



**STUDENT
LIFE &
LEADERSHIP**

STUDENT & ADVISOR ORGANIZATION MANUAL



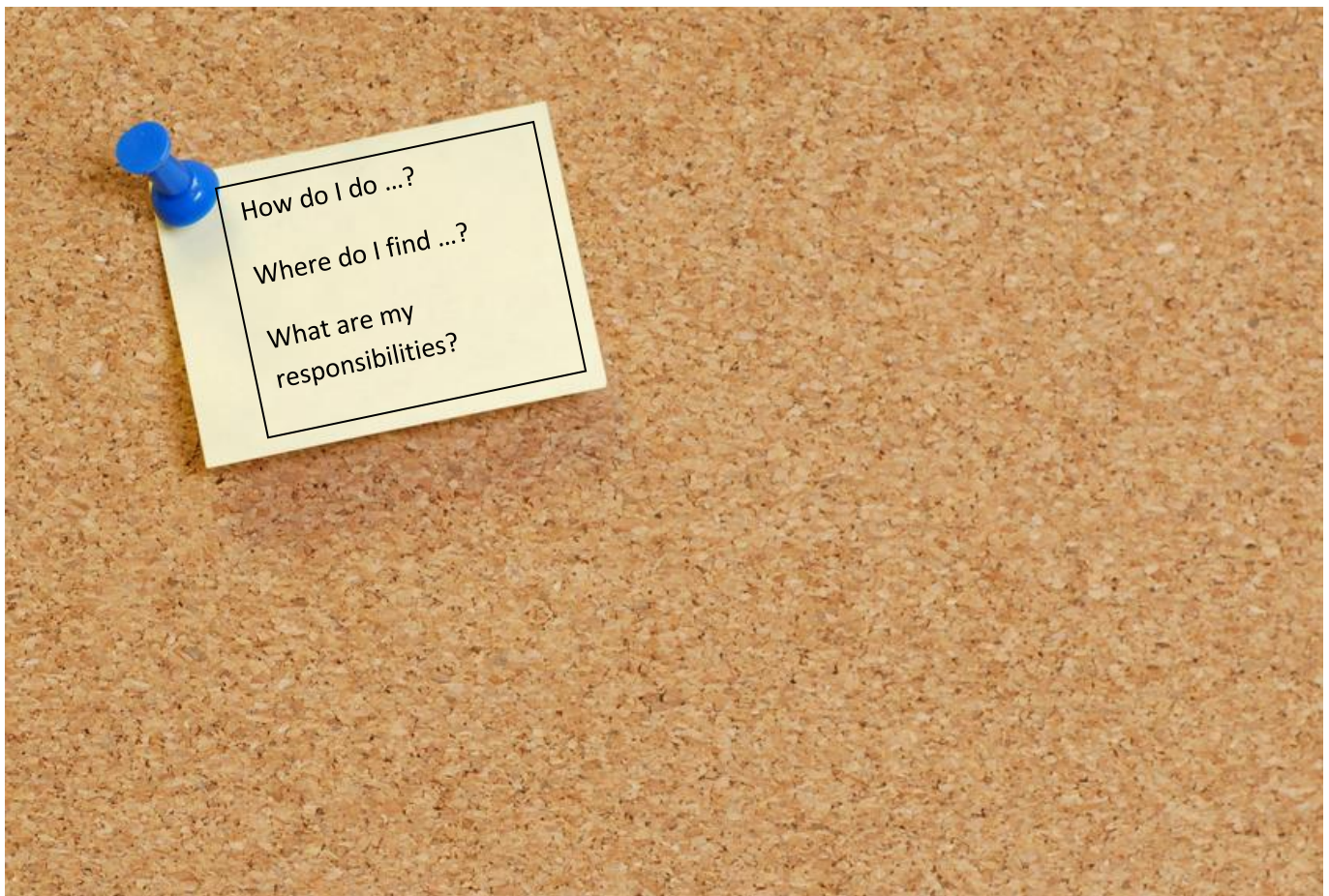
Learning to Work Together | 2014-2015

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SECTION 1

General Information for Clubs and Organizations





STUDENT LIFE & LEADERSHIP GUIDELINES FOR PROGRAMMING

- Programming monies for Student Life & Leadership come from student fees paid by all students. Therefore, it is essential that clubs and organizations plan programs on campus, so that all students have the opportunity to attend and take part.
- Quality programming is more important than quantity. Plan ahead. Learn the process necessary for planning successful programs.
- First clear the date and location of events with the Student Life & Leadership Department to avoid conflicts. Sign contracts with speakers/performers.
- Publicity must be correct and concise stating all essential information including type of event, speaker, time, place, food provided, whether college ID will be required for admission, etc. Flyers **MUST** be approved by the Director of Student Life and Leadership and the Student Government Association (SGA), and be copied ON CAMPUS in the Student Life & Leadership Department. A sample of each flyer **MUST** be attached to the Event Authorization Form.
- Evening events must end at midnight. MCCC security officers must be paid to be in attendance. MCCC Security will determine if West Windsor Police are needed, based on the event and timing. West Windsor police must be paid from the club's allocated funds to be in attendance.
- Plan half of the club's events during the fall semester and the other half during the spring semester. Student Activities sponsors an inclusive Awards Banquet in May. No clubs may sponsor individual banquets of their own.
- Check Request Forms and Purchase Orders **MUST** be submitted to the Student Life & Leadership Department two weeks in advance of the program/event, in order to be processed. Please be aware that it may take up to 6 weeks for check processing.
- Keep decorations for events simple and tasteful. Permission from the Student Government Association and the Director of Student Life and Leadership is needed before any purchases are made. A Purchase Request Form must be submitted one week prior to purchase.

ALL PURCHASES MUST BE APPROVED IN ADVANCE.

SUBMIT RECEIPTS WITHIN 5 DAYS AFTER THE EVENT FOR REIMBURSEMENT.



STUDENT LIFE & LEADERSHIP

THE PURPOSE OF STUDENT ACTIVITIES

The Student Life & Leadership Department promotes student involvement in campus clubs and organizations. Organizations serve all members of the campus community. Clubs offer students the opportunity to explore special interests.

STUDENT ORGANIZATIONS

Student Government Association (SGA)

The SGA is the governing body of all students enrolled at the college. Through the SGA, students have a voice on campus. SGA is responsible for the formation and funding of all clubs and for students' representation on the standing committees of the college.

Students Activities Board (SAB) – West Windsor & Trenton Campuses

The SAB plans cultural, educational, recreational and social programs, along with campus-wide events. SAB strives to create a sense of community on campus.

College Voice

The College Voice is the student newspaper which provides MCCC students, faculty, staff, and residents of neighboring areas with educational and information articles, news, editorial coverage, and general student comments of particular interest to the greater college community. The College Voice promotes interest in the art of daily collegiate journalism, and educates and trains MCCC students in the art of print and new media journalism.

Viking 89 (Student Radio)

Viking 89 is the MCCC student radio organization. It provides daily musical entertainment and announcements for the Mercer community. Viking 89 offers hands-on experience in radio production and announcing.

STUDENT CLUBS

African American Student Organization (AASO)

AASO dedicates its purpose to the education and enrichment of ALL students of diverse backgrounds through cultural activities.

Alpha Mu Gamma

Alpha Mu Gamma recognizes achievement in the foreign languages. It also promotes the study of foreign languages through workshops, lectures, films, and other activities.

American Sign Language Club

Members will practice conversational American Sign Language (ASL), as well as share tips and resources about Deaf culture and ways to further signing skills.

Architecture

This club broadens the learning experience of architecture through club discussions, volunteering, and site visits.

Art Club

The Art club promotes and advances the visual arts on the MCCC campus and in the community.

Cheer and Dance Club

This club promotes and upholds team spirit for those they encounter, develops good sportsmanship by example, and supports good relations between teams during events.

Criminal Justice

This club unifies Criminal Justice majors, plans activities in conjunction with the Criminal Justice curriculum, and provides an informal environment for Criminal Justice majors to discuss problems, achievements and issues that concern themselves and the Criminal Justice field.

Drama Club

The Drama/Theater club promotes theater and self-expression. It also runs the Late Night Series.

Fashion Forward

Members are provided with a holistic approach to community involvement, character building and personal success via empowerment through style. Fashion Forward provides peer mentoring, career styling, clothing drives, and fashion workshops to MCCC and beyond to support its mission, "When you look better, you feel better."

Film Club

The purpose of this organization shall be to learn, grow, and develop film making skills. This organization will allow us to work together as a production and film making team.

Future Teachers Club

This club provides activities that contribute to the teaching profession and to the college community.

Global Trade and Finance Club

MCCC students will explore current topics in domestic and international economics, business, and finance.

Go Green (West Windsor & Trenton Campuses)

Go Green provides a forum where students can learn about environmental and eco-friendly behaviors, on and off campus, to impact their community and college environment.

