

Student Organization Handbook



Amarillo College Student Life - Student Affairs Division

Amarillo College Student Life

Mission

Student Life offers services that enrich each student's experience at Amarillo College by focusing on student engagement. Our mission is to promote an environment committed to students' personal, educational, cultural and professional development. We support this unique learning experience through a variety of student clubs and organizations, community service events, learning programs, fun campus events and leadership opportunities.

All students are encouraged to get involved outside of the classroom, enhancing their experience as a Badger and enabling them to be successful during their time at Amarillo College and beyond!

Objectives

- **Student Development:** Create a sense of community and belonging for students through a multitude of opportunities to connect and build relationships, learn and develop skills, and grow as individuals. Through the student organizations and clubs, provide peer support, mentorship, leadership opportunities, and marketable skills development to students. Enhance the student experience at Amarillo College through various programs to improve retention, completion, engagement, and success rates.
- **Club Development:** Authorize and serve student clubs through multiple means, including offering various trainings and workshops, ensure equality across student organizations, provide guidance on applicable laws and regulations, and support club operations. Oversee the implementation of new student clubs and organizations.
- **Campus Services:** Partner with other departments to enhance awareness of campus resources and opportunities to ensure a robust student experience. Oversee all student travel and promote the development of global citizens. Serve as one of the channels of communication between the College and the student body.

Contact Information

Location: 2201 South Washington Street - Byrd 4th Floor, Room 413 **Phone:** 806-371-5322

Website: actx.edu/studentlife

Badger Life Portal (Involve/Presence): actx.presence.io

Email: studentlife@actx.edu

Instagram: [ac_student_life](https://www.instagram.com/ac_student_life)

Facebook: [ACStudentLife](https://www.facebook.com/ACStudentLife)

Hours of Operation*

Fall/Spring Hours: Monday-Friday 8:00 AM - 5:00 PM

Summer Hours: Monday - Thursday 8:00 AM - 5:00 PM; Friday 8:00 AM - 12:00 PM

**Hours may vary due to event schedules.*

Staff



Amber Hamilton

Director of
Student Life



Jenna Welch

Student Life
Coordinator



Trent Oneal

Intramural Sports
Coordinator



Maggie McGee

Event & Marketing
Specialist



Melissa Rogers

Administrative
Assistant

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Introduction

Welcome to the world of student clubs!

This manual is intended to serve as a guide and resource to you in your role as a Sponsor. Should you have a question that is not addressed in this booklet, please be sure to contact the Student Life Office. Communication between Student Life and our Sponsors is essential to the growth and success of our clubs. We are here to assist you and welcome your questions. The contents should enhance the Sponsor's effectiveness, rapport with students, and overall enjoyment of the club involvement experience.

Throughout this handbook, you will find the terms Organization and Club used interchangeably. Both of these terms refer to co-curricular student groups affiliated through Amarillo College Student Life.

Why Are Student Organizations Important?

Our Student Life philosophy at Amarillo College prioritizes students building general life and career-ready skills through participation in co-curricular clubs and various campus activities. Being part of a club or organization truly provides a platform for personal growth. Events and programs celebrate student achievement, promote community, encourage social consciousness, and enhance classroom experiences.

Connect With Others on Campus

Student engagement with peers and campus community is vital to students' feeling of belonging, which impacts their confidence and commitment. (Measured on the SENSE & CCSSE surveys.)

Build Experiences to Grow Resumes

How do you get a job if you don't have any experience?
How can you get experience if you can't get a job?
Student organizations can provide valuable team, leadership, and other job skills that combat professional inexperience.

Expand Horizons and Gain New Perspectives

Students should be exposed to ideas and people that are different. Seeing the world through another person's eyes can build empathy and understanding.

Strategic Planning and Leadership Skills

The structure of student organizations can provide students a practical understanding of vision, goals, transitions, and project management that's useful in both their professional and personal lives.

Learn Prioritization and Time Management

Juggling multiple demands on their time and conflicting priorities can teach students how to deal with stress and boundaries – valuable workplace skills.

Public Speaking and Facilitation Skills

Participating in project planning and execution, recruitment, meetings, advocacy, fundraising, and other club activities can give students more confidence in and out of the classroom.

Club Sponsor 101

Thank you for making the choice to be a Club Sponsor! The Student Life Office appreciates the time and energy that Sponsors dedicate to the Student Organizations, and we are always available to assist you in your role.

Roles as a Club Sponsor

The role of a Sponsor is many-faceted. Sponsors should be aware that they are often seen as a role model, mentor and advocate for the group. The Sponsor may also act as friend, policy enforcer and trouble shooter, resource and idea person or listener/counselor, mediator, facilitator, referral person and sometimes as just another member of the group. The Sponsor's role will vary depending on the type of organization, the size of the group and its stage of development, from a newly founded group to one that is well established.

A Club Sponsor's primary concern should be to assist in the development of our students at the group and individual levels. Not only will a Sponsor be asked to meet the College's expectations, but also serve as the roles listed below. Remember, not all years will be smooth sailing with Student Clubs! There may be a conflict among Members, Officers, and/or Sponsors. The Organization may encounter a variety of difficult situations. A Sponsor should feel that the rewards are sufficient to merit the time and energy that is put forth for the Organization. If you feel overloaded, have concerns about the direction the Club is taking, or have issues of any kind, please let us know!

