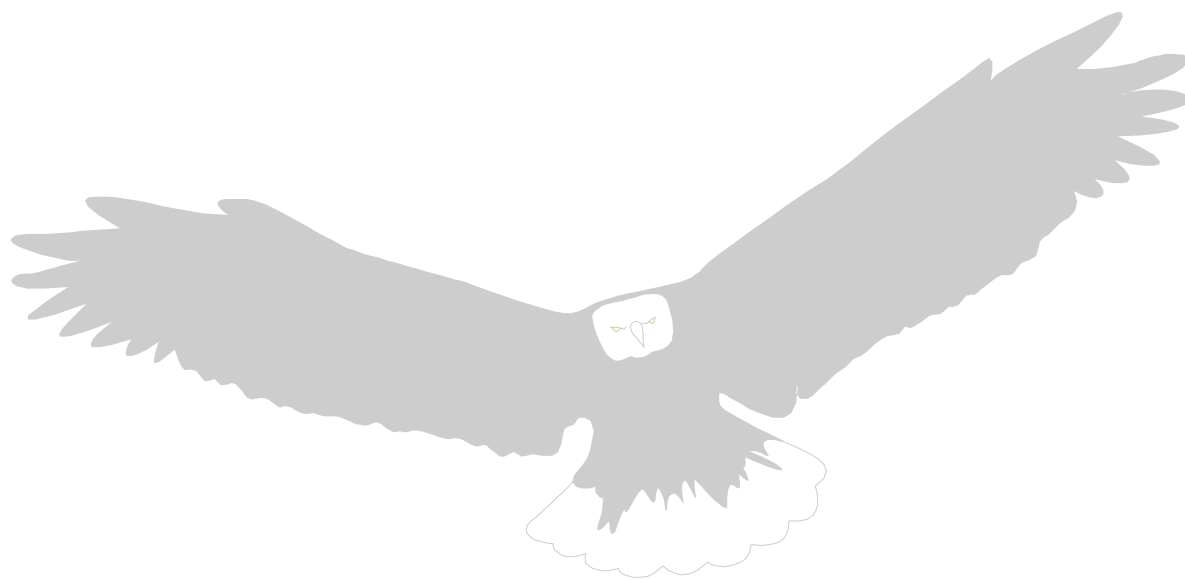


NorthWest Arkansas Community College

Student Organization Handbook

NorthWest Arkansas Community College recognizes that the student organizations provide a framework for students to develop their own unique talents and interests. Student organizations assist in the development of leadership qualities and provide an avenue for profitable use of leisure time.

When, and if, any student organization wishes to engage in a sustained program and use facilities on a regular basis, registration of the group as a student organization is required. Information on becoming a registered student organization may be obtained from the Director of Student Activities and Organizations.



**NorthWest Arkansas Community College Clubs/Organizations
2003-2004**

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NWACC Student Organizations 2003-2004

ALPHA ETA RHO

Sponsors: David Bowman (986-6927) & Yasser Saeed (751-5050)

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW)

Sponsor: Angie Albright (619-4303) & Jean Anderson (619-4208)

BAPTIST COLLEGIATE MINISTRY (BCM)

Sponsors: John Story (619-4283) & Steve Williams (640-4327/636-8673)

COMPUTER CLUB

Sponsor: Troy Cash (619-4209)

CREATIVE WRITING CLUB

Sponsors: Timothy McGinn (986-6905) & Denise Nemec (619-4301)

GAMMA BETA PHI

Sponsors: Marvin Galloway (619-4158) & Caroline Burton (619-4289)

HISTORY CLUB

Sponsors: Chris Huggard (619-4270) & Greg Kiser (619-4227)

INTERCULTURAL EXCHANGE

Sponsors: Dale Montgomery (619-4234), Lecia Pelphrey (619-4135) & Mary Odima (619-4345)

LATIN COUNCIL OF NWACC

Sponsors: Dianna Portillo (619-4324) & Jorge Amaral (273-6442)

PHI BETA LAMBDA

Sponsors: Christi Stamps (619-4271)

PHI THETA KAPPA

Sponsor: Julie Crocker (619-2224)

PHILOSOPHY CLUB

Sponsor: Leonard Schulte (619-4216)

PHYSICAL THERAPY ASSOCIATION

Sponsors: Deanna Fletcher (619-4253) & Rhonda Crider (619-4328)

PSYCHOLOGY CLUB

Sponsors: Conrad Krauft (619-4268) & Diana Nagel (619-4348)

SENIOR NURSING CLASS

Sponsors: Elaine Holloway (619-4255) & Kathryn Ramirez (619-4258)

SIFE (Students in Free Enterprise)

Sponsor: Bryan Aguiar (619-2235)

STUDENT ASSOC. OF RESPIRATORY CARE TECHS

Sponsor: Alan Clark (619-4250)

STUDENT NURSES ASSOCIATION

Sponsors: Elaine Holloway (619-4255) & Kristi Noble (619-4151)

Renewing an Organization

In the fall each organization should decide if it wants to continue to exist. If it wants to continue, the Organization Renewal Form must be completed and returned the Director of Student Activities and Organizations by September 2. NOTE: Submit a renewal form in spring if:

- The organization has a change in advisors
- Change in officers or
- There are less than 10 current members

(See Appendix B)

Should an organization decide to disband, Submit a statement disbanding the organization to the Director of Student Activities and Organizations. Include signatures of all current members.

