Learning to Work Together
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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.

- Confer with Director of Student Life & Leadership to determine monies available for event before booking.

- 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 11:00 p.m. 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.

- All purchases MUST be approved in advance. Reimbursements will only be done for pre-approved purchases.

- After purchases are approved, Check Request Forms and Purchase Orders MUST be submitted to the Student Life & Leadership Department at least 4 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. See “Financial Procedures” Section 3 for more details.

- Receipts MUST be submitted within 30 days of purchase. Any receipt older than 30 days will NOT be reimbursed. This is a MCCC Accounting Department policy.

- 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.
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, MCCC student ID #, and email of ten MCCC students who have agreed to join:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student MCCC ID#</th>
<th>Student Email Address</th>
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</tbody>
</table>

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

Copies: Club/Organization File
Student Life & Leadership Department

Rev. June 2019
The Role of an Advisor

All clubs and organizations are **required** to have an advisor who is employed by MCCC.

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 Director of Student Life on funds availability and purchase approvals
- Enter all requests for rooms, catering, facilities/maintenance, media and travel
- Attend all club/organization meetings (meetings are not the same as events)
- 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.
- Reserve room space for club events.
- Enter catering orders, media requests and Facilities requests for club events.
- Ensure that all publicity is approved by the Director of Student Life and Leadership

Activities and events 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. **Any off-campus event with an event form MUST have an advisor present, regardless of time of day.** (The advisor can designate a substitute, employed by MCCC, who is approved through the Student Life & Leadership Department.)
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.
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 first Monday in October during 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 _____________ / _____________)

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 #: __________________________

Online Version found here: 

![QR Code]
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
Common Forms and Transactions for Club Advisors

Use this QR code or this link: linktr.ee/clubs-mccc to access the following forms:
- Advisor Agreement - due at start of every academic year
- Annual Club Activity Report - due at end of every academic year
- Catering Requests - due two weeks before event/meeting
- Club Constitution Template - needs to be updated every two years
- Club Officers Form - due at start of every academic year
- Community Service Form - due at least one week prior to service event.
- Cookie Dough Contract - due three weeks prior to sale
- Event Authorization Form - due three weeks prior to event
- Facilities Work Order - ASAP after event approved

Room Requests

If you need to reserve SC104 (room across from the Cafeteria) or the Club Room (next to Student Life Office) for a meeting or event, please contact Kari Forwood at forwoodk@mccc.edu.

For any other room or space on campus, please contact Shannon Krause at krauses@mccc.edu

Catering Requests

All catering requests must be approved by Student Life and Leadership. The catering menu can be found on MLink. Email forwoodk@mccc.edu or use the QR code below to access catering request form.

Catering requests must be received 2 weeks prior to your event/meeting. Your room should be reserved BEFORE catering request is sent.

Media/AV Requests

Media requests must be made by the advisor via M-Link or email tech-help@mccc.edu. This should be done well in advance of your event, after it is approved and a room is reserved.
FACILITIES WORK ORDERS

All work orders must be placed by the advisor using the online tool https://www.myschoolbuilding.com. This can also be accessed via mLink (center column under “Requests, Orders, Forms”: “School Dude – Facilities Work Orders”). Create an account, if needed.

**Work orders should be placed well in advance of the event, after it is approved and a room is reserved.**
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: ___________ START TIME: ___________ END TIME: ___________ PLACE: ________________

CLEAR DATE WITH STUDENT LIFE & LEADERSHIP CALENDAR: ________________________________

CLEAR DATE WITH CAMPUS CALENDAR: ________________________________________________

REQUEST FOR FUNDING: ___________________________________________________________

BUDGET CODE

CONTRACT: ____________________________________________

<table>
<thead>
<tr>
<th>Confirmed Date</th>
<th>Mailing Date</th>
<th>Return Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

• 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.
## What is an Event?