The scope of an Organization is determined in part by the Sponsor. They must decide the level of priority the Organization will be given. Family commitments, time constraints, teaching load, research, community work, etc. are all considerations—being a Sponsor is a delicate balancing act. Although the Sponsor's influence is likely to carry more weight than that of most members of the group, the Sponsor is not the true authority figure in a student club.

Mentor

Many students will come to see their Sponsor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the Sponsor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need a knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the Sponsor. Positive relationships help the organization succeed and work through conflicts and difficult times. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who are experiencing conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization's mission, and ask how their conduct is helping the group achieve its mission. Sometimes, one student may be causing problems with other students. In many cases this student may not realize that their

actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in co-curricular activities is providing time for students to reflect on how and what they are doing. As a Sponsor, you will want your Officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need—they just don't like to ask for help. Remember to have students reflect on their successes and failures.

Educator

As a Sponsor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as a Sponsor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As a Sponsor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connect their experiences here at the College to the experiences they will have when they graduate or transfer.

Policy Interpreter

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As a Sponsor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are a Sponsor—not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

Expectations

Many professionals taking on the role of Sponsor to a student group for the first time may question what exactly is expected of an advisor. Specifically, what does the College expect and what do the students expect? The advisor may also wonder what he/she should expect from the student organization.

Student Life Expectations of the Sponsor

- Uphold the best interests of the College and the Organization.
- Be currently and continually employed as full-time faculty or staff; or a part-time faculty co-sponsoring with a full-time faculty or staff employee.
- Do all that is possible to assure that the Organization will take reasonable precaution in its activities, maintain federal, state, and college policies and regulations, and follow safety and liability precautions.
- Participate in the Organization to the fullest extent without overpowering the Students' abilities to make decisions for the Organization.
- Attendance at Campus Council meetings are required. Campus Councils are a way for Organizations to communicate with one another and gain insight on what each other are doing. It also is a way for the Student Life office to meet face to face with Sponsors and provide any updates on procedures. Student Officers or Members are encouraged to attend with the Sponsor or be the Club representative in absence of the Sponsor.
- The Sponsor is required to attend all official meetings of the Organization.
- Attendance at events is also required, with some exceptions. Please visit with the Director of Student Life for specific details pertaining to your Organization and its activities. A Sponsor may be called upon to handle a crisis situation at an event.
- Provide all reporting and documentation required by the Student Life office.
- Maintain club documents - minutes, agendas, financials, etc. - for a minimum of 3 years per the College document retention policy.
- If an Organization has multiple Sponsors, each Sponsor must be active with the Club on a monthly basis.
- Do not accept the position of Sponsor or continue to serve as a Sponsor if you are not prepared to fulfill the expectations. Sponsors should enter their position knowing that many extra hours are spent working with the Organization, their leaders, and events!

Organization Expectations of the Sponsor

- Believe in the Organization and manifest the enthusiasm necessary to help the Organization reach its potential.
- Understand the Organization and its mission, be aware of its purposes, and assist in formulating goals.
- Assist in the development of procedures and methods for maintaining an effective Organization.
- Assist in matters of College procedures and serve as a liaison with the College when necessary.
- Assist Membership in improving leadership skills.
- Guide the Organization in planning activities and programs.
- Serve, as needed, as an arbitrator or impartial observer.
- Participate in the meetings and events of the Organization to the greatest extent possible.
- Discourage domination of the group by an individual or small group.

- Provide long-term continuity within the group and be familiar with its history, including major changes in the Organization's program.
- Maintain meeting, membership, and financial records, and complete monthly reporting.

Sponsor Expectations of the Officers and Members

- Keep the Sponsor informed as to all Organizational activities, meeting times, locations and agendas.
- Meet regularly with the Sponsor and discuss all plans and problems.
- Develop and use good records and sound financial procedures.
- Provide minutes of meetings, as well as any other materials that are sent to members.
- Make no commitments for the Organization without the Sponsor's consent.
- Make no financial commitments or seek financial support without the permission of the Sponsor and the Organization.
- Do not assume the Sponsor will continue to serve as Sponsor for the succeeding year unless the Sponsor has agreed to do so.

For additional resources, please view the Club Sponsor Do's and Don'ts download [here](#).

Starting a New Student Club or Organization

Student Life houses a wide variety of clubs and organizations based on AC academic communities, majors, and common interests. However, student interests are always changing which may bring about the need for a new student club to form. Best practice is for a new club to be initiated by students, but they can also be set up by AC employees. The process of starting a new club is as follows:

1. **Identify your interests.** Whether it's activism, math, hacky sack, comedy, or some other field, think of what inspired you and see if there are any current organizations that fill that need. If not, then here's your chance to start it!
2. **Get others involved!** Find other students who share the same interest or hobby and want to get involved. You need a minimum of 6 students, who meet club membership requirements, in order to establish a new club.
3. **Define the club's objectives.** Meet with prospective members and outline the club's mission and objectives and how you plan to achieve them.
4. **Find a Sponsor(s).** Once you have a clear vision for your club and a solid number of other interested students, approach an appropriate teacher or employee and see if they are willing to be the Sponsor for the organization. If it's a science club, see if your chemistry teacher is interested. If it's a book club, approach your favorite literature teacher. They must be an Amarillo College employee, with at least one Sponsor being a full-time employee.
5. **Complete the Paperwork.** Fill out the [Application to Form a Student Club](#) and submit it to the Student Life Office. Upon approval, your club is established!