Forming an Organization

These guidelines must be followed in order to form a new club/organization at NWACC.

- 1) Obtain a copy of the NorthWest Arkansas Community College Student Organization Handbook from the Director of Student Activities and Organizations, Julie Crocker, located in Burns Hall 1264.
(Office hours are 8:00 a.m. until 4:30 p.m.)
- 2) Ask two faculty/staff members to be advisors to assist the new organization. Ensure they have a copy of the Handbook and the Student Organization Advisor Guide. (In addition to the two NWACC advisor, a community sponsor may be approved by the Director of Student Activities and Organizations, Burns Hall, 619-2224.)
- 3) The following criteria must be met for your request to be reviewed for approval:
 - Completed application packet including the Advisor Form and membership roster with **at least ten (10) student members**. The organization must return all forms by published dates for fall and Spring Semester. NOTE: Organizations may form with less then ten (10) members on a recruiting basis for the first year.
 - Proposed constitution and by-laws.
(Required within a month of being approved as an organization and must be updated yearly.)
- 4) When the above criteria have been satisfied, return the forms to the Director of Student Activities and Organizations, Burns Hall 1264.
- 5) The Director of Student Activities and Organizations will contact the advisor(s) when an approval decision has been made or if additional information is required.

(See Appendix A)

Campus Procedures for Student Organizations

1) Club Recognition

To become a recognized club, follow the guidelines stated on page two for renewing and forming an Organization.

(See Appendices A or B)

2) Legal Guidelines for Student Organizations

- A. Students have a First Amendment right to associate together to espouse their beliefs.
- B. Students also have a right not to associate thus prohibiting compulsory membership in a group.
- C. NWACC is not compelled to grant official recognition to any student group that has not met the minimum membership requirements.
- D. All recognized Student Organizations must be treated equally.
- E. State laws often define the rights and responsibilities of student governing groups on campus; however, these laws may not conflict with constitutional guarantees.
- F. Institutions may deny recognition to groups that will not agree to comply with reasonable college rules and federal anti-discrimination laws.
- G. Institutions may refuse to recognize groups whose activity can be shown to substantially disrupt the academic process; however, the institution would bear a heavy burden in the "prior restraint" activity.
- H. Institutions may refuse to recognize groups whose activities result in or provoke lawless action.
- I. Official recognition and the attendant benefits such as use of campus facilities, faculty advisors, citation in institutional publications and the like constitute "significant assistance" from the college.
- J. Institutions may require groups to provide a statement of purpose and a list of officers and individual members.
- K. Institutions may require student candidates for elected offices to possess a reasonable academic average. The rights and responsibilities of student groups can generally be summarized as:
 - I. The legal standing of a student organization will depend upon whether it is incorporated or not and the law of the particular state in which it is located.
 - II. Official recognition generally means the organization has access to campus facilities but not economically valuable equipment.

- III. Institutional facilities may be denied to groups where it can be shown that there is a "clear and present danger" and their activity is designed to disrupt the educational process.
- IV. Where facilities are made available to student groups, all organizations must be treated equally.

L. Groups may be denied equal access to facilities simply because the legal activity to be conducted is repugnant.

3) **Special Events**

Clubs and organizations are encouraged to conduct special events. The Director of Student Activities and Organizations may assist your organization with the required reservations in planning the event. The Application for Special Events must be completed at least two weeks in advance when planning an event.

(See Appendix C)

4) **Use of College Facilities**

Room reservations are handled by the Aine Quigley, Secretary for Internal Facility Use, Burns Hall 1448, 619-2252. Prior to the event, complete the forms and have at least one faculty advisor sign the forms. Return the completed worksheet to the Director of Student Activities and Organizations and return the Facility Use form directly to the Secretary for Internal Facilities Use, Aine Quigley room 1448. Aine will verify and approve the availability of any space or facility on campus and notify the Directory of Student Activities and Organizations.

(See Appendix C1)

5) **Travel Policies
With Funding**

As a representative of NorthWest Arkansas Community College, student organizations must follow the procedures outlined in the Travel Guidelines specified by the State of Arkansas. All college documents must be completed before departing for a trip. (This process requires involvement of the Business Office (Fiscal Affairs) to ensure that the travel policy is enforced- Daveine Burgess 619-4340.)

Without or without funding

To travel off campus fill out the Field Trip Contract. Have all students fill out and sign this worksheet. Return the worksheet to the Director of Student Activities and Organizations or your department head to confirm prior approval.