*(Event Form or No?)*

<table>
<thead>
<tr>
<th>Needs an Event Authorization Form</th>
<th>No Event Authorization Form Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Speaker</td>
<td>Club Meetings (unless you are having a speaker)</td>
</tr>
<tr>
<td>Performance</td>
<td>Bake Sales</td>
</tr>
<tr>
<td>Social Activities</td>
<td>Cookies Sales (using Student Life’s ovens/dough)</td>
</tr>
<tr>
<td>Dance</td>
<td>Club Members Going Out Socially</td>
</tr>
<tr>
<td>Workshop</td>
<td>Any Event Where Alcohol is Served (MCCC policy)</td>
</tr>
<tr>
<td>Inductions</td>
<td>Local/Out-of-State Travel (use either Local Travel Reimbursement or Travel Request Authorization Forms)</td>
</tr>
<tr>
<td>Educational Activities</td>
<td></td>
</tr>
<tr>
<td>Community Service Event (different form required)</td>
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</tbody>
</table>
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/cross-outs.*

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: __________ Start/End Time (end by 11pm) of Proposed Event: ________________

Date of event if rescheduled due to inclement weather: ________________________________

Location event will take place: _________________________________________________________

Anticipated Attendance: ________________

Club Member (Student) Responsible for Event: ________________________________

Phone Number and Email of Club Member Responsible: ________________________________

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 *(remember to do a Facilities Request on MLink)*:

________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________

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 *(remember to do a media request on MLink)*:

________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________

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: ____________

23
Community Service Form

This form must be submitted to SC111 at least one week prior to the community service event date. A copy of any receipts from your community service activity shall be turned in after the completion of the event.

Date Submitted: ______________

Club or Organization Name: ____________________________________________________________

Club Advisor: ________________________________________________________________

Community Service Event: __________________________________________________________

Event Organizer: ______________________________________________________________

Event Date: ____________________________  Event Time: ____________________________

Event Location: ______________________________________________________________

What is the purpose of the event?
________________________________________
________________________________________
________________________________________

Is your event money based (fundraiser) or activity based (service)?

Fundraiser [ ]  Service [ ]

Whom will it help? (Organization Name and Address)

________________________________________
________________________________________
________________________________________

What tasks will your club members perform?
________________________________________
________________________________________
________________________________________

Approval of Advisor: ______________________________

Approval of Student Life Professional: ______________________________
1. CLUB NAME: ____________________________

2. NUMBER OF ADVISORS: ____________________________

3. NUMBER OF EXECUTIVE BOARD MEMBERS: ____________________________

4. NUMBER OF ACTIVE CLUB MEMBERS (not including exec board): ____________________________

5. NUMBER OF MEETINGS HELD DURING THE YEAR: ____________________________

6. COMMUNITY SERVICE/FUNDRAISING EVENTS (provide charity name or type of fundraiser & date for each event):
   
a. ____________________________________________

b. ____________________________________________

c. ____________________________________________

d. ____________________________________________

7. LEADERSHIP EVENTS (provide name of event and date for each):
   
a. ____________________________________________

b. ____________________________________________

c. ____________________________________________

d. ____________________________________________

8. SOCIAL EVENTS (provide name of event and date for each):
   
a. ____________________________________________

b. ____________________________________________

c. ____________________________________________

d. ____________________________________________

e. ____________________________________________

f. ____________________________________________

THIS REPORT IS DUE TO STUDENT LIFE & LEADERSHIP (SC 111) BY FIRST MONDAY IN MAY.
(Please print neatly and clearly. Use back of form or separate sheet, if needed.)
TRAVEL GUIDELINES

Travel Policy & Reimbursement Procedures are found on M-Link (https://mlink.mccc.edu/apg/3-06-02.pdf).
1. Click on “Administration & Finance” in top menu
2. Click “Policy & Procedures” in left menu
3. Click “Procedures Manual” in center list
4. Click “Travel Authorization & Reimbursement” in list

LOCAL TRAVEL REIMBURSEMENT FORM

Only submit if travel is “in state” and NO hotel, meals, or registration is required. This form does not go to VP for department or VP for Administration and Finance, or President. (Form only goes to the department supervisor for approval.) Form is located on MLink “Administration & Finance” menu (Travel Forms & Trip Reports).

- Prior to travel, write a memo to your supervisor if travel occurs during a class or work hours
- Students need to complete a Release and Indemnification Agreement Form (1 per student)
- Local Travel Reimbursement Form is submitted if you are:
  - Driving your own vehicle or one of MCCC’s vehicles and;
  - Travelling locally/in-state travel only
- If you drive your own vehicle, you can get reimbursed for mileage, tolls, and parking
- If you drive MCCC’s vehicle, you can get reimbursed for gas, tolls and parking only (have itemized receipts)
- These reimbursements are for advisors only (no mileage/gas reimbursements for students)
- Form is submitted after your travel is completed
TRAVEL REQUEST AUTHORIZATION FORM

For all “out of state” travel. If travelling “in state” and you need more than mileage, tolls, and parking costs reimbursed plus hotel, meals, registration, and other fees, use this form. Form is located on MLink “Administration & Finance” menu (Travel Forms & Trip Reports). Please use the online form and type information for submission.