6. **Make it official.** Draft up a constitution with your fellow members, or use the [Constitution Template](#) as a starting point. Have your Sponsor complete the [Statement of Sponsorship](#) form and submit it to the Student Life Office along with completing Club Sponsor Training. Complete the [Club Registration](#) in Involve (Presence).
 7. **Stay involved!** It was a lot of work to get this far, but remember to nurture this new endeavor by staying involved and growing the organization. Student Life likes to see sustained interest in clubs and organizations, especially ones you established yourself, so keep up the hard work and have fun!
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Suggestions for Maintaining an Effective Student Organization

Orientation and Training

Although most new Officers have had experience within the Organization, there is a need for a structured training program. New members also need an orientation to the Organization. The Sponsor should encourage the Organization to develop these programs.

Professionalism

Every Organization should develop and maintain a sense of professionalism. It is important that your students understand that as club members, they are representing Amarillo College to other students, employees, and to the community.

Communication

Officers of the Organization should be encouraged to maintain open communication with the members and Sponsor of the Organization. Effective methods for written and verbal communication should be taught and utilized.

Student Development

There must be opportunities for personal and educational development of the students who participate in the Organization. The Sponsor, because of experience, background, and education, should be a major resource in accomplishing student development.

Leadership

Sponsors should encourage members with leadership potential to seek leadership positions within the Organization. Members should be encouraged to participate in all leadership trainings, workshops, and other offerings by the Student Life Office.

Records

The Sponsor should encourage the Organization to maintain good records: minutes, agendas, scrapbooks, history, finances, etc. Minutes must be recorded at each official Club meeting and kept on file with the Sponsor for three years.

Finances

Proper financial procedures should be followed and records kept by every Organization. All club funds should be kept in the Business Office in an Agency Account. Sponsors are not to keep cash in their offices, etc., and students should never be responsible for the handling of club funds. Student Treasurers, or appropriate positions, should oversee the budget for events, travel, etc., monitor the funds earned through fundraisers, and oversee the development of fundraising ideas for the Organization.

Assisting Individual Members

Sponsors should encourage each member to participate in the Organization. To the extent possible, they should be aware of the academic strengths of the individual and assist in maintaining a balance between the academic and co-curricular aspects of college life. If your students are struggling financially, mentally, emotionally, or academically, please refer them to the proper college resources.

Club Workshops

Student Life is excited to now offer Club Workshops to assist in the development of our student clubs. Workshops will provide valuable insights and actionable takeaways. Available workshops include: Club Recruiting, Maintaining Club Budgets, Fundraising 101, Event Management, Running Effective Meetings, Club Officers, and Writing Constitutions. You may also request a custom workshop for your Sponsors and members! Enhance your members knowledge and skillset by completing the [Workshop Request Form](#).

Operational Requirements

The items listed below are the minimum requirements for all student organizations at Amarillo College. Failure to meet these requirements may result in deactivation of an Organization.

Active Status

All Clubs and Organizations must maintain an active status in order to be recognized by the College. An active status is obtained by:

- Official recognition by Amarillo College Student Life
- Organization must consist of student membership
- Updated constitution must be on file with Student Life
- Meetings must be held on a regular basis, with a minimum of one meeting a month
- Rosters submitted each semester for Student Life Transcripts
- Annual training completed by all Sponsors for the Organization
- Monthly Reports submitted monthly to Student Life by the Sponsor
- Maintain a profile on Involve (Presence) with updated information
- Attend monthly Campus Council meetings

Club Sponsor Training

Club Sponsors are required to complete training on a yearly basis. This provides Sponsors with the most up to date information regarding student club policies and procedures. Training is offered online, but is also available in person as requested. New Sponsors are required to attend an in-person training at the beginning of their sponsorship. Returning Sponsors must complete all required training by the end of the fourth week of the Fall semester. New Sponsors must complete required training prior to starting sponsor duties.

College Recognition

Each Organization must be officially recognized by both the Student Life Office and the College. College recognition does not constitute permission for the Organization to speak for the College, or for the student body. Actions proposed or viewpoints expressed must be identified as expressions of active members of the Organization only. Public statements of a political nature will not be made in the name of the College or any authorized Club/Organization.

Constitution

A student Organization's constitution provides a foundation to govern the purpose and future actions. This document should be used to refer back to when discussing your organization's operations, such as meeting structure, member recruitment, and elections. It allows a group and its members to be held accountable. A constitution serves as a guide to clarify the organization's purpose, create a basic structure, and build a foundation for an effective organization. It gives members a more transparent, holistic understanding of the organization's functions.

