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# Student Organization Handbook

## Introduction

The purpose of this handbook is to guide student organization members and advisors on policies, procedures, and resources associated with effectively running a recognized student organization.

### **Equal Access/Equal Opportunity Institution**

Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities.

### **Mission Statement**

The Office of Raider Life provides meaningful co-curricular engagement that fosters the social, physical, and educational well-being of students by offering opportunities and experiences for student's personal development.

Northwest Florida State College recognizes:

1. The importance of organized student activities is an integral part of the total educational goal of generating successful students.
2. College learning experiences are enriched by student organizations and activities.
3. The importance of promoting an environment that facilitates and recognizes individual and collective growth amongst the students as well as the organization.

### **Objectives**

Utilizing a student-focused model aimed at creating an engaging campus culture that promotes student success. The Raider Life Office coordinates its services with all other divisions within the College to enrich the educational experiences of the students. To achieve this, the following goals have been established.

1. **Foster Student Engagement and Retention** - Promote the social, physical, and educational well-being of students by providing opportunities and experiences that support NWFSC's Mission, Vision, and Guiding Principles for student development and engagement at the College as well as in the community.
2. **Develop Highly Marketable Student Leaders** - Through the formation and implementation of leadership programs, students are provided opportunities to learn valuable skills and experience. Thereby increasing their marketability and viability in the workforce, in addition to making them more involved and informed community members.
3. **Cultivate Service Learning and Civic Engagement** - Provides support and opportunities to students to enhance their group organizational and

interpersonal skills, gaining experience and a greater understanding of their respective communities.

## Policies

Each student activity organization authorized to function in the name of the College shall be organized, chartered, and operated by Florida Statutes, State Board Rules, Board Policy, provisions of the Student Handbook, and the Student Organization Handbook. Additionally, if a student activity or organization interacts with administrative College functions, policies and procedures applicable to those functions apply to the activity or organization (e.g., Purchasing rules, Strategic Communications standards, travel rules, Employee Handbook, or Faculty Handbook). The Office of Raider Life may also publish guidelines on an as-needed basis for activities, organizations, or organizations. Any use of "policies" or "procedures" throughout this Handbook refers to the universe of policies and procedures that may apply to student activities.

## Eligibility Requirements

All members are required to be in good academic standing by maintaining a minimum 2.0 cumulative GPA to participate in a student organization.

The absolute GPA of the organization may not fall below 2.0, which is the minimum GPA required for a student organization to remain active on campus. If the cumulative GPA of the total membership falls below 2.0, the organization can be placed on social probation until the next mid-term grades are posted.

The Office of Raider Life reviews the academic eligibility of student organizations and their members and reserves the right to place a student organization or its member(s) on social probation.

Students must be enrolled in credit-bearing coursework to participate in a student organization. Students who have graduated or are no longer enrolled may not act on behalf of a student organization.

## Organization Misconduct

Any activity or organization that breaks or fails to follow any policies (see section above) applicable to the activity or organization may face consequences. The College may modify, cancel, or revoke permissions as needed to ensure compliance with policies. For a first and minor infraction, the Office of Raider Life may issue a warning documenting the infraction. If the severity of the infraction is severe or there are repeat infractions, the organization may be immediately placed on social probation. Any infraction may result in a Code of Conduct referral through which any Code of Conduct consequences may be applied, up to and including suspension or removal of approval to be a student organization. During social probation, student organizations may not perform any activities that are privileged to registered student organizations.

## Organizations

A student organization (also commonly referred to as a “club”) is defined as a group of currently enrolled Northwest Florida State College students and an active advisor. Student organizations are initiated and operated by enrolled students. The student organization must be registered with The Office of Raider Life and hold an active status.

### **Privileges and Responsibilities**

Registered student organizations in an active status receive the following **privileges within applicable policies**:

- Function under the name of Northwest Florida State College.
- After one year of being an active organization, the organization may submit Travel Budget Requests to the Raider Life office.
- Reserve meeting/event space and designated equipment (A/V, tables, etc.).
- Request funding for organization functions.
- Receive advertisements through the Office of Raider Life.

