

# **GATEWAY TECHNICAL COLLEGE**

**ACTIVITY PLANNING MANUAL  
DISTRICT ACTIVITY  
ADVISORY BOARD 2012-2013**

Effective July 13, 2012  
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## I. DIRECTORY

### Student Life Department

Trina Barry	Student Life Coordinator/USG District Advisor	741-8452	<a href="mailto:barryp@gtc.edu">barryp@gtc.edu</a>
Pat Hoppe	iMET USG Co-Advisor	898-7518	<a href="mailto:hoppep@gtc.edu">hoppep@gtc.edu</a>
Kristin Gunia	Student Marketing Specialist	564-3044	<a href="mailto:guniak@gtc.edu">guniak@gtc.edu</a>
Nathan Wells	Marketing Technician – Web & Social Media	564-3230	<a href="mailto:wellsn@gtc.edu">wellsn@gtc.edu</a>
Steve Wilkes	Dean of Student Development	741-8522	<a href="mailto:wilkess@gtc.edu">wilkes@gtc.edu</a>

### Administrators

Mike O'Donnell *	Elkhorn Dean of Campus Affairs	741-8538	<a href="mailto:odonnellm@gtc.edu">odonnellm@gtc.edu</a>
Terry Simmons *	Dean of Service Occupations/ Burlington Center Administrator	767-5360	<a href="mailto:simmonst@gtc.edu">simmonst@gtc.edu</a>
Dennis Sherwood *	Kenosha Dean of Campus Affairs	564-3218	<a href="mailto:sherwoodd@gtc.edu">sherwoodd@gtc.edu</a>
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Beverly Frazier	iMET Administrator	898-7516	<a href="mailto:frazierb@gtc.edu">frazierb@gtc.edu</a>
Beverly Hansen *	Controller/Ex-Officio Treasurer of DAAB	564-3160	<a href="mailto:hansenbe@gtc.edu">hansenbe@gtc.edu</a>
Denise Schneider *	Ex-Officio Secretary of DAAB	564-2942	<a href="mailto:schneiderd@gtc.edu">schneiderd@gtc.edu</a>
Bryan Albrecht	President	564-3610	<a href="mailto:albrechtb@gtc.edu">albrechtb@gtc.edu</a>

### DAAB Faculty, Students, and Other (Faculty terms July 2011-June 2013)

Scott Meuret*	(Elkhorn Faculty Representative)	741-8328	<a href="mailto:meuretr@gtc.edu">meuretr@gtc.edu</a>
Sue Herrmann *	(Burlington Faculty Representative)	767-5336	<a href="mailto:herrmanns@gtc.edu">herrmanns@gtc.edu</a>
Rita Serpe *	(Kenosha Faculty Representative)	564-2326	<a href="mailto:serper@gtc.edu">serper@gtc.edu</a>
Jim Jazdzewski *	(Racine Faculty Representative)	898-7478	<a href="mailto:jazdzewskij@gtc.edu">jazdzewskij@gtc.edu</a>
Sherry Croce	District Finance Associate	564-3008	<a href="mailto:croces@gtc.edu">croces@gtc.edu</a>
Ben Lazzio OR Elena Scherrer -- Burlington Center Representative *			
Russel Timms – iMET Representative (alternate voting representatives)			
Elkhorn Campus Representative *			
Randy Joas OR Mark Rosin -- Kenosha Campus Representative *			
Vanessa Killips OR Armando Ortiz -- Racine Campus Representative *			
Lindsey Schauer – District USG President (alternate voting representative)			
Sarah Joas – District USG Executive Vice President (alternate voting representative)			
Grace DeLuca – District USG Secretary (alternate voting representative)			
District USG Treasurer (alternate voting representative)			

\* Indicates voting member of DAAB

## 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 REQUEST 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.

The authorization to charge activity fees is created in s. 38.14(9) stats. That statute specifies:

The district board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

### 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 Dean of Student Development 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.

In December of 1993 the Wisconsin Legislature created Wisconsin State Statute 38.145 which reads:

The students of each district, subject to the responsibilities and powers of the board, the state director, the district board, the district director and the faculty, shall be active participants in the immediate governance of and policy development for the district and may participate in all matters affecting student interests to the extent not in conflict with the terms of any collective bargaining agreement. As such, students have primary responsibility for the formulation and review of policies concerning student life and services. Students in consultation with the district director and subject to the final confirmation of the district board have the responsibility for the disposition of student activity and incidental fees under s. 38.14 (9). The students of

each district may organize themselves in a manner that they determine and select their representatives to participate in district governance. This section does not prohibit the board, the state director, the district board, the district director or the faculty from selecting students to participate in district governance but any students selected by those bodies or persons shall not be considered to be representatives of the students for the purposes of the students' right to select their representatives to participate in district governance.

**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. ALLOWABLE EXPENDITURES USING DAAB FUNDS**

As appropriate, all students should have the opportunity to participate in the services or activities provided by DAAB funds. Student fees charged to all students are justified on this basis. All expenditures must conform to existing Wisconsin State Statutes, Gateway Technical College District policies and procedures. The Business office will audit all expenditures. Allowable expenditures using DAAB funds 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-ALLOWABLE EXPENDITURES USING DAAB FUNDS**

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

Additionally, contributions (material and/or monetary) to charitable organizations, community service projects, and/or scholarships may not originate from DAAB funds. If student organizations wish to make a contribution, they must show that the funding originated from a source other than DAAB funding.

#### IV. FUNDING REQUEST GUIDELINES

For the purposes of funding, student activity fees can be used to fund field trips which are **not** part of a course. A field trip funded with activity fees must be an optional activity offered to students and participation in the field trip cannot have any effect on a student's completion of the course or the grade received for the course.

##### A. STUDENTS

1. 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 Life Coordinator by Friday of the first full week in October and update their rosters by Friday of the first full week in February.
3. DAAB will fund a maximum of one advisor per 5 students. If special circumstances exist, the need for additional advisors should be noted on the funding request form.
4. 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).
5. 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.
6. DAAB will provide funding for 8 students, 2 representatives from each campus, for 100% of the costs associated with students attending the Wisconsin Student Government meetings and legislative conference.
7. 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.  
  
DAAB funding will be limited to three (3) field trips per year for each instructional program per campus/center. In addition, DAAB will fund one (1) field trip per semester for each active club or organization in good standing.
8. 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.

9. **DAAB TRAVEL POLICY**

Student clubs and organizations planning projects/events that require travel will follow the student travel policy found in this manual. Please note: Non-student minors will **not** be allowed to participate in any transportation provided by Gateway Technical College.

- 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. **Rental Cars:** Districts Mutual Insurance suggests College staff rent vehicles from Enterprise. Employees should **rent the vehicle in Gateway Technical College's name using the Business Rental Corporate Account Code of XZ44CPP**. The employee renting/driving the vehicle should use his/her name as a principle operator. With this arrangement, the employee's personal lines of coverage are not in play.

Any person who will be driving the rental car must complete a Motor Vehicle Record Check and submit it to Sue Debe at least 10 days prior to travel.

**Please note: a 15-passenger van is not a rental option and therefore there is no coverage for this type of vehicle – including a 15-passenger van with seats removed to make the van a 12-passenger van.**

To access the college's Enterprise Business Rental Program Account online, go to the website: <http://www.enterprise.com/stateofwi>. Click on: WI Corporate Purchasing Partner Member and complete the reservation online.

Enterprise Rent-A-Car Locations within the Gateway District:

7600 75 <sup>th</sup> Street, Suite 104	1101 S. Green Bay Road
Kenosha, WI 53142	Racine, WI 53406

2300 West Browns Lake Drive  
Burlington, WI 53105

- f. **Meal Expenses:** The claim for meals must represent actual, reasonable and necessary expenses for meals. Student clubs and organizations shall adhere to Gateway Technical College District policies on meal expenses (See current Policy #C-120). Meal expenses, including gratuities, shall be reimbursed at actual cost providing they do not exceed established maximums. Per diem rates are found in the GSA website [www.gsa.gov](http://www.gsa.gov). The rates are found in the section Travel Resources – Per Diem Rates.
- g. **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.

