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The Purpose of Student Organizations at WCTC

• Provide a variety of educational experiences that will encourage organization members to broaden their knowledge of and increase their enthusiasm for their chosen occupational areas (i.e. occupational related field trips, seminars, etc.).

• Provide opportunities for members to participate in conferences that relate to the organization’s occupational area.

• Provide opportunities for social interaction among organization members.

• Encourage the development of occupational, social, special interest and service organizations with an emphasis on occupationally related student organizations.

• Encourage all students to be in the student organizations of their choice.

• Assist students to increase their knowledge of and skill in functioning in a leadership position (i.e. planning, delegating, decision making).

• Assist students to increase their knowledge of and skill in functioning as a group member (i.e. cooperation, reaching consensus).

• Assist students to develop a more positive and realistic attitude toward themselves, their peers and the college.

• Promote community awareness and responsibility through professional conferences, chapter activities, and school and community improvement projects.

• Provide opportunities for intelligent career choices.
Recognition of Student Organizations

There are three types of Student Organizations recognized at WCTC:

Occupational Organizations

Professional Organizations

Special Interest Organizations

How to Seek Active Status

In order for an organization to operate on campus and to be granted active or probationary status in the Student Government Association of Waukesha County Technical College, they must meet the following requirements:

- The purpose of the organization must be occupational, social-recreational, special interest or service.

- Receive approval for active status from the Student Government Association and the Student Life Coordinator.

- Have at least ten student members who are registered credit students at WCTC. Non-credit students may join organizations at the discretion of the individual organization, but shall not vote on business matters, nor receive any funding from the student activity fee.

- During the first semester of operation, submit a constitution for the WCTC Student Government Association and Student Life Coordinator’s approval.

- Elect a president, vice-president, secretary, and treasurer (or appropriate officers). All officers must be enrolled in six or more credit hours and be in Good Academic Standing (maintain a minimum 2.0 GPA.).

- Have an organization advisor who is a faculty or staff member of WCTC.

- Submit an application for active status by completing the Plan of Action form.

- Comply with all Waukesha County Technical College regulations concerning student activities as well as the WCTC Student Code of Conduct.

No student organization shall deny membership to any WCTC student based on age, race, color, creed, religion, handicap, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin
Probationary Status

For an organization to meet probationary status they need to:

- Meet with the Student Life Coordinator to assess student interest in the organization and the type of organizational status they seek.

- Develop and submit a Plan of Action form and a constitution to the Student Government Association Executive Board and Student Life Coordinator for approval. Additionally, the organization must have an advisor who is approved by the Student Life Coordinator.

- All organizations must have at least ten student members. An appeal to waive the aforementioned requirements may be submitted, in writing, to the Student Life Coordinator.

Once a student organization is approved, it has "New Organization Status" for the balance of the school year, which means:

The Student Government Association Executive Board and the Student Life Coordinator will review the organization at the end of the school year to determine whether the organization should be eligible for “Active Organization Status”.

The organization may be eligible for a maximum of $300 from the Student Government Association. The $300 limit may be appealed to the Student Government Association Executive Board and Student Life Coordinator.

How to Maintain Active Organization Status

Active Student Organizations, those in at least their second year of approved operation, will be recognized by the following procedure:

- Submit Organization Registration Forms (including officer and member information – officers must be enrolled in minimum of 6 credit hours and be in Good Academic Standing = 2.0 GPA)
- Submit Advisor Letter of Appointment
- Submit a Plan of Action form at the beginning of each school year
- Maintain a current approved constitution on file in the Student Life Office
- Maintain student membership of a minimum of 10 active, credit students (active is defined as members attending meetings; assisting with the creation, organization, and implementation of club activities; and participating in club business)

Student Organizations must follow all WCTC Business Office procedures concerning the financial accounts.
Inactive Status
If an active student organization becomes inactive during the school year due to membership decline, lack of interest, no advisor, etc. the organization will become “Inactive.”

When a student organization becomes inactive, the organization’s current funding will remain in it’s fiduciary account for two academic years. If the student organization does not revive itself after two years, the monies will be commingled with SGA student fees for re-distribution to active student organizations.

If the advisor continues to try and recruit students after the organization becomes inactive, and can demonstrate recruitment activities for the student organization, the advisor may be eligible for Non-Active Organization base pay. (See the Honorarium Report Form for this rate.) This base pay will be awarded for only one school year. For exceptions, please see the Student Life Coordinator.

Rights and Responsibilities of Student Organizations
Rights and responsibilities of student organizations will vary according to the type of organization.

Occupational/Professional Organizations
Occupational and professional organizations shall be afforded rights that include:

- The right to use WCTC's name along with its own name to request use of school facilities.
- Eligibility for financial support from the Student Government Association and partial reimbursement of student travel to approved state and national conferences.
- The right to raise funds for organizational use.

Occupational and professional organizations will be expected to:

- Offer a number of educational and social activities to its membership.
- Offer occupationally related experiences, such as field trips, speakers, etc.
- Participate in state and national organizations when appropriate.
- Pursue fund-raising projects when appropriate.
- Encourage community and school service projects.
- Participate in at least one all school event.
- Participate in the end of the year district board presentation.
Special Interest Organizations
Special interest organizations shall be afforded rights that include:

- The right to use WCTC's name, along with its own name, to request use of school facilities.
- Eligibility for financial support from the Student Government Association and partial reimbursement of student travel to approved state and national conferences.
- The right to raise funds for organization use.

Special interest organizations will be expected to:

- Engage in activities appropriate to its special characteristics.
- Participate in the end of the year district board presentation.
- Engage in community and school service projects.