The policies and objectives of each organization must be consistent with those of NWFSC. Therefore, each registered student organization in an active status has the following **responsibilities**:

- Submit proper paperwork for activities as outlined in this Handbook and receive approvals prior to proceeding with any activity planning.
- Attend SAB meetings and provide a monthly report.
- Properly use materials, supplies, and equipment available, including the cleanup and proper return of items.
- Students must use College-issued email addresses for all correspondence.
- Student Organizations must host one event to support the Raider Food Pantry, work in the basketball concession stand, or another approved community service project.

## Registration Definitions and Overview

### **Membership Roster**

Each student organization requires a membership roster with a minimum of ten students. Student Organizations must be 51% non-dual students given these students do not pay student activity fees. Establishing membership early in the process is critical in successfully establishing the organization's purpose, description, and constitution.

### **Organization Officers**

Each student organization is required to have a minimum of two officers. One officer will serve as the representative of the Student Activities Board (SAB) and serve as the primary point of contact. This position is typically the President, but it may vary depending on the organization's structure. The secondary officer will serve as an alternate. All organizations that process funds are required to have a treasurer. The primary, alternate, and treasurer officers are required to complete the Student

Organization Training. Officers must be enrolled in credit-bearing coursework to participate in a student organization as a participant or roster.

- The Student Organization President must attend and complete the Student Advisory Board Leadership Academy. Student Organization Officers are encouraged to apply. Exceptions to this opportunity require Raider Life approval.
- A student who is employed full-time at the College and is also a member of a club/organization may not serve as an officer. Duties associated with being a member of clubs/organizations may not interfere with the student's work duties, and the student may not use work hours to participate in a club/organization absent a lunch break.
- Attend the Student Organization Training and complete the Student Organization Officer Canvas shell quiz by the last business day of September.

### **Name & Description**

Meet with the proposed membership to determine a name and student organization description. The official name must not contain acronyms or the College name or abbreviations. The name may contain "Raider."

The description should begin with the official organization name followed by the official abbreviation in parenthesis. Example: "The Student Advisory Board (SAB)." Compose the description in paragraph form with no bulleted items with a seventy-five maximum word count.

The name, description, and advisor contact will be posted to the Organizations & Organizations page located on the Raider Life website and remain until the organization becomes inactive.

### **Constitution & Bylaws**

- Each organization must prepare a Constitution & Bylaws. The constitution is a statement of the organization's policies and rules and documents how the group will operate. To see an example of a constitution & bylaws, click [here](#).

The constitution contains the following:

- Name & Purpose
- Membership Definition & Qualifications
- Duties and Responsibilities of Officers (may include Advisor section)
- Election of Officers
- Meetings of the Organization
- Resignation, Removal, or Impeachment
- Standing Committees
- How to Amend the Constitution
- Ratification and Review of the Constitution

## Constitution Amendments

Amendments made to the constitution are governed by the procedures described in the organization's constitution. Once the organization has approved amendments, the amended constitution must receive Student Advisory Board and Raider Life approval.

## Advisor

College policy requires that all student organizations have a faculty/staff advisor employed by the College to become a registered student organization and maintain status. The advisor assists the organization in achieving its purpose through continuity and experience and functioning as a liaison for campus resources. The advisor also serves as an official representative and spokesperson for the College should emergencies arise that necessitate "on-the-spot" decisions and action.

The advisor is solely responsible to their supervisor about their employed position at the College. In matters of student organization, the advisor will fall under the supervision of the Coordinator of Raider Life.

Advisors (including any co-advisor) must complete the [Advisor Agreement Form](#) and receive annual approval to serve in this role. The advisor's supervisor has the right to remove an employee from serving as a student organization advisor at any time if the advisor role is determined to impact their primary job duties. The College may also facilitate an advisor change on an as-needed basis to better support the College's mission and operations.