## 10. **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 1<sup>st</sup> 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**

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



## C. MISCELLANEOUS

1. To request funds for other items that do not fit within the field trip or conference criteria, the D-12C DAAB Miscellaneous Funding Request is to be submitted for consideration by DAAB. Please note, funding requests filed on a D-12C in which the field trip or conference criteria apply will be funded under the appropriate guidelines.

Examples of miscellaneous funding requests include club startup funds, equipment requests, orientations, speaker event funding, and on-campus events impacting the general student population, such as Constitution Day or Community Awareness Day.

DAAB reserves the right to reclassify requests to fit appropriate criteria.

2. Funding for food events will be based on determining if the event is an activity with food included or if it is a celebration.
3. \$300 of startup funding will be available one time only to newly formed clubs upon completion of all requirements for establishing a new club. To receive this funding, a D-12C needs to be submitted.
4. \$900 of funding is available to clubs each academic year based, no request necessary, on completion of the following stipulations:
  - \$100 for turning in fall club paperwork by the due date will be credited to your club's account by the end of October (Late paperwork will not receive this funding, but submission is required. If other funding is requested from DAAB, all required paperwork must be on file.)
  - \$200 based on the number of officers in attendance at the fall officer training to be conducted by the Student Life Coordinator will be credited following the training (Each officer in attendance at the training will earn \$100 for their club, the maximum allowable per club is \$200.)
  - \$100 for the fall semester for participation in Student Government Association meetings at the club's respective campus (Attendance at each meeting with a club representative giving a club report will earn the club \$25 per meeting; maximum is \$100. While attendance at all meetings is preferred, sending a club report to two meetings in lieu of a club representative will earn the club \$25 per report; maximum is \$50.)
  - \$100 for turning in spring club paperwork by the due date will be credited to your club's account by the end of February (Late paperwork will not receive this funding, but submission is required. If other funding is requested from DAAB, all required paperwork must be on file.)
  - \$100 for the spring semester for participation in Student Government Association meetings at the club's respective campus (Attendance at each meeting with a club representative giving a club report will earn the club \$25 per meeting; maximum is \$100. While attendance at all meetings is preferred, sending a club report to two meetings in lieu of a

club representative will earn the club \$25 per report; maximum is \$50.)

- \$100 for turning in summer club paperwork by the due date will be credited to your club's account by the end of June (Late paperwork will not receive this funding, and submission is not required if club is inactive during the summer.)
  - \$75 for the summer semester for participation in Student Government Association meetings at the club's respective campus (Attendance at each meeting with a club representative giving a club report will earn the club \$25 per meeting; maximum is \$75. While attendance at all meetings is preferred, sending a club report to one meeting in lieu of a club representative will earn the club \$25 per report; maximum is \$25.)
  - \$125 for club activity during the summer semester as supported by submission of club's monthly meeting minutes to the Student Life Coordinator.
5. Carryover funds may be used for equipment purchases necessary to support allowable club expenditures. 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.
  6. Mileage will not be reimbursed to students.

#### **D. RECORDKEEPING**

Verification of attendance 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 forms, including language that if it is not provided, the student will not be allowed to participate: D-13 Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release and D-14 Student Travel Conduct Form.

An Advisor must maintain an electronic copy of these forms for a minimum of 3 years plus one day from date of the activity or event. Additionally, an electronic copy of these forms should be sent to the Student Life Coordinator before participating in the activity or event.

## V. CLUBS AND ORGANIZATIONS

### District Clubs

422	National Society of Leadership & Success/Sigma Alpha Pi		
	Trina Barry	741-8452	<a href="mailto:barryp@gtc.edu">barryp@gtc.edu</a>
459	United Student Government		
	Trina Barry	741-8452	<a href="mailto:barryp@gtc.edu">barryp@gtc.edu</a>

### Burlington Center Clubs

405	International Club		
	Sandy Monahan	767-5384	<a href="mailto:monahans@gtc.edu">monahans@gtc.edu</a>
411	GO(RT) – Radiologic Technologists		
	Sue Herrmann	767-5336	<a href="mailto:herrmanns@gtc.edu">herrmanns@gtc.edu</a>
496	HOSA – Health Occupations Students of America/SNA – Student Nurses' Association		
	Diane Cozzi	767-5328	<a href="mailto:cozzid@gtc.edu">cozzid@gtc.edu</a>
	Suzanne Williamson	767-5740	<a href="mailto:williamsons@gtc.edu">williamsons@gtc.edu</a>

### iMET Clubs

407	Mechanical Design Club		
	Russell Birkholz	564-3432	<a href="mailto:birkholzr@gtc.edu">birkholzr@gtc.edu</a>
413	Society of Women Engineers		
	Jill Eide	898-7470	<a href="mailto:eidej@gtc.edu">eidej@gtc.edu</a>
423	N9GTC Amateur Radio Club		
	Pat Hoppe	898-7518	<a href="mailto:hoppep@gtc.edu">hoppep@gtc.edu</a>
428	Land Surveying Club		
	Jon Hardbarger	898-7486	<a href="mailto:hardbargerj@gtc.edu">hardbargerj@gtc.edu</a>
432	CETA – Civil Engineering Technology Association		
	Steve Whitmoyer	898-7426	<a href="mailto:whitmoyers@gtc.edu">whitmoyers@gtc.edu</a>
436	Biomedical Engineering Club		
	Pat Hoppe	898-7518	<a href="mailto:hoppep@gtc.edu">hoppep@gtc.edu</a>
469	Society of Manufacturing Engineers		
	Jill Eide	898-7470	<a href="mailto:eidej@gtc.edu">eidej@gtc.edu</a>
	Richard Buhnerkemper	619-6650	<a href="mailto:buhnerkemperr@gtc.edu">buhnerkemperr@gtc.edu</a>
481	Electronics Club		
	Jill Eide	898-7470	<a href="mailto:eidej@gtc.edu">eidej@gtc.edu</a>

### Elkhorn Campus Clubs

402	AITP – Association of Information Technology Professionals		
	Tina Trainor	741-	<a href="mailto:trainort@gtc.edu">trainort@gtc.edu</a>
406	GAAP/Accounting		
	Pam Hillman	741-8462	<a href="mailto:hillmanp@gtc.edu">hillmanp@gtc.edu</a>
415	The Silent Connection		
	Mary Mair	741-8388	<a href="mailto:mairm@gtc.edu">mairm@gtc.edu</a>
	Alyson Urdahl	741-8492	<a href="mailto:urdahla@gtc.edu">urdahla@gtc.edu</a>
425	G-CPU – Gateway Computer Professionals United		
	Paul Nelson	741-8406	<a href="mailto:nelsonp@gtc.edu">nelsonp@gtc.edu</a>
442	GTC Graphic Designers Association		
	Laura Laznicka	741-8384	<a href="mailto:laznickal@gtc.edu">laznickal@gtc.edu</a>
473	BPA Business Professionals of America		
	Anna Konkela	741-8376	<a href="mailto:konkela@gtc.edu">konkela@gtc.edu</a>
	Tina Cipriano	741-8326	<a href="mailto:ciprianot@gtc.edu">ciprianot@gtc.edu</a>
478	Robotic Welding		
	Scott Rohde	741-8432	<a href="mailto:rohdes@gtc.edu">rohdes@gtc.edu</a>
483	HOSA – Health Occupations Students of America/Medical Assistant		
	Bob Formanek	741-8340	<a href="mailto:formanekr@gtc.edu">formanekr@gtc.edu</a>