Student Religious and Political Groups Regulations
Religious and political groups that desire to use WCTC's facilities or seek status as a recognized student organization shall:

- Register with the Office of Student Life consistent with rules and regulations for other student organizations and renew this status annually.
- Have all flyers, posters, handouts and other types of written communications cleared and approved by the Student Life Office.
- Be able to utilize campus buildings and rooms free of charge for the purpose of organizing and conducting their organizational activities.
- Not receive any money or any indirect financial support from the Student Government Association or from WCTC in the form of stationary, supplies, postage, telephone, duplicating services, secretarial service and the like.
- Abide by WCTC's statement of non-discrimination, which requires all organizations using district property for meetings or events to allow participation on a non-discriminatory basis. Membership must be open to all students, faculty, and staff who desire to participate.
- Have the same rights and privileges afforded to other student organizations, such as the right to associate, freedom of speech and expression, the right to circulate flyers and information, and the right to associate to further their personal beliefs.
- Not indicate or imply that the organization is acting on behalf of WCTC, or has received approval or sponsoring for that particular student organization's political or religious beliefs from WCTC, or use WCTC's name along with their own name.
Discipline of Student Organizations

Charges of misconduct against organization members and/or organization advisors must be brought in writing to the Student Life Coordinator. The individual(s) and/or organization against which charges have been made will be dealt with in accordance with the Disciplinary Procedures of WCTC. The constitutional rights of individuals and organizations will be protected and a system of due process will be followed in the rendering of a decision.

Any individual or organization, after an appropriate hearing, that is found to have violated any of the policies and procedures as specified in this handbook or WCTC Rules of Personal Conduct, shall be subject to sanctions.

Student Involvement in Decision Making

The Board of Waukesha County Technical College District strongly supports participation by students in ways to improve the educational process, to improve the welfare of the student body and in setting guidelines for student conduct. Further, it would prove beneficial to the educational process and to board-staff-student relationships for the District Board to seek out and encourage regular contacts with student representatives.
Student Organization Advisors

Expectations
Generally, an organization advisor is expected to assist the student members of the organization to plan, implement and evaluate occupationally related and social activities. In addition, the advisor should provide assistance in coordinating conferences, field trips, and fund-raising activities. The advisor is expected to attend the advisor training scheduled by the Student Life Coordinator at the beginning of the school year.

RESPONSIBILITIES OF ADVISORS

- Attend Advisor Orientation/Training
- Attend all Organization meetings
- Recruit and promote organization members from classes
- Plan meetings with officers (i.e. prepare agenda, reserve rooms, etc.)
- Promote leadership and responsibility - "give them the rope"
- Plan calendar of events with organization
- Delegate tasks and assignments to organization members
- Coordinate conferences and field trips
- Encourage new ideas - use brainstorming technique
- Supervise - make sure that assignments are being completed; follow-up
- Evaluate the effectiveness of organization members and organization projects; make suggestions for improvement
- Act as a campus liaison - cut through the "bureaucracy"

Appointments
Organization members are responsible for recommending advisor(s) for their organization to the Student Life Coordinator. Upon approval of the Student Life Coordinator and the Student Government Association Executive Board, the faculty advisor will be officially recognized in a letter of appointment. Generally, advisors are appointed for a one-year term.

Honorariums
The organization advisor's honorarium will be identified in a letter of appointment no later than October 30th. The gratuity will be awarded to the advisor at the end of the school year, based upon a satisfactory evaluation of the advisor by the Student Organization members and the Student Life Coordinator.
Multiple Advisors for an Organization
Active organizations may have multiple organization advisors who are eligible for an honorarium. The criteria for multiple organization advisors are:

- The organization covers more than one discipline.
- The organization is an occupational or professional organization.
- The organization is affiliated with local, state and national vocational student organizations.
- The organization is involved in competition at the state and national levels.
- The organization must engage in community service activities, which net $250 or more.

Replacement of Advisors
If for any reason, such as resignation or termination, an organization advisor does not complete a term of one year, it is the responsibility of the organization members to recommend a new advisor to the Student Life Coordinator. As a result, the advisors' gratuities will be prorated on a monthly basis and divided proportionately between the advisor who is leaving and the new advisor. The new advisor will be officially approved consistent with the procedures for advisor appointment.

Evaluation of Advisors
A formal evaluation of the advisor by the organization members will be conducted by a survey at the end of each year.

It should be noted that student complaints about the performance of an advisor should be brought to the Student Life Coordinator and if at all possible, resolved without a formal hearing.
Supervision of Students at a Conference
In order to insure that WCTC maintains adequate supervision of students who attend state or nationally recognized student conferences and to comply with the Wisconsin Board of WTCS ruling that all students attending conferences should have an advisor, the following policy statement has been developed:

POLICY STATEMENT REGARDING ADVISORS AT STUDENT CONFERENCES

The advisor may be:

- An organization advisor or co-advisor
- A Faculty member or responsible person named by District Administration

There must be a minimum of one advisor for every 20-student delegates.

When WCTC plans a small delegation, arrangements to share an advisor with another WTCS District may be made. The identified advisor will assume full responsibility and liability for both WTCS District delegations.

Special Events
When an organization is sponsoring an event, the advisor shall be in attendance on the day or night the event is held and should plan to arrive before the event starts and remain until its completion. Should he/she be unable to attend, the advisor shall arrange for a replacement to assume his/her responsibilities. Any organizational trips must also have an advisor present during the entire trip.
Those requesting community fund-raising programs must submit their request, in writing, to the District Director for approval at least one month in advance of the scheduled program.

