and return one copy to each of the following:

**Student Activities Coordinator
Dean of Campus Affairs**

CLUB BUDGET PLAN

School Year

Name of Club

Advisor's Signature

Club President's Signature

DUE DATE: FIRST FRIDAY IN OCTOBER

EXPENDITURE BUDGET

| ITEMS OF EXPENSE (Conventions, Parties, Dances, Projects, etc.) | AMOUNT BUDGETED TO COVER ITEM OF EXPENSE |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| TOTAL PROJECTED EXPENSES | |

PLEASE RETURN ONE COPY OF THIS FORM TO EACH OF THE FOLLOWING:

**Student Activities Coordinator
Dean of Campus Affairs**

CONSTITUTION

CLUB NAME: _____

CAMPUS LOCATION: (Circle One) Elkhorn Kenosha Racine Burlington

PROGRAM AFFILIATION: _____

Please return one copy of this form to each of the following:

**Student Activities Coordinator
Dean of Campus Affairs**



GATEWAY TECHNICAL COLLEGE ACTIVITY PLANNING REQUEST

(MUST BE SUBMITTED COMPLETE & WITH ALL SIGNATURES 10 DAYS PRIOR TO ACTIVITY DATE)

- I. _____ On Campus Activity _____ Off Campus Activity
- II. Campus Identification: (Check One) Elkhorn Kenosha Racine Burlington
- III. Room location of event:

| |
|--|
| ELKHORN / KENOSHA / RACINE / BURLINGTON – CAMPUS (CIRCLE ONE) |
| <input type="checkbox"/> Student Lounge |
| <input type="checkbox"/> Other: _____ _____ |

IV. ROOM RESERVATION: Reserve room with proper office on each campus. Call dean of campus affairs office for room reservation information.

V. ACTIVITY INFORMATION:

Club Name: _____ Advisor: _____

Officer(s): _____ Date Submitted: _____

Activity Date: _____ Activity Time: _____

Description of Activity: _____

Admission Charge: Yes - Amount \$ _____ No

Food Served: Yes No Beverage Served (Soda, Coffee, etc.): Yes No

Person in Charge of Set-Up:

Person in Charge of Clean-Up:

Signed Contract for Entertainment: Yes No Name _____
 (Copy of contract must be returned with this form to the Vice President Student Success & Club Advisor)

Signed Contract for Hall Rental: Yes No Place: _____

VI. FOR COMPLETION IN CONJUNCTION WITH RESPECTIVE DEAN OF CAMPUS AFFAIRS

| SECURITY | CUSTODIAL (DO NOT COMPLETE) |
|---|---|
| Police - Security Police have been contracted <input type="checkbox"/> Yes <input type="checkbox"/> No (Two Security Police Required) | When Gateway Campus facilities are being used, the Business Office shall determine if Custodial Assistance is needed based upon club's request and needs. |
| Name of Dept. Agency: Person at Dept. Agency Contacted: Phone Number of Agency: Date Security Arrangements were made: | Custodian Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Number Needed: [] Custodial Hours [] Cost Estimate: \$ |
| | Equipment Needed: (Submit Detailed Plan When Necessary) |
| Gateway Staff Member Managing Security and Police Responsibilities: | |

Please return one copy of this form to each of the following:
Student Activities Coordinator
Dean of Campus Affairs

END OF YEAR REVIEW
20__

REVIEW DUE: First Friday in **MAY** - Complete in Full

1. Club/Organization Name: _____

2. Advisor(s): _____

3. Number of meetings during the year:
Regular _____ Special _____

4. Types of activities completed during school year (on or off campus - constitution revision, dances, meetings, conventions, parties, dinners, banquets, projects (volunteer or otherwise), picnics, competition, special trips, etc.)

1) _____ 8) _____

2) _____ 9) _____

3) _____ 10) _____

4) _____ 11) _____

5) _____ 12) _____

6) _____ 13) _____

7) _____ 14) _____

5. Did your club receive any AWARDS, CERTIFICATES, OR HONORS OF ACHIEVEMENT?

_____ Yes _____ No If yes, list below:

1) _____

2) _____

3) _____

4) _____

6. Approximate time (hours) advisor(s) contributed toward club/organization activities during the year:

_____ Hours

**Please return one copy of this form to each of the following:
Student Activities Coordinator
Dean of Campus Affairs**

CLUB MINUTES

Club/Organization Name:

Campus:

Program Affiliation:

Club Officer:

Date of Meeting:

MINUTES

**Please return one copy of this form to each of the following:
Student Activities Coordinator
Dean of Campus Affairs**

CLUB DISBURSEMENT VOUCHER

CLUB REQUESTING FUNDS: _____ **Campus** _____

CLUB ACCOUNT NUMBER: _____ **DATE:** _____

NOTE:

- () ONE VOUCHER PER INVOICE NUMBER
- () Attach original invoice, receipt(s), etc. to voucher and return to Business Office
- () All checks and voucher copies will be sent to club advisor unless specified otherwise.
- () Retain copies of all materials for your records.

| DESCRIPTION OF EXPENSE | CHECK PAYABLE TO: | AMOUNT |
|------------------------|-------------------|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | TOTAL |
| 7. | | () Mail Direct () Intercampus Mail () Will Pick Up |
| 8. | | |

AUTHORIZED SIGNATURES: (Two Required)

Club Officer Signature _____

Club Advisor Signature _____

Dean of Campus Affairs _____

***All disbursement checks issued to a club member or advisor must be approved by the Dean of Campus Affairs.**

NOTE: AFTER COMPLETION, RETURN TO THE BUSINESS OFFICE

GL#: 73-00-93400-_____ -55010-3

Check #: _____

By: _____ Date of Disbursement: _____

NEW CLUB/ORGANIZATION INTENTION

CLUB NAME:

CAMPUS: (Circle One) Elkhorn Kenosha Racine Burlington

***GATEWAY PROGRAM AFFILIATION: (Circle One)** Yes No

PROGRAM:

CLUB IS CHARTERED BY A LOCAL, STATE OR NATIONAL ORGANIZATION?

(Circle One) Yes No

IF YES, NAME ORGANIZATION:

CLUB INTENT OR PURPOSE:

SUGGESTED CLUB ADVISOR(S);

CONSTITUTION: Attach three copies of your club's Constitution to this form.

***Submit form to Dean of Campus Affairs who will distribute a copy to the Student Activities Coordinator.**

Club advisors will be appointed by the respective Dean of Campus Affairs.

APPROVAL: _____

DATE: _____

CTSO ALCOHOL POLICY AND PARTICIPANT AGREEMENT (D-11)

CTSO will not provide, serve, or promote the use of alcoholic beverages at any of its sponsored events or activities. Students involved in a CTSO event/activity may not consume, or be under the influence of alcohol.

Students, of legal drinking age, who choose to drink alcoholic beverages during free periods, may not do so in open areas of the conference facilities. Open containers, bottles, glasses, cans, etc will not be allowed in open areas of conference facilities.

Students who are **not** of legal drinking age may not consume alcoholic beverages at any time including free times of a CTSO event or activity.

Individual colleges may impose additional restrictions.

Student Violations

Students not adhering to these rules who are **21 years of age** or older will:

Be given a verbal warning for the first offense.

Be asked to leave the conference/meeting, as soon as feasibly possible, for the second offense. Additionally the student will not be allowed to attend another CTSO event for the remainder of the school year. The CTSO Director will notify the Chief Student Services Administrator of the student's college of the incidents. The college administrator may impose additional disciplinary sanctions.

Additional steps will be taken as deemed necessary.

Students not adhering to these rules who are **under 21 years of age** will.

Be asked to leave the conference/meeting, as soon as feasibly possible for the first offense. The student will not be allowed to attend another CTSO event for the remainder of the school year. The CTSO Director will notify the Chief Student Services Administrator of the student's college. The college administrator may impose additional disciplinary sanctions. The student will be turned over to local police for prosecution.

Additional steps will be taken as deemed necessary.

Notification

When participants register for the conference they will sign a statement that they have read and will adhere to the CTSO alcohol policy.

I have read, my advisor has explained and I fully understand and agree to comply with the CTSO alcohol policy. I am fully aware of the consequences that will result from the violation of this policy. If I choose not to sign this agreement, I understand I will not be eligible to participate in the CTSO events.

Signed _____

Date _____

Address _____

Parent/Guardian (Signature required if student is under age 18)

Address _____

Advisor _____

DAAB Funding Request

Please print all information. Requests should be submitted to **Sherry Croce (Kenosha)** at least 10 days prior to event date.

Name of Club/Class: Club#: Advisor/Instructor Name:

Location of Activity: Date of Activity:

Funds requested are for (please check appropriate category): Students Faculty/Staff

Activity to fund: (please check appropriate category)

In-state Conference/Competition: **Out-of-state Conference/Competition:** **Field Trip:**

Semester funding for club (promotions, materials, etc.):

Other:

For any conference, competition, or field trip, please attach a copy of the brochure or itinerary and purpose of the trip.