Graphic Design Club

Students are provided an informal environment where they can discuss problems, issues, and achievements in the professional graphics field.

History Club

MCCC students can extend their knowledge of history through field trips, tutoring, movies, lectures, and historical readings.

Hospitality Club

This club enhances classroom education for individuals interested in hospitality and the culinary arts through a variety of planned activities.

Inter-Varsity Christian Fellowship

This Christ-centered community of students and faculty invites people to encounter faith, encourages spiritual learning and growth, and equips students to be successful on campus and in the places they work, serve and live.

International Student Organization (ISO)

ISO celebrates the diversity of the many cultures present at MCCC. Through activities they promote understanding and harmony to the MCCC campus.

IT Networking & Cyber Security Group

Learning will be promoted in the areas related to computer networking technology. Students will be encouraged to develop career skills, interdisciplinary learning, cultural exchange, and recreational activities between areas in which computer networking technology applies.

Japanese Arts Club

This club is for fans of the Japanese arts including, but not limited to: Anime, history, Martial Arts, Culinary Arts, Japanese fashion, and video games.

Juggling Club

The purpose of this club is to get MCCC students into a new, fun and challenging activity which features hand-eye coordination that might show a new career path.

Kappa Delta Pi

This is the International Honor Society in Education. It is dedicated to scholarship and excellence in education. Activities contribute to the teaching profession, the MCCC community, and to non-profits.

Latino Student Organization

This organization supports the Spanish-speaking students at MCCC, to promote better understanding between ourselves, the faculty and administration, and establishes a better form of communication between MCCC and the Spanish-speaking community.

Lesbian, Gay, Bi-sexual, Transgendered, Friends (LGBTF)

LGBTF creates a safe and warm environment where students feel comfortable to be as they are without fear of judgment and hate. This group educates the community of LGBT-related issues and culture, and fully supports LGBT persons of the MCCC community in need of help.

Math Club

Students can advance their universal mathematical knowledge at MCCC, as they unite under a common interest.

Mercer County Television (MCTV)

The purpose of this organization shall be to provide practical experience to students interested in the field of video and television production, and to produce programming for MCTV-26, the College's cable TV station. Activities will include production and programming of relevant programs of interest to the college community and beyond; provide opportunities for students to gain knowledge of the professional broadcast field through field trips and visiting professional speakers; provide career development and networking opportunities.

Music Club

The Music Club provides a creative practice and study session while promoting general communion with student musicians.

Muslim Student Association (MSA)

MSA spreads awareness of the religion of Islam and provides information for those interested.

Naturalists

This club cultivates respect for nature, and enhances in its members a desire to know more about the natural world and their place in it. Members will be encouraged to understand the natural world using not only a scientific point of view, but also an anthropologic view and an artistic lens. Trips to museums, lectures, and other nature-related activities (camping, star gazing, etc.) are planned to enhance students' experiences.

NJ Stars

NJ Stars provides an opportunity for members to gather and develop a network of peers in a forum to share their insights and concerns. Members will gain awareness of academic and support services available, meet community leaders that can enhance their readiness for a career, and be apprised of the articulation agreements with colleges and universities that support their career choice.

Programs for Academic Services and Success Club (PASS)

PASS Club plans social and educational activities to support the Programs for Academic Services and Success.

Phi Beta Lambda (PBL)

This national vocational organization provides opportunities for students to learn about all aspects of business.

Phi Theta Kappa (PTK)

PTK is the local chapter of the national two-year college honorary society that recognizes and encourages outstanding scholarship.

Philosophy Club

Members discuss philosophy and matters of student interest philosophically. Other activities, such as sponsoring or attending philosophy lectures or films, will be scheduled on an ad hoc basis.

Physical Therapist Assistant (PTA)

The purpose of PTA is to further leadership opportunities, expand interest and knowledge outside the classroom, and contribute to the community.

Physics

The physics club serves MCCC students who take any physics class. The club will promote students interest in physics and fellowship among themselves. It provides members an opportunity to do community service and explore leadership experience through collaborated planning of activities.

Psi Beta (Psychology Honor Society)

This honor society organization serves as a means of national recognition of the student's early interest in and dedication to the field of psychology and to scholastic achievement. Opportunities will be provided for members to become acquainted with and involved in the larger field of psychology. Members will participate in a forum to develop their perspective about psychology and build a sense of community and identity with others in the field. The organization will enhance leadership skills, encourage research, provide a greater opportunity for student/faculty interaction outside of the classroom, and benefit the campus and community through programs and services.

Radiography

First or second year students, enrolled in the Radiography Program, will advance in the study of Radiography, assist in establishing and maintaining high standards in all academic and professional goals through participation in seminars and field trips, and promote education in the field of Radiography.

Sigma Phi Sigma (Mortuary Science)

Sigma Phi Sigma represents the MCCC Mortuary Science students. They strive to honor the esteemed tradition of this organization, as well as be active in the community through donations, fundraisers, and/or volunteer activities.

Student Nurses Association (SNA)

SNA assumes responsibility for contributing to nursing education in order to provide for the highest quality of healthcare. Programs are provided that are representative of fundamental interests and concerns to nursing students and will benefit MCCC students. Nursing students can develop their professional roles and responsibilities for healthcare of people in all walks of life.

Veterans Club

This club will create a community of veterans and veterans supports, drawing on their own experience in order to support, direct, and advise new veterans and their families as they transition into civilian and academic life.

Viking Weightlifting Club

This club cultivates a culture of health and fitness for the college community through social involvement/events and peer leadership opportunities that promote healthy lifestyles.

Volleyball Club

Members will organize and facilitate volleyball games, training, and competitive opportunities for all MCCC students. The club aims to promote volleyball knowledge and skills, physical fitness, leadership, and team work among members.

HOW TO START A NEW CLUB

- Determine if there is enough campus interest to support the club you are proposing. A good way to do this is to call an organizational meeting. A room for this purpose may be reserved in the Student Life & Leadership Department. In the beginning of each semester, “MCCC Club Day” is held; all new clubs are encouraged to sign up for a table.
- If there is sufficient interest, select a temporary slate of officers, draw up a constitution for the club, and select a club advisor. A constitution template is available in this manual. The Student Life & Leadership Department can assist in the recruitment and selection of a club advisor.
- The following forms (samples found in this section) must be submitted to the Student Government Association (SGA) and the Director of Student Life and Leadership for approval:
 - Advisor Agreement Form
 - Petition for New Student Club form
 - Constitution (amended from template)
 - Club/Organization Officers Form

A copy of the constitution must be submitted to the Student Government Association (SGA) and the Director of Student Life and Leadership for approval. Before the Student Government Association can charter a student club, the club must have a faculty/staff advisor, a constitution and a membership list of at least 10 students. Once this information is submitted, the Student Government Association will consider chartering the club at its next scheduled meeting. Club representatives must be present at the meeting and be prepared to discuss the club’s objectives and constitution. When the constitution is approved, the club can operate on campus and request funds from the Student Government Association.

- Notify the Student Life & Leadership Department of meeting times, dates and locations. These will be recorded on the club advisors list kept by the Student Life & Leadership Department.



PETITION FOR NEW STUDENT CLUB

Name of Club: _____

Purpose of Club: _____

Name of ten MCCC students who have agreed to join:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Is this club affiliated with any national, state or local organization: Yes _____ No _____

If yes, what organization: _____

Will membership be open to all MCCC students or will it be restricted to those enrolled in a particular academic program? (*Please indicate specific program if restricted.*)

Open to all _____ Restricted to specific program: _____

President: _____

Club/Faculty Advisor: _____

Date: _____

-Office Use Only-

SGA Action: Approved _____ Disapproved _____ Date _____

Type of Recognition: Tentative _____ Permanent _____

Eligibility for Student Funding: Yes _____ No _____



STUDENT LIFE & LEADERSHIP ADVISOR AGREEMENT FORM

I, _____, agree to be the advisor for
(Print Name Clearly)

(Print Club/Organization Name Clearly)

If, for any reason, I decide to resign as advisor, I will notify the President of

_____, the Student Government Association,
(Print Club/Organization Name Clearly)

and the Student Life & Leadership Department.

This agreement covers Fall _____ through Spring _____.
(Year) (Year)

Advisor Signature

Advisor email & phone number

Date

The Role of an Advisor

All clubs and organizations are **required** to have an advisor.

