



Student Organization Handbook

2017-2018

**NorthWest Arkansas Community College
Student Organization Handbook**

Table of Contents

Policies for Student Organizations	3
Forming a New Student Organization	4
Renewing a Student Organization	4
Planning Special Events and Activities	4
Use of College Facilities for Student Organization Meetings	5
Advisor Responsibilities	6
Funding for Student Organizations	6
Certified Campus Clubs	6
Travel Policies	6
Posting Information on Campus	7
Sales on Campus	7
Use of College Name or Symbols	7
Constitution and Bylaws	8
Changing Student Organization Procedures	8
Appendix A: Student Organization Formation Application	9
Appendix B: Student Organization Renewal Application	11
Appendix C: Sample Constitution and Bylaws	12
Appendix D: Application for Special Events	15
Appendix E: Student Activities Appeal Form	16
Appendix F: Letter to Campus Security Authorities & Incident Report Form	18
Appendix G: Field Trip Guidelines	21
Appendix H: Field Trip Release of Liability Form	23

Policies for Student Organizations and Campus Activities

The NorthWest Arkansas Community College administration recognizes that extracurricular programs and activities provide out-of-class learning opportunities for the students. The Office of Dean of Students has authority to coordinate the planning and implementation of campus activities.

Definition of Student Organizations - Student organizations - a group with at least 5 currently enrolled credit students at the time of recognition. The organization must maintain this membership requirement while recognized.

To be a recognized student organization at NorthWest Arkansas Community College requires the approval of the Director of Student Life and the Dean of Students. Once officially recognized, an organization is entitled to all rights and privileges afforded other college organizations. Student organizations must renew their registration annually.

The administration of the College 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. Student organizations must examine their policies and bylaws to ensure that they reflect a non-discrimination policy.

In order to be recognized by the College, student organizations cannot discriminate against potential members based on race, age, sex, religion, color, national origin, creed, disability, sexual orientation, and marital or parental status. Student organizations must remain in compliance with the rules, policies, and expectations of the College and the Office of Student Life.

Membership in student organizations shall be open to currently enrolled students at NorthWest Arkansas Community College without regard to race, religion, or national origin. The Dean of Students will have the responsibility of making sure that anti-discrimination policies are observed by all campus organizations.

To remain in compliance with NWACC Policy 4010.2-Student Leadership Position Restrictions, Students with a felony conviction, registered sex offender status or disciplinary dismissal from a post-secondary institution may or may not be eligible to fill student leadership roles or be a member of any NWACC student club or organization. Students registering to become members of NWACC student clubs may be subject to a background check.

Any student group requesting to use college facilities must be registered annually as an official organization with the office of Student Life. Qualification for student organizations will be administered under the jurisdiction of the Dean of Students. Once officially recognized, an organization is entitled to all rights and privileges afforded other NorthWest Arkansas Community College organizations.

Organizations recognized by the College must follow all college policies and procedures.

Procedures for Student Organizations

Forming a new student organization

1. Obtain a copy of the NorthWest Arkansas Community College Student Organization Handbook from the college website.
2. Ask one NWACC faculty or staff member (full-time or part-time) to serve as the advisor to the organization. Ensure that the advisor has a copy of the Student Organization Handbook.
3. Recruit at least five currently enrolled credit NorthWest Arkansas Community College students to join the organization.
4. Complete the Student Organization Formation Application (Appendix A) including signatures of members and advisors, a constitution, and/or bylaws (see Appendix C for an example of a constitution that can be adapted).
5. Submit Student Organization Formation Application to the Director of Student Life. Applications will be reviewed by the Director of Student Life and Dean of Students. The organization advisor will be notified when an approval decision is made or if additional information is needed.
6. If the student organization plans to maintain funds, the advisor should open a checking account through the NWACC Foundation.