(Appendix D)

6) **Posting Information on Campus**

Materials must be approved for posting by the Director of Student Activities and Organizations. Up to six copies of approved materials may be posted at the Burns Hall for a period of two to four weeks. An additional three copies may be approved to post at NWACC class locations in Bentonville and Rogers (WLF, MAT, WEC and SCWT). One bulletin board at the Burns Hall has been designated for classified advertisements only. One copy of an approved classified advertisement may be posted for a period of two to four weeks. Outdated and/or unapproved materials will be removed.

The following Policy for Posting Materials has been posted on all bulletin boards at all NWACC facilities:

Anyone wishing to post material on bulletin boards should first obtain stamped approval from the Student Information Desk. Items placed on College bulletin boards without authorization are subject to removal. Outdated materials will be removed periodically.

No individual or group may use the name of the College for any activity, on or off campus, without prior approval of the Vice President of Student Services. This applies to tickets, posters, advertisements, and solicitations of any type.

Distribution of handbill, pamphlets, flyers and other literature on the grounds or in the College buildings is prohibited.

If a person wishing to post material on an NWACC building cannot come to the Student Information Center for approval, he/she may ask building personnel to send the material to the Student Information Center via campus mail. The material will be returned to the building the following day.

The purpose of this policy is to help keep the College free of unnecessary litter. Thank you for your cooperation in helping to enforce this policy.

8) **Advertising and Sales on Campus**

Approved NWACC Organizations may engage in campus sales as long as they do not compete with contracted food service providers or book providers. The selling of merchandise must be limited to fundraising activities that will directly benefit the student organization, college or college division.

Individuals or groups not affiliated with NWACC cannot engage in campus sales. All campus advertising and sales must be approved by the Coordinator of Campus Activities.

Reservations for an area/room for the sales must be submitted to the Director of Student Activities and Organizations two weeks prior to the event. Submit completed request form to the Secretary for Internal Facilities Use (Burns Hall 1448).

The Vice President of Student Services reserves the right to reject any campus sales.

9) **Use of College name or symbols**

Any use of the College name and/or symbols (logo, seal, etc.) in promotional items (T-shirts, notebooks, pens, etc.) must be approved by the Vice President of Student Services. All requests should be forwarded to the Vice President of Student Services for approval before purchasing any promotional item. Forward all request to Dr. Jane Guyton, Vice President of Student Services, Burns Hall 2103.

Constitution and By-laws

The **constitution** of an organization contains the fundamental principles, which govern its operation. The **by-laws** establish the specific rules of guidance by which the group is to function. All groups must have their basic structure and methods of operation in writing on file in the office of the Director of Student Activities and Organizations.

The reason for having a constitution and by-laws is to articulate the purpose of the organization and spell out the procedures to be followed for its orderly function. Constitutions usually require a two-thirds vote of the membership for adoption. By-laws require only a simple majority vote for passage.

Once the constitution and by-laws are developed, review them yearly. The needs of the group will change over time, and it's important the constitution and by-laws reflect the current state of affairs.

Make sure every new member of the organization has a copy of the constitution and by-laws. This will help unify the members by informing them about the opportunities that exist for participation and the procedures they should follow to be active, contributing members. A thorough study of the constitution and the by-laws should be a part of officer training and transition.

Developing a Constitution

The following is an outline of the information to be included in the constitution. The object is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I	The name of the organization
Article II	Affiliation with other groups (local, state, national)
Article III	Purpose, aims, and functions of the organization
Article IV	Membership requirements and limitations Section A. Types of membership Section B. Eligibility for membership
Article V	Officer (minimum requirement is president, vice president, secretary, treasurer). (Also see Role of Officers, page 8). Section A. Eligibility of officers Section B. Timetable of elections

Article VI	Meetings (frequency, special meetings, and who calls them)
Article VII	Quorum (number necessary to transact business)
Article VIII	Amendments (notice and voting requirements)
Creating By-laws	

By-laws are set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change.

By-laws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

- Membership (selection requirements, resignations, expulsions, rights and duties).
- Dues (amount, collection procedures, any special fees, when payable).
- Duties of officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office).
- Executive Board (structure, composition, powers).
- Committees (standing, special, formation, chairs, meetings, powers, duties).
- Order of business (standard agenda for conducting meetings).
- Parliamentary authority (provision for rules or order, generally Robert's Rules of Order).
- Amendment procedures (means of proposals, notice required, voting requirements).
- Other specific policies and procedures unique to the club-organization necessary for its operation.

Role of Officers

Officers are advocates for the organization and should work with all levels of administration to promote good communication in order to achieve the organization's goals. Officers need to be public relations agents for the College by having their organizations act in a responsible manner and by recruiting and welcoming new members.

Students considering officer positions should make a commitment to help better the organization and realize the time constraints involved.

Duties of the President

- Create agendas.
- Call and run meetings.
- **Serve as a liaison with the Director of Student Activities and Organizations.**
- Recruit and maintain membership.
- Work with advisors.
- Delegate organization responsibilities.
- Be responsible for overall organization involvement.