The request must include:

1. The group or individual submitting the request
2. The timetable identifying the beginning and conclusion of the program
3. The purpose of the fund raising program including specifically how the funds would be utilized
4. The objectives identifying the quotas or the goals
5. The public or individuals to be contracted
6. The internal controls (auditing) for the project

In those instances where District authorization is provided, the originator must file with the District Director's office a complete report at the conclusion of the project. This report must be submitted to the director no later than one month after the conclusion of the project and shall contain all elements of the project, specifically: an audit statement, individuals or organizations contacted, the success of percentage of its objectives met, and the plans for the use of the funds or accomplishments of the program.

Procedure Adopted: November 23, 1977

To control the selling of items or services on the WCTC campuses, any WCTC department or student organization which wishes to conduct a fund-raising activity must have an approved franchise agreement from the Student Life Office. A franchise awards the group sole rights to be conducting the fund-raising activity at the specific date(s), time(s) and locations(s) requested. Application for a franchise may be submitted no earlier than the first day of the semester prior to the fund-raising activity and will be granted for one semester. Franchises for the second semester must be submitted during the first week of the second semester. A franchise will be granted according to the following criteria, in order:
1. Prior District Direction to fund-raise
2. Date request is submitted
3. Purpose of fund-raising activity
4. A vendor check, if applicable

The Student Life Coordinator will authorize fund-raising activities for student organizations and departments. In all cases the "WCTC Student Organization/Department Fund-raising Registration" must be completed. For community based fund-raising authorization, follow WCTC Procedure K431.

Where the WCTC President has authorized the fund-raising activity, the group must file a complete report at the conclusion of the project with the District Director's office to include:

1. Total revenue
2. Total costs (Itemized)
3. Total profit
4. Percentage of goal reached (actual profit/anticipated profit)
Posting & Advertising

Distribution of Posters and Flyers on Campus

ADVERTISING IN THE SCHOOLS
Commercial advertising of materials shall be permitted in College buildings and/or on College grounds or properties with prior approval from the President or designee. Publications of the College shall not contain any advertising without prior approval from the President or designee.

Nothing in this policy shall be construed to prevent advertising in student publications, which are published by student organizations, or to prevent advertising for functions or activities authorized by the Student Government Association. Solicitation of advertising for functions or activities authorized by the Student Government Association. Solicitation of advertising or use of the College to promote the merit of any product by brand name or trademark shall not be permitted.

Policy Adopted: July 24, 1973
Policy Revised: December 20, 1979
Policy Revised: January 26, 1984
Policy Revised: March 10, 1992

WAUKESHA COUNTY AREA VOCATIONAL, TECHNICAL AND ADULT EDUCATION DISTRICT, 800 Main Street, Pewaukee, WI 53072

Rationale

The control of posters and flyers on the WCTC campus is necessitated by concerns of safety and litter. The posting of materials on glass doors constitutes a potential hazard as they may block vision. The increased proliferation of printed materials on campus has generated a considerable litter problem on campus.

Poster Approval

All posters must be approved in the Student Life Office, C-121. Only posters pertaining to campus activities, classes, or services of a direct nature to students will be approved. The approved posters will be posted by the Student Life Office no longer than two weeks unless otherwise requested and approved by the Student Life Coordinator. All posters not approved will be removed and destroyed.

Poster Location

Approved posters will be posted by the Student Life Office on the appropriate bulletin boards located either on the interior or exterior of buildings. Posters cannot be placed on doors or windows. The exception is departmental information within the confines of the department as approved by the area supervisor.
Poster Removal
The Student Life Office will remove all posters two days after the expiration date unless specifically requested.

Off Campus Advertising
Organization's promotional literature, which is placed at other business establishments, or other public institutions to promote a student activity, must have permission secured in writing from an appropriate authority whose location is being utilized. This operating procedure is also applicable to the placing of handbills in parking lots.

WCTC school policy and a Village of Pewaukee ordinance prohibit the distribution of flyers and handbills on automobiles.

News Releases
All news releases concerning the Waukesha County Technical College District, except the reports of athletic games, shall be cleared through the Office of College Marketing.

Administrators, teachers, and other staff members are urged to coordinate all District news for the following reasons:

1. Avoidance of duplication of material
2. Maintenance of consistency with respect to District publicity
3. Compilation of a file of releases as a protection to the District
4. To insure prior awareness of all activities occurring in the District
Student Organization Travel

Insurance Coverage of Student Drivers for WCTC Approved Events

The college’s auto policy covers only **college owned and rented vehicles**. It would also be a backup to *employee’s* personal policies when employees use their vehicle for college business. That is, it would provide excess coverage beyond the employee’s personal policy if necessary. The employee’s policy is the primary insurance.

**Students** are covered if they are classified as a student employee or if they are driving a college owned or rented vehicle (provided they meet the age requirement of the rental agency). **Students are not covered** while using their *personal* vehicles and should not be asked by the college to transport others in their personal vehicles. If students arrange carpools on their own, they should understand the insurance implications and do so voluntarily. **The college will not pay students mileage for traveling to events.**

Students should also not be driving college vehicles or college rented vehicles unless a driver’s license and record check are completed. Additionally, all drivers of college owned or rented vans must complete the van driver training video/exam. To obtain clearance, the student must submit a copy of their driver’s license to Human Resources and must be cleared by the college before they are allowed to drive college vehicles or college rented vehicles. Please allow 3 weeks for this clearance process.

***To get funding through SGA for your Organization trips, all travel must now be arranged through the Student Life Office. Please contact the Student Life Coordinator to obtain the proper forms to plan your travel.***

For student function travel, we recommend you do one of the following:

1. Tell students that the college van will leave at ____ and return at ______ if you can't come with us you are on your own for the travel. If the students want to car pool they need to arrange it, don't assist with that process.