## Kenosha Campus Clubs

402	AITP – Association of Information Technology Professionals
	Jim Buck 564-3158 <a href="mailto:buckj@gtc.edu">buckj@gtc.edu</a>
	Christine Lazaro 564-2330 <a href="mailto:lazaroc@gtc.edu">lazaroc@gtc.edu</a>
403	ABH – Alpha Beta Hortus/Horticulture Club
	Kate Field 564-2418 <a href="mailto:fieldk@gtc.edu">fieldk@gtc.edu</a>
	Kate Jerome 564-2474 <a href="mailto:jeromek@gtc.edu">jeromek@gtc.edu</a>
419	COP – Chi Omega Phi
	Raul Terriquez 564-3910 <a href="mailto:terriquezre@gtc.edu">terriquezre@gtc.edu</a>
420	SAIFD – Student American Institute of Floral Design
	Jane Edwards <a href="mailto:edwardsj@gtc.edu">edwardsj@gtc.edu</a>
	Kathy Estep 564-2368 <a href="mailto:estepk@gtc.edu">estepk@gtc.edu</a>
421	Collegiate DECA
	Mike Vernezze 564-2744 <a href="mailto:vernezzem@gtc.edu">vernezzem@gtc.edu</a>
	Barb Micheln 564-2406 <a href="mailto:michelinb@gtc.edu">michelinb@gtc.edu</a>
	Jeff High 564-2642 <a href="mailto:highj@gtc.edu">highj@gtc.edu</a>
	Ed Grochowski 564-2312 <a href="mailto:grochowskie@gtc.edu">grochowskie@gtc.edu</a>
427	IAAP – International Association of Administrative Professionals
	Sandy Weber 564-2750 <a href="mailto:webers@gtc.edu">webers@gtc.edu</a>
430	Nurses' Christian Fellowship
	Laura Cook 564-2114 <a href="mailto:cookl@gtc.edu">cookl@gtc.edu</a>
433	ASID – American Society of Interior Designers/Iota Delta Kappa
	Rita Serpe 564-2326 <a href="mailto:serper@gtc.edu">serper@gtc.edu</a>
	Nancy Williams 564-2524 <a href="mailto:williamsn@gtc.edu">williamsn@gtc.edu</a>
440	Sustainable Living Club
	Jim Jazdzewski 898-7478 <a href="mailto:jazdzewskij@gtc.edu">jazdzewskij@gtc.edu</a>
448	Surgical Tech
	Tedd Lupella 564-2724 <a href="mailto:lupellat@gtc.edu">lupellat@gtc.edu</a>
	Linda Hilleshiem 564-2458 <a href="mailto:hilleshieml@gtc.edu">hilleshieml@gtc.edu</a>
460	Physical Therapist Assistant
	Susan Conlon <a href="mailto:conlon72@hotmail.com">conlon72@hotmail.com</a>
479A	SNA – Student Nurses' Association
	Shronda Green 564-2708 <a href="mailto:greens@gtc.edu">greens@gtc.edu</a>
	Margaret Isaacson 564-2344 <a href="mailto:isaacsonm@gtc.edu">isaacsonm@gtc.edu</a>

## Racine Campus Clubs

409	AITP – Association of Information Technology Professionals
	Tom Kressin 619-6502 <a href="mailto:kressint@gtc.edu">kressint@gtc.edu</a>
	Jill Fall 619-6388 <a href="mailto:fallj@gtc.edu">fallj@gtc.edu</a>
416	Kosmetique Klub
	Susan Curi 619-6362 <a href="mailto:curis@gtc.edu">curis@gtc.edu</a>
424	Alliance for Multicultural Students
	Janet Days 619-6754 <a href="mailto:daysj@gtc.edu">daysj@gtc.edu</a>
	JaTawn Pinson 619-6394 <a href="mailto:pinsonj@gtc.edu">pinsonj@gtc.edu</a>
476	Racine DECA
	John Gauthier 564-3172 <a href="mailto:gauthierj@gtc.edu">gauthierj@gtc.edu</a>
480	Culinary Arts
	Adam Larkin 619-7652 <a href="mailto:larkina@gtc.edu">larkina@gtc.edu</a>
485	HOSA - Health Occupations Students of America /Human Services
	Dennis Markus 619-6524 <a href="mailto:markusd@gtc.edu">markusd@gtc.edu</a>
	Seth Wollwage 619-6734 <a href="mailto:wollwages@gtc.edu">wollwages@gtc.edu</a>
498	COP – Chi Omega Phi

	Michelle Barnes	619-6614	<a href="mailto:barnesm@gtc.edu">barnesm@gtc.edu</a>
<b>Other Clubs or Organizations</b>			
401	Gateway Urban Farm Stand		
	Kate Jerome	564-2474	<a href="mailto:jeromek@gtc.edu">jeromek@gtc.edu</a>
410	Gateway Alumni Association		
	Stephanie Sklba	564-2662	<a href="mailto:sklbas@gtc.edu">sklbas@gtc.edu</a>
	Sue Walther	564-3612	<a href="mailto:walters@gtc.edu">walters@gtc.edu</a>
413	AAWCJC		
431	Gateway Global Scholars		
	Denise Schneider	564-2942	<a href="mailto:schneiderd@gtc.edu">schneiderd@gtc.edu</a>
445	Phi Theta Kappa		
	Dr. Bernie O'Connell	564-3066	<a href="mailto:oconnellb@gtc.edu">oconnellb@gtc.edu</a>
	Steve Sloan	564-2696	<a href="mailto:sloans@gtc.edu">sloans@gtc.edu</a>
466	Gazette – Student Newspaper		
	Kristin Gunia	564-3044	<a href="mailto:guniak@gtc.edu">guniak@gtc.edu</a>
477	GACTE		
	Beverly Hansen	564-3160	<a href="mailto:hansenbe@gtc.edu">hansenbe@gtc.edu</a>
482	ADN Pinning		
	Sophia Petraitis	564-2646	<a href="mailto:petraitiss@gtc.edu">petraitiss@gtc.edu</a>
492	WTCS Administrative Assistants		
	Julie Whyte	564-3014	<a href="mailto:whytej@gtc.edu">whytej@gtc.edu</a>
499	WP CORE		
	Judy Obermeyer	564-3082	<a href="mailto:obermeyerj@gtc.edu">obermeyerj@gtc.edu</a>

### Inactive Clubs 2011-2012

Number	Student Club/Organization	Advisor(s)	Last Financial Activity	Last Year for Paperwork Submission
429	SAN-KO-FA/Optimist International	Stella Young	2009 Rev.	2008-09
408	ARC Rivals (Welding)	McFarland/Skender	2012 Rev.	2009-10
414	ELL (English Language Learners)	Iryna Faulk	2009-10	2009-10
418	Accounting Club	Linda McGee	2009-10	2009-10
435	Aviation Club	Mike Bogdan	2011 Rev.	2009-10
470	GATs (Gateway Auto Technicians)	Bill Fell	2009-10	2009-10
417	COP – Chi Omega Phi (Elkhorn)	Spingola/Voss	2010-11	2010-11
472	Racine BPA Business Professionals	Lewis/Martinez	2012 Rev.	2010-11
484	Captured by the Light	Hanneman/Jones	2010-11	2010-11
450	GTC Graphix Club		2011 Exp.	2010-11
456	Gateway Fire Students	Jack Jasperson	2010-11	2010-11

## **B. GATEWAY DISTRICT CLUB POLICIES**

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.

Student clubs and organizations at Gateway Technical College are divided into three categories: Active Student Organizations and/or Clubs, Inactive Student Organizations and/or Clubs, and Unsanctioned Student Groups.

### **Active Student Organizations and/or Clubs:**

- are in good standing with the college and Student Life Office
- have an approved advisor
- submit required paperwork each semester
  - Fall Semester: D-1, D-2, D-3, D-4, and D-5 forms
  - Spring Semester: Updates to any Fall Semester forms are submitted or a notification of “no change” is required
  - Summer Semester: Updates to any Fall or Spring Semester forms are submitted or a notification of “no change” is required
- record all financial activity using the club account provided by the college (All clubs must keep an internal account as their sole account.)
- have a minimum of five (5) members that are currently enrolled at Gateway Technical College and contribute to Student Activity Fees (Clubs may define their membership in their constitution, but for the purposes of DAAB and USG, members must be currently enrolled in qualifying classes. Please contact the Student Life Coordinator if you are unsure of whether your members are enrolled in qualifying classes.)
- conduct general business meetings a minimum of twice each semester (These meetings may not be held concurrently with any other organizations. All meetings and/or activities will occur outside of instructional time. Members working on projects related to a student organization and/or club will do so outside of class on the student’s own time. Meetings may not be a part of class time.)
- hold at least one event per semester (Events include fundraisers, speakers, trips, community service, volunteering at USG events, etc. General business meetings and attendance at USG events will not be counted as organization and/or club events.)