### Advisor Responsibilities:

- Be familiar with and enforce the Student Organization Handbook.
- Submit the Advisor Agreement Form by the last business day of September each year.
- Balance obligations of teaching load or job duties, if applicable, with responsibilities and duties as the organization advisor.
- Ensure the student organization complies with all applicable policies.
- Ensure an advisor is present at all student organization functions. (Note: Volunteers are not permitted to serve in place of an advisor. Please work with the Raider Life Coordinator if you need support covering your advisor obligations.)
- Assist the student organization in achieving its mission and goals through continuity and experience.
- Provide experience and judgment beneficial to the group.
- Give advice and counsel when appropriate.
- Approve or deny student organization requests when required.
- Maintain meeting agendas and student attendance at meetings, events, and activities.
- Be informed about and responsible for the organization's plans and activities.

- Ensure that the student organization remains focused on students. Attendees to student organization events and activities should be students. Faculty, staff, community members, volunteers, etc., should not be regular participants in student organization events or activities, with the exception of the advisor. Guest speakers or other guest contributors may be invited on a temporary basis in accordance with this Handbook.
- May not appoint co-advisors without prior written Raider Life approval.
- It may not be related to a student organization officer.
- Submit a fall and spring report on organizational activity. Use the [Student Organization Report](#) form to submit. This should include: what/how many events, community service, and meetings were held, how many total members, and the general accomplishments the Student Organization had this semester.
- Ensure that both advisor and students are using College-issued email addresses for all correspondence.
- Attend the Student Organization Training and complete the Student Organization Advisor Canvas shell quiz by the last business day in September.
- If relevant, manage the Student Organization's fund six accounts.

## Changing Advisors

An officer or advisor of a student organization must notify The Office of Raider Life if an advisor is stepping down from duties. The co-advisor, if applicable, will assume full duties, and no further steps are needed. If there is no co-advisor to assume duties, the organization will be placed in inactive status until a new advisor has been processed to assume duties.

## Student Organization Registration

### 1. New Organization or Organization Reactivation

Raider Life's goal is to provide academic-based groups to support students in their academic journey. To meet the requirements to start a new Student Organization, an organization must have ten interested students, 51% non-dual students, a faculty advisor, an academic-based group, and a club constitution. If your club meets these requirements, please contact [Raiderlife@nwfsc.edu](mailto:Raiderlife@nwfsc.edu). After Raider Life has been approved, Raider Life will send the student organization or an organization seeking reactivation the Advisor Agreement Form. Once the Advisor Agreement Form has been fully approved, Raider Life will send the Student Organization Registration Form to begin the process of becoming a formally recognized student organization. After completing the Student Organization Form, the student organizations will complete the following steps:

- a. **Administration Approval** – Your request will be sent to the Coordinator of Raider Life for approval.
- b. **Student Advisory Board Approval** – Upon administration approval, the Coordinator of Raider Life will work to arrange a time for you to meet with the SAB. The President or officer of the proposed student organization will need to present the proposed organization and constitution to the SAB and receive approval.
- c. Your organization will be notified of the result.
- d. Note: If you are reactivating a student organization, once the student organization has been fully approved, the club will have access to its previous Fund 6 account.

## 2. Organization Annual Renewal

All student organizations and organizations are required to renew their organization status at the beginning of the fall semester. The renewal status begins for every organization on September 1ST. Each student organization must complete the Student Organization Registration Form and Advisor Agreement Form before holding any meetings or activities. The Registration Form should be submitted no later than the last business day in September to be considered for renewal status and recorded as an active organization for the academic year. In addition, a fall and spring report on organizational activity must be submitted to maintain active status. Student organizations that do not renew by the last business day in September will become inactive, and the organization's content will be removed from active student organization listings. All active student organizations must meet the minimum of ten NWFSC currently enrolled students to renew. The membership minimum of ten students does not apply to academic teams. The student organization must be 51% non-dual students and must have an acting president and a treasurer in place; exceptions to this rule requires Raider Life approval.