Please provide a brief description of the event below (please attach additional word document if needed):

| Individual Amounts |
|-----------------------------|
| Travel |
| Registration/Entry Fees |
| Lodging |
| Meals |
| Other |
| Total Per Individual |

| Activity Amounts | |
|---|--|
| Total Cost of Activity | |
| Total Per Individual | |
| DAAB Funds Per Individual 67% | |
| Total Number of Individuals | |
| Total Amount Requested from DAAB | |
| If applicable-bus fee for activity | |

Submitted by (Electronic Signature): Date:

DAAB Response: _____ Approved as submitted Amount _____ Date _____

_____ Approved as amended Amount _____ Date _____

_____ Reimbursement (receipts required)

_____ Denied:

****For Office Use Only****

Request #: _____

Gateway Technical College -- Student Activity/Club Expense Summary

Form D-12B

Name of Club/Class: _____
 Advisor/Instructor: _____
 Activity/Event: _____
 Location of Activity: _____
 Date of Activity: _____

Club #: _____
 DAAB Request #'s: _____

Please fill in where it pertains to your trip, add lines/descriptions if needed:

For Business Office Use

| <u>Advisor 1</u> | <u>Amount</u> | <u>Verify Receipt</u> ✓ | <u>DAAB funding for activity</u> |
|---|---------------|-------------------------|--|
| Travel - | | _____ | |
| -Mileage ^(a) | | _____ | |
| - Taxi | | _____ | |
| -Other- parking | | _____ | |
| Lodging | | _____ | |
| Conference/Registration Fees | | _____ | |
| Meals ^(b) | | _____ | |
| Other Tolls | | _____ | |
| Total Advisor | \$ - | | - 100% of Actual Expenses up to approved amount. |
| | | | |
| <u>Students 8</u> | <u>Amount</u> | | |
| Travel - | \$ - | _____ | |
| - | | _____ | |
| -Other | | _____ | |
| Train | | _____ | |
| Lodging | | _____ | |
| Conference/Registration Fees | | _____ | |
| Travel Allowance -provide detail on Disbursements to Students form which will be the receipt for this expense | | _____ | |
| Meals ^(b) | | _____ | |
| Other - | | _____ | |
| Total Students | | | - 67% of Actual Expenses up to approved amount. |
| | | | - Total DAAB funding |

(a) Effec 1/01/09 = 55.cents/mile - Reimbursement only allowed for advisor's personal mileage. (Nov 2007)

(b) Maximum to be funded by DAAB -current in-state rates
 For out-of-state - GSA rates (US General Services Admin) - (Travel Policy Effec-January 2009)
 Found at www.gsa.gov under Per Diem Rates (by state, individual meal rates www.gsa.gov/mie)

**ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY
AGREEMENT AND RELEASE**

This Acknowledgment of Risks / Acceptance of Responsibility Agreement and Release ("Agreement and Release") is executed by _____ ("Student") and is issued to GATEWAY TECHNICAL COLLEGE, INC.

Name of Activity/Event: _____

Date(s): _____

PLEASE READ CAREFULLY

Student's desire to participate in the activity/event

Student acknowledges that he/she is participating in the _____ Course. Student expressly acknowledges that he/she has freely and voluntarily decided to participate in this activity/event. Student acknowledges receiving the following written materials regarding the activity/event in which Student intends to participate:

Health and Safety

Student understands and acknowledges that:

Student has consulted with a medical doctor with regard to any personal medical needs. Further, Student represents that he/she has no health-related reasons or problems which preclude or restrict his/her participation in the activity/event.

Student is aware of all applicable personal medical needs, and has arranged, through comprehensive health and medical insurance, to meet any and all needs for payment of medical costs while he/she participates in the activity/event.

Student understands and acknowledges that the College may, but is not obligated to take any actions it considers to be warranted under the circumstances regarding the Student's health and safety. Further, Student agrees to pay all expenses relating thereto and releases GATEWAY TECHNICAL COLLEGE from any liability for any actions taken.

Acceptable conduct by Student

Student is aware of the behavior expected while participating in the activity/event. There is certain behavior that is unacceptable and could lead to possible disruption or discontinuation of Student's participation in the activity/event, including, but not limited to loud, boisterous, offensive or otherwise inappropriate conduct, the improper use of alcohol or other drugs affecting student's participation in the activity/event, as well as, carrying any firearms or other weapons while participating in the activity/event. Student shall abide by all policies, rules and regulations established by GATEWAY TECHNICAL COLLEGE and the activity/event. Student shall also abide by the rules, policies and procedures of any practicum placement. Student assures GATEWAY TECHNICAL COLLEGE that he/she shall act in an appropriate manner at all times. If GATEWAY TECHNICAL COLLEGE finds it necessary to expel Student from participation in the activity/event, he/she will not receive any refund of activity/event fees.