Duties of Vice President

- Work directly with the president on all organization projects.
- Give leadership to committee chairs.
- **Register events on/off-campus with the Director of Student Activities and Organizations.**
- Assume president's role if the need arises.

- Conduct business when the president is unable to do so.

Duties of the Treasurer

- Develop budget with the organization's advisors, other officers and the members.
- Maintain an accurate record of expenditures (receipts) and funding.

Duties of the Secretary

- Attend all meetings, including committee meetings.
- Take minutes at all meetings.
- Maintain complete, accurate and objective record-keeping.
- Notify members of upcoming meetings/events.
- **Reserve meeting space with the Coordinator of Campus Activities.**
- **File all changes/updates in the constitution, by-laws and advisors with the Director of Student Activities and Organizations.**
- Maintain a record (notebook) of agendas, minutes, events and pictures.
- Have minutes of previous meeting viewed and approved at the next meeting.
- **Obtain approval from the Director of Student Activities and Organizations before hanging all posters, flyers and other publications.**
- Help the president/facilitator of meeting stay on track.
- Ask for clarification during meetings.

The secretary's records will be referred to by current members as a reminder of what is finished and unfinished business, what requires follow-up and what actions were taken. These records are kept for future members to read in order to gain an understanding of where the organization has been and why.

Meetings

Taking Minutes

The secretary should be prepared and present for all meetings. If the secretary is unable to attend, a substitute should be appointed. The secretary should read the minutes of the previous meeting, pay attention to style, format, and review the agenda and any attached documents. If the organization has agreed upon a standard format for the minutes, the secretary can use a standardized form and fill in preliminary rough draft information before the meeting in order to fill in discussions, etc. as they occur.

Some helpful hints on format and final preparation are:

- Use good quality paper of standard size.
- Type only on one side of the paper.
- Use standard format:
- Capitalize and center the heading designating the meeting.
- Indent paragraphs five spaces.
- List names of those present and those absent.
- Double-space the text.
- Double-space between paragraphs and triple-space between each item in order of business.
- If you use captions, put them in the margins in capitals.
- When recording sums of money, write the amount first in words and then put the numeric figures in parentheses.
- Number each page at the bottom (centered).

The notes should include the following information:

- Type of meeting (executive, standing committee, etc.).
- Date, time and place
- List of those present and absent.
- Approval and/or amendments to previous meeting minutes.
- Record of proposals, resolutions, motions and seconding, and final dispositions.
- Summary of discussion.
- Record of vote.
- Time of adjournment.
- Nomination of submission and transcriber's name.

There are different ways to take meeting minutes, and organizations should choose the most appropriate method for them. Minutes can be recorded in writing, the most common practice, or on tape. If you choose to tape the minutes, you can either tape the entire proceedings word-for word and later listen to the tape, pulling out the pertinent information, or tape selected segments to record specific decisions and statements. Whether writing or taping the minutes, include the following:

- The names of the people proposing any action, stating an opinion or making a motion.
- Any motions, resolutions, amendments, decisions or conclusions (all recorded word-for-word).
- Whether or not a motion was withdrawn and what assignments were made and to whom.

It is often helpful, for both minute-taking and for those attending the meeting, if the president or the secretary summarizes decisions that are reached. The summary should carefully clarify those points of greatest controversy. It is the secretary's responsibility to signal the president and ask questions regarding the subject being discussed if the president becomes lost or unsure. A secretary should not wait until the meeting has been adjourned to get clarification; individuals can lose their perspective, issues can become less important and people can forget later what actually occurred.

Once the minutes have been transcribed into draft form, they should be submitted to the president for review and/or correction. Finally, once they are returned, they need to be prepared in a formal form (preferably agreed upon beforehand) for final approval at the next meeting. These minutes may be sent out to all members within three or four days of the meeting. This allows members time to read the minutes for accuracy, before the next meeting and while the previous meeting is still fresh in mind.

Parliamentary Procedures

The following are some of the more common parliamentary procedures that should be followed when conducting a meeting.

- Convening the meeting: "The meeting will come to order."
- Making a motion: "Mr./Ms. President, I make a motion that _____."
- Seconding a motion: "Mr./Ms. President, I second the motion." If a motion does not have a second, it is lost.
- Discussion: "A motion has been made and seconded that _____. Is there any discussion on the motion?"
- The vote: the president asks, "Are you ready for the question?" The vote is then taken. This may be done by secret ballot show of hands or oral vote.
- The results: "the ayes/nay have it and the motion is/is not carried." The president has the deciding vote in case of a tie.

- Making a nomination: Nominations are made the same way a motion is made, except they do not require a second. "Mr./Ms. President, I nominate _____." A motion to close nominations must be made and seconded before the vote is taken.
- Adjournment: "Mr./Ms. President, I move that we adjourn." A motion to adjourn takes precedence over all other motions and cannot be amended or debated.