An up to date constitution is required for an Organization to remain active. Sponsors should encourage the Organization to review and amend the constitution when necessary. When changes are made or submitting a constitution for the first time, a copy must be submitted to the Student Life Office for approval by the Director.

Writing a constitution may seem challenging, so we have provided a constitution template [here](#).

For assistance on creating Officer roles and responsibilities for your Organization, view this [guide](#).

Getting Started with Involve (Presence)

Each Sponsor will have access to the Involve (Presence) portal using their AC username and password. This portal houses all clubs, their events, and experience opportunities for AC students. Sponsors are responsible for maintaining their organization in Involve (Presence) per Student Life's guidelines.

Ways Your Organization Should Utilize Involve (Presence)

- Create an inviting and informative organization page to attract and retain members
- Submit Monthly Reports to Student Life to show club activity
- Maintain club rosters and positions
- Track meeting and event attendance
- Register all club events (fundraisers, fellowships, etc.)
- View calendar of campus events geared towards students
- Track community service hours
- Reserve the Student Life Bus for club activities
- Promote events open to the student body
- Request developmental and travel funding
- Request a collaboration from the Student Government Association
- Generate verified records of student involvement with co-curricular transcripts
- Request printing of flyers/posters
- View analytics for your organization

Meetings

Clubs and Organizations must hold a meeting a minimum of once a month with the exception of summer months (May – August) and December. Sponsors must be present at every meeting, so it is essential to select meeting times based on both

the Sponsor's and members' availability. Meetings should be conducted in a professional manner and be productive towards the objectives of the Organization. Minutes must be taken at every meeting, and those records must be kept for three years. Official club meetings must occur at the appropriate campus of where the club is represented.

Membership

Eligibility for Membership

Membership is governed by the Organization's constitution, subject to the following limitations set forth by Student Life. It is the responsibility of the Sponsor to verify these eligibility requirements each semester:

- Membership shall be confined to only the academically enrolled Students of Amarillo College.
- Students must be enrolled in the semester of which they are a member of the Club. Students must be enrolled in a minimum of 3 credit hours per 8-week semester, with a total minimum of 6 credit hours over the course of a 16 week semester, unless their program of study does not allow for it, to be a member of the Organization.
- Students must maintain a 2.0 GPA in order to hold membership in Amarillo College Clubs and Organizations. Each Organization may stipulate higher standards in their constitution.
- Students who are on disciplinary probation are not eligible to participate in college-sponsored Clubs or Organizations, including student travel.
- If a student becomes ineligible due to deficient GPA status, that student may petition the Sponsor to review their academic status at midterm, or at the end of the first 8 weeks for the Fall and Spring terms.

Non-Discrimination Policy

Amarillo College does not discriminate on the basis of sex, disability, age, race, color, gender, gender identity, religion, or national origin in its activities, employment, scholarship and loan programs, educational and admission policies, or other college-administered programs.

Membership in registered student organizations must be open to all persons without regard to race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

View the best practices for recruitment and retention [here](#).

Monthly Report

The [Monthly Report](#) is essential for the Student Life Office to collect the data they need for Organization compliance and reporting to Administration. Monthly Reports will be used to determine distribution of funds for the current year, and award of funds for the following year. Information will include fundraiser expenses and profits, event attendees, meeting rosters, etc. The Monthly Report must be submitted by the 10th day of the following month. You can find the [Monthly Report](#) form in Involve (Presence).

Risk Management Training

All Sponsors are required to complete Risk Management Training as required by the Texas Education Code. Returning Sponsors must complete all required training by the end of the fourth week of the Fall semester. New Sponsors must complete required training prior to starting sponsor duties. Risk Management Training must also be shared with your

Organization leaders or Officers each year, within the first 8 weeks of the semester or initiation of the club, and reported in meeting minutes submitted on your Monthly Report.

Social Media

Social Media is a great tool for clubs to advertise their events and share what their groups are doing. Any student clubs that wish to have a social media presence, must abide by the [Social Media Use Policy for Student Clubs and Organizations](#). A minimum of one active Sponsor must complete the form in order for a club to create or maintain any social media accounts.

Transcripts

Each semester the Student Life Office creates transcripts to show a student's involvement in Amarillo College Clubs and Organizations. It is the responsibility of each Sponsor to turn in a roster of the club members and their positions within the club (President, Vice President, Treasurer, Secretary, Committee Chair, or Member) in Involve (Presence) in order for these transcripts to be created. Rosters are generally due at least one month prior to the end of the semester. It is the responsibility of the Sponsor to ensure membership eligibility of all students submitted on their roster.

Click here to download a step-by-step guide to [Maintaining Your Organization Roster](#).

Additional Club Activities

Clubs and Organizations are encouraged to hold a variety of events throughout the academic year to meet the mission of the Organization. Student Clubs and Organizations and their members shall be expected to conduct all social functions and other activities in keeping with the regulations and ideals of the College as stated in the [Student Rights and Responsibilities](#) publication.

For every event outside of a general club meeting, the [Event Registration](#) form will need to be submitted to the Student Life office via Involve (Presence). This form is vital in informing the Student Life office that your Club is active, and necessary for Student Life to be able to have accurate records of Club events. Event Registrations may take up to 3 business days to be processed. If needing any setup from Physical Plant, they require 10 days advance notice.