2. Tell students that they are on their own for transportation to get to an event.

To secure the college owned van for a student function, contact facilities at 691-5555. If a rental agency is used outside of WCTC, approval must be secured in advance. Contact the Office of Student Life for details.

Any traffic violations will be the driver’s responsibility.

Below are a list of agencies to help you secure a vehicle if WCTC’s vans are not available:
Mayfair Rental & Leasing 262-513-3300  
Caravans Rentals 414- 264-2000  
Ekco Truck Rental 262-377-2380 or 414-352-4885  
Salentine E J Inc Buick & Pontiac Dealers 262-422-0100
SGA Funding for Conferences/Competitions

The following guidelines apply to all student organizations recognized by the Office of Student Life at WCTC. **For all local/state and national competitions and conferences students must currently be enrolled in 6 or more credits and be in Good Academic Standing (minimum 2.0 GPA on a 4.0 scale) to be eligible for funding.** Students will only be eligible for funding for two international/national travels per program enrollment. National funding restrictions will exclude travels that do not require airplane for travel.

Funding is contingent upon each student organization having a representative at the monthly Club Council meetings. Each organization will be allowed only one absence during the academic year. After the second absence, the advisor and president will be informed by the Student Life Coordinator of their ineligibility for additional funds for the remainder of the academic year.

State/National Competitions
Student Government will pay for up to 75% of all basic costs for local/state competitions and up to 60% for national competitions ONLY FOR THOSE STUDENTS WHO QUALIFY TO COMPETE.

The Office of Student Development will pay for 100% of all basic costs for the accompanying advisor. The Student Life Coordinator must receive advance request for travel at least two weeks prior to the event. For organizations with multiple advisors, travel costs will be paid at 100% for one (1) advisor, unless there are more than 10 students attending the competition.

Non-Competitive Conferences
Student Government will pay up to 75% of all basic costs for non-competitive local/state conference participants and up to 60% for national conference participants.

The Office of Student Development will pay for 100% of all basic costs for the accompanying advisor. The Student Life Coordinator must receive advance request for travel at least two weeks prior to the event. For organizations with multiple advisors, travel costs will be paid at 100% for one (1) advisor, unless there are more than 10 students attending the competition.

**Overnight Travel to Conferences and/or Competitions**

For any travel off campus, an organization must complete the following forms:

1. **WCTC Advance Travel Cost-Advance Notification (2 weeks prior)**
2. Advisor Travel Request form
3. All participants must read and sign the Code of Conduct and Hold Harmless Form each trip
4. WCTC check request or PO on the banner system for all advance expenses
5. **WCTC Travel Costs for Reimbursement (2 weeks post event)**

**Supervision of Students at a Conference**

In order to insure that WCTC maintains adequate supervision of students who attend state recognized student organization conferences and to comply with the Wisconsin Board of WTCS ruling that all students attending conferences should have an advisor, the following policy statement has been developed:

The advisor may be:
o An organization advisor or co-advisor
o A Faculty member or responsible person named by College Administration

There must be a minimum of one advisor for every 20 student delegates.
All students are expected to follow the Student Code of Conduct found in the Student Handbook. The following rules and regulations also apply to all WCTC students participating in extracurricular travel that is either sponsored or co-sponsored by a recognized WCTC student organization, or in which the name of the college is used in conjunction with the event.

1. Participants behavior traveling to or from, or during the event, should be such that it reflects credit to the group/organization, the school and the individual at all times. This also applies to participants’ conduct during social activities or at times when no formal activities or meetings are scheduled, such as late evening and early morning hours.

2. Participants are expected to refrain from taking positions that are contrary to or in conflict with the interest and/or positions of the group, or detrimental to the group’s event aims and purposes.

3. Identification badges will be worn by each participant at all times as required.

4. Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).

5. Participants are expected to attend ALL business meetings, workshops, and other scheduled event programs, including scheduled social events. Please be prompt and prepared for all sessions.

6. Participants are to report any accidents, injuries, or illness to the adviser or head delegate immediately.

7. Alcoholic beverage consumption will not be tolerated at any official event/program.

8. The use and/or possession of illegal drugs will not be tolerated.

9. Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.

10. Any long distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant.

11. Participants should stay on conference/hotel property unless specifically given permission by the group advisor to leave the site.

The advisor(s) to the student organization or group participating in the extracurricular travel that accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor’s decisions and judgments and afford him/her the common courtesy and respect due by virtue of his/her position as the official representative of Waukesha County Technical College. In the absence of an advisor, the head student delegate will act as the official representative and spokesperson.

Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office.
I have read the Code of Conduct for extracurricular travel and agree to abide by these established rules.

Student Organization: _______________________________________________

Name: ____________________________________________________________

Signature: _________________________________________________________

Date: ________________________________
Waukesha County Technical College
Waiver of Liability and Indemnification and Hold Harmless Agreement

The undersigned (student), as an adult over the age of 18 years and a student at Waukesha County Technical College, Pewaukee, Wisconsin (College) desires to participate in a College activity known as _________________________ (Event).

The student has read and understands the Code of Student Conduct and Disciplinary Procedures as outlined in the Student Handbook and will adhere to the same while traveling in any College transportation to the Event and at the Event. In consideration for being permitted to participate in the Event, the Student hereby waives and releases the College, and its employees and agents, from all liability to the Student, to the Student’s spouse, legal representatives, heirs and assigns, for any and all injuries, losses and/or claims for damages resulting in any way from the Student’s participation in the Event, whether or not such injuries, damages or losses arise as a result of any negligent or willful and wanton acts or omissions of the College or any of its agents or employees. In addition, the Student agrees to indemnify and hold harmless the College and its employees and agents from any costs, expenses, damages and attorney’s fees arising in any manner from any claims brought by the Student, on behalf of the Student, or claims brought by third parties against the College and/or its employees or agents for any injuries, damages or losses which the Student or third parties may incur, in any manner arising from the Student’s participation in the Event. Student shall further indemnify and pay the College, its agents and employees for all attorneys fees and expenses incurred in enforcing this Waiver of Liability and Indemnification and Hold Harmless Agreement (Waiver).