Advantages of being an Active Student Organization and/or Club include:

- District assigned and supported advisor.
- District facilities are generally available at no charge for social functions, meetings, fund-raisers, etc.
- Institutional affiliation will, in many cases, be required for state and national affiliation.
- The District will provide checking account services at no charge.
- Student Activity Fees are available upon request to support club activities, if fees are available and funding guidelines have been met.

**Inactive Student Organizations and/or Clubs:**

- are no longer in good standing with the Student Life Office
- have not submitted the required paperwork for the current semester, or
- do not have the required members currently enrolled in qualifying classes.

It is common for clubs to become inactive during summer semester and can do so with no negative consequences for fall semester.

If no club paperwork or financial activity has been recorded for the past three (3) academic years, the club will be disbanded and any remaining funds in the club account will be dissolved and placed into the Student Activity Reserve to be redistributed as deemed appropriate by the DAAB. At this point, the club is disbanded and must apply as a new club to re-form.

**Unsanctioned Student Groups:**

Unsanctioned student groups are those groups that have chosen to act independently of DAAB, USG, and the Student Life Office. Student organizations and/or clubs, either active or inactive, can be declared unsanctioned due to violation of college codes of conduct or DAAB policy. 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 sanctioned student organization. This organization will now be considered an unsanctioned student group.

Consequences for being an Unsanctioned Student Group include:

- inability to make any reservations of district facilities
- inability to access to a district provided checking account
- inability to access any Student Activity Fee funding from any source
- loss of any institutional affiliation which, in many cases, is required for state and national affiliation

For an unsanctioned student group to become reinstated, the group must follow procedures outlined.

**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:
      - Name and three (3) digit club account

3. Date and name of person turning money in
  4. Explanation for the deposit, such as bake sale, donation, dues, field trip, etc.
  5. Total count of the monies
  6. The inside of envelope should contain a deposit slip of the monies turned in. (Please fill out deposit slip – form D-11)
  7. The deposit slip must be signed by the club advisor or the treasurer.
  8. 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.
  9. A copy of the deposit slip is returned to the advisor along with a copy of the receipt.
  10. 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-10) 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 #: Expenses 73-00-93400-\_\_\_\_\_ -55010-3



## **D. DEADLINES FOR CLUB/ORGANIZATION FILE INFORMATION**

1. It is required that each Gateway District organization, club, and USG submit the following items to the dean of campus affairs, and Student Life 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)  
Fall Semester - Friday of first full week in October  
Spring Updated Form - Friday of first full week in February  
Summer Updated Form - Friday of first full week in June
  - b. Planned Activity List (D-2)  
Fall Semester - Friday of first full week in October  
Spring Updated Form - Friday of first full week in February  
Summer Updated Form - Friday of first full week in June
  - c. Club Budget Plan (D-3)  
Fall Semester - Friday of first full week in October  
Spring Updated Form - Friday of first full week in February  
Summer Updated Form - Friday of first full week in June
  - d. Club Member List (D-4)  
Fall Semester - Friday of first full week in October  
Spring Updated List - Friday of first full week in February  
Summer Updated Form - Friday of first full week in June
  - e. Constitution (D-5)  
Fall Semester - Friday of first full week in October  
(either new or updated)
  - f. End-of-Semester Review (D-6)  
Fall Semester – Friday of first full week of Spring Semester  
Spring Semester – Friday of first full week of Summer Semester  
Summer Semester – Friday of first full week of Fall Semester
  - g. Club Report Form for USG Meetings (D-7) – Monthly at USG meetings
  - h. Club Minutes (optional) (D-8) – One week after meeting
  - i. New Club/Organization Intention (D-9) - Friday of first full week in October, February or June
  - j. Club Disbursement Voucher (D-10) – Monday prior to disbursement
  - k. Deposit Slip Form (D-11) – as soon as possible
  - l. DAAB Field Trip Funding Request (D-12A)
  - m. DAAB Conference Funding Request (D-12B)
  - n. Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release (D-13)
  - o. Student Travel Conduct Form (D-14) -- to be completed and on file before commencement of travel
  - p. DMI Motor Vehicle Record Check (D-15) – to be completed and returned to Sue Debe 10 days prior to picking up a rental car
  - q. Raffle Event Form (D-16) – upper half to be completed two weeks prior to start of raffle; lower half to be completed one week after drawing date

## **E. FOOD SALES**

All food sales will be coordinated through the United Student Government (USG).

## F. RAFFLES

A raffle is defined as selling a ticket for the “chance” to win a prize. A drawing does not involve the sale of tickets.

Clubs planning to conduct a raffle should contact the Student Life Coordinator prior to conducting a raffle to determine whether the sale of tickets falls under the Class A or Class B license. Gateway Technical College through the Student Life Coordinator holds both Class A and Class B Wisconsin raffle licenses to be used by any student club or organization. The state of Wisconsin has detailed requirements depending on the type of raffle being planned. Gateway Technical College’s licensure depends upon clubs strictly adhering to those requirements. Depending on the type of raffle, tickets must be printed through the Student Life Coordinator. Printing for Class A tickets requires a minimum order of 50 tickets. The cost is \$8.50 per 50 tickets. Tickets printed from an outside source are **not** allowed under Gateway Technical College’s licenses. **A raffle event form must be filled out a minimum of two weeks prior to the raffle and submitted to the Student Life Coordinator for approval.** The Student Life Coordinator will forward the form to the appropriate person for printing of tickets, if required.

All results from the raffle (number of tickets printed, number of tickets sold, gross receipts, total expenses, net profit, names of winners, etc.) must be reported within one week of the winners being selected. Any unsold tickets printed for a Class A raffle must be returned to the Student Life Coordinator along with the raffle report sheet within one week of the winners being selected. **Clubs not returning unsold tickets and the raffle report within one week will have their club account frozen and have the advisor’s honorarium held until both items are turned in.** Clubs in violation of raffle regulations may jeopardize Gateway Technical College’s raffle licensure and future raffles for all clubs.

## 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 Life 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. SOCIAL MEDIA POLICY

Gateway Technical College's Social Networking Policy establishes protocol for the creation and management of social media accounts on behalf of the college. The policy applies to accounts created on behalf of Gateway student organizations. All DAAB sanctioned student organizations must comply with the policy which can be found at [www.gtc.edu/socialmedia](http://www.gtc.edu/socialmedia) or by contacting the Marketing and Communications Department.

## J. CLUB ADVISORY HONORARIA

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 a semester basis. It is not meant to be a payment for professional services, but a token of appreciation.

Honorarium consideration is based upon a review of the club file and recommendation from the Dean of Campus Affairs. To be considered for an honorarium, advisors are responsible for seeing that all items are on file with the Student Life Coordinator by **the last Friday before the college closes in December for the Fall Semester, the last Friday in May for the Spring Semester, and the last Friday in August for the Summer Semester**; activities should be reported on a regular basis to keep Student Life abreast of the club's activities.