For a step-by-step guide on hosting a club event, please view the how to guide [here](#).

Also, any event that is open to all students—not just members of the hosting Organization—will be added to the Student Life online calendar. Attendance must be taken at these specific events, either via the Involve App or by including the Students name and ID # submitted with the Monthly Report.

For step-by-step instructions on collecting attendance, please view the how to guide [here](#).

No printing or publicizing of events can be made until approval has been received from the Student Life Office. Events are approved/denied within 5 business days of receipt in the Student Life Office. After event approval, the Sponsor may complete a [Poster Request Form](#) for events to the Student Life office. Designs can be submitted and printed for club events (two - 24" x 36" posters and ten flyers). Please view the [Amarillo College Student Organization Publicity Procedures](#) for regulations on marketing events.

Community Service

Student Clubs and Organizations are encouraged to complete community service or volunteer opportunities. This is not only beneficial for the personal development of members, but also to promote a key value of the College. A minimum of one

Sponsor is required to attend community service activities with Club Members. Student Life encourages Organizations to visit HandsOnAmarillo.org for volunteer opportunities.

Fellowship

Fellowship events are those that are not held as a regular club meeting. For example, holiday parties, social gatherings off campus, and other activities to promote the relationships formed within the Club or Organization. A minimum of one Sponsor is required to attend Fellowship activities.

Please Note: Any such activities that are mentioned in club meetings, on social media, or in the clubs group chat, etc., are considered an official Club activity and a Sponsor must be present the entire time.

Fundraisers

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or club/organizational budget enhancement. This is a great way for an Organization to offset travel expenses, fund on-campus development activities, and support other non-profit charitable Organizations. The majority of Student Clubs and Organizations are permitted to fundraise following the policies and procedures outlined below:

- All fundraising activities must be approved by the Sponsor and by the Student Life Office before any advertisement can be started or supplies purchased.
 - Remember: [Event Registrations](#) may take up to 3 business days to be approved by the Student Life office, and any setup needed from Physical Plant requires 10 days advance notice. It is encouraged to plan accordingly to best accommodate that timeframe.
- Clubs and Organizations must be able to afford all expenses before they schedule a fundraising event.
- Any funds obtained must support projects or activities approved by the Sponsor and are consistent with the mission of the Organization and the College.
- No two Clubs may fundraise on the same campus on the same day without prior approval from the Student Life Office.
- If a fundraiser is held on campus, a Sponsor must be *available* to assist if needed. If a fundraiser is held off campus, a Sponsor must be *present* at the fundraising event.
- Each Club may only hold fundraisers one calendar day per month.
 - Exceptions are fundraisers that include pre-sales: pre-orders may only take place one week leading up to the sale date and must take place in the same calendar month.
- Similar fundraisers may not take place within two weeks prior or after another fundraiser that is already scheduled.
- Fundraising monies CANNOT be used for individual profit, exam fees, state licensures, academic requirements, etc. or anything that benefits the student academically.
- Students are not allowed to use their personal money to purchase supplies for fundraisers.
- Food fundraisers are only allowed if food is pre-packaged or prepared by a licensed food handler that is ServSafe Food Safety certified. Gloves must be worn at all times when serving food.

- Sales of any kind on the Washington Street Campus may not be in conflict with the normal merchandise and services of the Badger Central Bookstore and Cafe unless approved by mutual agreement in advance of sale, and submitted in writing with the Event Registration Form.
- If desired, you may reserve a Square from the Business Office for processing credit card payments. You may also request a change bag if necessary. Using Venmo, CashApp, or similar payment services is strictly prohibited.
- All fundraising efforts must adhere to the policies and regulations of Student Life and Amarillo College, and comply with all applicable local, state, and federal laws.

Donations

Monetary donations of any amount are considered a fundraiser and must take place on one calendar day and documentation submitted to Student Life through an [Event Registration](#) form and the [Monthly Report](#).

Clubs and Organizations shall not solicit outside the College for prizes, gifts, or donations without prior approval from the Student Life Office.

Food Trucks

When bringing a food truck to campus for a fundraiser (or other event) please adhere to the following guidelines:

1. Submit your Event Registration to Student Life via Involve (Presence) and wait for approval (1 – 3 business days).
2. Complete the Event Setup Work Order for FMC (Physical Plant), per [their webpage](#). We urge you to complete this no later than 10 days prior to your event to be respectful of FMC's requested timeframe.
 - a. On the request, be sure to ask for large trash cans to accommodate the number of trucks.
 - b. Remember that AC cannot provide power for the trucks.
3. Complete a Cone Request Form with ACPD, per [their webpage](#). This is how you will block off space for each truck.
4. On the day of the event, a Sponsor or club member needs to meet the truck at the beginning of the event to ensure they are parked in the correct location.