Renewing a student organization

1. Complete the Student Organization Renewal Application (Appendix B) yearly.
2. Submit Student Organization Renewal Application to the Director of Student Life. Applications will be reviewed by the Director of Student Life and Dean of Students. The organization advisor will be notified when an approval decision is made or if additional information is needed.
3. Advisors of all certified, recognized, and registered student organizations are required to submit their membership list to the Director of Student Life at the beginning of each fall semester.
4. Advisors are required to inform the Director of Student Life when they gain new members throughout the year.

Planning special events and activities

1. A Special Event is any activity, on or off campus, sponsored by a club or organization including regular meetings. Each club is allowed to have up to one meeting a week on campus.
2. Submit the completed online Application for Special Events (Appendix D) to the Director of Student Life at least one week before event.
<https://www.nwacc.edu/web/clubs/specialevents>
3. A single application may be used to request a room for regular meetings for the entire semester. Every other event or activity must have its own separate form submitted.

4. The Director of Student Life will review the application and will e-mail the advisor to approve or deny the request.
5. If the event is denied, the student organization may appeal that decision by completing the Student Activities Appeal Form (Appendix E) and submitting it along with a copy of the Application for Special Events to the Vice President for Student Services. The Vice President will review the decision in consultation with the Director of Student Life and Dean of Students and may invite a representative of the student organization to discuss the event. The Vice President will make the final decision.
6. Once an event is approved, the listed club member and club advisor will receive an e-mail from the Director of Student Life with further directions for securing a space at the college for the event. If a room is required, it is the responsibility of the advisor to use the Ad Astra program to request space for the event. Events are not fully approved until Ad Astra has confirmed that the space required is available for the club's use.
7. To request on-campus publicity for the event, the advisor or a student member should fill out the News Publicity Request Form on the NWACC website. Technology requests for the event should be submitted to IT through the Help Desk.
8. If for any reason the organization decides to cancel an approved event, the advisor must inform the Director of Student Life immediately.
9. A sufficient number of organization members and at least one advisor must be in attendance at all times during the event to assure that it is properly managed and controlled. It is not the responsibility of the college physical plant, public safety personnel, the Special Events Coordinator, or the Director of Student Life to manage or control student organization events. However, physical plant and public safety personnel are available to respond to event emergencies and should be contacted immediately by calling 619-4229.
10. If damage to personal or college property due to negligence (beyond normal wear) takes place at the event, the person or persons responsible must pay for that damage. The college will charge the person or persons for the damage. If those responsible for the damage do not make payment, then the student organization will be charged for the damage.
11. The student organization is responsible for clean-up and removal of items at the event (displays, giveaways, special equipment, etc.) with the exception of college property used at the event. The college physical plant or IT employees will remove college property. However, if the event is held outside after normal weekday working hours (8:00 am-4:00 pm, Monday through Friday) the student organization is responsible for securing college property inside a building or storage facility immediately after the event. All trash must be collected and transferred to the dumpsters on the west side of the campus.

Use of college facilities for student organization meetings

1. Only recognized campus clubs may reserve space on NWACC's campuses.
2. Clubs are allowed to reserve space on campus for **one** meeting per week.
3. Club meeting rooms may only be reserved on a semester basis. No annual reservations will be made.
4. Club members must clean up meeting rooms after every meeting. Failure to do this may result in loss of facilities usage.

Advisor Responsibilities

Student organizations should carefully select a full-time or part-time faculty or staff member to serve as their advisor. Advisors should expect to fulfill the following responsibilities:

1. Assume responsibility for and attend all meetings and events sponsored by the student organization.
2. Complete and return the yearly Student Organization Renewal Application (Appendix B).
3. Give guidance to student organization members in development and yearly revision of a constitution and/or bylaws for the organization (See sample in Appendix C).
4. Ensure that events conform to the policies and procedures set forth in the Student Organization Handbook as well as NWACC policies and procedures.
5. Oversee the organization's Foundation account.
6. Report to the Director of Student Life any crimes committed at events (in accordance with the *Clery Act*; see Letter to Campus Security Authorities in Appendix G).