## Mandatory Events

The following are Raider Life yearly hosted events that official Northwest Florida State College recognized Student Organizations must participate in:

1. **Welcome Back Bash** - The Office of Raider Life sponsors a Welcome Back Bash at the beginning of both the fall and spring semesters. The Welcome Back Bashes are a great opportunity to recruit new members, and all student organizations active and in good standing in the prior academic year are encouraged to sign up for a table at which they can promote their programs. Information about this activity is sent to organization leadership leading up to each semester.
2. **Fall Festival/Spring Fling** - SAB sponsors the Fall Festival and Spring Fling during October and March, respectively. All active organizations are encouraged to participate in these events. Each group sets up an activity table and interacts

with the 300+ attendees. Food, games, and music are provided for student attendees.

3. **Student Organization Training** - Approved organizations' designated officers and advisors will complete student organization training designed to help prepare them to lead their respective organizations. A minimum of two officers and an advisor are required to complete the training. These sessions take place during the beginning of the fall and spring semesters.
4. **Student Advisory Board Leadership Academy** - The Student Organization President must apply, attend, complete, and pass the Student Advisory Board Leadership Academy. Other Student Organization officers are welcome to apply. Exceptions to this opportunity require Raider Life approval.

## **Activities**

Student organizations are required to complete an [Activity Request Form](#) on the Raider Life website to organize an event or fundraising activity. Activity registration is to be submitted by the student organization president.

**The form should be submitted no less than three weeks prior to the proposed activity. The student organization must wait for final approval from Raider Life before proceeding with the event. No advertising may take place before approval. Failure to wait for final Raider Life approval may result in immediate cancellation and further consequences up to social probation or removal of approval for the student organization.**

Activities and meetings are not to be scheduled during the week of finals.

Student organization activity requests must be made by an officer or advisor of the organization, and the student must meet Eligibility Requirements.

Activities hosted or sponsored by NWFSC student organizations are intended to target NWFSC students. Student organizations that wish to hold events intended to engage the community require College approval, which will be communicated via Raider Life.

## **Activity Steps**

1. The student organization will plan the event (except in the case of a community event). Planning does not include advertising.
2. A student organization officer will complete and submit an [Activity Request](#) form.
3. Await approval from the office of Raider Life.
4. Once approval is received, the student organization may start noticing and executing the event. Event Advertising must follow the procedures noted below. Raider Life will complete the steps listed in the Activity Request form.
5. If your activity form is not approved by Raider Life, you are not permitted to hold the event. If your event is disapproved, you may not circumvent this process by enlisting a third party. Events that occur and are not approved by Raider Life may result in a Code of Conduct referral for members and/or the student organization.

While formulating your organization's activity, consider the following points:

- **Advertising/Marketing** – Refer to the [Advertising](#) section for more information.
- **Audio/Visual Support** - NWFSC provides limited audio/visual support for registered student organizations for various functions during normal College operating hours. Please note that the wired network connections in most meeting spaces are inactive, and a request to the IT department needs to be made to utilize the wired network connections.
- **Campus Safety** – Raider Life reserves the right to require campus safety at an event based on when an event is held (i.e., activities held during non-College operation hours) or the number of attendees. Events with more than 100 people in attendance require the presence of Campus Safety officers. Campus Safety charges \$35 per hour for any off-duty detail/event. Campus Safety requires one officer for 100 participants, two officers for 100-500 participants, three officers for 500-1000 participants, and four officers for 1,000-1,500 participants. Organization funds will be used prior to Raider Life funds for campus safety expenses. If organization funds are unavailable, Raider Life reserves the right to decline the activity.
- **Contract for Professional Services** - Refer to "Student Organization Finance." A Contract for Professional Services will need to be submitted after obtaining approval for the event.
- **Copyrights for Films** – [Copyright, Fair Use, DRM & Contracts for Student Organizations](#)
- **Food** - Student organizations may not request food for organization meetings. Food for events, activities, and trainings will be reviewed on a case-by-case basis.
- **Guest Speaker** – Student organizations may request to invite or schedule a guest speaker through an Activity Request Form at a minimum of two weeks prior to the proposed date that a speaker would be invited. Do not invite or schedule a speaker until the Activity Request Form is approved. No activity shall be executed involving a guest speaker without prior written approval. The College reserves the right to determine the time, place, and manner of the presentation and reserves the right to approve or disapprove any guest speaker based on the standards in this Handbook, other College policies and procedures, and College operational interests. If a student organization activity includes an approved guest speaker, that activity will be conducted by the student organization in accordance with Board policy. All attendees, guests, or others present on College property must comply with Board policy and state and federal law.
- **Meetings** – Attendance for each meeting shall be taken and kept by the organization. Organizations should use the [Attendance/Agenda Submission Form](#) after their club activity and upload their attendance sheet and their meeting agenda. This should be done within three business days of the activity.
- **Performances** - Any event, show, exhibition, or other presentation of any organization or happening during an event must comply with all applicable policies. It must also be age-appropriate for any audience invited, whether