Food Truck Locations (at this time):

- [Washington Street Campus](#) – Parking Lot #5 Circle Drive and/or the 24th Street on the East side of the bridge
- [West Campus](#) – Parking Lot #7 or Parking Lot #6 – both preferred to be in the parking row closest to 9th Avenue
- [First Responders Academy](#) – contact Eric Wallace for confirmation
- [East Campus](#) – not recommended at the time unless collaborating with a program/department

Raffles

As of September 1, 2022, student Organizations are not permitted to hold raffles as fundraisers in compliance with current laws and regulations.

Please view the [Financial Affairs](#) section for additional information on money management for Organizations.

For additional support, please view [Fundraising Best Practices](#).

Travel

Clubs and Organizations can often provide additional opportunities for students in the form of travel. These include trips to conferences, personal development, cultural enrichment, and more. Please view the [Student Travel](#) section for information on policy and procedures.

Other Events

There are a variety of other events that a Club may host or participate in throughout the school year. For example, it is encouraged for Clubs to host a table during Student Life Club Fairs, Fall Fest, and Badgerama. Clubs and Organizations may also wish to hold events that are open to all Students, not just their Members. For example, cultural awareness programs, study sessions, stress relievers before final exams, guest speakers or artists, etc.

Student Government Association Collaboration

Many clubs wish to hold events for the student body, but may not have the resources or experience to do so. The Student Government Association has implemented a [Collaboration Request Form](#) for clubs who are in need of planning, execution, or funding assistance for an event. The form will be reviewed and voted upon by SGA for approval. This is a great opportunity for club collaboration and support for clubs to host events they may not be able to otherwise.

Financial Affairs

If a Student Club or Organization determines that they will need Student Life funding, host fundraisers, or encounter expenses, they must abide by the following regulations.

Agency Accounts

All funds shall be maintained in an Agency Account with the Business Office. Clubs and Organizations are not permitted to hold off-campus bank accounts. If your club does not yet have an Agency Account, Student Life can create one for you.

Withdrawals from the Agency Account must be initiated by the Sponsor. If expense is over \$100 or from Student Life funds, expense must be approved by the Sponsor and the Student Life Office.

Any expenses to a Club's Agency Account must be approved by the Club members and noted in the Club's official meeting minutes. **[Sponsors may not expense Agency Accounts without approval from the members!](#)**

Any travel expenses not covered through the Funding Board process must have prior approval from the Club members and be documented in the Club's official meeting minutes (i.e. covering the costs of additional Sponsor(s) to travel).

Financial Obligations

- No Student Club or Organization shall undertake a special project or social activity involving financial obligations without PRIOR approval of the Sponsor and the Director of Student Life. **[In no matter may a Club or Organization obligate Amarillo College to a financial debt!](#)**
- Any charges made to a Student Life account REQUIRES a Student Life staff signature. This includes Requests for Payments, Requisitions, and Credit Card Statements. Any charges not signed by Student Life are subject to

withdrawal from the Club's Agency Account. Continued negligence will result in inactivation of the Organization until further notice.

- Financial records for the Club must be kept for at least three years, including but not limited to, an accurate record of receipts and disbursements and profits.
- Updated financials must be submitted with Monthly Reports as available.

Funding Board

Prior to every Fall semester, the Student Activity Fee Advisory Board (Funding Board) meets to disburse funds for Student Development and Travel. These funds are allocated from the fees paid by students when they enroll for classes at Amarillo College.

Funding Requests

- The [Funding Request](#) form must be submitted by the Club Sponsor by the due date provided by the Student Life Office each year. Late submissions and requests received during the academic year will be reviewed on a first come first serve basis and based on availability of funds.
- Eligibility, distribution, and awarding of funds will be contingent on Sponsors providing the required reporting and documentation to the Student Life office within given deadlines and the Organization meeting Operational Requirements, including but not limited to [Monthly Reports](#) and semester [Rosters](#).
- Awards are determined based on information provided on the [Funding Request](#) form. If any information changes from the original request (number of students, location, registration fees, etc.) the award will be reduced accordingly. Awards cannot be increased without resubmission to the Funding Board committee.
- Clubs that go inactive will be required to be active for one full 16 week semester before eligible to request and receive funds. The only exception is requests for first meetings funds from Development Funds.
- **Funding Board monies CANNOT be used for exam fees, state licensures, academic requirements, etc., or anything that benefits the student academically.**

Development Funds

Development funds are those utilized for Student Clubs and Organizations to host events—such as meetings, ceremonies, fellowship events, guest speakers, and workshops.

- \$50 per semester may be requested for recruitment/meetings
- \$10/student/term may be requested for pinning ceremonies, award ceremonies, or end of year celebrations. Amount awarded is subject to adjustment based on the number of eligible students on the Organizations official roster in Involve (Presence). Please note: Beginning the 2025 - 2026 academic year, a cap of \$250 will be in place for this type of request, in addition to the \$10/student max.

Travel Funds

Travel funds are utilized for student travel as part of the Club or Organization. Upon approval, Student travel funds are able to cover the following:

- 1 Sponsor per 8 Students expenses can be covered (hotel, registration, airfare, etc.).