Funding for Student Organizations

The NWACC Student Government Association has allocated funds for student organizations. Please contact the Inter-Club Council or the SGA for rules and procedures for applying for club funds. Only Certified Campus Clubs may apply for funds. (See below.)

Certified Campus Clubs

A Certified Campus Club that is in good standing is eligible for all benefits of a campus organization. Certified Campus Clubs have submitted an annual renewal application, a current or updated constitution and/or bylaws, and a current membership list including e-mails. In addition, clubs must have at least one advisor that has attended an advisor training session and at least one officer who has attended a club officer training session. Certified Campus Clubs are eligible to apply for SGA funds, to reserve campus facilities for club meetings and events, and to be listed on the college website and in publications.

Recognized Campus Clubs

A recognized campus club has submitted the renewal or formation application only. Recognized campus clubs may reserve college facilities for its functions, but is not eligible to apply for SGA funds.

Registered Campus Clubs

A registered campus club is a club that is sponsored by the college. Registered campus clubs have guidelines and procedures that differ from other campus clubs. At the present time, only the Student Ambassador and Activities Board and the Student Government Association are registered clubs.

Travel Policies

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. Contact NWACC Travel

Accountant in the Business Office at 619-4378. To travel off campus, review the Field Trip Guidelines (Appendix H) and fill out the Field Trip Release of Liability Form (Appendix H). Have students fill out and sign this form. Advisors must submit copies of each form to the Director of Student Life. Advisors must keep copies of these forms for one year.

Posting Information on Campus

Materials must be approved for posting by the office of the Vice President of Student Support Services. Up to 4 copies of approved materials may be posted at Burns Hall for a period of two to four weeks. In addition, up to 2 copies may be posted in the Student Center for a period of two to four weeks. One bulletin board at the Student Center has been designated for classified advertisement only. One copy of an approved classified advertisement may be posted for a period of two weeks. Outdated and/or unapproved materials will be removed. Materials will only be posted for NWACC students, faculty or staff.

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

Anyone wishing to post material on bulletin boards should first obtain stamped approval from the Student Information Center. The SIC staff posts new materials every Tuesday and Friday. 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 Support Services. This applies to printed materials, tickets, posters, advertising, and solicitations of any type.

Distribution of handbill, pamphlets, flyers and other literature on the grounds or in the College buildings is prohibited without permission.

If a person wishing to post material in other NWACC buildings is unable to come to the Student Information Center for approval, he/she may ask building personnel to send the material to the Student Information Center VIA inter-campus mail. The stamped material will be returned the following day.

Sales on Campus

Approved NWACC student organizations may engage in campus sales as long as they do not compete with contracted food service providers or book providers. Some exceptions are made but require permission from food service or book providers and the Director of Student Life. 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 sales must be approved by the Director of Student Life using the Application for Special Events electronic submission located at <https://www.nwacc.edu/web/clubs/specialevents>

Use of College Name or Symbols

Any use of the College name or symbols, (logo, seal, etc.) in promotional items, (t-shirts, notebooks, pens, etc.) must be approved by the NWACC Public Relations and Marketing team. Neither the name "NorthWest Arkansas Community College" nor "NWACC" may be used in the name of a club unless it is a registered club.

Constitution and Bylaws

The constitution of a student organization contains the fundamental principles that govern its operation. The bylaws establish the specific rules of guidance by which the group is to function. All student organizations must have either a constitution and/or bylaws on file in the Office of Student Life.

In Appendix C there is an example of an acceptable constitution and bylaws. Student organizations are encouraged to either complete the sample or change the sample based on the specific needs of their organization. The constitution and bylaws may change yearly based on the different needs of students. Each year, student organizations should review these documents and update them if necessary. If the constitution and bylaws are changed, a copy must be sent to the Director of Student Life.