Advisors are an integral part of every campus club/organization. As members of the college faculty, staff and administration, they have a primary function to actively advise, counsel and serve as a resource person. By suggestions, comments, constructive proposals, and searching questions, advisors assist the club/organization members in carefully planning their course of action and fulfilling their objectives. An advisor must:

- Offer students an opportunity to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational and cultural activities
- Require adherence to the Student Government Association regulations concerning the aims and practices of the club/organization, their charter and activities
- Encourage student participants in the club or organization to gain useful and valuable experience from their participation in the club/organization activities, while continuing to fulfill their academic responsibilities
- Consult with students in preparing fund requests
- Attend all club/organization meetings
- Be fully informed of the programs and events of the club. The members should be able to speak with the advisor as often as necessary to discuss problems, complaints and programs.
- Be the official MCCC liaison between the club/organization and the Student Life & Leadership Department. Frequent communication between the advisor and the Director of Student Life and Leadership is necessary to properly coordinate club/organization activities.
- Insure that all publicity is approved by the Director of Student Life and Leadership

Activities held on campus during the 9 a.m. to 5 p.m. hours need not be personally supervised by the advisor. The advisor must attend all activities after 5 p.m. on campus. (The advisor can have a substitute that is approved through the Student Life & Leadership Department.)

Each club has a mailbox in the Student Life & Leadership Department (SC 111). Each advisor must ensure that mail is picked up on a **weekly basis**, either by the advisor or a club officer.



CONSTITUTION TEMPLATE

Constitution of

(Name of Organization)

(Date)

Article I NAME

This organization shall be known as (name of organization).

Article II PURPOSE

The purpose of this organization shall be (state in general what the club plans to do).

Article III MEMBERSHIP

Membership is open to all students of MCCC who are in good academic standing, as defined by College policy. (Minimum GPA – 2.0)

Article IV MEETINGS

Mention should be made about where and when meetings will be held, how often, and what the quorum should be.

Article V OFFICERS

Section I:

List all officer titles, i.e., President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section II:

Each office should be listed with the powers and duties of each office, as in:

The President shall preside over all meetings, and shall be responsible for supervising all activities of the club.

The Vice-President shall assume the President's responsibilities in his/her absence, and assist the President in the performance of all club functions.

The Secretary shall record minutes of each meeting and be responsible for all correspondence of the club.

The Treasurer shall oversee and keep accurate records of all expenditures and receipts of club funds.

CONSTITUTION TEMPLATE (pg. 2)

The Parliamentarian will act as advisor to the President on all matters of parliamentary procedure, and shall be invited to cite precedent, using Roberts Rules of Order as the source of final authority on parliamentary procedure.

Article VI

ELECTIONS

Elections of officers will take place at the beginning of each academic year. Members of the organization may vote with a single majority constituting a victory. To seek an office, a candidate must be nominated and seconded by a member other than himself/herself. Vacancies for an office will be filled at the next regularly scheduled meeting.

Article VII

Any sections of the Constitution may be amended by a simple majority of all members present, but no change in the Constitution may be introduced and voted upon at the same meeting.



STUDENT LIFE & LEADERSHIP CLUB/ORGANIZATION OFFICERS (page 1)

Instructions: This form should be completed and filed in the Student Life & Leadership Department by October 1st for the fall semester, and as needed in the spring semester or whenever information changes, by every active recognized organization. Please print all information clearly. Thank you.

Date: _____

Club/Organization: _____

Officers: (To serve until _____ / _____)
Month Year

President: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Vice President: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Treasurer: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

STUDENT LIFE & LEADERSHIP CLUB/ORGANIZATION OFFICERS (page 2)

Secretary: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Other: _____

Telephone: _____

Address: _____

Student ID #: _____

Email: _____

Club/Organization Advisor Signature: _____ Extension: _____

Approximate Number of Active Members: _____

Organization Meeting Day and Room:

Day: _____ Room #: _____



CLUB/ORGANIZATION CHARTER APPROVAL CERTIFICATE

Be it known that on _____, the _____
(Name of Club/Organization)

was approved and recognized by the Student Government Association of Mercer County Community College, the Director of Student Life and Leadership, and the Dean for Student Services. This approval is based upon the constitution as filed in the office of Student Life & Leadership. This certificate becomes null and void if the group's constitution is revised, altered, or amended in any way after this date, without the written approval of the Student Government Association of Mercer County Community College. This charter can also be revoked if the club/organization fails to comply with the rules governing chartered organizations as listed in the student organization handbook.

Signature: _____
President, SGA

Signature: _____
Director of Student Life and Leadership

Signature: _____
Dean for Student Services

ACTION	REQUIRED BY	CATEGORY	RESPONSIBILITY	MEDIA/RESOURCE
Advisor Agreement	By October 1 or when a change occurs during academic year	File	Advisor	Student Activities Form
Catering Requests	At least 3 days prior to event	Event	Advisor	M-Link Catering Requests or Alanna Gutchigian
Check Request w/W-9 (payments)	2 weeks prior to need	Event/Trip	Advisor	Student Activities Form
Check Request w/W-9 (reimbursement)	Within 5 days after purchase with itemized receipts	Event/Trip	Advisor	Student Activities Form
Club Constitution	By October 1 - must not be older than 2 years	File	Officer/ Advisor	Student Activities Form
Club Deposits	Same day after event (day) or next business day (night)	Finance	Officer/ Advisor	MCCC Bursar/SA Form
Club Officers Form	By October 1 or when a change occurs during academic year	File	Club President/ Advisor	Student Activities Form
Conference Information Form	Submit with travel request	Trip	Advisor	Student Activities Form
Cookie Dough Contract	3 weeks prior to sale	Event	Officer/ Advisor	Student Activities Form
Event Authorization	3 weeks prior to event	Event	Officer/ Advisor	Student Activities Form
Event Evaluation	Within 5 days after event	Event	Officer/ Advisor	Student Activities Form
Event Publicity (Flyers, TV Ads, etc.)	48 hours prior to need/at least 2 weeks prior to event	Event/Trip	Officer/ Advisor	Student Activities
Facilities Work Order	ASAP after event approved	Event	Advisor	myschoolbuilding.com
Media Request	ASAP after event approved	Event	Advisor	M-Link Form
New Club Paperwork	Submit prior to SGA General Meeting	File	Student/ Advisor	Student Activities
Purchase Orders	2 weeks prior to event or need	Event/ Purchase	Advisor	Student Activities
Purchase Request	1 week prior to purchase	Event/ Purchase	President/ Advisor	Student Activities Form
Release & Indemnification Agreement	For each student before trip	Trip	Student/ Advisor	MCCC Form
Room Requests	Check for availability prior to requesting event/book ASAP after event approved	Event	Advisor	Kathy Dolan/ Denise Salvatore
Standard Service Contract	ASAP after event approved	Event	Advisor/ Coordinator	MCCC/SA Form
Kelsey Theatre Use Request	ASAP after event approved	Event	Advisor	M-Link Form
Tickets	At least 3 weeks prior to event	Event/Trip	Officer/ Advisor	Student Activities
Transportation Request	ASAP after event approved	Event/Trip	Advisor	MCCC Van/Outside Vendor
Travel Request Form	1 month prior to departure	Trip	Advisor	M-Link Form
*Events include bake sales, social events, workshops, speakers, dances, bowling, fundraisers, etc.				
**Trips include same-day and multi-day excursions				



ROOM REQUESTS FOR EVENTS

Room requests must be made by the club advisor. A student cannot make a room request. Rooms can be booked through Kathy Dolan. If the cafeteria or SC 104 (Monday-Thursday 11am-2pm) is needed, contact Student Life & Leadership.

CATERING REQUESTS

Catering requests must be submitted by the advisor at least 3 days prior to an event, via the catering system on M-Link. Contact Alanna Gutchigian or Frank DiBella for login account set up and information on placing orders.

The event must be approved and a room reserved BEFORE doing catering requests.

The screenshot shows a web browser window with the URL <http://mediasvr/VirtualEMS/>. The browser tabs include MLink, Virtual EMS, and Facebook. The page header features the logo for 'THE CONFERENCE CENTER AT MERCER Event Management System' and the title 'Catering Request'. Below the header, there is a 'My Account' section with a 'Welcome Guest' message. The main content area has a 'Home' tab selected, displaying the following text:

Select My Account
Log in or Create an Account
(Your current MCCC login will not work)
User Id = email address that was used when the account was created

After you Log in:
Select Reservations - Room Request

*Catering Orders must be placed 5 days prior to the event with a minimum of 10 people.
(For assistance with Online Ordering contact Alanna Gutchigian, ext 3237)

At the bottom of the page, it says 'Powered by' followed by the 'ems' logo.



MEDIA REQUESTS

Media requests must be made by the advisor via M-Link. On the “Information Technology Services” page, click the “Request for Facilities form” link to reserve equipment and media services.

This should be done well in advance of your event, after it is approved and a room is reserved.

The screenshot shows the MLink website interface. The top navigation bar includes links to Academic Affairs, Committees, Information Technology Services, Administration & Finance, Conference Center & Other MCCC Resources, James Kerney Campus, Assessment, Development, Grants & Alumni, Marketing, Publications, Public Relations, Calendar & News, Facilities, and Student Affairs. The main content area is titled "Media & Instructional Technologies" and includes a section for "Faculty and Staff May Request the use of:" with a list of equipment available for request. A sidebar on the left contains links to various services and documents.