- Must be submitted at least 1 month in advance (if discount rates for hotel/air or registration apply, submit accordingly). Student life recommends submission of forms 2 months in advance since it can take longer than 1 month to obtain signatures/approval.

- Forms must be legible, neat and clear or will be returned

- Use if:
  - Travel occurs out-of-state (even if you use your personal vehicle)
  - Air/Hotel accommodations required
  - Meals required
  - Event requires registration, admission or other associated fees (i.e., bus rental, ticket fees, etc.)
  - Travel occurs in-state and event is over a 90 minute drive (one way) with a hotel required (hotel approval not guaranteed)

- Prior to submitting Travel Request Authorization Form, confer with Director of Student Life to ascertain if funds are available

- Each advisor traveling needs to complete their own travel form and info packet per trip
  - Include Release & Indemnification Agreement Forms for each student you are supervising
  - No more than 5:1 ratio per advisor
TRAVEL REQUEST AUTHORIZATION FORM – INITIAL SUBMISSION

• Complete “Initial Request” section I (these numbers are understood to be estimates and reimbursements will be based on final numbers)

• Students need to complete **Release and Indemnification Agreement Form** (1 per student)
  - These forms should be included in the packet of the advisor who will supervise them (no more than 5 students per advisor)

• Submit a typed “Travel Justification” document
  - Explain purpose of the trip (educational value, etc.)
  - State if you have/have not purchased air/hotel accommodations: **Purchasing** is responsible for making these reservations for Advisors only. Do **not** reserve air/hotel until your travel is approved by the President.

• You will receive a copy of your approved travel paperwork with an attached “orange” note with instructions on completing your travel paperwork **after** your return from travel (your final numbers will be entered on this paperwork)

TRAVEL REQUEST AUTHORIZATION FORM – FINAL SUBMISSION

• Complete “Report of Trip” section III
  - These numbers are understood to be the actual costs incurred
  - The “Weekly Expense Report” must match these numbers

• Weekly Expense Report
  - Include **printed, original itemized receipts** for air baggage fees, food, taxi, Uber, Lyft, etc.
  - Be sure that total costs from this report are transferred to Section III “Report of Trip”

• Submit “Travel Summary” document that de-briefs travel addressed to your supervisor

• Paperwork is due **10 business days after** return from trip

TRAVEL REQUEST AUTHORIZATION FORM – MEAL REIMBURSEMENTS

• Meal reimbursement information is included on the “Weekly Expense Report”
  - Total allowed per person per day is $50.
    - Only meals that are paid by the traveler out-of-pocket will be reimbursed
    - Maximum per diem tip allowance is $5 per day, exclusive of meal tips. Tips for meals can be counted outside of the tip allowance, but are counted within the $50 meal allowance.
    - If you spend more than $50 per day on food (including meal tips), you must use personal funds.

  - Alcoholic beverages **will not be reimbursed**
  - The revised policy and procedures no longer states meal times or type of meal – a snack can be a meal. There is no food list.

• Only purchases with original itemized receipts that are neat, clear and legible will be reimbursed
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
LOCAL TRAVEL REIMBURSEMENT

Name: ___________________________ Department: ___________________________ Date: ________

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESTINATION</th>
<th>REASON</th>
<th>MILES</th>
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</tbody>
</table>

Total miles =

Total miles x $.580 per mile = $

<table>
<thead>
<tr>
<th>DATE</th>
<th>OTHER EXPENSES (parking, tolls – must attach receipts)</th>
<th>COST</th>
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</table>

Total cost = $

GRAND TOTAL (Miles & Cost) = $

Procedures:
- Travel must originate from WWC/JKC
- If using MCCC vehicle, gas is reimbursable - must hand in receipt
- DO NOT use this form for Meals & Registration reimbursement

Initiator: ___________________________________________

Approval: ___________________________________________

Department Head

☐ Petty Cash Request charge to Budget# _______________________

☐ Request for Check attached (if request is over $49.99)

The reimbursable mileage rate is .580cts

Rev. 1-28-19
# Travel Request Authorization

**TRAVEL JUSTIFICATION MUST BE ATTACHED**

**DATE SUBMITTED:** __________  
**STAFF TRAVELING:** __________  
**DEPT:** __________  

(if airport required, submit 1 month before departure)  