The Student acknowledges that the Waiver is contractual and is intended to be as absolute and complete as the law permits, and if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect. Waiver is intended to apply to and to find the Student’s heirs, executors, administrators and assigns.

Dated: ________________

Name of Student (printed): ________________________________

Address of Student (printed): ________________________________

Signature of Student: ______________________________________
Statement of Non-Discrimination

TO: WCTC Organization Presidents and Advisors
FROM: Student Life Office

Please insert this statement into your organization's constitution and/or bylaws.

Consistent with the Waukesha County WTCS District policy, the WCTC student organizations are in full compliance with Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments and the Rehabilitation Act of 1973. It is the policy of the WCTC student organizations not to discriminate on the basis of sexual orientation, race, color, national origin, religion, creed, age or handicap. Any complaints regarding noncompliance of this policy should be directed to the Manager-Employee Relations, Room A-101 (ext. 5222).

We, the members of the _____________________________ Organization of WCTC hereby understand and agree to comply with this statement of non-discrimination as it pertains to the policies of our organization. We further agree to make this statement a matter of record by including this policy in our organization's constitution for the academic year.
Exemption from Sales Tax Payment

Because organizations are recognized as officially authorized entities of WCTC, they are exempt from paying sales tax on the purchase of items or services. The attached letter from the State of Wisconsin Department of Revenue should be presented to vendors as verification of the tax-exempt nature of the WCTC organization program.
Financial Information for Student Organizations

The SGA fiscal year is from July 1 thru June 30. All requests must be submitted to the SGA Finance Committee no later than two weeks prior to when funds must be issued. Money will be allocated on a first come first serve basis, therefore late forms may be denied.

The following are ways for clubs to obtain organization funding:

- Student Activity Fee Allocations
- Involvement in campus-wide events
- Membership dues

**Fund-raising projects**

WCTC Student Government Association (SGA) Organization Allocations Procedures

One function of the SGA Finance Committee is to review all requests submitted by student organizations, and determine appropriate allocations according to the guidelines stated in the SGA Allocations Procedures. Priority is given to requests from organizations that require funding for activities that benefit the campus and are AVAILABLE TO ALL STUDENTS.

**Fiscal Year**

The academic fiscal year will begin July 1 of a given year and end on June 30 of the following year. Budgeted allocations will be reviewed one time per year or as new organizations are formed.

**Student Activity Fee**

All students enrolled in credit courses are required to pay a Student Activity Fee of 6% of tuition. The monies collected are allocated to the Student Government Association to support the Student Life Program at WCTC.

**Accounts**

- During the course of the fiscal year, approved funds will be placed into the individual organization accounts from the SGA fund. All organizations must keep their own set of accounting records.

- Student Organizations will be required to keep accurate financial records according to the procedures prescribed by the SGA Treasurer and the WCTC Business Office. Receipts will be required to justify expenses. At the end of the year, a random audit may be conducted of the organizations financial records. Any organization not following these prescribed procedures may have its funds withheld by the Student Government Association.

- All organizations and the Student Government Activities accounts will be *Roll Over* accounts. If an account balance is to be present at the end of a fiscal year that balance will remain in the account for the next fiscal year.
All organizations requesting money from the Student Government Association may not have
an account outside the college. On campus accounts can be set up with the Business Office.
Any organization found utilizing any outside account will forfeit all present and future
allocations, until the money is moved into an on-campus account.

All advisors and organization treasurers or designee(s) are requested to attend any scheduled
budget meetings.

Allocation Procedures

Each student organization is required to submit a registration packet to request Student
Activity fees for allocation to the student organization. The annual allocation of funds will be
based upon the ability of the student organization to present a clear and comprehensive Plan of
Action.

During the fall semester, the Finance Committee will meet in order to review the budget request
packet. If all of the information is accepted, the student organization will receive a base of $250 for
initial funding. Organizations will be eligible to receive an additional $50 for each community
service project done the previous year at a total combined cap of $500. Any organization that
deliberately puts false information on any form will lose 10% of funding for travel costs.

Once the initial funding has been approved, the Student Government Association
Treasurer will indicate to the organizations in writing the amount that has been
allocated to them. In the event that a student organization chooses to appeal their
allocation of funds, they should contact the Student Life Coordinator. The Student Life
Coordinator, with the approval of the Student Government Association, will be
empowered to make changes in the budget. In the event that the Student Organization
would like to appeal the decision of the Student Life Coordinator, the student
organization may appeal directly to the Director of Student Development for a decision.
The Student Government Association budget may be changed at the discretion of the
Director of Student Development, but must provide proper written rationale for this
change to the Student Government Association.

The amount approved by SGA Finance Committee will be deposited in the organization’s account
during the first half of the fall semester.

Submitted requests that fail to meet the following conditions will not be accepted:
➢ All request forms must be legible.
➢ The request must be submitted on the proper forms.
➢ Requests must comply with the guidelines provided in this manual and on
  forms.
➢ The entire request must be fully completed.
➢ ALL updated information about the student organization must be complete
  and on file with SGA prior to the distribution of funds.
Funding Requirements
Funding requests must follow the guidelines established by the SGA Finance Committee and any divergence from those guidelines may eliminate a request from being reviewed. ALL student organization’s advisor, treasurer, and president must attend a funding orientation meeting. This meeting will review the funding policies of SGA plus forms and other relevant information relating to funding of organizations. Failure to attend the meeting will result in losing funding for the current year, until the meeting is attended.