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-Semester Review D-6

Effective September 2011, advisors will need to fill out an End of the Semester Report each semester that their club is active. Honoraria will be paid as follows at the conclusion of each semester:

- Base honorarium ..... \$250
  - Club paperwork is turned in; club file is complete
  - Minimum 5 registered members
  - Minimum 2 general assembly meetings per semester
  - Minimum 1 event per semester
- Club paperwork turned in on or before deadline ..... \$50
- Attendance at Advisor Orientation ..... \$50
- Number of registered members ..... (Maximum) \$100
  - 6-10 ..... \$25
  - 11-25 ..... \$50
  - 26-39 ..... \$75
  - 40+ ..... \$100
- Develop/update a club webpage in cooperation with Marketing \$50
- Organize or participate in community service ..... \$50
- Hold or participate in on-campus club events ..... (Maximum) \$75
  - \$25 per event, maximum 3 events per semester
- Number of field trips ..... (Maximum) \$50

- A minimum of 5 students must be attendance
- \$25 per field trip, maximum 2 field trips per semester
- Number of Conferences .....(Maximum) \$200
  - A minimum of 3 students must be in attendance
  - \$50 per trip, maximum 4 trips per semester

All honorarium funds except those awarded for on-campus club events, field trips, and conferences will be split evenly between the advisors unless a different split is agreed upon by all involved advisors and specified to the Student Life Coordinator in writing accompanying the End of Semester Review. In the case of a lead advisor with multiple co-advisors, the lead advisor will be awarded 50% of the honorarium, with the remaining co-advisors evenly splitting the remaining 50%. On-campus club events, field trips, and conferences will be awarded on a participation basis.

**K. NEW CLUB/ORGANIZATION PROCESS**

1. Your intentions to form a new club must follow the procedure listed below:  
New Club/Organization Form D-9 must be submitted to the respective dean of campus affairs. A copy 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 Life Coordinator:  
Club Information Form D-1  
Activities Form D-2  
Club Budget Plan D-3  
Club Membership List D-4  
Copies of Approved Form D-9

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 USG 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 H-160).

The Drug Free Workplace Act of 1988 and Wisconsin State Statute, Chapter 161 Uniform Controlled Substances Act, requires Gateway Technical College to make a good faith effort to maintain a drug-free workplace environment. As an employer receiving more than \$25,000 in federal government funding, the District recognizes that violations to these state and federal statutes will have an impact on the proper functioning of the district. This policy applies to controlled substances, including alcohol.

- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited.
- The dispensing, sale, and use of alcoholic beverages at activities on or within District property is allowed subject to the approval of the president or designee.

(The bullets are excerpts from the policy. Full policy is available at [http://www.gtc.edu/\\_idocs/2011%20MANUAL%20-%20Current%20Version%20as%20of%20Jan%202011.pdf](http://www.gtc.edu/_idocs/2011%20MANUAL%20-%20Current%20Version%20as%20of%20Jan%202011.pdf).)

## C. 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 procedures E-150 and E-170 of the Gateway Technical College Administrative Procedures and College Practices Manual.

## VII. FORMS

Club Information Form.....	(D-1)
Planned Activity List .....	(D-2)
Club Budget Plan .....	(D-3)
Club Member List .....	(D-4)
Club Constitution .....	(D-5)
End of Semester Review .....	(D-6)
Club Report Form.....	(D-7)
Club Minutes .....	(D-8)
New Club/Organization Intention .....	(D-9)
Club Disbursement Voucher.....	(D-10)
Club Deposit Form.....	(D-11)
DAAB Field Trip Funding Request.....	(D-12A)
DAAB Conference Funding Request .....	(D-12B)
DAAB Miscellaneous Funding Request .....	(D-12C)
Student Activity/Club Expense Summary.....	(D-12D)
Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release ..	(D-13)
Student Travel Conduct Form.....	(D-14)
DMI Motor Vehicle Record Check.....	(D-15)
Raffle Event Form .....	(D-16)

### Deadlines for Club/Organization File Information

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

**CLUB INFORMATION FORM**

2012-2013 Academic Year

Please check appropriate box:

<input type="checkbox"/>	Fall Submission (due 10/12/2012)
--------------------------	-------------------------------------

<input type="checkbox"/>	Spring Submission (due 2/8/2013)
--------------------------	-------------------------------------

<input type="checkbox"/>	Summer Submission (due 6/7/2013)
--------------------------	-------------------------------------

Club Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

Club Account Number: \_\_\_\_\_

**INFORMATION BELOW MUST BE COMPLETE BEFORE SUBMITTING.**

OFFICE	NAME	Student ID #	PHONE
President			
Vice President			
Secretary			
Treasurer			

Plan to attend conventions? (If yes, please include dates if available.)

Yes \_\_\_\_\_

No

- State
- Regional
- National

**Please complete this form along with the following:**

Planned Activity List (D-2)

Club Budget Plan (D-3)

Club Membership List (D-4)

Club Constitution (D-5)

**RETURN TO: Student Life Coordinator**

Revised 5/29/12

**PLANNED ACTIVITY LIST**  
2012-2013 Academic Year

Please check appropriate box:

	Fall Submission (due 10/12/2012)
--	-------------------------------------

	Spring Submission (due 2/8/2013)
--	-------------------------------------

	Summer Submission (due 6/7/2013)
--	-------------------------------------

Club Name: \_\_\_\_\_ Campus: \_\_\_\_\_

DATE	TIME	LOCATION	BRIEF DESCRIPTION

**RETURN TO: Student Life Coordinator**

Revised 5/29/12

**CLUB BUDGET PLAN**  
2012-2013 Academic Year

Please check appropriate box:

	Fall Submission (due 10/12/2012)
--	-------------------------------------

	Spring Submission (due 2/8/2013)
--	-------------------------------------

	Summer Submission (due 6/7/2013)
--	-------------------------------------

Club Name: \_\_\_\_\_ Campus: \_\_\_\_\_

**EXPENDITURE BUDGET**

ITEMS OF EXPENSE (Conventions, Parties, Dances, Projects, etc.)	AMOUNT BUDGETED PER ITEM
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
<b>TOTAL PROJECTED EXPENSES</b>	

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Club President's or Treasurer's Signature

**RETURN TO: Student Life Coordinator**

Revised 5/29/12



**CLUB MEMBERSHIP LIST**  
2012-2013 Academic Year

Please check appropriate box:

	Fall Submission <small>(due 10/12/2012)</small>
--	--

	Spring Submission <small>(due 2/8/2013)</small>
--	--

	Summer Submission <small>(due 6/7/2013)</small>
--	--

**Club Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

"I certify that I am participating in Gateway Technical College photo/video shoots and/or interviews by choice and that I was in no way forced to participate or give a testimonial as part of a college or program requirement. My statements are what I believe to be true. I give Gateway Technical College permission to utilize photographs and/or video images/pictures containing my voice, image and/or image of my original work. I understand the photographs/images/voice may be utilized in print publication and/or digital publication promoting the college such as via newspaper, magazine, newsletter, mailer, brochure, billboard, website, social media, cable/television broadcast, and/or radio broadcast, or any other additional formats for the sole purpose of promoting the college via publicity and advertising." *This release is given pursuant to the provisions of Section 895.50 of the Wisconsin Statutes and Sections 668.71 – 668.75 of the Federal Higher Education Act.*

	Student ID #	Student's Name (Must be typed or printed legibly)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

(For Additional Members – Please print an additional form)

**A copy of the attendance sheet with student signatures from the first meeting must accompany this form.**

**RETURN TO: Student Life Coordinator**

\_\_\_\_\_

Advisor's Signature

Revised 5/29/12

**CLUB CONSTITUTION**  
2012-2013 Academic Year

Please check appropriate box:

	Fall Submission <small>(due 10/12/2012)</small>
--	--

	Spring Submission <small>(due 2/8/2013)</small>
--	--

	Summer Submission <small>(due 6/7/2013)</small>
--	--

**Club Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**SAMPLE CONSTITUTION** (Adjust to fit your club or delete and submit your club's constitution in this place. Please do not just fill in the blanks. Constitutions require much thought. This is only provided to guide your process.)