Every member and advisor should have a copy of the constitution and bylaws. A thorough study of these documents should be a part of officer training and transition.

Changing Student Organization Procedures

An inclusive approach will be taken when changes need to be made to the Student Organization Handbook. Changes will be generated by Director of Student Life then approved by the Dean of Students, and Vice President of Student Support Services. After approval is received from the necessary officials, the suggested changes will be announced to student organization advisors and their comments will be considered before the changes are finalized.

Appendix A: Student Organization Formation Application
NorthWest Arkansas Community College

Complete application and return to the Office of Student Life (SC 225H). Proposed constitution and bylaws must be submitted with completed application. For an example, see Appendix (C) of Student Organizations Handbook.

Date: _____

Name of Proposed Student Organization: _____

Purpose: _____

Proposed Activities: _____

Qualifications for Membership

a. General requirements: _____

b. Academic Requirements (if any): _____

Are membership fees collected? _____ If so, amount per member: _____

Outside Affiliations (list any national, state, or local organizations with which you plan to be affiliated)

a. If outside affiliations exist, please list the name, phone number, and e-mail address of a contact at the national, state, or local organization: _____

Officers

a. When are officers selected? _____

b. How are officers selected? _____

c. List founding officers (if known):

Name	Position	Phone	E-mail
------	----------	-------	--------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposed dates and times for regular meetings: _____

Names and signatures of the founding members (must be at least five current NWACC students):

Name	Signature
------	-----------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NWACC Faculty/Staff Advisor:

Name: _____

Department: _____

Office Address: _____ E-mail: _____ Phone: _____

I have read and understand the rules and regulations pertaining to student organizations provided by the Director of Student Life. I affirm that the information contained on the registration form is true and correct to the best of my knowledge. I have consented to be the faculty/staff advisor to the above named student organization for the school year of _____.

Advisor signature: _____

Additional NWACC Faculty/Staff Advisor (optional):

Name: _____

Department: _____

Office Address: _____ E-mail: _____ Phone: _____

Advisor signature: _____

Appendix B: Student Organization Renewal Application
NorthWest Arkansas Community College

Please complete and return to the Office of Student Life (SC 225H).

Date: _____

Name of Student Organization: _____

Please list officers for the current school year:

Name	E-mail address
President: _____	_____
Vice President: _____	_____
Secretary: _____	_____
Treasurer: _____	_____
Other: _____	_____

Have there been any changes in the purpose, proposed activities, membership requirements, or advisor since completing the formation application? _____ If yes, please explain: _____

What are your regular meeting times for this school year? _____

Please list current members (or submit a member list separately). Student organizations must have at least **five** current NWACC students as members (may attach additional sheet if necessary).

NWACC Faculty/Staff Advisor(s):
Name: _____
Department: _____
Office Address: _____ E-mail: _____ Phone: _____

Advisor Signature: _____

Appendix C: Sample Student Organization Constitution & Bylaws
NorthWest Arkansas Community College

These may be adapted for the use of any student organization or the organization may write its own. Student organizations must submit a constitution and bylaws with the Student Organization Formation application. Constitution and bylaws should be revisited each year and revised, if necessary. Upon revision, please ensure that the Office of Student Life has an updated copy.

ARTICLE: Name

The name of this organization shall be _____

ARTICLE II: Purpose

Section 1. The purpose of _____ is to:

Section 2. The specific goals of _____ are to:

ARTICLE III: Membership

Membership shall be open to all Northwest Arkansas Community College students who meet the following criteria (specify requirements).

1. _____
2. _____
3. _____
4. _____
5. _____

ARTICLE IV: Dues and Finance

Section 1. Dues in the amount of \$_____ shall be collected from each regular member each term.

Section 2. The fiscal year of this organization shall be _____ through _____.

Section 3. All financial purchases shall be approved by the president and advisor.