It is very important that the president of each organization has a sound understanding of parliamentary procedures. For more information on parliamentary procedures contact the Director of Student Activities and Organizations, Burns Hall 1264, 619-2224.

Before a Meeting

- 1) Define the purpose of the meeting.
- 2) Develop an agenda with the officers and advisors.
Below is a sample agenda:

- A. Call to Order
- B. Approval of Agenda
- C. Correction and Approval of Minutes from previous meeting
- D. Announcements
- E. Treasurer's Report
- F. Committee Reports
- G. Unfinished Business
- H. New Business
- I. Special Issues
- J. Adjournment

- 3) Distribute the agenda, and circulate background material and lengthy documents or articles prior to the meeting so that members will be prepared and feel involved and up-to-date.
- 4) Choose an appropriate meeting time. Set a time limit and stick to it. Remember, members have other commitments. They will be more likely to attend meetings which are productive, predictable and as short as possible.
- 5) If possible, arrange the room so that members face each other, such as a circle or semicircle. For large groups, try U-shaped rows. A leader has better control when he or she is centrally located.
- 6) Choose a location suitable to the group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
- 7) Use visual aids for interest, like posters, diagrams, etc. Post a large agenda up front for members to refer to.
- 8) If possible, vary meeting places to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

During the Meeting

- 1) Review the agenda and set priorities for the meeting.
- 2) Stick to the agenda.
- 3) Start on time. End on time.
- 4) Greet members and make them feel welcome, even late ones when appropriate.
- 5) If possible, serve light refreshments. They are good ice breakers and make the members feel special and comfortable.

- 6) Encourage group discussion to get all points of view and ideas. This will produce better quality decisions as well as highly motivated members. Members will feel that attending meetings is worthwhile.
- 7) Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact in the decision-making process.
- 8) Keep conversation on the topic, proceeding to an eventual decision. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are greeting nowhere or becoming destructive or unproductive.
- 9) Motions and resolutions must be taken verbatim and should be read back during the meeting to verify accurate recording.
- 10) Summarize agreements reached and end the meeting on a unifying or positive vote.
- 11) Give recognition and appreciation to individuals for excellent and timely progress.
- 12) Set a date, time and place of the next meeting.

After the Meeting

Write up and distribute minutes within three days. Quick action reinforces importance of meetings and reduces error of memory.

- 1) Discuss any problems during the meeting with other officers; and come up with ways improvements can be made
- 2) Follow up on delegation decisions. See that all members understand and carry out their responsibilities.
- 3) Put unfinished business on the agenda for the next meeting.
- 4) Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

Forms

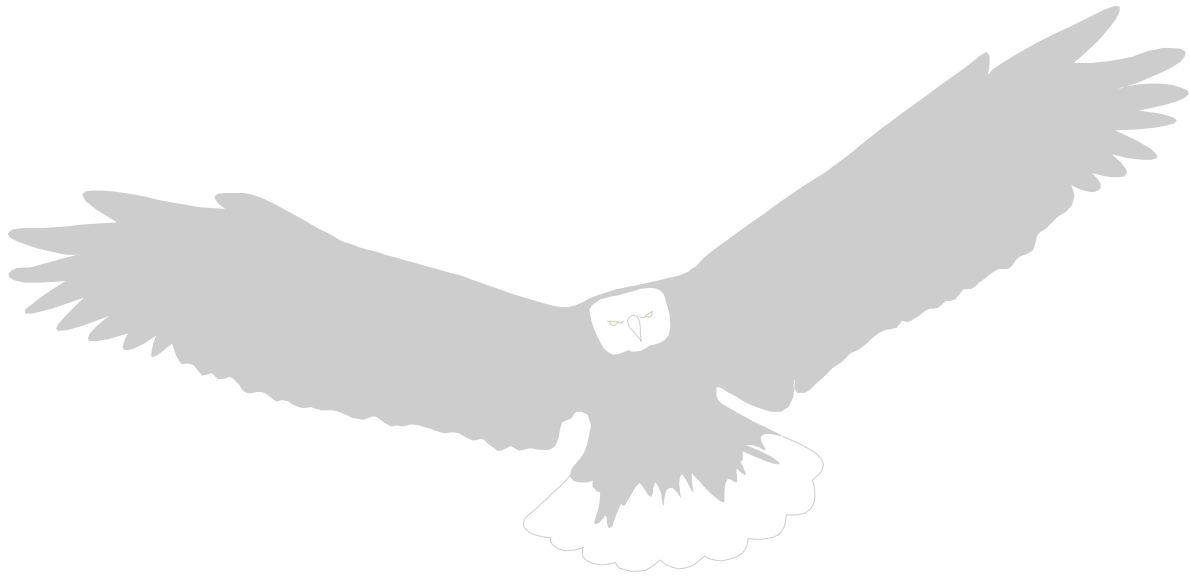
The following forms are required for all organizations at NWACC:

- **Student Organization Application for approval**
- **Organization Renewal Form**
- **Application for Special Events**
- **Room Reservation Worksheet**

The required forms are attached as Appendices. You may make copies of these forms, complete them and return them to Director of Student Activities and Organizations, Burns Hall 1264, 619-2224.