WCTC student organizations will be granted funds from the Student Government Association to subsidize the following activities:
  o Occupationally related experiences; i.e. field trips, speakers, movies, etc.
  o Recruitment activities
  o Local, state and national conferences

Funding Restrictions
The following will not be funded by the SGA for student organizations:
  • Any expense judged to be the responsibility of the college or departments, or the personal responsibility of the members of student organizations (e.g. clothing, membership dues, promotional materials, etc.).
  • Deficits incurred by the organizations without prior approval of the SGA
  • Any request that was denied during the last academic fiscal year
  • Reimbursements of any personal money spent without prior approval of the Allocations Committee.
  • Donations to outside groups
  • Organization awards/recognition ceremonies/parties/socials, etc.
  • Monies for fund-raising projects

During the budget process, the SGA Finance Committee may choose to defer consideration on a particular budget request rather than to deny the request entirely. This enables the Student Organization to resubmit the request at a later date for reconsideration.

Organizations can request the opportunity to meet with the SGA Finance Committee during a set meeting time to present any reasonable question(s) about their budget.

Requests for Additional Funds
If an organization finds there is a need to request additional funding, not related to travel, during the school year, it may submit a **One Time Funding Request** form. This can be submitted for a specific event or funding need. An organization may submit a **One Time Funding Request** form ONLY if a **Plan of Action** form is already on file in the Student Life Office.
Fundraising Tips and Ideas

Fundraising is like any other event you plan in your club. It takes effective planning to make your fundraising a success. Follow the basic principles of program planning and evaluation. Fundraising, besides adding financial resources to your organization, can help enhance the relationship between members, provide visibility for your group, and increase your membership.

Developing a Fundraising Idea
- Select an idea, first explore the strengths, interests, and connections of your members.
- Identify how much your organization needs to earn and what the money will be spent on.
- Select a good time during the semester to fundraise. Don’t pick times when your club has a lot of other commitments or during busy testing times.
- Set a realistic fundraising goal.
- Identify costs of planning the fundraiser and a break even point. (The break even point is the number of sales you need to make to pay your expenses; every sale over that is profit.)
- If you need fundraising ideas, refer to the list that follows.
- Observe other fundraising programs that other organizations are planning or have planned in the past.

Implement the Idea
- Register all fundraising activities with the Student Life Coordinator (use the form on page 35)
- Make any necessary space or equipment reservations on campus.
- Order or purchase needed supplies.
- Advertise your event but also tell people with the money will be used for. If you have a worthwhile cause, people are more likely to buy.
- Like any event, careful planning, preparation, and publicity is needed for the event to be a success.
- Communicate to all members helping with the fundraiser the specifics (how much, when they will sell, where they will pick up fundraising sales information, what’s for sale, who they will be selling with, etc.) Remember Who, What, When, Where and Why!
- About a week before the fundraiser, make sure your product has arrived (if needed), your room or space reservations and double check the who, what, when, where and why.
- Visually walk through the event to make sure everything is ready!

Day of the Event & Follow Up
- A few hours prior to the fundraiser, check to make sure everything is ready.
- Be enthusiastic about the fundraiser!
- Send thank you notes to appropriate people.
- Deposit money immediately (see the Student Life Coordinator)
- Pay bills promptly!
- Evaluate the event. Put it in writing! It will help your group next year
Fundraising Ideas

Sales
Calendars
T-shirts, hats, buttons
Clothing
Candy
Greeting cards
Candy bars
Perfume
Baseball hats
Dry erase boards
First aid kits
Ice scrapers
Emergency kits for cars
Discount cards

Raffles
*Need to be registered and approved

Services
Car wash
Pictures
Survival kits
Holiday kits

Sports Tournaments
*Talk to the Athletic Department about ideas

Consider Time of Year in Your Planning
Halloween
Christmas
Valentine’s Day
Easter
Spring Break
AIDS Awareness
Earth Day
Black History Month
Be Creative! Fundraising Ideas are only limited by your Imagination!

Things you can use your Fundraised Money on:

Travel expenses for conferences
Conference expenses not covered by Student Government
T-shirts for club members
End of the year/holiday club celebration
Gifts for graduating members
Donations to a charity or use during a service project
Snacks at club meetings
Complete name of the Student Organization: ____________________________

Usual time and Place of Meetings: Time________________ Place________________

Full statement of purpose of the organization:

**Officers- List all elected/appointed officers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Student ID Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty/Staff Advisor(s)  Phone Number     Room Number
This form MUST be completed, including the names and addresses of at least 10 currently enrolled students, and submitted to the Student Life Office before the organization is considered officially active for the current school year.
### Student Organization Plan of Action Form

Student Organization ___________________________ DATE _____________

Advisor ___________________________ Expected membership (#) ___________

Organizational Goals - List the goals which your student org. has set for the year. Be specific.
1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________
4. ___________________________________________________________________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Purpose, include Critical Life Skills addressed during activity</th>
<th>Date(s)</th>
<th># of Students</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Field trip – will be funded at time of travel – must include list of participating members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Speakers – must submit contract to Student Life Coordinator for review prior to funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Parties/socials benefiting all students – no funding for awards/recognition programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Service projects (are not SGA funded)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Fund raising projects (are not SGA funded)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Purpose</td>
<td>Location</td>
<td>Date(s)</td>
<td>Total Cost</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------</td>
<td>----------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>6. Recruitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*7. Non-competitive conf./wrkshp. – funded at time of travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*8. State competition – funded at time of travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*9. National competition – funded at time of travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please list all plans for overnight conferences, workshops and competitions

What is your carry-forward from last year: $______________________________

Did your organization submit an end-of-the year report for FY 05-06? _____ Yes _____ No – if no, why?
____________________________________________________________________________________
____________________________________________________________________________________
How will this money be spent this year: ________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Name________________________    Phone Number:____________

Submit by the deadline announced by the Student Life Office.
ACTIVITY # _____________________

ORGANIZATION NAME ____________________________________________________

DATE ___________________

The Organization Advisor, the President or Treasurer are authorized to make deposits or withdraw funds from the student organization listed above, through the requisition system. This authorization is valid for one school year.