Media & Instructional Technologies

Faculty and Staff May Request the use of:

- Mobile Multimedia Computer Stations
- Video cassette players*
- Laser Disc Players
- DVD Players
- Public Address Systems/Microphones
- Audio cassette recorders
- 35mm slide projectors
- Film strip projectors
- Overhead projectors
- Opaque projectors
- 16mm film projectors

*Video tapes will be scheduled for showing on our closed circuit distribution system. A limited number of video cassette players are available for classroom use by request.

Requesting Services

To request the use of equipment or services you should submit a [Request for Facilities form](#) to the Cable TV and Distribution Center. Forms are available from your academic division office or the Cable TV & Distribution Center. **Forms must be submitted at least 2 working days in advance.**

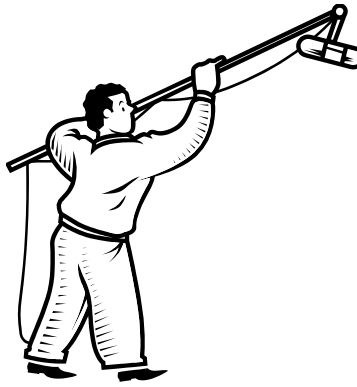
Equipment will be delivered to the room indicated on the form.

Please:

- Check the completed form for accuracy.
- Return the completed form to room CM 120.
- Notify the center immediately should your room assignment change or to cancel your request.
- Instructors should inspect all equipment at least 15 minutes prior to the start of class.
- If a problem is discovered, use the silver call box located in most classrooms to notify the center.
- Call the center when you have finished with any specially ordered equipment.

Left Sidebar Links:

- ITS Strategic Plan
- ITS Request Central
- Integrow User Documentation
- ERP Implementation (Project IASAS)
- Tech Notes Articles
- Open Lab Schedule
- Printer/Copier Connections
- Service Groups**
- Network and Technical Services
- User Services
- Enterprise Applications Services
- Media And Instructional Technology Services
- Integrow User Groups**
- Student & Academics
- HR & Payroll
- Finance and Credit & Collections



FACILITIES WORK ORDERS

All work orders must be placed by the advisor using the online tool <https://www.myschoolbuilding.com>.

Work orders should be placed well in advance of the event, after it is approved and a room is reserved.

A screenshot of a web browser displaying the MySchoolBuilding.com website. The browser's address bar shows the URL "https://www.myschoolbuilding.com/mysc...". The page header includes the Mercer County Community College logo and a "MD LOGIN" button. Below the header, there is a welcome message: "Welcome! To begin, please enter your email address below." followed by an "Email Address" label, a text input field, and a "Submit" button. At the bottom of the page, there is a horizontal line, followed by links for "Conditions of Use" and "Privacy Policy", a copyright notice "Copyright © 1999-2014 SchoolDude.com, Inc. All Rights Reserved.", and technical information: "CIP:130.156.142.240", "SID:MSB07", "DID:21", and "CUA:MSIE 9.0".



BAKE SALES

To be fair to each club, there is only one bake sale permitted per day. Clubs must sign up for a bake sale in the Student Life & Leadership Department.

Student Life & Leadership can provide one table per bake sale. If more than one table is required, the club advisor must submit a work order online. It is the responsibility of the club to pick up and return the table to Student Life & Leadership. Failure to return the table to Student Life & Leadership will result in the loss of table privileges. It is not the responsibility of Student Life & Leadership to set up or pick up the table.

Any monies collected must be submitted for deposit to Student Life & Leadership immediately following the bake sale.

There are two types of bake sales. The first type is when clubs use all of their own supplies and equipment. The money raised through this type of fundraiser is turned into SC111 to be deposited in the club's fundraiser account.

The second type of fundraiser is a Cookie Sale where clubs can rent the cookie machine and supplies from the Student Government Association. Fifty percent (50%) of the proceeds go toward the club's fundraising account and the other 50% goes to SGA's donation account to be donated to a charity of choice. If the bake sale requires the use of the cookie ovens and frozen cookie dough, a cookie dough contract (see next page) must be submitted three weeks prior to the bake sale to allow for the purchase of the frozen cookie dough. Only Otis Spunkmeyer frozen cookie dough, purchased by Student Life & Leadership, is permitted in the ovens.

Misuse or damage to equipment will result in suspension of privileges.



STUDENT LIFE & LEADERSHIP

COOKIE FUNDRAISER CONTRACT

*(Must be submitted **3 weeks prior** in order to have supplies available.)*

Student Government Association (SGA) agrees to provide the necessary funds to purchase the cookie dough and will provide the ovens needed to sell cookies. SGA will provide the monies needed for the fundraiser and _____ agrees to contribute the volunteers needed to run the fundraiser. Funds raised from the sale of cookies will be split 50/50 between the _____ fundraising account and an approved charity. SGA will **NOT** be providing volunteers to bake and sell cookies. Only Otis Spunkmeyer cookie dough, provided by Student Life & Leadership, may be used in the ovens.

The cookie fundraiser will occur on **(date)** _____ from **(time)** _____. At least two (2) volunteers are needed half an hour (11:00 a.m.) before the start of the sale to prep the ovens and set up tables in front of the cafeteria. During the event, 3-4 volunteers will be needed to bake and sell the cookies.

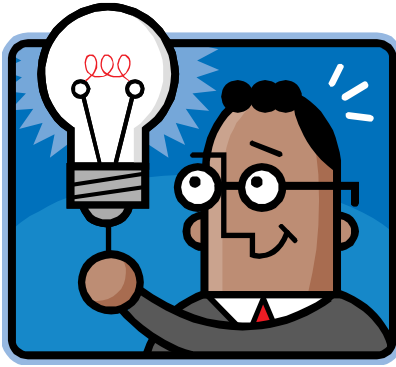
SGA President

Date

Club President

Date

SECTION 2



Planning/Implementing Events & Event Forms

STUDENT LIFE & LEADERSHIP EVENT CHECKLIST

TITLE OF EVENT: _____

DATE: _____ TIME: _____ PLACE: _____

CLEAR DATE WITH STUDENT LIFE & LEADERSHIP CALENDAR: _____

CLEAR DATE WITH CAMPUS CALENDAR: _____

REQUEST FOR FUNDING: _____

BUDGET CODE

CONTRACT: _____

Confirmed Date

Mailing Date

Return Date

Initials

• CHECK REQUEST: _____

• CHECK REQUEST: _____

PURCHASE ORDER: _____

FOOD CATERING REQUEST: _____

ROOM/FACILITY REQUEST: _____

WORK ORDER: _____

SECURITY NOTIFICATION: _____

MEDIA REQUEST: (PODIUM, MICROPHONE, VCR) _____

TRANSPORTATION REQUEST: (BUS, VAN) _____

ADVERTISEMENT: _____

EQUIPMENT/SUPPLIES: _____

OTHER: _____

- ***To have a check processed, a check request form must be submitted with a W-9 Form.***



Student Life & Leadership Club/Organization Event Authorization Form

Approval is needed at least 3 weeks prior to the event.

This form must be used for any and all club/organization events and activities.

Please use pen and print clearly when completing this form. Form will be returned if unclear.

Date Submitted: _____

Club(s)/Organization(s) sponsoring event:

Advisor: _____

Advisor Phone Number: _____ Advisor Email: _____

Description of proposed event: **(Specific details & purpose of event are required for consideration.)**

Date of Proposed Event: _____ Time of Proposed Event: _____

Date of event if rescheduled due to inclement weather: _____

Location event will take place: _____

Anticipated Attendance: _____

Faculty/Staff representation on day of event: _____

Phone Number and Email of Representative: _____

(Turn over to complete page 2.)