- Only current Sponsors, who have been an active Sponsor for the club they are traveling with for a minimum of 90 business days prior to travel and will continue as a Sponsor for that student club the following Fall or Spring semester (whichever comes first), are allowed to travel with students when using Travel Funds.
- Exceptions may be considered on an individual basis.
- \$25 per Student per night for hotel costs.
- Sponsor(s) hotel cost.
 - Shared rentals (i.e. AirBnB) will be itemized to determine cost.
- Sponsor meals per diem as set by the Business Office.
 - Itemized receipts must be submitted.
 - Only breakfast, lunch, and dinner will be covered by travel funds. Snacks are not covered.
 - Student meals are not allowed to be covered by Student Life.
- Registration fees
- Car rental/transportation
 - Must reserve with car rental companies the Business Office has contracts with.
- Fuel
- Airfare
 - Airfare will be considered when travel is more than 450 miles.
 - Funds will not cover extra fees such as seating upgrades or pre-check in.
- Emergency cash
- Miscellaneous

Please view the [Student Travel](#) section for information on policy and procedures.

Purchasing

Organizations will encounter multiple situations where purchases may need to be made, such as fundraisers, event supplies, vendor payments, etc. Please note the following when making purchases on behalf of a Club or Organization:

- Purchases should be made using an Amarillo College credit card, a [Request for Payment](#), or a Requisition, when possible.
 - College credit cards are the preferred method of making purchases.
 - Request for Payments can be completed in order for the Business Office to issue a check to a vendor or reimbursement made to a Sponsor. Request for Payments can be for a maximum of \$500 and require an invoice or receipt.
 - Requisitions may be completed in order for the Business Office to issue a check to a vendor or reimbursement made to a Sponsor if the amount is greater than \$500.

- Petty Cash Advances are no longer available through the Business Office.
- Amarillo College has a non-profit tax exempt status as a governmental entity. All purchases made on behalf of a Club or Organization should be tax exempt. The College's tax identification number may be requested by Student Life or a tax exempt card requested from the Business Office.

When submitting charges to any of the Student Life accounts (Travel, Development, ect.), documentation must be submitted to the Student Life Office. Itemized receipts for travel will be submitted with Travel Expense Statements, and other receipts are to be copied and sent to the Student Life Office for documentation. Failure to submit appropriate documentation of using Student Life funds can result in reimbursement from the Clubs Agency Account and/or restriction from using future funds provided by the Student Life Office.

Reimbursements

Reimbursements will only be approved for Club Sponsors, not students, that meet the following requirements:

- Funds are available in the Club Agency Account or funds were awarded and approved by the Student Life Office; and
- Items being reimbursed for have been approved by the Club Members and noted in meeting minutes.
- Please note that students CANNOT be reimbursed by the College for any expenses—they should not be paying out of pocket for any club activities, fundraisers, meetings, etc., with the expectation of reimbursement.

Student Travel

Student travel is a College activity and therefore any instance of Student travel, whether utilizing College funds or through personal or external funding, requires compliance with the [Student Travel Procedure](#) document. The Student Code of Conduct, as printed in the [Student Rights and Responsibilities](#) is in effect at all times while students are traveling. Although Sponsors accompany students, students are adults and are responsible for making wise decisions about their health and safety during travel. However, students should consult the Sponsor(s) for guidance and MUST follow directives from the Sponsor(s).

Any instance of student travel, whether utilizing College funds or through personal or external funding, requires completion of a [Request for Travel Authorization](#), found on the Forms page under AC Connect. The form must be forwarded to the Student Life Office after departmental signatures are obtained.

Club Travel Procedures

1. Ensure the Club or Organization has access or approval to the necessary funds for travel. NO costs may be charged to the Student Life account prior to Student Life receiving and approving the Travel Authorization from the Sponsor.
2. The appropriate Sponsor is responsible for completing all travel forms and securing all approvals for student travel before the travel occurs.
3. A ratio of one Sponsor to eight students is suggested. For any exceptions, approval must be obtained from the Student Life Office.
4. A [Request for Travel Authorization](#) form should be submitted to the Student Life office at least 10 business days prior to the travel date. Signatures of the Sponsor(s), Department Chair, and Vice President or Cabinet Member

indicate approval of the travel.

5. Once the Travel Authorization has been approved, the following arrangements can be made:
 - a. Hotel Reservations—College credit cards or a personal credit card may be used, and later reimbursed, or the Sponsor may request a check made payable to the hotel.
 - b. Airline Reservations—Should be made well in advance of the travel to secure the lowest possible fares. College credit card or personal credit card may be used and later reimbursed. Ensure students have proper identification needed for travel by flight prior to booking reservations.
 - c. Registration—Fees already paid or needed to be paid. College credit cards or a personal credit card may be used and later reimbursed.
6. Consider the following other expenses, if applicable:
 - a. Mileage/Fuel
 - i. If a Sponsor's personal vehicle is used, they may request mileage reimbursement. Sponsors are not allowed to transport students in their personal vehicles.
 - ii. If using a College vehicle, no mileage is charged and only fuel. Sponsors must be preapproved to drive College vehicles. Students are not allowed to drive college vehicles for Club purposes regardless of college employment status.
 - b. Taxi/Shuttle—Charges may be reimbursed, with receipts, where reasonable.
 - c. Car Rental—Must be approved prior to travel. Students are not allowed to drive rental vehicles regardless of college employment status. When available, car rentals must be made through AC contracted companies using the AC rental codes provided by the Business Office.
 - d. Meals—Sponsors must submit itemized meal receipts for reimbursement. Students are responsible for their own meals.