Waiver of GATEWAY TECHNICAL COLLEGE'S Liability and Indemnification of GATEWAY TECHNICAL COLLEGE for Risks and Dangers

As a condition precedent to Student's participation in the activity/event, Student agrees to exercise reasonable care at all times with respect to the safety of Student's own person and personal property, and with respect to the safety of other Students and their personal property. Student understands, however, that there are certain dangers, hazards, and risks inherent in the activities included in the activity/event. Student acknowledges that participation in the activity/event may involve the risk of damage to property, bodily injury, and, in some cases, even death. Neither GATEWAY TECHNICAL COLLEGE, nor the activity/event's Educational Coordinator, assumes any responsibility for such personal injuries or property damage. Student further acknowledges that he/she is at least eighteen (18) years of age, and is competent to sign this document. If Student is a minor under the age of eighteen (18) years of age, the parent and/or guardian acknowledges they are competent to sign this document on behalf of the Student.

**ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBIITY
AGREEMENT AND RELEASE**

Accordingly, Student, for him/herself and the Student's spouse (if applicable), heirs, assigns, related individuals and related entities, does hereby waive, release, absolve, discharge and agree to hold harmless GATEWAY TECHNICAL COLLEGE and its Board of Trustees, directors, officers, employees, teachers, agents and insurers, and the activity/event's Coordinator (collectively, the "Released Parties"), from and against any and all rights, claims, demands, causes of action, obligations, suits, liens, damages, or liabilities of any kind and character whatsoever, whether known or unknown, suspected or claimed, which the Student shall, or may have, in the future against the Released Parties arising out of, based on, related to, or connected with, the Student's enrollment and participation in the activity/Event. Student also agrees to indemnify and hold the Released Parties harmless from the payment of any and all judgments, settlements, costs, disbursements and attorneys' fees that are associated with the Released Parties having to defend or investigate any claim, action or proceeding of any type whatsoever arising out of the Student's enrollment or participation in the activity/event, including, but not limited to, claims for breach of contract, negligence, strict liability, or otherwise. This indemnification obligation and Agreement and Release does not, however, absolve the Released Parties from any liabilities, damages, costs, disbursements and attorneys' fees incurred due to its intentional or reckless conduct.

Student understands that if any fact with respect to which this Agreement and Release is executed is found hereafter to be other than or different from any fact now believed by Student to be true, Student expressly accepts and assumes the risk of such a possible difference and agrees that this Agreement and Release shall be and remains effective notwithstanding such difference in facts.

Governing Law: Forum

Student agrees that this Agreement and Release shall be construed in accordance with the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this Agreement and Release. The terms and provisions of this Agreement and Release shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement and Release, the validity of the remaining portions shall not be affected.

Other Provisions

The Released Parties are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Released Parties will cause them to assume no responsibility for any injury, damage or medical expense which might arise out of, or in connection with, such emergency medical treatment.

It is the Student's express intent that this Agreement and Release shall bind the members of the Student's family and spouse (if applicable); and if the Student is deceased, it shall be deemed as a release, waiver, discharge, and covenant not to sue the Released Parties by the Student's family and spouse (if applicable), for any matter arising out of Student's participation in the activity/Event.

By signing this document, Student acknowledges and represents that he/she is fully informed of the contents of this Agreement and Release. By reading it before signing it, and by signing this document as the Student's own free act, Student confirms that no oral representations, statements or inducements, apart from those made herein, have been made.

**This Agreement and Release requires you to give up substantial legal rights.
Please read and understand this document before you sign it.**

Student Date

Parent/Legal Guardian Date
(Signature required if Student is under age 18.)

Gateway Technical College

CLUB DEPOSIT SLIP

CLUB NAME _____ CLUB ACCOUNT # _____

DATE _____ EXPLANATION OF DEPOSIT _____

CHECKS (Attach a tape total of checks) CHECK TOTAL \$ _____

CASH

Coin Total \$ _____

If currency is over \$500.00, list currency by denomination. Attach a tape total of currency.

Currency Total \$ _____

Hundreds _____

Fifties _____

Twenties _____

Tens _____

Fives _____

Ones _____

CASH TOTAL \$ _____

TOTAL DEPOSIT \$ _____

Signature (Club advisor or treasurer) _____

OFFICE USE ONLY

GROSS RECEIPTS \$ _____

SALES TAX (5.5% Kenosha, Elkhorn) \$ _____

(5.1% Racine, Burlington)

NET DEPOSIT \$ _____

RECEIPT # _____

POSTED _____

OFFICE SIGNATURE _____