Maintenance needed (room set-up, stage set-up, etc.): ____ YES ____ NO

If Maintenance needed, please describe:

Security needed (check with Student Life & Leadership for Security requirements): ____ YES ____ NO

Security Department Response and Terms:

AV Equipment required (microphone, projector, etc.): ____ YES ____ NO

If AV Equipment needed, please describe:

Approval of Advisor: ____ YES ____ NO

____ Date: _____

Approval of SGA: ____ YES ____ NO

____ Date: _____

Approval of Director of Student Life & Leadership: ____ YES ____ NO

____ Date: _____

Approval of Security: ____ YES ____ NO

____ Date: _____

Approval of Assistant Dean for Student Services: ____ YES ____ NO

____ Date: _____



ONE DAY TRIPS

1. Determine destination and date.
2. Contact place of destination and determine the cost for the total group (admission fees, meals, etc.).
3. Submit an event authorization form **three (3) weeks prior to trip**.
4. Attend the Student Government Association finance meeting to request funds. The expenses of the trip should be carefully itemized.
5. Once funding has been granted and event is approved, contact the destination and reserve appropriate number of seats. If a deposit is required, notify the Student Life & Leadership Department. A Purchase Order needs to be processed, in order to reserve the bus and ensure payment. Provide information to the Director of Student Life and Leadership.
6. Reserve your bus. For in-state trips, small groups (14 maximum) may use the college vans. They can be reserved through the Campus Security Office or Director of Athletics.
7. Prepare for ticket sales. Set a deadline for ticket purchases. Tickets should specify that there are no refunds. Students are usually given two weeks to purchase tickets before they go on sale to faculty/staff.
8. Publicize event. Be sure dates and times are included in publicity, as well as, ticket process and price. All flyers must be approved by the Student Life & Leadership Department **before posting**.
9. The club/organization advisor **must** accompany the trip to coordinate last minute details and deal with any issues that arise. The advisor is the guest of the sponsoring organization. Participants are required to ride the bus to and from the event.
10. After the trip, the club is responsible for providing all receipts of expenses **within five (5) days of returning**, which the Student Government Association is supporting.
11. Fill out a Program/Event Evaluation Form. Return the form to the Student Life & Leadership Department **within five days after returning from the trip/event**.



PO BOX B
TRENTON, NJ 08690-1004

RELEASE AND INDEMNIFICATION AGREEMENT

-TRIP-

TO: Mercer County Community College

RE: _____
(Trip and Dates)

In the event that I, _____, incur any physical or emotional injury or illness, or loss or damage to personal property of any kind during my participation in the activity described above, I hereby expressly and voluntarily release and forever discharge from any claim of any kind, and expressly and voluntarily agree to hold harmless from any claims related to or arising out of this activity the Mercer County Community College, its officers or students.

Also, I agree that if any other person should assert such a claim arising from my connection with this activity, that I will substitute myself in the place of the College as the party against whom the claim is to be pursued. I further agree that I will pay all damages and costs resulting from such a claim, and that I will indemnify or reimburse the College for all costs or damages incurred by the College in connection with that claim.

This release confirms my understanding that my participation in this activity is on an individual basis, at my own risk, for my personal benefit, and that I am solely responsible for my well-being and personal property used in connection with this activity.

I hereby certify that I am eighteen (18) years of age or older.

Print Name

Date

Signature



OVERNIGHT TRIPS

1. Review all literature about trips to various areas. Determine which trips will have the most appeal to students. If necessary, a survey can be taken to determine student interest. Important factors to be considered include: price, desirability of location, extras included in package price, quality of lodgings, mode of travel, and necessity for passports and vaccinations. If at all possible, avoid unscheduled airline charters.
2. Choose two or three programs which seem particularly desirable. Discuss the program ideas with the club/organization members or a special committee. Be sure the dates and times involved coincide with school vacations. Find out from the agents what extras are included in the package such as free trip for trip leader, posters and brochures, free direct mailing, etc. Be sure to find out if there is a minimum number of students that must participate.
3. Select program and contact representative to finalize agreement. Be sure you have the agreement in writing.
4. Complete and submit a travel request authorization form to the Student Life & Leadership Department **one month prior to the trip**.
5. Set deadline and amount for deposits and final payments. Prepare and distribute publicity. If an individual is paying a portion of the trip, the check should be made payable to the college. Reservations and arrangements are the club's responsibility. A statement declaring that the school assumes no responsibility for the trip must accompany the publicity. All monies will be handled through the Student Life & Leadership Department.
6. All students attending must sign a Release and Indemnification Agreement Form. Copies of this form are located in the Student Life & Leadership Department and a sample copy is provided in this manual.
7. A faculty member, staff member or the club/organization advisor must accompany all trips as trip leader. If a free trip is provided by the agency, the trip leader automatically gets this. If one is not provided by the agency, the sponsoring organization will pay for the trip leader's package expense. The trip leader has the right at all times to take any action he/she feels is necessary to protect the health, safety and well-being of the group.
8. At all times during the trip, the trip leader is responsible to see that the details of the trip are carried out efficiently and completely. Any problems or complaints should be handled by the trip leader, acting as the group's representative and college spokesperson.
9. Fill out a Student Life & Leadership Program/Event Evaluation Form after the trip. Forms should be returned to the Student Life & Leadership Department **within five days of returning from the trip**.

Travel Request Authorization

DATE SUBMITTED: _____ STAFF TRAVELING: _____
 (if air/hotel required, **submit 1 month before departure**)

No. of Students Traveling: _____ (DO NOT COMPLETE A REQUEST FOR EACH STUDENT-attach a list w/their names) **TRAVEL JUSTIFICATION MUST BE ATTACHED**
 (Requesting department **must** handle transportation/accommodations for students)

DEPARTURE DATE: _____ RETURN DATE: _____ DESTINATION: _____
 City State/Country

NAME OF EVENT: _____

MODE OF TRANSPORT: **AUTO** ☐ PERSONAL ☐ COLLEGE ☐ RENTAL ☐ **AIR** ☐ **BUS** ☐ **RAIL/TRAIN** ☐ **OTHER** (specify) _____

<p style="text-align: center;"><u>I. INITIAL REQUEST</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>TRANSPORTATION (attach airport/mileage information)</p> <p>ACCOMMODATIONS (attach hotel information)</p> <p>MEALS - \$50 daily max (N/A for local travel without overnight stay)</p> <p>Registration Fee (Attach copy of paid/completed registration form)</p> <p>OTHER (specify) _____</p> <p style="text-align: right;">ESTIMATED TOTAL COST \$</p> <p>ARE FUNDS AVAILABLE IN CURRENT BUDGET? YES <input type="checkbox"/> NO <input type="checkbox"/> (If not, attach explanation)</p> <p>PROPOSED BUDGET _____</p> <p><small>I certify that this trip is essential to the discharge of MCCC responsibilities; that required monies are budgeted for expenditure; that the trip meets all the requirements mandated by the College's Travel Policy OMB938, and I agree that within 10 working days of my return, I will submit to my supervisor, a completed Weekly Expense Report for reimbursement.</small></p> <p>TRAVELER'S SIGNATURE: _____</p> <p>DEPARTMENT: _____</p> </div> <div style="width: 35%; border: 1px solid black; height: 100px;"></div> </div>	<p style="text-align: center;"><u>III. REPORT OF TRIP</u> (Attach SIGNED Weekly Expense Report w/Trip Summary)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>TRANSPORTATION (attach information)</p> <p>ACCOMMODATIONS (attach itemized hotel statement)</p> <p>MEALS (attach itemized receipts)</p> <p>Registration Fee (Attach copy of registration form)</p> <p>OTHER (specify) _____</p> <p style="text-align: right;">ACTUAL TOTAL COST \$</p> <p>CHARGE BUDGET _____</p> <p>CHARGE BUDGET _____</p> <p>CHARGE BUDGET _____</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>BALANCE DUE TRAVELER</p> <p>BALANCE DUE COLLEGE (Attach Personal Check)</p> </div> <div style="border: 1px solid black; padding: 5px; width: 150px;"> <p>\$</p> <p>\$</p> </div> </div> </div> <div style="width: 35%; border: 1px solid black; height: 100px;"></div> </div>																						
<p style="text-align: center;"><u>II. APPROVAL TO PROCEED</u> (Traveler does not sign below)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">ASSISTANT DIRECTOR</td> <td style="border-bottom: 1px solid black; width: 30%;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">DIRECTOR</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">DEAN/PROVOST</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">VICE PRESIDENT</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">PRESIDENT (Required for Out-of-State Travel or/Hotel Stay)</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">VP ADMINISTRATION & CHIEF BUSINESS OFFICER</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> </table>	ASSISTANT DIRECTOR	DATE	DIRECTOR	DATE	DEAN/PROVOST	DATE	VICE PRESIDENT	DATE	PRESIDENT (Required for Out-of-State Travel or/Hotel Stay)	DATE	VP ADMINISTRATION & CHIEF BUSINESS OFFICER	DATE	<p style="text-align: center;"><u>IV. APPROVAL TO REPORT</u> (Traveler does not sign below)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">ASSISTANT DIRECTOR</td> <td style="border-bottom: 1px solid black; width: 30%;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">DIRECTOR</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">DEAN/PROVOST</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">VICE PRESIDENT/PRESIDENT</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> <tr> <td style="border-bottom: 1px solid black;">VP ADMINISTRATION & CHIEF BUSINESS OFFICER</td> <td style="border-bottom: 1px solid black;">DATE</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>FOR ACCOUNTING</p> <p>Check received: _____ RECEIPT # _____</p> <p>Reimbursement: _____ CHECK # _____</p> </div>	ASSISTANT DIRECTOR	DATE	DIRECTOR	DATE	DEAN/PROVOST	DATE	VICE PRESIDENT/PRESIDENT	DATE	VP ADMINISTRATION & CHIEF BUSINESS OFFICER	DATE
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WEEKLY EXPENSE REPORT

(to be used **AFTER** your travel- DO NOT INCLUDE with initial request)

For instructions: **REFER TO ADMIN. PROCEDURES & GUIDELINES; TRAVEL AUTHORIZATION & REIMBURSEMENT APG 3-06-02** (Travel Policy OMB938)
 I have read and understand the Travel Policy & Procedures.