students, employees, or guests. Student events should be aimed at a College student audience.

Any show, exhibition, or other presentation in front of a live audience which, in whole or in part, depicts or simulates nudity, sexual conduct, sexual excitement, or specific sexual activities as those terms are defined in section 847.001, Florida Statutes, lewd conduct, or the lewd exposure of prosthetic or imitation genitals or breasts when it: predominantly appeals to a prurient, shameful, or morbid interest; is patently offensive to prevailing standards in the adult community of this state as a whole with respect to what is suitable material or conduct for the age of the child present; and taken as a whole, is without serious literary, artistic, political, or scientific value for the age of the child present. Any violation of section 827.11, Florida Statutes, or related law is a violation of the Student Code of Conduct. Because the College is an open-access institution operating on public property that is available to all ages, including minors, no adult live performances prohibited by law are permitted by students, student organizations, or any performer, vendor, or other guests of the College at any time on any College property or College-sanctioned event.

- **Reserving Facilities** - Northwest Florida State College has many venues to hold your meeting, conference, expo, and more! Student organization meetings and events are expected to be held on campus. Any exceptions must be noted in the activity form and receive explicit prior written approval. (Exceptions may include events such as community parades.)

Meeting reservations may be made by a student organization officer or through Raider Life. Facility reservations for activities must be made through Raider Life using the Activity Request Form. Your chartered organization will not be charged a facility rental fee for approved activities held during normal College operating hours. Please note that your organization may be required to pay set-up/staff fees depending on location and needs. Contact The Office of Raider Life for more information regarding booking campus facilities.

- **Summer Events** – Generally, activities are not held during the summer semester unless there is a compelling reason why the activity must be held.

## Advertising

All marketing or advertising efforts for your approved student activity must be approved by Strategic Communications. Strategic Communications will ensure that your organization is presented well and represents the College according to the branding standards. View the [Strategic Communications Branding and Style Guide](#).

Submit your marketing and advertising requests to The Office of Raider Life via the [Digital Flyer Request form](#), and we will facilitate the approval process with The Office of Strategic Communications. No advertising may be published prior to receiving final

College approval from Raider Life. Student Organizations are not to print physical flyers or publications advertising their events or meetings.

Events hosted or sponsored by student organizations should seek to engage NWFSC students first and foremost. Raider Life and Strategic Communications have sole discretion in determining the target market for event advertising. The College reserves the right to modify the requested audience for the event.

When a student organization advertises an event, it cannot recognize any unpaid/non-contracted service provider. It also cannot recognize any paid service provider without final written prior approval from Raider Life. Raider Life may make an exception for a business that donates food, drink, or other tangible products. (For consideration of listing a donating organization on any advertising, list the entity along with a description of the donated item on the [Digital Flyer Request form](#).)

### Types of Advertisement

- **Student Organization Website** - The Raider Life website is an excellent form of communication for student organizations. Descriptions of each active student organization and contact information are listed on the website. The updated student organization information is captured during the Student Organization Registration renewal period from September 1-September 30 of each fall semester. Contact The Office of Raider Life to have content added to the website.
- **Social Media** - Student organizations are not permitted to create their own social media accounts but may create private groups. The Raider Life Office and The Office of Strategic Communications can share your information on the approved College social media channels.
- **Student Newsletter (Email)** - Registered Student Organizations are allowed to submit announcements to be included in the **student** newsletter. The student newsletter is the Raider Life Newsletter: Student communications are sent out by the Raider Life Office each Friday. The information must be sent to [Raiderlife@nwfsc.edu](mailto:Raiderlife@nwfsc.edu) and received by Wednesday by noon for Friday's e-communication.
  - The emails should be no more than 75 characters.
  - Include a catchy title.
  - Include contact information.
  - Include a quality photo (recommended).
  - Do not submit a flyer for submission.