Appendix A

**APPLICATION
FOR
STUDENT
ORGANIZATION
RECOGNITION/APPROVAL**



"Making a difference one life at a time"

GUIDELINES FOR RECOGNITION OF ORGANIZATIONS

A. General Policy

To be a recognized student organization at NWACC requires the approval of the Vice President of Student Services and the Director of Student Activities and Organizations. Once officially recognized, an organization is entitled to all rights and privileges afforded other NWACC organizations.

The administration of NWACC is committed to fulfilling the requirements of Title IX and section 504 of the Rehabilitation Act. NorthWest Arkansas Community College is committed to non-discrimination of persons with disabilities. Student organizations must examine their policies and by-laws to ensure that they reflect a non-discrimination policy towards persons with disabilities.

Membership requirements for an organization must comply with non-discrimination regardless of race, age, sex, religion, color, national origin, creed, handicap and marital or parental status.

B. Definition of Student Organizations

- 1. Student Organizations - a group with at least 10 currently enrolled credit students at the time of recognition. The organization must maintain this membership requirement while recognized.**

C. Recognition Procedures

In order to gain recognition as a student organization, the following guidelines must be met:

1. Provide the college with the name and a statement of purpose for the organization by completing the Organization Formation Application (No organization shall register a name identical to or closely similar to the name of a previously registered organization).
2. Be non-profit in nature.
3. Provide a copy of the organization's constitution and to include a declaration of the purposes, goals and activities.
4. Attain two advisors from NWACC. Advisors must be members of the faculty or professional staff of the college. Advisors must actively participate in the organization and regularly attend meetings of the organization. In case of severe hardship, the Vice President of Student Services is authorized to waive this requirement for a reasonable period of time. (Part-time faculty and staff qualify as advisors if approval is granted by the appropriate Division Chair).
5. In addition to the two NWACC advisors, a community sponsor may be approved by the Director of Student Activities and Organizations.
6. Provide a list of all initial members and the current names and addresses of the officers and advisors to the Director of Student Activities and Organizations.
7. Attend mandatory student organization orientation meeting at the beginning of each semester.

D. Registration Procedures

1. Renewal of registration shall be performed annually by completing the Organization Renewal Form.
NOTE: Submit a Student Organization Renewal Form in the Spring if there has been a change in Advisors, officers or if there are less than 10 current members.
 - a. Provide a list of current officers and advisors names and addresses to the office of the Director of Student Activities and Organizations by completing the Update Form.
 - b. Provide an up-to-date constitution and by-laws.
 - c. Notify the Director of Student Activities and Organizations of regularly scheduled meetings and any special activities by completing the Renewal Form and the Application for Special Events.

Local affiliates of national organizations must have a local constitution and by-laws in accordance with and do not conflict with NWACC policies and procedures. **Registration becomes official after compliance with the above procedures.**



**NORTHWEST ARKANSAS COMMUNITY COLLEGE
ORGANIZATION FORMATION APPLICATION**

Please Print or Type

Date _____

1. **Name of Organization** _____

2. **Purpose and Objective** (All members are to be made aware of these)

3. **Proposed Activities of the organization**

4. **Qualification for Membership**
a. **General Requirements**

b. **Scholastic Requirement** (Please be specific)

5. Outside Affiliations

a. List any national, state, or local organizations with which you plan to be affiliated.

b. What is the name of the President of the national, state, or local organization with which you plan to be affiliated?

Name	Address	<u>Phone</u>

6. Officers

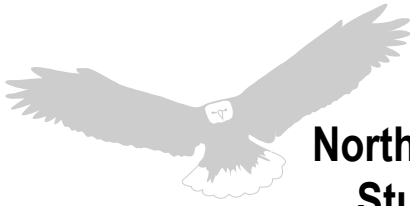
a. When are officers selected/elected?

b. How are officers selected/elected? (Please be specific)

c. List Officers

Name	Address	Phone	E-mail	Office to be held

Appendix B



NorthWest Arkansas Community College
Student Organization Renewal Form

Please Print or Type

Date Submitted _____

1. Name of Organization _____

2. Please list organization officers for the current year:

President _____ Phone _____

Vice-President _____ Phone _____

Secretary _____ Phone _____

Treasurer _____ Phone _____

2. Have there been changes in the purpose, objectives, proposed activities, or membership requirements since filing your formation application? Yes _____ No _____ If yes please explain:

4. Do you have regular meeting times? Yes _____ No _____
If yes when? _____

5. Please list current members. Organizations Must have at least ten club members who are current students at NWACC.

Signature of Advisor _____ Phone _____

Signature of Advisor _____ Phone _____

(Important! All organizations MUST have two NWACC faculty advisors.)