No. of Students Travelling: __________  
(do not compute a RQ for each student; attach a list with their names. Dept. must handle transportation/accommodations for students)  

**DEPARTURE DATE:** __________  
**RETURN DATE:** __________  
**DESTINATION:** __________  

**NAME OF EVENT:** __________  

**MODE OF TRANSPORT:**  
- [ ] AUTO  
- [ ] PERSONAL  
- [ ] COLLEGE  
- [ ] RENTAL  
- [ ] AIR  
- [ ] BUS  
- [ ] RAIL/TRAIN  
- [ ] OTHER (specify)  

## I. INITIAL REQUEST

(Please only enter costs in breakdown if each area should be included in your Travel Justification memo—NOT on this cover sheet.)

<table>
<thead>
<tr>
<th>TRANSPORTATION</th>
<th>ACCOMMODATIONS</th>
<th>MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(attach airport/hotel information)</td>
<td>(attach hotel information)</td>
<td>$5.00 daily max</td>
</tr>
</tbody>
</table>

**REGISTRATION FEES**  
(Attach copy of paid/unpaid registration form)  

**OTHER** (specify in Travel Justification)  

**ESTIMATED TOTAL COST:** $___________  

**ARE FUND AVAILABLE IN CURRENT BUDGET?**  
- [ ] YES  
- [ ] NO  

**GRANT FUNDED?**  
- [ ] YES  
- [ ] NO  

**PROPOSED BUDGET:** $___________  

I certify that this trip is essential to the discharge of Mercer County responsibilities, that required monies are budgeted for expenditure, and that the trip meets all the requirements mandated by the College’s Travel Policy #0530, and I agree that within 10 working days of my return, I will submit to my supervisor, a Travel Summary Report with completed Weekly Expense Report for reimbursement.  

**TRAVELER’S SIGNATURE:** __________

## II. APPROVAL TO PROCEED

(Traveler does NOT sign below)  

<table>
<thead>
<tr>
<th>DEPARTMENT DIRECTOR</th>
<th>DEAN/PROVOST</th>
<th>EXECUTIVE DIRECTOR, FINANCIAL &amp; ACCOUNTING</th>
<th>VICE PRESIDENT FOR DEPARTMENT</th>
<th>VICE PRESIDENT FOR ADMINISTRATION &amp; FINANCE</th>
<th>REQUIRED FOR OUT-OF-STATE TRAVEL OR HOTEL STAY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
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</tbody>
</table>

## III. REPORT OF TRIP

(Attach SIGNED Weekly Expense Report with documents, and your Travel Summary Report)

<table>
<thead>
<tr>
<th>TRANSPORTATION</th>
<th>ACCOMMODATIONS</th>
<th>MEALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(MCCG/Grant Paid)</td>
<td>(Include statement)</td>
<td>(Staff Paid Out-of-Pocket)</td>
</tr>
</tbody>
</table>

**REGISTRATION**  
(Attach paid form)  

**OTHER** (specify on expense report)  

**ACTUAL TOTAL COST:** $___________

**CHARGE BUDGET**  

**BALANCE DUE COLLEGE**  
(Attach Personal Check)  

**BALANCE DUE TRAVELER**  

**VOUCHER #** __________

## IV. APPROVAL OF REPORT/REIMBURSEMENT

(Traveler does NOT sign below)  

<table>
<thead>
<tr>
<th>DEPARTMENT DIRECTOR</th>
<th>DEAN/PROVOST</th>
<th>VICE PRESIDENT FOR DEPARTMENT</th>
<th>VICE PRESIDENT FOR ADMINISTRATION &amp; FINANCE</th>
<th>FOR ACCOUNTING PURPOSES ONLY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
<td>DATE</td>
<td>Personal Check received: Date</td>
</tr>
</tbody>
</table>

**REIMBURSEMENT:**  

**DATE** __________  

**CHECK #** __________

Res. 2-15-2018
# WEEKLY EXPENSE REPORT

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

Attach BRIEF SUMMARY of trip and all ORIGINAL ITEMIZED receipts, and AIR/HOTEL statements.

If trip is more than 7-day duration, use an extra form.