### Successful Meetings

The four steps of a successful meeting:

1. **Scheduling the date and time:** This is best done in consultation with the officers and advisor of the student organization. Do your best to pick a day and time

that the core group of members can attend and start with that group and grow from there.

2. **Reserve a meeting place:** Meeting space may be reserved by completing the [Activity Request](#) form. **To access this form, please log in to your RaiderNet account and click the link.**
3. **Advertising the meeting:** Refer to the section "Advertising."
4. **Plan the agenda:** The President should make sure an agenda is created for each meeting, and the meetings will operate based on Parliamentary Procedure.

## Meeting Attendance

Each semester, student organizations should have an average of 70% or more of members attending meetings. Organizations that do not meet this requirement must provide a performance improvement plan. Raider Life reserves the right to place the organization in an inactive status.

## Parliamentary Procedure

Parliamentary procedure is a set of rules for conducting meetings. It allows everyone to be heard and to decide without confusion. Robert's Rules of Order, Newly Revised, is the basic handbook of operation for most organizations, organizations, and other groups. Robert's Rules can be found in most libraries and the library here at NWFSC. The degree of order needed at a meeting is dependent upon the size and purpose of the group.

## Online Meetings

Northwest Florida State College offers a free online conferencing solution for students and employees through [ZOOM](#). ZOOM is an excellent resource for organizations with members spread throughout Okaloosa and Walton counties.

How to begin with ZOOM: Go to this link: <https://nwfsc.zoom.us/>

FIRST-TIME USERS: When the login is complete, you will be prompted to install the Zoom software. Please allow and follow the installation prompts as presented.

[ZOOM First-Time User Guide](#)

## Financial Handbook

All organizations are required to adhere to the following College policies and procedures when spending funds. This includes spending both funds provided to the organization by the Student Advisory Board (SAB) (Fund 2) and funds raised by the organization (Fund 6). All funds must be kept in College accounts; student organizations may not collect or spend money through third-party accounts or personally owned accounts, such as Eventbrite, Venmo, Cash App, PayPal, or any other third-party payment processor. Non-College accounts and petty cash are not permissible. All organization budgets will be tracked in The Office of Raider Life. Each organization is required to have someone keep financial records for the organization. Funds may be requested at a campus SAB meeting.

## Acquiring Funds

- **Budget Request** - Student Organizations may request funds by completing a [Budget Request Form](#). The organization will need a breakdown of the expenses, supporting documentation, and applicable meeting minutes to complete the request.

Requests related to travel will need to be completed using the [Travel Request Form](#). Funds from Travel budget requests will be used to cover the remaining expenses after depleting the organization's Fund 2 and Fund 6 accounts.

Budget requests may only be submitted for the fall and spring semesters. It is recommended to submit budget requests early in the fall semester.

The request will be reviewed by the Coordinator of Raider Life, who will notify the organization of the results.

- **Membership Dues** - Student organizations are authorized to collect membership dues from members. The treasurer will be responsible for depositing the dues into the organization's custodial account (covered below).
- **Student Activity Fee** - Students pay a student activity fee that may be accessed through the Budget Request. The Student Advisory Board is responsible for allocating funds to the various student organizations and departments. The event or activity using the student activity fee must be free, open, and advertised to the entire student body.
- **Depositing Funds** - Student organization funds should be deposited in a Fund 6 Account (Custodial Account). The account numbers begin with the number six, followed by four digits. Raider Life can provide your Fund 6 Account information upon request.

New student organizations will need to request a Fund 6 Account. Your group can request an account by having your advisor email The Office of Raider Life. A Fund 6 Account is only needed in the event the organization manages funds.

Abandoned funds from inactive student organizations will be moved into the Student Activities Board (SAB) account after a minimum of five years of inactivity.