ARTICLE V: Officers and Elections

Section 1. Officers. The elected officers of this organization shall be President, Vice President, Secretary. A Treasurer may also be elected to handle organization finances.

Section 2. Qualifications for Office.

1. _____
2. _____
3. _____

Section 3. Elections. The officers of this organization shall be elected annually at a general meeting of the active membership. A majority vote shall be required for elections.

Section 4. Term of Office. Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the general meeting at which they were selected.

Section 5. Vacancy in Office. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the approval of the Executive Committee. Should the office of President become vacant, the Vice-President shall automatically become President.

ARTICLE VI: Duties of Officers

Section 1. The President shall:

- A. Serve as Chairman of the Executive Committee,
- B. Appoint appropriate committees and committee chairmen,
- C. Serve as an ex-officio, non-voting member of all committees,
- D. Approve all purchases,
- E. Perform other duties for the promotion and development of the organization.

Section 2. The Vice-President shall:

- A. Assist the President in the promotion and development of the organization,
- B. Assist in planning organization meetings, and
- C. Serve in the absence of the President.

Section 3. The Secretary shall:

- A. Keep an accurate record of all business meetings,
- B. Supply promptly at least one copy of the minutes and substantiating reports to the President and make copies available to the general membership.

Section 4. The Treasurer (if applicable):

- A. Keep an accurate record of expenses and disbursements, and
- B. Present an annual financial report to membership.

Section 5. These officers shall serve on the Executive Committee, perform the duties prescribed in these bylaws, and perform such other duties as are directed by the organization advisor not inconsistent with these bylaws or other rules adopted by NorthWest Arkansas Community College.

ARTICLE VII: Executive Committee

Section 1. The Elected Officers of this organization, along with the Appointed Committee Chairs, shall constitute the Executive Committee.

Section 2. Duties. The Executive Committee shall:

- A. Adopt policies of operation for the organization,
- B. Approve committee appointments and the creation of new committees by the President,
- C. Approve appointments by the President to fill vacancies in office,
- D. Review all proposed amendments to the bylaws,
- E. Present to the general membership, with recommendations, proposed amendments to the bylaws, and
- F. Perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the President, or upon the written request of three voting members of the Executive Committee.

Section 4. Quorum. The quorum for all business meetings shall be a majority of the members of the Executive Committee.

ARTICLE VIII: Amendments

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two thirds vote of the general membership present shall be necessary for adoption of any bylaw amendment.

Student Organization Advisor

Name: _____

Signature: _____

Date: _____

Student Organization President

Name: _____

Signature: _____

Date: _____

Appendix D: Application for Special Events
(This form is now available online and can be submitted digitally)

Online Special Events Request form

<https://www.nwacc.edu/web/clubs/specialevents>

Special Event Form

All fields are required. Fields with an * indicate they are optional to complete.

Name of Student Organization

Advisor Name

Advisor Email

Name of member organizing event

Member phone number

Member email

Title of event

Purpose of event

Event Date (mm/dd/yy)

Event time

Will food be served?

- Yes
 No

If yes, will food be available for purchase or will it be free? Explain*

Please select one of the following

- Room
 Burns Hall ASC Hallway
 Student Center Lobby

- WCC
- Off Campus

Number of tables if hallway or lobby was selected*

If off campus, where? Please provide specific information*

If a room is required, your club advisor is responsible for securing a space through the online program AdAstra. Tech support is set up through AdAstra.

Additional information you would like to add*

Text Verification

NorthWest Arkansas Community College

Complete form and return to the Office of Student Life (SC 225H). The student who submitted this application and the advisor will be notified of the committee's decision by e-mail.