<table>
<thead>
<tr>
<th>PLEASE ENTER DATE TRAVELED</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>WEEKLY TOTAL</th>
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<tbody>
<tr>
<td><strong>TRANSPORTATION</strong></td>
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<td>Mileage**</td>
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<td>(ca. 0.50 per mile)</td>
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<td><strong>PERSONAL AUTO</strong></td>
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<td>(Gas does not apply)**</td>
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<td><strong>COLLEGE AUTO</strong></td>
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<td>Purchasing arrangements:</td>
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<td>reservations - traveler</td>
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<td><strong>AIR BAGGAGE FEE</strong></td>
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<td><strong>AUTO RENTAL</strong> (must be pre-approved)</td>
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<td><strong>BUS</strong> (Greyhound/Peter Pan/JT Transit/MTA)</td>
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<td><strong>RAIL</strong> (Amtrak/NJ Transit/Gateway)</td>
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<td><strong>SHUTTLE/TAXICAB</strong></td>
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**TOTAL COST FOR TRANSPORTATION**

| ACCOMMODATIONS            |     |     |     |     |     |     |     |              |
| Must attach **ORIGITAL**  |     |     |     |     |     |     |     |              |
| Itemized hotel statement  |     |     |     |     |     |     |     |              |

**HOTEL**

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.

**TOTAL COST FOR ACCOMMODATIONS**

| MEALS                      |     |     |     |     |     |     |     |              |
| Must attach **ORIGITAL**   |     |     |     |     |     |     |     |              |
| Itemized receipts          |     |     |     |     |     |     |     |              |

$50 max for each day (includes tip)

**TOTAL COST FOR MEALS**

| REGISTRATION FEE           |     |     |     |     |     |     |     |              |

**TOTAL COST FOR REGISTRATION**

| OTHER                      |     |     |     |     |     |     |     |              |
| Admission Fee(s) (for travel students) |     |     |     |     |     |     |     |              |

**TOTAL COST FOR OTHER Expenses**

| GRAND TOTAL                |     |     |     |     |     |     |     |              |
| (Enter this amount in Section I, REPORT OF TRIP) |     |     |     |     |     |     |     |              |

For instructions: REFER TO ADMIN PROCEDURES & GUIDELINES: TRAVEL AUTHORIZATION & REMUNERATION ASP 230452 (Travel Policy 015930 on MLIUS)
I have read and understand the Travel Policy & Procedures.

**TRAVELER’S SIGNATURE [MUST SIGN HERE BEFORE HANDING IN THIS WEEKLY EXPENSE REPORT/REPORT OF TRIP]**

Rev. 2-15-2019
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 or MLink. It is the responsibility of the advisor to submit work orders as soon as the event is approved.

12. A Purchase Order will be required to contract the performer, along with a W-9 Form. A Purchase Order Request must be completed at least four to six (4-6) weeks in advance. All vendors must be approved 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. Contact Floyd Bledsoe for any other room reservations.

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 Floyd Bledsoe 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. Complete a Media Request on MLink or email tech-help@mccc.edu as soon as event is approved.

5. Advisor must officially reserve a room for the event.

6. Proof of the Public Performance License must be presented to the Student Life & Leadership Department one (1) week prior to the event.
THEATRE USE REQUEST

Sponsor ____________________________________________
e-mail: ____________________________________________
(Name of college office or name and address of external organization)

Address ____________________________________________________________________________
__________________________________________________________________________________
Phone _____________________________

Activity ____________________________

Day/Date____________________________ from _________ to __________ Time event will start ______________
Day/Date____________________________ from _________ to __________ Time event will start ______________

__________________________________________has read and will assume 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: $25 p/hr) If you cancel event with less than 48 hours notice you will be liable for the technician fees.

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

AUDITORIUM NEEDS-ONSTAGE

Podiums_____ Tables _____ Chairs _______ Other ______

SOUND:
1. 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:

________________________________________________________________________________________

________________________________________________________________________________________

MULTIMEDIA NEEDS

☐ Projector connection for your laptop - must have VGA connection
☐ If MAC, you must bring your own adaptor
☐ Sound System connection – Laptop
☐ Internet connection – Laptop
☐ Projection for PowerPoint or movie file
☐ Projection for DVD
☐ Projection for Blu-ray

NOTE: Due to all the different formats available, you must provide us with the proper formats of media you plan on using, either on a thumb drive or DVD, at least 2 hours prior to your event’s starting time.