IT IS VITAL TO KEEP ALL RECEIPTS FROM A STUDENT TRAVEL TRIP. YOU WILL NEED THESE TO COMPLETE YOUR TRAVEL EXPENSE STATEMENT

7. Students are not allowed to take personal vehicles for out-of-town events and/or programs when representing a student Club or Organization, therefore, must travel with the Sponsor-led group. When students are traveling independently as a student, the [Personal Vehicle Waiver](#) must be completed with a copy sent to the Student Life Office.
8. Every Student traveler MUST complete and sign the [Consent for Student Travel](#) form and turn it in to the Student Life Office PRIOR to travel.
9. Sponsor must complete a [Travel Expense Statement](#) within 10 working days after the conclusion of the travel. This form can be found on the Forms page under AC Connect.

College Vehicle Use

The College has multiple vehicles for use by AC employees for travel purposes, including a 15 passenger van, a minivan, and an Expedition. Student Life also has a 12 passenger (plus 2 handicap) bus for student club use. Please note the following when using a College vehicle:

- When traveling for student club purposes, you are not charged for mileage, only fuel.
- Vehicles availability must be confirmed with either Physical Plant or Student Life (bus only) prior to travel paperwork submission.
- To request use of the Student Life bus, you must complete the [Bus Reservation Request](#) form in Involve (Presence).

Sponsor Responsibilities During Student Travel

- Sponsors are responsible for accompanying students and being available to assist and advise students to make travel as safe and meaningful as possible. Sponsors are not required to be with all students at all times during travel, but are responsible for reminding students that College policies and procedures are in effect at all times.
- If traveling with only one student, Sponsor and Student must be of the same identifying gender.
- Sponsors are required to be on the same mode of transportation (i.e. flight, charter bus, AC vehicle, etc.) as students. Exceptions must be approved by the Student Life office prior to travel.
- Sponsors are required to stay at the same location as the students and attend the same conference and activities with the students, if applicable.
- Sponsors must keep all itemized receipts and submit them with the [Travel Expense Statement](#) upon return.
- Maintain a list of student's phone numbers, emergency contacts, and any declared medical information.
- Inform all students of the Student Code of Conduct and consequences of violation as printed in the [Student Rights and Responsibilities](#).
- Absolutely **NO ALCOHOL** is permitted during student travel, regardless of the age of the traveler. This rule applies to both Sponsors and students.
- Absolutely **NO ILLEGAL DRUGS** are permitted for Sponsors and students as regulated by both Texas law and federal laws.
- Other items to discuss with traveling Students:
 - Sponsor expectations
 - Curfew (if applicable)
 - Safety precautions
 - System of communication
 - Signed agreement to pay back costs of travel if the student withdraws from the trip after reservations/registrations have been made

Clubs are encouraged to have traveling students sign an agreement regarding the trip. You can view examples of this type of agreement [here](#) and [here](#).

Student Responsibilities During Travel

- During student travel, the student is to follow the directions given by the Sponsor. This includes any items outlined in a signed travel agreement form.
- Represent Amarillo College, at all times, in a professional and respectful manner.
- Report any issues that occur during travel immediately to the Sponsor, and the Student Life office if necessary.
- Understand that the student is responsible for paying back any expenses incurred on their behalf if they cancel the trip for any reason. If cancellation is due to illness or injury, a medical note must be provided. Students may use TimelyCare for this purpose at no charge.
- Absolutely **NO ALCOHOL** is permitted during student travel, regardless of the age of the traveler. This rule applies to both Sponsors and students.
- Absolutely **NO ILLEGAL DRUGS** are permitted for Sponsors and students as regulated by both Texas law and federal laws.

Additional Resources

Downloads

[Best Practices: Fundraising](#)
[Best Practices: Officer Roles & Responsibilities](#)
[Best Practices: Recruitment and Retention](#)
[Club Sponsor Do's and Don'ts](#)
[Constitution Template](#)
[How To: Host Events](#)
[How To: Maintaining Your Organization Roster](#)
[How To: Take Attendance](#)
[Social Media Use Policy](#)
[Student Organization Publicity Procedures](#)
[Student Travel Procedures](#)
[Travel Agreement Template v.1](#)
[Travel Agreement Template v.2](#)

Forms

[Application for Amarillo College Student Club/Organization](#)
[Club Registration](#)
[Consent for Student Travel](#)
[Event Registration](#)
[Funding Request](#)
[Monthly Report](#)
[Personal Vehicle Waiver](#)
[Poster Request Form](#)
[Statement of Sponsorship](#)
[Student Government Association Collaboration Request](#)
[Student Life Bus Reservation Request](#)
[Travel Authorization](#)
[Travel Expense Statement](#)
[Workshop Request Form](#)

Videos

[Entering Attendance Post Event](#)
[Entering Attendance via Mobile App](#)
[Event Registration](#)
Funding Request - Coming Soon!
[Maintaining Rosters](#)