Date: _____

Student's Name: _____

Phone: _____ E-mail: _____

Name of Student Organization: _____

Office Held in Student Organization: _____

Please explain the basis for your appeal (attach additional pages if needed): _____

Student's Signature: _____

Please provide a supporting statement from your advisor (attach additional pages if needed): _____

Advisor Signature: _____

**Appendix F: Letter to Campus Security Authorities
NorthWest Arkansas Community College**

***To: Student Organization Advisors
From: Director of Student Life
Re: Crime Reporting Requirements***

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that “campus security authorities” (CSAs) report crime statistics for inclusion in the College's Annual Security Report. If you are a student organization advisor, you are considered a campus security authority.

If you observe a crime, call 911 immediately and allow the proper authorities to respond. Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe any, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime, immediately complete an Incident Report Form and send a copy to the Department of Public Safety in Burns Hall room 1205. This applies to crimes on any of the NWACC campuses, public property adjacent to each of those campuses and locations at which other college activities are taking place. Please ensure that you complete all the information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate college personnel may later contact you or others to gather additional information.

If you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. If you have any questions regarding reporting obligations, please contact the Department of Public Safety in Burns Hall room 1205 or call 479-619-4229. Thank you for your assistance in fulfilling these federal requirements.

A copy of the Crime Incident Report Form follows this page.

Crime Incident Report Form

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report.

It is the policy of NWACC to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report college policy violations to the appropriate office.

Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Campus Police will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the *Clery Act*. Please forward this completed form to: The Director of Public Safety located in Burns Hall room 1205.

Person Receiving Report: _____ Phone Number: _____

Report Made by:

_____ Victim

_____ Third Party Please identify relationship to victim: _____

Date and Time the Incident occurred: _____

Description of the incident or crime: _____

Location of Incident

Identify building name, address, etc.; be as specific as possible): _____

The location where this incident occurred was:

_____ On campus,

_____ Off-campus affiliated property (owned, controlled, or affiliated with the campus; e.g., leased property,)

_____ Off-campus public property immediately adjacent to campus

_____ Off-campus, NOT affiliated with or not adjacent to campus

_____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense ? _____ Yes _____ No

If yes, were the victim and the assailant acquainted? _____ Yes _____ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ No Yes, alcohol _____ Yes, drugs _____

Assailant: _____ No Yes, alcohol _____ Yes, drugs _____

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? _____ Yes ; _____ No .

If yes, identify the category of prejudice:

_____ Race _____ Ethnicity _____ National Origin
_____ Religion _____ Disability _____ Sexual Orientation

If yes, provide a brief explanation of the determination: _____

Alcohol, Drug and Weapons Law Violations

Check all that apply:

_____ Alcohol _____ Drugs _____ Weapons Describe: _____

Number of individuals arrested or referred for campus disciplinary action: _____

Appendix G: Field Trip Guidelines NorthWest Arkansas Community College

Introduction

Field trips are often an essential part of teaching and learning at NorthWest Arkansas Community College. A *field trip* is defined as a club, organization, or class-related trip or student activity that takes place away from the regular classroom and involves the club, organization, or 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) 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. Check with your department head.
- 2) Advisors who are going to take their students on a field trip must get from each participating student a signed **Release of Liability Form**. Club/organization advisors must forward a copy of all signed **Release of Liability Forms** to the Director of Student Life.
- 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 Director of Student Life with all information for the **Field Trip Log** once the **Release of Liability Form** has been completed and signed.
- 5) The club/organization advisor 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 trips, 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.
- 6) Only one **Release of Liability Form** must be completed by each student for each club per year. The forms remain effective for one year. Students must complete new forms each year. Once the yearly form has been completed there is no need to complete a form for each event. If a student is a member of more than one club/organization then he/she must complete a form for each club/organization in which he/she is a member.

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 Ethan Beckcom, Emergency Management Office, 479-936-5173.
- 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 1-479-619-4229. 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 Ethan Beckcom at 479-936-5173. All property loss claims should be reported as soon as possible to the Fiscal Affairs Office at 479-619-4215. Upon returning to the NWACC campus, the driver of the vehicle must complete an accident report at the Physical Plant office.