## Purchasing Process

All purchases made at NWFSC must be approved by authorized College personnel prior to purchasing the items. For this reason, reimbursement for purchases without approval before purchase via the Purchase/Reimbursement Request form made out-of-pocket will be denied payment. Student Organizations will complete a [Purchase Request](#) located on The Office of Raider Life website to purchase goods or services. A Purchase Request is not required to cover travel-related expenses since they will be processed through the Travel Request.

1. The request will be reviewed and processed accordingly. If the purchase is more than \$50, it will need to be approved by the Student Advisory Board (SAB). The organization requesting the purchase will need to attend a SAB meeting to justify why the purchase is necessary. If the purchase is less than \$50, the office of Raider Life will review the order. The office will contact you for the status of the request and further instructions on the purchasing process.
2. Submit receipts to The Office of Raider Life within seven days of the receipt of good or service.

**All purchases and/or requests must go through The Office of Raider Life.**

### **Fundraising and Donations**

Student organizations may not solicit donations. Any group desiring to conduct a fundraising project on campus shall submit a written request describing the project to The Office of Raider Life via the Activity Request Form at least four weeks before the time the organization desires to conduct the project. The completed forms shall contain the signature of the organization's President and advisor when submitted for consideration. Once the Activity Request form has been received, the Office of Raider Life will send this to the College's Foundation office for approval. The activity may commence **only after approval** by the Coordinator of Raider Life or a designated representative.

Fundraising projects must not conflict with other scheduled projects or programs and must be in accordance with local, state, and federal laws. Money collected from fundraising activities must be deposited in your Custodial Account (Fund 6 Account) set up through the Business Office.

**Solicitation of donations, directly or indirectly, for support of any cause shall not be permitted on campus unless written permission from the President or his/her designated representative is first obtained.** Solicitation includes but is not limited to, prizes, gifts, giveaways, raffles, silent auctions, food and beverages, money, etc.

### **Charging Admission**

If the event involves the charging of admission, the process should be described on the [Activity Request Form](#). **To access this form, log in to RaiderNet and select the link.**

Collection of fees shall be administered under the supervision of the advisor. If necessary, collections of admission charges shall also be accomplished through procedures approved in writing by the Comptroller (Business Office).

### **Raffles**

Under no circumstances shall a College Student Organization conduct an activity that includes a raffle. Raffles are governed by Florida Statutes § 849.0935 and require that no purchase or contribution is necessary to partake in the raffle along with other requirements. Additionally, all other types of gambling are also prohibited by Florida Statutes § 849.08.

## Travel Guidelines

Official travel and subsistence for students/student organizations shall be for the benefit of the educational program of the College or student organization's mission and shall be authorized at the discretion of Raider Life.

### Travel Process

1. Submit a [Travel Request](#) at least twenty-one (21) days before your trip. The student organization must wait for final approval before proceeding with travel. Complete the [Budget Request](#) if additional funds are needed for travel. The Budget Request will not need to be itemized since the expenses will be detailed on the Travel Request.
2. Your travel request will be reviewed for accuracy and to ensure funds are available. The Student Advisory Board will review budget requests relating to travel. If approved, Raider Life will assist with reservations and payments if your advisor does not have the ability.
3. Complete the following [Travel Agreement Form](#).
4. Obtain all travel-related receipts and submit them to Raider Life within (7) business days upon travel completion. Ensure taxes are not applied to the charges. Meal receipts are not required since the disbursement is based on the meal per diem rate. Raider Life can provide your group with a copy of the Tax-Exempt Certification.

### Post-Travel

All receipts, unused funds, and the completed Meal Signatures Form need to be submitted to Raider Life.

### Meals

Student travelers may receive an allowance (per diem) for meals before travel departure. Student Meal Advances are for student meals only. Meal allowances are based on the state of Florida's meal schedule:

- Breakfast \$6: When travel begins before 6 a.m. and extends beyond 8 a.m.
- Lunch \$11: When travel begins before noon and extends beyond 2 p.m.
- Dinner \$19: When travel begins at 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to a special assignment.