Article I: Name of the Organization

The name of this organization shall be:

\_\_\_\_\_

Club Name

Article II: Purpose

The purpose of the chapter is to \_\_\_\_\_

Article III: Membership

Section A: Membership is open to \_\_\_\_\_

Section B: Members are responsible for \_\_\_\_\_

Article IV: Meetings

Section A: Chapter business meetings shall be held \_\_\_\_\_ time(s) a month at:

Section B: Officers may call additional meetings to plan special activities as needed:

Article V: Officers

Section A: The officers of this organization shall include:

Section B: Their responsibilities include:

Section C: The election of officers shall be by:

Article VI: Finances

Section A: Membership dues shall be determined by proposed chapter activities, state and national dues:

Section B: Dues must be paid annually – State and National dues must be paid at the time of affiliation:

Section C: Dues shall be used to meet the expenses of chapter sponsored:

Section D: Chapter membership will vote on the manner of disbursement of the remaining funds if such exists

Article VII: Amendments

Section A: This constitution may be amended by a majority vote of the chapter membership

Section B: Only such an amendment shall be made as in keeping with the purpose stated in Article II of this constitution and in the keeping with the State and National by-laws:

**RETURN TO: Student Life Coordinator**

Revised 5/29/12

**END OF SEMESTER REVIEW**  
2012-2013 Academic Year

Please check appropriate box:

	Fall Submission <small>(due 1/18/2013)</small>
--	---

	Spring Submission <small>(due 5/17/2013)</small>
--	---

	Summer Submission <small>(due 9/13/2013)</small>
--	---

1. Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_ Campus: \_\_\_\_\_

2. Advisor(s): \_\_\_\_\_

**Optional:** To donate the entire honorarium directly back to the club, check here.    
To donate individual portions to the club, indicate by checking the box by each "Total" below.

3. Number of meetings during the semester: Regular \_\_\_\_\_ Officers/Advisor(s) \_\_\_\_\_

4. Was your student organization/club considered "Active" for the current semester as defined in the DAAB manual?

- Turned in paperwork for the current semester
- Had a minimum of 5 registered members
- Held a minimum of 2 general business meetings in the current semester
- Participated in 1 organization/club event in the current semester

Yes (\$250)     No    Total: \_\_\_\_\_

5. Club paperwork (D-1 through D-5) submitted on time?     Yes (\$50)     No    Total: \_\_\_\_\_

6. Did a club advisor attend the Advisor Orientation during the current semester?  
Please list all attendees. (\$50)

\_\_\_\_\_ Total: \_\_\_\_\_

7. Number of registered members this semester: (please circle one)

Note: Registered members will be counted from the semester paperwork submitted.  
Members joining after paperwork is submitted will count for the next semester.

6-10 (\$25)    11-25 (\$50)    26-39 (\$75)    40+ (\$100)    Total: \_\_\_\_\_

8. Did your club develop and/or make changes to the Student Organization/Club webpage during the current semester in cooperation with the Marketing Department?

Yes (\$50)     No    Total: \_\_\_\_\_

9. Did your club organize or participate in any community service this semester? (\$50)

Date                      Event                      Participating Advisor(s)

Total: \_\_\_\_\_

10. On-Campus Club Events:  
(\$25 per event, maximum 3 events per semester)

Date                      Event                      Participating Advisor(s)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Total: \_\_\_\_\_

**END OF SEMESTER REVIEW**  
2011-2012 Academic Year

11. Field Trips with a minimum of 5 students in attendance:  
(\$25 per trip, maximum 2 trips per semester)

<u>Date</u>	<u>Location</u>	<u>Participating Advisor(s)</u>
1.		
2.		

Total: \_\_\_\_\_

12. Conferences requiring overnight travel, with a minimum of 3 students in attendance:  
(\$50 per trip, maximum 4 trips per semester)

<u>Date</u>	<u>Location</u>	<u>Participating Advisor(s)</u>
1.		
2.		
3.		
4.		

Total: \_\_\_\_\_

Club Total: \_\_\_\_\_

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

Yes     No    If yes, list below:

- 1)
- 2)
- 3)

**RETURN TO: Student Life Coordinator**

Revised 5/29/12

**Student Life Office Use:**

Advisor	4.	5.	6.	7.	8.	9.	10.	11.	12.	Total
<b>Donation to Club:</b>										

**CLUB Report Form for USG Meetings**  
2012-2013 Academic Year

**Club Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Please check the appropriate boxes:**

**Club Representative ATTENDANCE at USG Meeting**       **Report ONLY**

**Please check appropriate box:**

Fall Semester	
	September 2012
	October 2012
	November 2012
	December 2012

Spring Semester	
	January 2013
	February 2013
	March 2013
	April 2013
	May 2013

Summer Semester	
	May 2013
	June 2013
	July 2013
	August 2013

**Date of NEXT Club Meeting:** \_\_\_\_\_

**Upcoming Event Details (date, time, location, type of event, who can participate in the event, etc.):**

**Did your club attend a competition/conference last month?**       **Yes**       **No**

**If yes, did your club or any of the club members receive any awards or scholarships?**

**Yes**       **No**

**Competition/Conference and/or Award details (names of winners, type of award, etc.):**

**Submission of this report at each USG meeting is required to be eligible for \$200 of funding.**

- \$100 for the fall semester for participation in Student Government Association meetings at the club's respective campus (Attendance at each meeting with a club representative giving a club report will earn the club \$25 per meeting; maximum is \$100. While attendance at all meetings is preferred, sending a club report to two meetings in lieu of a club representative will earn the club \$25 per report; maximum is \$50.)
- \$100 for the spring semester for participation in Student Government Association meetings at the club's respective campus (Attendance at each meeting with a club representative giving a club report will earn the club \$25 per meeting; maximum is \$100. While attendance at all meetings is preferred, sending a club report to two meetings in lieu of a club representative will earn the club \$25 per report; maximum is \$50.)

**RETURN TO:**  
**Student Life Coordinator**  
**USG Public Relations Secretary for Your Respective Campus**

Revised 5/29/12

**CLUB MINUTES**  
2012-2013 Academic Year

Please check appropriate box:

Fall Semester	
<input type="checkbox"/>	September 2012
<input type="checkbox"/>	October 2012
<input type="checkbox"/>	November 2012
<input type="checkbox"/>	December 2012

Spring Semester	
<input type="checkbox"/>	January 2013
<input type="checkbox"/>	February 2013
<input type="checkbox"/>	March 2013
<input type="checkbox"/>	April 2013
<input type="checkbox"/>	May 2013

Summer Semester	
<input type="checkbox"/>	May 2013
<input type="checkbox"/>	June 2013
<input type="checkbox"/>	July 2013
<input type="checkbox"/>	August 2013

It is highly encouraged for clubs to submit minutes within 1 week of meeting date along with attendance sheet with students' signatures.

Club Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

**MINUTES**

**NEW CLUB/ORGANIZATION INTENTION**

2012-2013 Academic Year

Please check appropriate box:

	Fall Submission <small>(due 10/12/2012)</small>
--	--

	Spring Submission <small>(due 2/8/2013)</small>
--	--

	Summer Submission <small>(due 6/7/2013)</small>
--	--

**Club Name:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Gateway Program Affiliation:**  Yes  No

If yes, Program: \_\_\_\_\_

**Is the Club chartered by a local, state or national organization?**  Yes  No

If yes, name of organization: \_\_\_\_\_

**Club Intent or Purpose:**

**Suggested Club Advisor(s):**

**Please Note:** The Dean of Campus Affairs will appoint all advisors.

**Constitution:** Attach a copy of your club's Constitution to this form. (A sample constitution is available for your use on the D-5 Form of the DAAB Manual.)

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RETURN TO: Dean of Campus Affairs**  
 (The Dean will forward Approved forms to the Student Life Coordinator.)

**CLUB DISBURSEMENT VOUCHER**  
2012-2013 Academic Year

Club Name: \_\_\_\_\_ 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.		
<input type="checkbox"/> Mail Direct <input type="checkbox"/> Intercampus Mail <input type="checkbox"/> Will Pick Up		<b>TOTAL</b> \$

**AUTHORIZED SIGNATURES: (Two Required)**

Club Officer Signature \_\_\_\_\_

Club Advisor Signature \_\_\_\_\_

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

Dean of Campus Affairs \_\_\_\_\_

**RETURN TO: Sherry Croce, Kenosha – Admin Center**

GL#: 73-00-93400-\_\_\_\_\_-55010-3



CLUB DEPOSIT SLIP  
2012-2013 Academic Year

Club Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Club Account #: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation of Deposit \_\_\_\_\_

**CHECKS** (Attach tape of check total)      Check Total      \$ \_\_\_\_\_

**CASH**

*Coin Total*      \$ \_\_\_\_\_

*Currency Total*      \$ \_\_\_\_\_

(If currency is over \$500.00, please list currency by denomination. Attach tape of 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 \_\_\_\_\_

# DAAB FIELD TRIP Funding Request

2012-2013 Academic Year

Form D-12A

Submit request to **Sherry Croce (Kenosha)** at least 10 days prior to event date.