TRAVELER'S SIGNATURE: _____

Attach BRIEF SUMMARY of trip and all original itemized receipts.
 If trip is more than 7-day duration, use an extra form

ENTER DATE →			SUN	MON.	TUE.	WED.	THU.	FRI.	SAT.	WEEKLY TOTAL	
T R A N S P O R T A T I O N	Mileage must originate from either WWC or JKC <input type="checkbox"/> PERSONAL AUTO <i>(Gas does not apply)</i> <input type="checkbox"/> COLLEGE AUTO <i>(Mileage does not apply)</i>	Mileage <small>x.31 cts pr mile</small>									
		Parking									
		Tolls									
		Gas									
	Purchasing arranges reservations- traveler must contact Purchasing for cancellation		AIR								
	AIR BAGGAGE FEE										
	AUTO RENTAL										
	BUS (Greyhound/Peter Pan)										
	METRO/SUBWAY										
	RAIL (Amtrak/NJ Transit/Septa)										
TAXICAB											
TOTAL COST FOR TRANSPORTATION <small>(enter this amount in Section III REPORT OF TRIP)</small>											
A C C O M M O D A T I O N S	Must attach ORIGINAL itemized hotel statement HOTEL <i>Purchasing arranges hotel reservations, however, traveler is responsible for cancellation, expenses incurred as a result of a failure to cancel reservation are the responsibility of the traveler.</i>	Room									
		Internet <small>(college business)</small>									
		Fax <small>(only to/from college)</small>									
		Telephone <small>(college business)</small>									
		Parking <small>(college business)</small>									
		Shuttle									
TOTAL COST FOR ACCOMMODATIONS <small>(enter this amount in Section III REPORT OF TRIP)</small>											
Tips: \$5 allowance per day (for TRANSPORTATION and ACCOMMODATIONS combined)											
M E A L S	Must attach ORIGINAL itemized meal receipts \$50 max for each day (includes tip)	BREAKFAST									
		LUNCH									
		DINNER									
There is <u>no meal allowance</u> for local travel <u>not</u> requiring an overnight stay											
TOTAL COST FOR MEALS <small>(enter this amount in Section III REPORT OF TRIP)</small>											
O T H E R	Registration Fee										
	Admission Fee										
TOTAL COST FOR OTHER Expenses <small>(enter this amount in Section III REPORT OF TRIP)</small>											
ACTUAL TOTAL COST											



CONFERENCE INFORMATION

Club/Organization: _____

Conference Title: _____

Date(s) of Conference: _____

Location: _____

Persons Attending: (print clearly)

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Registration: Per Person: \$ _____ # _____ Total: \$ _____

Make check payable to: _____

Accommodations: Per Person: \$ _____ # _____ Total: \$ _____

Make check payable to: _____

Transportation: College Car _____ Personal Car _____ Van _____
Bus _____ Train _____ Plane _____

Cost Per Person: \$ _____ # _____ Total: \$ _____

Make check payable to: _____

Cash Advance: (Food, Miscellaneous, etc.) Total: \$ _____

Make check payable to advisor: *(Please print)* _____

TOTAL COST: \$ _____



SMALL CONCERTS (STUDENT CENTER OR KELSEY THEATER)

1. Select the group that will be performing and time of performance. Be sure that dates do not conflict with other dates on the Student Life & Leadership calendar and the MCCC calendar, and that the group fits reasonably within your budget.
2. Contact the agencies representing the group. Determine availability and price. Be sure to check if the group provides its own sound, how many sets, length of each set, and any other special requirements they may have.
3. Bring the information back to the club/organization members and/or committee to finalize plans.
4. If the Theater is to be used, check with the Director of the Theater to make sure it is available. Fill out a Kelsey Theatre Use Request Form on MLink.
5. Submit the Event Authorization Form to the Student Life & Leadership Department for approval **three (3) weeks before event**.
6. Make firm offer to agency. When contract arrives, read it carefully to make sure it is correct. Cross out any unsatisfactory clauses and add any riders desired. Submit the contract to the Club/Organization Advisor and the Director of Student Life and Leadership for signatures. Be sure that he/she initials any changes you made. If a deposit is required and has been approved by the Student Government Association, contact the Student Life & Leadership Department to have a Purchase Order prepared.
7. Distribute publicity well in advance. Some agencies provide publicity materials for performers. Make sure all necessary information is on the poster/flyer. For example, performer name, type of performance, event location, event time and date, and sponsoring club/organization. A sample flyer must be submitted to the Student Life & Leadership Department for approval.
8. Order tickets well in advance if they are to be used. Tickets should come in one color for each price range and be numbered consecutively. Make sure that all necessary information is included on the ticket. Tickets should specify that there are no refunds. It is the responsibility of the club to create and sell their own tickets.
9. Send flyers to the College Voice (MCCC student newspaper) and Viking 89 (MCCC student radio station) for publication/announcements. This should be done **at least three weeks in advance but after event is approved**.

10. The Event Authorization Form ensures Campus Security is aware of the event.
11. Facilities Work Orders are submitted through www.myschoolbuilding.com. It is the responsibility of the advisor to submit work orders **as soon as the event is approved**.
12. In most cases, a Purchase Order will be required to contract the performer. In the case of the performer not accepting a Purchase Order and requiring a check, a check request form must be submitted with a W-9 Form. A Purchase Order/Check Request should be completed **at least two weeks in advance**. All vendors must be in the system to be paid.
13. Time of Performance:
 - a. Determine when group will arrive. Be sure someone responsible is available while the group is setting up to address any unexpected issues.
 - b. Be sure that you have enough ticket takers and change, and that access to the concert area is restricted to the ticket taking entrance.
 - c. Record the approximate number of people in attendance.
 - d. Lock up the cash box in the safe in the Student Life & Leadership Department after you stop collecting. Be sure to get a cash receipt.
 - e. Be sure that the group has returned any borrowed school property such as microphone cords/stands, microphones or PA systems after the performance.
14. After Performance:
 - a. Complete a Student Life & Leadership Program/Event Evaluation Form. Return form to the Student Life & Leadership Department **within 5 days after the event**.



LECTURES

Same policy as “Small Concerts” with the following additions:

1. If the Gymnasium is going to be used, contact the Director of Athletics, Fitness & Recreation to obtain permission.
2. You should not need more than two hours of set-up time for the lecture.
3. If the Student Center is going to be used, the Student Life & Leadership Department will assist in reserving the space.
4. The College’s sound system should be sufficient for a lecture. It is the responsibility of the club advisor to submit a Media Request form, available on MLink. **This should be done as soon as the event is approved.**
5. Contact any academic department of the College which may have a special interest to the lecture.
6. Research the speaker’s background and prepare an introduction that makes reference to his/her accomplishments.



MOVIES

A Public Performance License must be obtained, in order for a club to host a movie night at the college. Fees are determined by such factors as the number of times a movie will be shown, the size of the audience, etc. Keep this cost in mind when planning the ticket price of the event. The following steps must be followed:

1. Advisor must contact Kathy Dolan for possible room space for event.
2. An Event Authorization form must be submitted to the Student Life & Leadership Department.
3. As soon as the event is approved, the club advisor must visit the Acquisitions Librarian in the MCCC Library to obtain the Public Performance License.
4. Advisor must officially reserve a room for the event.
5. Proof of the Public Performance License must be presented to the Student Life & Leadership Department **one (1) week prior to the event.**



Mercer County Community College
P. O. Box B, Trenton, NJ 08690

THEATRE USE REQUEST

Sponsor _____ e-mail: _____

(Name of college office or name and address of external organization)

Address _____ Phone _____

Activity _____ Day/Date _____

Time theatre will be used: from _____ to _____ Time event will start _____

_____ has read and will assume
(Individual's name, title, phone number)

responsibility for adhering to the Kelsey Theatre Building Use Guidelines. Submission of this form constitutes a request for space use. If approved, signed form will be returned to you constituting a firm reservation. Fee: \$150 per hour, includes 1 technician (Additional Technicians: \$50 p/hr)

If for any reason this event is cancelled you must let us know immediately!

AUDITORIUM NEEDS—ONSTAGE

podiums _____ # tables _____ # chairs _____ other _____

SOUND: 1. # of microphones: podium _____ table _____ floor _____ traveling _____

2. music: CD _____

3. piano _____ Do you want it tuned? _____ (*Tuning fee is: \$100) *Need four weeks for tuning.