**RETURN APPLICATION TO THE DIRECTOR OF STUDENT ACTIVITIES AND ORGANIZATIONS
(Burns Hall room 1264, 619-2224)**

Appendix C

Student Organizations' Application for Special Events

Organization Name: _____

Advisor Name(s): _____

Event Title: _____

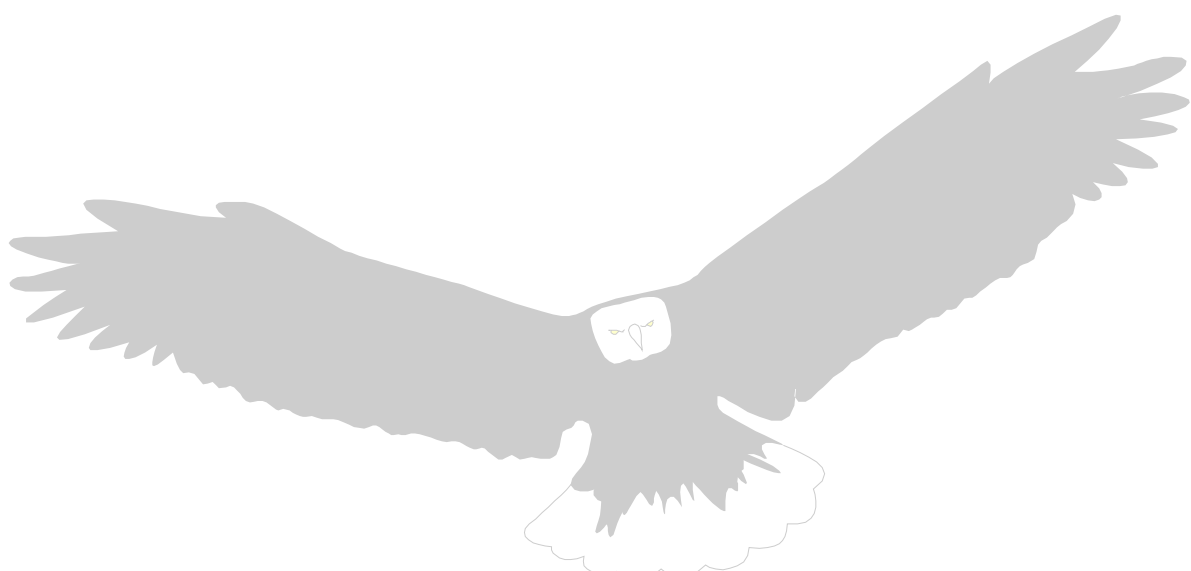
Purpose of Event: _____

I understand the Student Organization requirements, explained in the handbook, and I further understand that if these requirements are not met, the possibility of having an event on campus may be withheld. I also understand that all college guidelines must be followed in addition to the Student Organization requirements.

Signature of Advisor responsible for event

Signature of Organization member responsible for event

Date



RETURN APPLICATION TO THE DIRECTOR OF STUDENT ACTIVITIES AND ORGANIZATIONS
(Burns Hall room 1264, 619-2224)



NORTHWEST ARKANSAS COMMUNITY COLLEGE
INTERNAL FACILITIES USE REQUEST FORM

Facility/Room Requested _____ Date Submitted _____

Person Submitting Request _____

Office Location _____ Extension Number _____

Description of Event _____

Day, Date and Time of Activity _____

Number of People Expected to Attend _____

_____ Special Needs Checklist _____		
_____ # of Tables	_____ # of Chairs	_____ Lectern
_____ Microphone (sound)	_____ Lighting	_____ Overhead Projector
_____ TV/VCR	_____ Powerpoint	
_____ Other (specify) _____		

THE COLLEGE WILL REQUIRE THE RENTING ORGANIZATION TO ASSUME ALL LIABILITY FOR INJURY OR DAMAGE TO INDIVIDUALS OR PROPERTY. AND TO IDEMNIFY AND HOLD HARMLESS COLLEGE EMPLOYEES AND THE BOARD OF TRUSTEES FOR ANY LOSS OR DAMAGE.

Printed Name _____

Signature _____ Date _____

-----Office Use Only-----

<input type="checkbox"/> Applicant	Request Approved _____
<input type="checkbox"/> Security	Date _____
<input type="checkbox"/> Maintenance	
<input type="checkbox"/> Front Desk	Request Denied _____
<input type="checkbox"/> _____	Date _____

Request Cancelled? Yes No If so, by whom _____

Comments _____

Return Completed Form to: Aine Quigley, Secretary-Facilities Use
Burns Hall 1448
NWACC
Phone (479) 619-2252 Fax (479) 619-2230

NorthWest Arkansas Community College
Field Trip Guidelines

Introduction

Field trips are often an essential part of teaching and learning at NorthWest Arkansas Community College. A *field trip* is defined as a class-related trip or student activity that takes place away from the regular classroom and involves the class as a whole (as opposed to clinicals, service learning, and internships that are individually arranged). The following procedures are intended to assist faculty, staff, students, and volunteers in planning and preparing for health, safety, and risk management issues related to field trips so that the outcome will be a positive learning experience for all involved.