**Please check appropriate box:**

 Fall Semester Request

 Spring Semester Request

 Summer Semester Request

**Please print all information.**

Name of Club/Class: \_\_\_\_\_ Club #: \_\_\_\_\_ Campus: \_\_\_\_\_

Advisor/Instructor Name(s): \_\_\_\_\_

Dates of Event: \_\_\_\_\_ # of Students \_\_\_\_\_ # of Advisors \_\_\_\_\_ Total # of Attendees \_\_\_\_\_

Event Destination and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Brief description of the event (attach documents if needed). **Attach a copy of the brochure or itinerary.** \_\_\_\_\_  
 \_\_\_\_\_

**Registration:** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 (Minimum 2 students/room) Total # of Attendees **Registration Fee** **REGISTRATION TOTAL**

**Lodging** \_\_\_\_\_ ÷ 2 = \_\_\_\_\_  
 # of Male Students # of Male Hotel Rooms **NOTE: IN THE CASE OF AN ODD NUMBER OF MALE OR FEMALE**  
 \_\_\_\_\_ ÷ 2 = \_\_\_\_\_  
 # of Female Students # of Female Hotel Rooms **ATTENDEES, ROUND THE NUMBER OF HOTEL ROOMS UP**

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # of Male Hotel Rooms # of Female Hotel Rooms # Student Hotel Rooms **Hotel Room Cost** **STUDENT HOTEL COST**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # of Advisors **Hotel Room Cost** **ADVISOR HOTEL COST**

**Meals:** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 (Please check GSA for meal allowance amounts) Total # of Attendees **Meal Cost** **MEAL TOTAL**

**Travel by Train:** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 (Please Calculate the Roundtrip Ticket Cost) Total # of Attendees **Train Ticket Cost** **TRAIN TICKET TOTAL**

**Travel by Airplane:** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 (Please Calculate the Roundtrip Ticket Cost) Total # of Attendees **Plane Ticket Cost** **PLANE TICKET TOTAL**

**Travel by Bus:** \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
**BUS COST** Total # of Attendees **Cost of Bus/Person**

**Travel by Rental Car/Van:** \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
**RENTAL COST** Total # of Attendees **Cost of Rental/Person**

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
**GASOLINE COST** Total # of Attendees **Cost of Gasoline/Person**

**Other:** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 (Please Explain) Total # of Attendees **Other Cost** **OTHER COST TOTAL**

Total Cost/Attendee, excluding Lodging \$ \_\_\_\_\_  
 (Add ALL RED numbers)

**NOTE:** DAAB covers 100% of total **actual** costs up to \$60/student for all field trips)

Total Cost/Student \$ \_\_\_\_\_  
 (Sum of RED numbers and **STUDENT HOTEL COST**)

\$ \_\_\_\_\_ X \_\_\_\_\_ = Amount Requested from DAAB \$ \_\_\_\_\_  
 (Total Cost/Student or Maximum DAAB Funding) # of Students

Total Cost/Advisor \$ \_\_\_\_\_ X \_\_\_\_\_ x 100% = Amount Requested from DAAB \$ \_\_\_\_\_  
 (Sum of RED numbers and **ADVISOR HOTEL COST**) # of Advisors

Total Cost of Event \$ \_\_\_\_\_ **Total Amount Requested from DAAB \$** \_\_\_\_\_  
 (Add ALL BLUE numbers, **STUDENT HOTEL COST**, and **ADVISOR HOTEL COST**) (Add Student and Advisor Requested Amounts)

**DAAB Response:** \_\_\_\_\_ Approved as submitted \_\_\_\_\_ Approved as amended \_\_\_\_\_ Denied  
 \_\_\_\_\_ Reimbursement (Receipts Required) Amount: \_\_\_\_\_ Date: \_\_\_\_\_

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

Request #: \_\_\_\_\_

Revised 5/29/12

# DAAB Conference Funding Request

2012-2013 Academic Year

Form D-12B

Submit request to **Sherry Croce (Kenosha)** at least 10 days prior to event date.

**Please check appropriate box:**

Fall Semester Request     
  Spring Semester Request     
  Summer Semester Request

**Please print all information.**

Name of Club/Class: \_\_\_\_\_ Club #: \_\_\_\_\_ Campus: \_\_\_\_\_

Advisor/Instructor Name(s): \_\_\_\_\_

Dates of Event: \_\_\_\_\_ # of Students \_\_\_\_\_ # of Advisors \_\_\_\_\_ Total # of Attendees \_\_\_\_\_

In-state Conference     
  Out-of-State Conference

Event Destination and Address: \_\_\_\_\_

Brief description of the event (attach documents if needed). **Attach a copy of the brochure or itinerary.** \_\_\_\_\_

**Registration:**

(Minimum 2 students/room) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Total # of Attendees      Registration Fee      REGISTRATION TOTAL

**Lodging**

\_\_\_\_\_ ÷ 2 = \_\_\_\_\_  
# of Male Students      # of Male Hotel Rooms

**NOTE: IN THE CASE OF AN ODD NUMBER OF MALE OR FEMALE ATTENDEES, ROUND THE NUMBER OF HOTEL ROOMS UP**

\_\_\_\_\_ ÷ 2 = \_\_\_\_\_  
# of Female Students      # of Female Hotel Rooms

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# of Male Hotel Rooms    # of Female Hotel Rooms    # Student Hotel Rooms    Hotel Room Cost    STUDENT HOTEL COST

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
# of Advisors      Hotel Room Cost      ADVISOR HOTEL COST

**Meals:**

(Please check GSA for meal allowance amounts) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Total # of Attendees      Meal Cost      MEAL TOTAL

**Travel by Train:**

(Please Calculate the Roundtrip Ticket Cost) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Total # of Attendees      Train Ticket Cost      TRAIN TICKET TOTAL

**Travel by Airplane:**

(Please Calculate the Roundtrip Ticket Cost) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Total # of Attendees      Plane Ticket Cost      PLANE TICKET TOTAL

**Travel by Bus:**

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
BUS COST      Total # of Attendees      Cost of Bus/Person

**Travel by Rental Car/Van:**

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
RENTAL COST      Total # of Attendees      Cost of Rental/Person

\_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_  
GASOLINE COST      Total # of Attendees      Cost of Gasoline/Person

**Other:**

(Please Explain) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Total # of Attendees      Other Cost      OTHER COST TOTAL

Total Cost/Attendee, excluding Lodging \$ \_\_\_\_\_  
(Add ALL RED numbers)

**NOTE:** DAAB covers 2/3 of total **actual** costs up to \$400/student in-state events or \$900/student out-of-state events)

Total Cost/Student \$ \_\_\_\_\_ x 67% = \_\_\_\_\_  
(Sum of RED numbers and STUDENT HOTEL COST)      Allowable Funding

\$ \_\_\_\_\_ x \_\_\_\_\_ = Amount Requested from DAAB \$ \_\_\_\_\_  
(Allowable Funding or Maximum DAAB Funding)      # of Students

Total Cost/Advisor \$ \_\_\_\_\_ x \_\_\_\_\_ x 100% = Amount Requested from DAAB \$ \_\_\_\_\_  
(Sum of RED numbers and ADVISOR HOTEL COST)      # of Advisors

Total Cost of Event \$ \_\_\_\_\_ **Total Amount Requested from DAAB \$ \_\_\_\_\_**  
(Add ALL BLUE numbers, STUDENT HOTEL COST, and ADVISOR HOTEL COST)      (Add Student and Advisor Requested Amounts)