Make checks payable to: Kelsey Theatre/MCCC

LIGHTING: _____

SPECIAL PROVISIONS: _____

LOBBY NEEDS

DISPLAY: # of tables _____ (2 tables are on-hand at all times, an additional 4 can be ordered to cover your event.)

of chairs _____ other _____

Do you request permission to serve food or beverages? yes _____ no _____ Description _____

_____ Permission (granted) (denied) to serve food/beverages.

If so: You are required to supply two (2) ushers 45 minutes prior to curtain time to insure food/beverages are not taken into auditorium.

If you have questions or additional technical requirements, please contact the Kelsey Theatre at 609-570-3581.

FOR OFFICE USE ONLY

THEATRE MANAGER APPROVAL _____

DATE _____

PAYMENT: Invoiced _____ Rec'd _____ Method of Payment _____



**DEPARTMENT OF STUDENT SERVICES
STANDARD SERVICE CONTRACT**

This shall serve as a Contract Agreement between Mercer County Community College, herein referred to as "the College" and the undersigned Speaker/Performer, _____, herein after referred to as "the Speaker/Performer" for the engagement described below:

1. Type/Name of Engagement: _____
2. Sponsoring Organization: _____
3. Location of Engagement: _____
4. Day/Date for Engagement: _____
5. Starting and Finishing times of Engagement: _____ am/pm **Starting** _____ am/pm **Finishing**
6. Fee agreed upon: _____
Speaker/Performer shall be paid by check following the completion of the engagement, provided all contract obligations have been met. If not met, payment shall be renegotiated within fourteen (14) business days.
7. The Speaker/Performer, as part of this Contract Agreement, agrees to comply with all applicable laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political and religious affiliation.
8. In the event that any artist, crew member, or representative of the Speaker/Performer arrives at the performance site under the influence of intoxicating beverages or substances, the purchaser may cancel this contract with no liability on the part of the purchaser. No intoxicating beverages or substances are allowed on the premises or in the possession of any person performing under this contract. Violation of this clause shall be a substantial breach and will render this contract terminated.
9. If completion of this Contract Agreement is rendered impossible due to an Act of God and any other extreme conditions beyond the control of either party, or if in the College's sole discretion, cancellation of the event is necessary for the safety of the campus community, it is understood that there shall be no claim for damages by either party.
10. It is agreed that should any damage be caused to the performance facilities or the equipment therein by the artists, or incited by the artist, or by his/her representative, the artist will be liable for the payment of the cost of repair or replacement, and immediately upon presentation of a certified statement of such costs, reimburse the purchaser.
11. The Speaker/Performer or his/her representative must provide purchaser with the full technical requirements of the show or concert in writing at least fourteen (14) days in advance of their performance to the Department of Student Services.
12. The College strictly prohibits vehicles from driving on the sidewalk or lawn without prior department approval. Violators will be held legally and financially responsible for any damages which result. Vehicles may only use roadways and park in designated parking spaces unless otherwise authorized by the Department of Facilities.
13. The Speaker/Performer agrees that the sale of any merchandise by the Speaker/Performer and/or the entourage of the Speaker/Performer is strictly prohibited without prior written consent at least fourteen (14) days in advance of their performance.
14. The parties agree that all event security is subject to the sole and exclusive control of Mercer County Community College. The Speaker/Performer further agrees that if the Speaker/Performer anticipates or encounters any particular security needs or problems they will immediately be brought to the College's attention by notifying the nearest Supervisor/Security official.

15. The Speaker/Performer agrees not to encourage audience participation or engage in dangerous behavior including stage diving, crowd surfing, or floating. Further, the Speaker/Performer agrees not to enter the audience at any point during the show, nor invite or encourage audience members to come onto the stage. The Speaker/Performer acknowledges that such behavior significantly increases the risk of injury to patrons.
16. The Speaker/Performer agrees to abide by all campus policies of the College including but not limited to the ban of smoking in all buildings, including but not limited to all performance space(s) and dressing room(s). Smoking is only permitted in designated shelters on campus. Violators may be subject to nonpayment and may not be allowed to perform at the College again.
17. Failure to sign and return this contract by _____, on the part of the Speaker/Performer or his/her representative, shall cause this entire contract to become terminated.
18. Non-compliance with any clause of this rider and/or contract (unless waived by the purchaser) shall cause this contract to become terminated.
19. The Speaker/Performer agrees to hold harmless, defend and indemnify Mercer County Community College, its governors, trustees, officers, employees, and agents from and against any and all claims, demands or actions by any persons and against related damages, liabilities, costs and expenses (including reasonable attorney's fees), which may arise out of or in connection with the performance of this contract, caused or contributed to by the actions or omissions of the Speaker/Performer, its agents, employees or contractors.
20. The College/Student Organization and the Speaker/Performer stipulate and agree that the venue with respect to any matters in dispute which may arise under this Contract Agreement shall be properly placed in New Jersey and that all disputes shall be resolved by suit brought before a Court in New Jersey. The College and the Speaker/Performer further agree that such suit for purposes of venue may only be initiated and maintained in Mercer County, New Jersey.
21. The College/Student Organization and the Speaker/Performer agree that any changes, additions, or deletions to this Contract Agreement must be completed in writing, signed and agreed to by both parties.

AGREED AND ACCEPTED:

For Mercer County Community College:

For the Speaker/Performer:

Signature: MCCC Advisor/Coordinator

Speaker/Performer Signature

Name (print)

Speaker/Performer Name (print) & Date

Date

Speaker/Performer SS # or Federal ID #

Mercer County Community College
PO Box B
Trenton, New Jersey 08690
(P) 609-570-3741
(F) 609-570-3875

Speaker/Performer Mailing Address

Speaker/Performer Telephone

Approval: Director

Speaker/Performer Email Address

**THE SPEAKER/PERFORMER MUST ATTACH A COPY OF A NEW JERSEY BUSINESS REGISTRATION
CERTIFICATE TO THIS CONTRACT.**



STUDENT LIFE & LEADERSHIP
PROGRAM/EVENT EVALUATION *(submit within 5 days after event)*

Name of Club/Organization: _____

Title of Event: _____

Type of Event: _____ Concert _____ Dance _____ Trip _____ Lecture _____ Other

Purpose of Event: _____

Location: _____

Date of Event: _____

Start Time: _____

End Time: _____

Attendance: _____

Detailed Expense: *(List each item separately with cost.)*

Materials/Equipment Used: _____

What material/equipment was useful? _____

What material/equipment was not useful/could do without? _____

Were all items purchased useful for the event? _____

Were some items not useful? _____

Speakers/Performers: *(Please list phone numbers and addresses of outside contacts.)*

Audience reaction to speakers/performers: _____ excellent _____ good _____ fair _____ poor

On Campus Publicity: *(Please explain methods of publicity used.)*

Admission Price: Student \$ _____ Number _____ Total Income \$ _____

Non-student \$ _____ Number _____ Total Income \$ _____

Income: \$ _____ Total Cost \$ _____ Loss/Profit \$ _____

Submitted by: _____

Date: _____

SECTION 3



Financial Procedures & Forms




CLUB/ORGANIZATION FUNDING

1. No clubs are permitted to have external sources of funding or independent checking accounts. The primary source of funding for clubs on campus is the Students Government Association (SGA). The SGA allocates funds for operating expenses, programs/events, equipment, conference expenses, etc. Fund requests for operating expenses should be made to the Student Government Association **at the monthly finance meeting**. Clubs must submit an itemized list of expenses at this meeting with their request. The following must be observed by all clubs/organizations holding special events:
 - a. Admission charges will be established by the sponsoring club/organization for approved fundraising events, or if the admission charge is necessary to cover expenses not allocated by the SGA.
 - b. A full set of numbered tickets must be used and will be prepared by the sponsoring club/organization.
 - c. All requisitions for the events must be made according to SGA guidelines.
 - d. At the end of the event, all income from tickets sold at the door and all unsold tickets must be submitted to the Student Life & Leadership Department and locked in the safe.
 - e. Any profit after SGA monies have been reimbursed will be deposited in the club's fund-raising account.
2. All requests for funds must be itemized, specific, and signed by the club advisor and club president. **No request is guaranteed to be granted.**
3. If the request is approved, the Student Life & Leadership Department will prepare any necessary check requests or purchase requisitions. Allow two weeks before the event to ensure the check will be ready. All receipts or bills for approved expenditures must be submitted to the Student Life & Leadership Department **no later than five days after the event or purchase**.
4. A reconciliation of the receipts against the fund request will determine if there has been an over or under expenditure of the funds. An under expenditure will require an immediate refund to the SGA. A reasonable over expenditure due to an unanticipated expense, as determined by the Student Life & Leadership Department, will be refunded to the club or individual as soon as possible.
5. The SGA will make allocations and approve expenditures to clubs based on the following criteria:
 - a. Purpose of expenditure or program in accordance with the goals of the club/organization
 - b. Need and justification for the expenditure
 - c. Previous financial record and history of judicious use of allocated funds (new organizations will not be judged on this point, rather on their potential for success.)