Advisor(s) ____________________________________________________________

Treasurer ____________________________________________________________

(1st Semester)________________________________________________________

(2nd Semester)________________________________________________________

President ____________________________________________________________

(1st Semester)________________________________________________________

(2nd Semester)________________________________________________________

Submit this form before any business is transacted or as student leadership changes.
WCTC STUDENT ORGANIZATION CHECK REQUEST FORM

ACTIVITY # ______ STUDENT ORGANIZATION ____________ DATE____

MAKE CHECK PAYABLE TO:

_______________________________________________________________________

Name

_______________________________________________________________________

Address

_______________________________________________________________________

City, State, Zip Code

S.S # or Employer I.D. # (Required If payment is for service of any kind)

_______________________________________________________________________

ACCOUNT ASN# ITEM(S) TO BE PURCHASED AMOUNT

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________TOTAL

Is this an advance? Yes _____ No ______

Is a Purchase Order to be issued with check? Yes _____ No _____

Identify Activity/Purpose __________________________________________________

Location: __________________________________________ Date: ________________

You must put the check request on Banner. The original (not a copy) of this form must be sent to Sandy Underberg, A-101. Have you attached back-up documentation; i.e. original receipts, invoices, etc? This form must be completed for each check request.

This form should not be used for Travel Advance requests.

_______________________________________________________________________Date: ________________

President/Treasurer

_______________________________________________________________________Date: ________________

Advisor Ext.
<table>
<thead>
<tr>
<th>DEPOSIT DESCRIPTION</th>
<th>INDEX #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Change Fund Being Returned

Sales Tax Collected

TOTAL A

<table>
<thead>
<tr>
<th>DATE</th>
<th>CURRENCY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$100.00</td>
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<td>$.50</td>
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<td>$.25</td>
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<td>$.10</td>
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<td>$.05</td>
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<td>$.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Checks *</td>
</tr>
</tbody>
</table>

TOTAL B

Total A Must = Total B

I certify that this is the total revenue collected.

PRESIDENT/TREASURER

DATE

ADVISOR

DATE

Notes:
1. *Attach list of checks which includes check# and amount. The total on the list must agree with the check total.
2. Be sure to write in the appropriate Index numbers to be credited on this form.
TO:

STUDENT ORGANIZATION: _____________________________________________

Reason for Transfer: _________________________________________________
___________________________________________________________________

Amount to be Transferred: $_____________

FROM: TO: (will be filled in by CTSO Coordinator)

Index _____________   Index _____________
(ASN)

The above entry is requested and approved by:

____________________________________  __________________________
Treasurer                     Date

____________________________________  __________________________
Advisor                      Date

____________________________________  __________________________
CTSO Coordinator             Date
## PETTY CASH RECONCILIATION

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR</th>
<th>AMOUNT</th>
<th>INDEX#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$</td>
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</tbody>
</table>

TOTAL AMOUNT: $_______

SIGNATURE: ______________________ DATE: ___________

NOTE: Attach all original receipts
WCTC STUDENT ORGANIZATION FUND RAISING
REGISTRATION AND FRANCHISING AUTHORIZATION

Department/Student Organization ___________________________ Date ____________

Contact person _________________________________________ Phone ___________

Advisor supervising event __________________________________________________
_______________________________________________________________________

Name of vendor __________________________________________________________

Location of delivery _______________________________________________________

Purpose of fund-raising activity: How will funds be used? _________________________

Specific campus location of sale: Building/room number _________________________
Off campus ___________________

Outdoor area ____________________________ Off campus _________________________
Day: M T W TH F SA S

Start date: _____________________  End date: ___________________  Time: _________

Anticipated revenue: _________________________ Anticipated profit: _____________

WCTC Student Organization For WCTC Department

Organization Advisor Date Department Designee Date

President/Treasurer Date Department Manager Date

Student Life Coordinator Date College President (if off campus) Date

*Please remember that certain types of foods (hot or cold) can only be sold by licensed caterers.
This form must be submitted two weeks prior to the date of the event.
WCTC PLANNED TRAVEL COSTS

ASN # _______________ Organization Name: _______________________________

Name of Event _________________________________________________________

Location __________________________________________________________________________

Date(s) __________________________________________________________________________

Attach a typed list of ALL student participants and itinerary. Participating students should be in “good academic standing” and enrolled in a minimum of 3 credit hours for local/state competitions, and 6 credit hours for national competition.