Preparations for Field Trips

- 1) A faculty member planning field trips as a course requirement must include that fact both in the schedule of classes and on the course syllabus given to students the first day of classes so that students will understand that field trips are part of the course's learning methodology. The faculty member should also explain in the syllabus the learning objectives of the field trips.**
- 2) Some department/division heads will require that faculty or staff planning field trips fill out the Pre-Approval Form for Semester Field Trips to get advanced approval of the planned field trips for learning goals and budget availability.**
- 3) A faculty or staff member who is going to take his/her students on a field trip during the semester must get from each participating student a signed Release of Liability Form. The completed forms will then be forwarded to the head of the department for an authorizing signature.**
- 4) So that NWACC will know at all times which field trips are scheduled when and the participants on each field trip, the sponsor must provide the appropriate department secretary with all information for the Field Trip Log once the Release of Liability Form has been completed and signed by the department head authorizing the field trip.**
- 5) The sponsoring faculty/staff member should remind students that if they will miss other classes or work-study duties because of the trip, they must contact their other instructors and supervisors in advance. When a conflict occurs, the two faculty/staff members need to reach a resolution to the problem and communicate that resolution to the student. Although instructors and supervisors are encouraged to cooperate in supporting field trip, the decision of whether or not to approve an absence and make-up work for an individual student rests with each supervisor or instructor affected by the absence.**

Safety and Risk Management Training

Faculty and staff planning a field trip will have available to them through the campus police department in conjunction with the sponsoring department the appropriate training for the field trip they will be sponsoring. This training may include such topics as

- Fire prevention and safety**
- Defensive driving for van drivers**
- First Aid and CPR**

--Risk management for administrators

Following College and State Rules on Field Trips

State and college regulations that must be followed on field trips include the following

- Wearing seat belts**
- Driving under the speed limit**
- Having a valid driver's license**
- Not carrying alcohol in the vehicle or drinking while driving**
- Adhering to the Arkansas State Safety Vehicle Program as stated in Section 2-2-4(1) of the NWACC Policy and Procedures Manual**

Insurance

--Liability Insurance

NWACC has a general liability insurance policy. Questions concerning coverage should be referred to Steve Pelphrey or Donna Scanlan at 501-619-4302 or 501-619-2203 respectively

--Property and Vehicle Coverage

NWACC vehicles are insured by a state policy. Cards are in each vehicle with instructions for contacting the insurance company, which should be done at the time of the accident regardless of the extent of injury or damage.

Emergency Procedures

Report emergencies during the day to the college through this number: 1-800-995-6922 and to the sponsoring department.

After hours, report emergencies to the Campus Police Department at 1-501-619-4229

In the case of accidents, the college will need the name of the injured; the date, time, and location of the accident; and a description of the incident. Vehicle accidents should also be reported in accordance with local requirements. Affected employees are asked to cooperate with local law enforcement authorities. Matters relating to insurance coverage, however, should not be discussed with anyone except an authorized agent of the college's insurance company. All questions regarding insurance should be directed to Steve Pelphrey at 501-619-4302 or Donna Scanlan at 501-619-2203.

All property loss claims should be reported as soon as possible to the Fiscal Affairs Office at 501-619-4302, 619-2203, or 619-4215. Upon returning to the NWACC campus, the driver of the vehicle must complete an accident report at the Physical Plant office and send a copy to Sharry Distefano in Fiscal Affairs.

NorthWest Arkansas Community College
Field Trips and Student Activities Release of Liability

NAME (Please print clearly) _____ CLASS _____

FIELD TRIPS or STUDENT ACTIVITIES _____

I, the undersigned and a student or faculty/staff member of NorthWest Arkansas Community College, acknowledge that I have voluntarily registered for the class sponsoring the field trip(s) or for the student activities listed below. I, therefore, assume all risk incident to the above activities, including travel to or from such places of activity, and acknowledge that NorthWest Arkansas Community College, its employees, and the state of Arkansas will assume no liability, including financial responsibility, for injuries or other loss resulting from, or occurring during, the activities or travel to or from such activities.

Field Trips or Student Activities:

The undersigned further indemnifies, releases, and holds harmless NorthWest Arkansas Community College, its Board of Trustees, employees Faculty, Staff, Agents, Insurers, and the State of Arkansas against any claims, damages, disabilities, losses or injuries resulting, or claimed to result, from the undersigned student's (faculty/staff member's) training for, participation in, attendance at, travel to, or other involvement in any and all phases of activity.

The undersigned further acknowledges that his/her signature hereto evidences that he/she has read, fully understands, agrees with and consents to the contents thereof. Furthermore, the undersigned acknowledges that he/she has had sufficient time to review and seek legal guidance concerning this agreement.

(If the student is under 18, the student's parents or legal guardian must sign this waiver).

Student

Parent or Legal Guardian

Received by _____

(Sponsoring department chair)

Date