6. All purchases must be prefaced by a Student Life & Leadership Purchase Request Form **two (2) weeks prior to purchase**, which must be signed by the Director of Student Life and Leadership and the Dean for Student Services.
7. Under no circumstances is a club/organization permitted to spend more than was authorized by the SGA. If less money than was approved is spent, the money reverts back to the funding body.
8. If a credit card is needed for a purchase, the policy is as follows: Once the event authorization form has been signed off on by all parties, the Director of Student Life and Leadership will inform the Office of Student Life that the trip or purchase has been approved. Once this takes place, the club advisor can make arrangements with the Dean of Student Life to use the card. Please have all the necessary information and invoices with you when you make this purchase.
9. Other pertinent information relative to request for funds is as follows:
 - a. Clubs/Organizations are not permitted to maintain savings and checking accounts outside the college. All fund-raising accounts must be maintained through the Student Life & Leadership Department and Accounting Department.
 - b. Clubs/Organizations funded by the SGA have NJ sales tax exempt status. Tax Exempt Forms may be obtained from the Student Life & Leadership Department. Any monies paid for tax will **NOT** be reimbursed.
 - c. Checks will be made out to an individual. Checks may be made out to vendors, advisors or club officers **only**. However, club officers have a limit of \$100 for reimbursement. A social security or tax number, contract agreement, invoice, or letter from the individual or organization must accompany the request for funds for a check to be processed. No check can be processed without appropriate back-up information. All vendors must complete a W-9 form to be entered in the system for payment.
 - d. All clubs/organizations must submit the organization roster, and must have an updated and/or revised constitution on file at the Student Life & Leadership Department **no later than October 1st. No constitution can be older than 2 years.**
 - e. Evaluation forms must be completed by an organization that has received funds for an event.
 - f. Any capital equipment purchased with Student Life & Leadership funds is the property of MCCC. The equipment must be returned to the Student Life and Leadership Department for storage.
10. All requests for funds must be completed and returned to the Student Life & Leadership Department as early as possible in advance of an event, but **no less than two weeks prior to an event**. Lack of proper advance planning will result in club members revising plans for an intended event or covering the expenses themselves.
11. SGA WILL NOT REIMBURSE FUNDING TO CLUBS FOR EXPENSES ACCRUED **PRIOR TO THE APPROVAL OF AN EVENT.**

PURCHASING GUIDE (Administration & Finance Page on M-Link)




Wednesday June 11, 2014

- Academic Affairs
- Administration & Finance
- Assessment
- Calendar & News
- College Safety
- Committees
- Conference Center & Other MCCC Resources
- Development, Grants & Alumni
- Facilities
- Human Resources
- Information Technology Services
- James Kerney Campus
- Marketing, Publications, Public Relations
- Student Affairs



Quick Links



[Café Menu](#) | [College Directory](#) | [Email](#) | [Holiday Schedule](#) | [HR Forms](#) | [ITS Help Desk](#)
[Library Services](#) | [mBay](#) | [M-Newsletter](#) | [Pay Dates](#) | [Policies](#) | [Weather](#) | [www.mccc.edu](#)

Administration

- Strategic Planning
- Policy & Procedures
- College Safety
- Facilities
- Photo ID and Access Card Information Form
- Emergency Response Plan
- Travel Forms & Trip Reports

Finance

- Finance Forms
- Purchasing
- Pay Dates
- Financial Aid
- PowerFacts Web

Purchasing

Purchasing Guide

College procedures require that staff members initiate each purchase by entering an on-line requisition using the college's Administrative Information System (WebAdvisor).

If your requested order totals less than \$6,820 (including shipping)
 In most cases, we will order from the vendor you recommend. However, if we know a less expensive source for an equivalent item, we will call you to discuss the options before we place the order. If you don't know any vendors, our office will try to find one.

If your requested order totals between \$6,820 and \$34,100 (including shipping)
 We are required to solicit quotations from at least three (3) vendors unless special circumstances exist which qualify your purchase as an exception to the rule. If you know of three reputable vendors who sell the item you are requesting, please indicate them on the DEPARTMENT NOTE screen when entering an on-line requisition.

For all requisitions over \$6,820 we also need your help in describing the purchase and its use for a monthly finance report to the college's Board of Trustees. While this information may be obvious to you, we sometimes can't figure out exactly what you're trying to purchase. We will not be able to process your requisition until we have that information.

If your requested order exceeds \$17,500 (including shipping)
 Pay to Play disclosure and documentation is required from all vendors when aggregate purchases in a fiscal year exceeds \$17,500.

If your requested order exceeds \$34,100 (including shipping)
 Public bidding is required unless special circumstances exist which qualify your purchase as exempt from this rule. If you suspect that your purchase will exceed this limit, call purchasing and we can plan how to proceed.

Include approximate shipping costs if possible. When completing an on-line requisition just include a departmental note, alerting us to the fact that shipping charges may be significant. Please don't include shipping charges as a purchase item.

A resolution approved by the colleges Board of Trustees is required for all vendor purchases, contracts, or agreements exceeding \$34,100.00 during a fiscal year.

Only the purchasing office is authorized to commit college funds. If you must expedite a particular purchase, call us and we will make necessary arrangements with you. For more details on purchasing call Wendy Lancaster at extension 3249, or Simone Kirchmyer at extension 3266.



Request for Check

Check Amount: \$ _____

Payee Name: _____

Social Security Number (if individual): _____ - _____ - _____

Payee Address: _____

Reason for Check: _____

Check Box: Mail Check ☐ Pick-Up Check ☐ Call Ext. _____

Budget Code _____

Organization #

G/L Code

Signature – Requesting Dean, Division or Unit Head

Approved – Accounting Services

ACCOUNTING OFFICE USE ONLY

Vendor # _____

PV # _____

Posted by _____

Post Date _____



STUDENT LIFE & LEADERSHIP

PURCHASE REQUEST FORM

PLEASE ATTACH A PRICE QUOTE OR A COPY OF THE CATALOG PAGE/WEB PAGE FOR ITEMS BELOW.
NO PURCHASES WILL BE REIMBURSED WITHOUT SUBMITTAL OF THIS FORM PRIOR TO PURCHASE.

PLEASE PRINT CLEARLY!

(FORM MUST BE SUBMITTED 1 WEEK PRIOR TO PURCHASE)

CLUB/ORGANIZATION NAME: _____ DATE: _____

CLUB PRESIDENT (PRINT): _____

QTY	ITEM	PURPOSE/EVENT	VENDOR INFO	COST	PERSON MAKING PURCHASE & EMAIL ADDRESS

APPROVALS

CLUB PRESIDENT: _____ DATE: _____

CLUB ADVISOR: _____ DATE: _____

SGA TREASURER: _____ DATE: _____

SGA PRESIDENT: _____ DATE: _____

DIRECTOR OF STUDENT LIFE AND LEADERSHIP: _____ DATE: _____

ST-4 (10-99, R-7)

To be completed by purchaser and given to and retained by vendor. Read instructions on back of this Certificate.

STATE OF NEW JERSEY
DIVISION OF TAXATION
SALES TAX
EXEMPT USE CERTIFICATE

FORM ST-4

PURCHASER'S
CERTIFICATE OF AUTHORITY NUMBER

221-804-141

ELIGIBLE NONREGISTERED
PURCHASER: SEE INSTRUCTIONS **TO _____
(Name of vendor)

Date _____

Address City State Zip

The undersigned purchaser certifies that it is not required to pay the New Jersey Sales and/or Use Tax on the purchase or purchases covered by this Certificate because the tangible personal property or services purchased will be used for an exempt purpose.

The tangible personal property or services will be used for the following exempt purpose:

The exemption on the sale of the tangible personal property or services to be used for the above described exempt purpose is provided in subsection N.J.S.A. 54:32B- 9(a) (See reverse side for listing for principal exempt uses of tangible personal property or services and fill in the block with proper subsection citation).

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Exempt Use Certificate and it is my belief that the vendor named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

Mercer County Community College
NAME OF PURCHASER (as registered with the Division of Taxation)

By P. Barchi Acting Dean of Administration
(Signature of Owner, Partner, Officer of Corporation, etc. or qualified officer of Agency)

1200 Old Trenton Rd., West Windsor, NJ 08530-3407
(Address of Purchaser)

A VENDOR SHOULD READ AND COMPLY WITH THE INSTRUCTIONS GIVEN ON BOTH SIDES OF THIS EXEMPTION CERTIFICATE.

Thank you for all you do to bring Mercer County Community College come alive for our students!