REGISTRATION: # Student Participants \( \times \) (Reg. Fee) \( \times 75\% = \) (SGA Funding)

*LODGING: Male \( \times \) (room rate) \( \times \) (# of nights) \( \times 75\% = \) (SGA Funding)

Female \( \times \) (room rate) \( \times \) (# of nights) \( \times 75\% = \) (SGA Funding)

**TRANSPORTATION (college van or airfare only):

\( \times \) (Roundtrip Mileage to/from WCTC) \( \times \) (Per mile-use current rate) \( \times 75\% = \) (SGA Funding)

<table>
<thead>
<tr>
<th>Organization Contribution</th>
<th>SGA Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Lodging (male)</td>
<td></td>
</tr>
<tr>
<td>Lodging (female)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

President/Treasurer Signature ____________ Date ____________
Advisor Signature ____________ Date ____________

• Submit this form at least TWO WEEKS PRIOR TO WHEN FUNDS ARE NEEDED!
• Once form is submitted, no additional funding will be provided for activity listed on this form.
• Lodging will be reimbursed on quad occupancy per room*.
• Mileage in personal vehicles will NOT be reimbursed to students**.
• Meal costs will NOT be reimbursed for students.
• Once this form is submitted and approved, no additional students will be funded for travel.
• DO NOT INCLUDE ADVISOR COSTS ON THIS FORM! Submit to the Student Life Coordinator, C - 121
Advisor Letter of Appointment

ORGANIZATION ___________________________ DATE ______________

ADVISOR ________________________________________________________

This appointment for services properly rendered as a student organization advisor shall make the undersigned advisor eligible for a minimum gratuity of $ __________ per school year. Additional gratuity may be earned as per Advisor’s Honorarium formula.

Appointee agrees to abide by all rules, regulations, and requirements authorized and adopted by the WCTC Student Government Association and the Waukesha County Vocational Technical and Adult Education District; and perform at least the minimum student organization advisor expectations.

Either party for sufficient cause upon thirty days written notice may terminate this appointment.

DATE _______________   ____________________________________

Student Government Association President

____________________________________

Student Life Coordinator

ACCEPTANCE OF LETTER OF APPOINTMENT

I, ________________________, have read the terms of this Letter of Appointment, and I agree to its provisions and do accept the position stipulated.

____________________________________

Advisor Signature

cc: Advisor’s Supervisor, ____________________________

File
WCTC Student Organization
Advisor Evaluation

Student Organization Name

President of Organization

Advisor of Organization

If your organization has more than one advisor, please complete one evaluation form for each advisor.
PLEASE CIRCLE THE POINT VALUE THAT BEST QUALIFIES THE QUESTION:

5 for Always, 4 for Frequently, 3 for Usually, 2 for Sometimes, and 1 for Never.

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. My advisor is prepared for and attends organization meetings.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2. My advisor communicates with organization members on a regular basis.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3. My advisor allows student members the freedom to plan activities of the organization.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4. My advisor helps organization members to become better leaders.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>5. My advisor is enthusiastic about and interested in the activities of my organization.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6. My advisor is concerned about the welfare of individual members.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7. My advisor encourages the organization to consider new ideas and/or creative projects.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8. My advisor helps our organization to set our goals and make decisions relating to the achievement of our goals.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>9. My advisor helps our organization to evaluate whether or not we are meeting our goals.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>10. My advisor listens to and accepts suggestions and/or comments made by organization members.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>11. My advisor is friendly and approachable.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Points: _____
12. My advisor does the following very well: __________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

13. My advisor could use additional training on: _______________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

14. My organization advisor acts without consulting the organization.
    ______ yes ______ no

15. Would you recommend that your advisor be retained for the next academic year?
    ______ yes ______ no

16. If you feel that your advisor did not do a favorable job or if your advisor is going to resign
   please suggest a substitute for next year. This person must be a faculty or staff member.

If the organization advisor is not returning, the Student Life Office reserves the right to review
recommended staff or faculty advisors for the next academic year.

RETURN ALL ORIGINAL COMPLETED FORMS TO THE STUDENT LIFE OFFICE

THANK YOU!
WCTC Student Organization Advisor
Honorarium Report

Name of Advisor: _______________________________________________________________

Name of Organization: __________________________________________________________

Date Submitted: ________________________________________________________________

BASE PAY 2008-2009

Non-Active Organization - $225.00
Professional/Occupational Organization - $514.00
Special Interest Organization - $385.00
Points Earned - $50.00/point
Point Value

<table>
<thead>
<tr>
<th>Points Earned - $50.00/point</th>
<th>BASE PAY 2008-2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Active Organization</td>
<td>$225.00</td>
</tr>
<tr>
<td>Professional/Occupational</td>
<td>$514.00</td>
</tr>
<tr>
<td>Special Interest Organization</td>
<td>$385.00</td>
</tr>
</tbody>
</table>

A. Attendance at Advisor Orientation = 1 point  
   A. _______

B. Number of active members.  
   Must attach current membership list

<table>
<thead>
<tr>
<th>Members</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>1</td>
</tr>
<tr>
<td>11-25</td>
<td>2</td>
</tr>
<tr>
<td>26-39</td>
<td>3</td>
</tr>
<tr>
<td>40+</td>
<td>4</td>
</tr>
</tbody>
</table>
   B. _______

C. Number of occupationally related field trips/conferences coordinated by the club and attended by the Advisor.

   Date | Title (Purpose) | Location

   1.    
   2.    
   3.    
   4.    
   5.    

   1 conference/trip = 1 point
   2 conference/trip = 2 points
   3+ conferences/trips = 3 points
   C. _______
D. Community Service Projects coordinated and completed by club. Please list:

<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>City</th>
<th># of students participating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 
2. 
3. 

1 point per project- maximum 3 points

D. _________

E. Gross amount of funds raised annually by the club. _________

Please list fundraising activities and amount raised during each activity:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 
2. 
3. 

$100 - $300 - 1 point
$301+ - 2 points

E. _________

F. Critical Life Skills Projects: (one point per project-maximum of 4) _________

(Attach project description, including list of students participating in each project and CLS assessed)

1. 
2. 
3. 
4. 

G. Submitted Organization End-of-Year Report = 1 point _________

H. Student Evaluations turned into Student Life Coordinator (Must submit minimum of 10 evaluations) = 1 point _________

TOTAL POINTS (maximum of 19) _________

Return to: Student Life Coordinator, College Center 121