**DAAB Response:** \_\_\_\_\_ Approved as submitted      \_\_\_\_\_ Approved as amended      \_\_\_\_\_ Denied  
 \_\_\_\_\_ Reimbursement (Receipts Required)      Amount: \_\_\_\_\_      Date: \_\_\_\_\_

**For Office Use Only\*\*** \_\_\_\_\_ **Request #:** \_\_\_\_\_ Revised 5/29/12



Gateway Technical College -- Student Activity/Club Expense Summary

Form D-12D

Name of Club/Class: \_\_\_\_\_ Club #: \_\_\_\_\_  
Advisor/Instructor: \_\_\_\_\_ DAAB Request #'s: \_\_\_\_\_  
Activity/Event: \_\_\_\_\_  
Location of Activity: \_\_\_\_\_  
Date of Activity: \_\_\_\_\_

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 <sup>(a)</sup>				
- Taxi				
-Other- parking				
Lodging				
Conference/Registration Fees				
Meals <sup>(b)</sup>				
Other Tolls				
<b>Total Advisor</b>	\$ -		-	100% of Actual Expenses up to approved amount.
<b>Students 8</b>	<b>Amount</b>			
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 <sup>(b)</sup>				
Other -				
<b>Total Students</b>			-	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](http://www.gsa.gov) under Per Diem Rates (by state, individual meal rates [www.gsa.gov/mie](http://www.gsa.gov/mie))

**ACKNOWLEDGEMENT OF RISKS/ACCEPTANCE OF RESPONSIBILITY  
AGREEMENT AND RELEASE  
2012-2013 Academic Year**

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 \_\_\_\_\_ activity/event. 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 RESPONSIBILITY  
AGREEMENT AND RELEASE  
2012-2013 Academic Year**

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 (Signature required if Student is under age 18.) Date

\* Advisor must maintain an electronic copy of this form for a minimum of 3 years plus 1 day from date of activity.  
\*\* Additionally, an electronic copy of this form should be sent to the Student Life Coordinator before the activity or event.

**Student Travel Conduct Form**  
2012-2013 Academic Year

The following policies apply to all Gateway Technical College students participating in extracurricular travel which is either sponsored, or co-sponsored by a recognized Gateway Technical College student organization, or in which the name of the college is used in conjunction with the event.

1. Participant behavior traveling to, from, or during the event, should reflect credit to the organization, school and individual at all times. This also applies to conduct during social activities or times when no formal activities or meetings are scheduled, such as late evening or early morning hours.
2. Participants will report any accidents, injuries or illnesses to the attending advisor immediately.
3. Participants are expected to attend all business meetings, workshops and other scheduled event programs.
4. Each student is responsible, before committing to any event, for understanding the financial consequences of cancelling their participation at any time.
5. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable.
6. Students involved in an event/activity may not consume, or be under the influence of alcohol.
7. Students who are **not** of legal drinking age may not consume alcoholic beverages at any time.
8. 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 not adhering to alcohol policies 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.
    - Be required to pay for any expenses incurred as a result of leaving the conference early
    - Be responsible for making their own arrangements to leave the conference
    - Be banned from participating in any other Gateway Technical College extracurricular travel for the remainder of the school year.
  - Student not adhering to alcohol policies who are **under 21 years of age** will:
    - Be asked to leave the conference/meeting, as soon as feasibly possible, for the first offense.
    - Be required to pay for any expenses incurred as a result of leaving the conference early
    - Be responsible for making their own arrangements to leave the conference
    - Be banned from participating in any other Gateway Technical College extracurricular travel for the remainder of the school year.
    - Be turned over to local police for prosecution.

**Emergency Contact Information:**

In case of emergency, please provide the following information:

Names and relationships of emergency contacts:	Phone:
_____	_____
_____	_____

The attending advisor accompanying students will have total authority over the supervision of the event and its Gateway Technical College participants. This dictates that all student participants must adhere to, and abide by, the advisor's decisions and judgments, and accord them the courtesy and respect due by virtue of being a representative of the college. Participants who disregard or violate the policies explained in this document will receive disciplinary action through the policies outlined in the Student Handbook for Gateway Technical College.

I have read, my advisor has explained and I fully understand and agree to comply with the Student Travel Conduct 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. If I violate any part of the Student Travel Conduct policy, I understand that I will lose all funding granted by the college. All costs associated with travel become my sole responsibility.

Student's Signature _____	Date _____
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Address \_\_\_\_\_

Parent/Guardian (Signature required if student is under age 18) _____	Date _____
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**\* Advisor must maintain an electronic copy of this form for a minimum of 3 years plus 1 day from date of activity.**  
**\*\*Additionally, an electronic copy of this form should be sent to the Student Life Coordinator before the activity or event.**

Revised 5/29/12



**Districts Mutual Insurance**  
**100 West Grand Avenue, Suite B – Port Washington, WI 53074**  
tel: 262/268-6954      fax: 262/284-3735

## Motor Vehicle Record Check

Under guidelines set forth by the Drivers Privacy Protection Act (DPPA) the following authorization is required to request access to the Motor Vehicle Record.

As a potential operator of a Gateway Technical College owned vehicle or an individual driving any other motor vehicle on official College business, a motor vehicle record review will be conducted. No portion of your driving record will be released. The department requesting your services as an operator of a College vehicle or any other motor vehicle for official College business will be advised on your status as “acceptable” or “not acceptable” for driving on behalf of the College.

Kindly read the following and complete the section below and return this form to Susan Debe, Assist to Chief Financial Officer/Vice President Administration, Administration Center, 3520 – 30<sup>th</sup> Avenue, Kenosha, WI 53144 or e-mail to [debes@gtc.edu](mailto:debes@gtc.edu).

I am aware that Motor Vehicle Reports may be obtained as part of Gateway Technical College’s evaluation of my driving record. The report may be procured by Gateway Technical College or District Mutual Insurance Company representative(s), and may include personal information obtained from State Motor Vehicle Departments, my driving records, and an assessment of my insurability for the insurance program.

By signing this letter, I hereby provide my authorization for Gateway Technical College or Districts Mutual Insurance Company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate; to evaluate my insurability for the operating motor vehicles on behalf of the College.

\_\_\_\_\_  
Signature of Employee/Student

\_\_\_\_\_  
Requesting Department

\_\_\_\_\_  
Name as it appears on driver’s license (Please print).

\_\_\_\_\_  
Driver’s License Number/State of Issuance

\_\_\_\_\_  
Date of Birth

***Serving the Wisconsin Technical College System***

**RAFFLE EVENT FORM**  
2012-2013 Academic Year

Form is required for any raffle requested. Return the upper portion **two weeks prior** to start of raffle to Student Life Coordinator.

Club Requesting Raffle: \_\_\_\_\_ Campus: \_\_\_\_\_

Club Account Number: \_\_\_\_\_ Request Date: \_\_\_\_\_

**DRAWING INFORMATION:**

Date, Time and Location: \_\_\_\_\_

Quantity of Tickets to be Printed: \_\_\_\_\_ Cost per Ticket: \$ \_\_\_\_\_

Prizes with a value of \$500.00 or more: \_\_\_\_\_

Additional Prizes with a value less than \$500.00: \_\_\_\_\_

**AUTHORIZED SIGNATURES: (Officer's and Advisor's Signatures Required)**

Club Officer's Signature \_\_\_\_\_

Club Advisor's Signature \_\_\_\_\_

Student Life Coordinator \_\_\_\_\_

**RAFFLE REPORT**

Please return completed sheet within **one week** of the drawing date to Student Life Coordinator.

Date of Raffle: \_\_\_\_\_

Gross Receipts (Total Dollar Amount of Ticket Sales): \$ \_\_\_\_\_

Expenses in Dollar Value (Printing costs, prizes, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expense Total: \$ \_\_\_\_\_

Net Profit (Gross Receipts Minus Expense Total): \$ \_\_\_\_\_

**Names of Winners Receiving a Prize Worth \$100.00 or More:**

\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_