Any meals that are included in the event (conference meals) are not to be included in the Student Meal Advance request. Meal receipts do not need to be submitted.

Accounts Payable checks are printed twice a week, and the deadline for a complete (through all approval queues) check request is 12:00 PM on Mondays and Thursdays; checks are printed the following morning and can be picked up at the Cashier's office after 1:00 PM. TRs entered on the day of the deadline most likely will not be completed in time for the next check written. Weeks that have holidays may change the accounts payable schedule, so it is essential that meal advances be submitted well in advance.

### **After travel, student meal advances require reconciliation:**

- The advisor is to return any undistributed meal funds to the College's Cashier's office, credited back to the original accounting source, within seven business days of the trip's end.
- Obtain receipt of redeposit.
- Reconciliation Form with student signatures and Cashier's office receipt (if not all funds were disbursed) is then submitted to the TEM Specialist in Financial Services within ten business days to close the meal advance file.

**IMPORTANT:** Meal advancements are not to be treated lightly. They are an advancement of the College's cash resources, which receive close auditing by the Florida Auditor General's office, and the faculty or staff member who receives the funds becomes a fiscal agent for the College. All cash advances must be reconciled. Disbursement of the cash advance requires a signed receipt of the funds, and any funds that a student does not sign for must be returned to the College as soon as possible.

### **Lodging**

Raider Life can make hotel reservations in the event the Advisor does not have a PCard. If the advisor does not have a PCard, payment will be arranged through a Credit Card Authorization on behalf of the traveling group. Travelers should stay four (4) people to a room.

No taxes are to be applied to an invoice when traveling within the state of Florida. Raider Life will provide the group with a copy of the Tax-Exempt Certification. If there are any discrepancies, please attempt to have them resolved immediately and obtain a corrected receipt.

Travelers are responsible for any unauthorized expenses charged to the room, such as mini bar, phone, or damages. Travelers will be responsible for reimbursing the College for any unauthorized charges that are assessed on the College card.

### **Registration**

As a part of the Student Travel Behavior Agreement Form, students will assume responsibility for any conference registration fees paid by the College, and should the student cancel for any reason, including a non-documented family or medical emergency, they may be required to reimburse the College for said fees. This agreement is to ensure commitment and responsibility to the travel by the student before committing funds on the student's behalf.

Please obtain all registration receipts and submit them to the Raider Life Office upon the travel completion.

### **Transportation**

Below are the offered transportation methods:

- **Personal Vehicle Agreement** - If travelers have chosen of their own free will to provide their own transportation to and from the destination, they will need to complete the Personal Vehicle Agreement. Passengers will also need to complete the form as well.
  - **Mileage Reimbursement** - Students are not eligible for mileage reimbursement.
- **College Vehicle** - The authority to operate a College vehicle is restricted to College employees. The College currently has cars and 15-passenger vans for use.
- **Common Carrier** - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm. Common carrier expenses shall ordinarily be at the lowest discounted rate for the chosen mode of transportation. Reimbursement, however, shall not exceed the cost of discounted coach airfare.
- **Rental Car** - College employees may operate a rental car in the circumstances that appropriate College vehicles are unavailable for specified travel times. Raider Life will assist in the process of reserving a vehicle through Avis or Enterprise for travel.

## Unexpected Issues

The Raider Life Office is aware that unexpected issues may arise during travel. We will provide your group with a point of contact for issues that occur after hours. Unfortunately, issues such as hotel credit card authorization may arise; Raider Life will provide backup documentation to the traveling advisor to help prevent such scenarios. If issues cannot be resolved, a Raider Life staff assistant can be reached for further assistance.

## Forms

**To access these forms, log in to Raider Net and click the link.**

- [Activity Request](#)
- [Advisor Agreement](#)
- [Attendance Submission Form](#)
- [Budget Request](#)
- [Constitution Guide](#)
- [Digital Flyer Request](#)
- [Student Meal Request](#)
- [Student Organization Membership Roster](#)
- [Student Organization Registration Form](#)

- [Student Organization Report](#)
- [Travel Agreement Form](#)
- [Travel Request Form](#)