THEATRE MANAGER APPROVAL - Date: ________________

PAYMENT:

Invoiced __________
Received __________
Method of Payment ____________________________________________

36
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 17202
Trenton, New Jersey 08690
(P) 609-570-3741
(F) 609-570-3875

__________________________________________
Speaker/Performer Mailing Address

__________________________________________
Speaker/Performer Telephone

__________________________________________
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
ACCOUNTING & PURCHASING POLICY

Note that the below changes were implemented to insure that faculty, staff and students obtain the necessary approval prior to making a purchase. As per Accounting and Purchasing Policy and Procedures, all vendor payments must be processed using the following guidelines:

1. **Three weeks prior to a purchase**, Club Advisor must first clarify that there are club funds available for the purchase through the Director of Student Life & Leadership. This is in conjunction with the Event Authorization Form.

2. An approved College purchase requisition needs to be entered by the Director of Student Life & Leadership.
   a. A “purchase requisition” results in the creation of a purchase order which will be accepted by the vendor as promise of payment.
   b. To enter a purchase requisition, the club advisor must submit to the Director of Student Life & Leadership:
      i. W-9 for the vendor
      ii. Invoice for payment

3. If the vendor does not accept a MCCC purchase requisition, the Director of Student Life & Leadership will request using the College's “P-card” or one of the vendor payment cards available (Walmart, Shop Rite, Home Depot).
   a. The “P-card” is a college credit card.
   b. To use these cards for payment, Club Advisor must submit a purchase request form (provided by Student Life & Leadership) stating:
      i. Vendor Name
      ii. A statement that the vendor will not accept a Purchase Order
      iii. Event Name
      iv. Event Time
      v. Purpose of the event
      vi. Anticipated event attendance
      vii. Dollar amount
      viii. MCCC G/L budget code (Director of Student Life will provide)

4. If the purchase cannot be made with either the College's P-card or vendor payment card:
   a. Director of Student Life & Leadership will obtain pre-approval from Asst. Dean of Student Services for the purchase.
   b. Once purchase is pre-approved, the individual may make the purchase using his/her own cash or credit card.
   c. Receipts must then be submitted to the Director of Student Life & Leadership for reimbursement. Please refer to regulations regarding dates & condition of receipts.
   d. Please note that NJ sales tax is not reimbursable as MCCC is a tax exempt organization.
   e. The College has the right to refuse reimbursement if an original receipt is not presented in good condition with the date, amount and vendor name clearly readable. Reimbursement can also be denied if the request for reimbursement is not presented in a timely manner.

5. Petty cash can be used to reimburse individuals for non-travel, out-of-pocket expenditures of up to $50. Petty cash can only be used for reimbursement of small, incidental department expenses when it is infeasible or impractical to use normal purchasing means. No item should be reimbursed through petty cash if that item can be readily secured through normal college procurement channels. An item that would not ordinarily be purchased by the
Purchasing Department as an acceptable item for college expenditure is also prohibited from being purchased with petty cash funds.

a. To get petty cash, an itemized receipt must be submitted no later than 30 days from purchase.

6. Vendors have dollar thresholds that are tracked by the Purchasing Department. Therefore, the above procedures are necessary for this tracking.
   a. Contact the Purchasing Department for approved vendors.
   b. Any items purchased for college use must be shipped to a valid MCCC address. Items shipped to a personal/home address will not be reimbursed.

**CLUB/ORGANIZATION FUNDING & SPENDING POLICY**

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 Student Government Association (SGA). The SGA allocates funds for operating expenses, programs/events, equipment, conference expenses, etc. **Fund and purchase requests for operating expenses should be made to the Director of Student Life and Leadership in writing (email, etc.).** Clubs must disclose the details of expenses.

2. 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.

3. All requests for funds must be itemized, specific, and signed by the club advisor and club president. **No request is guaranteed to be granted.** The requests will then be submitted by the Director of Student Life and Leadership for approval by the Assistant Dean of Student Services or Vice President of Student Affairs.

4. If the request is approved, the Student Life & Leadership Department will submit any necessary check requests or purchase order requisitions. Allow four to six (4-6) weeks before the event to ensure the check will be ready.

5. All receipts or bills for approved expenditures must be submitted to the Student Life & Leadership Department no later than 30 days after purchase. Receipts **cannot** contain alcoholic beverages. Any receipts received after the financial close will **not** be reimbursed.

6. 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.

7. 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.)
d. Club Annual Report for previous year was submitted and completed

8. All purchases must be approved by the advisor, after confirmation that funds are available by the Director of Student Life & Leadership. Purchases may also require the approval of the Assistant Dean of Student Services and/or the Vice President of Student Affairs. Contact the Director of Student Life & Leadership with questions.

9. 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. **ALL** club account balances **must** be depleted before requesting additional funds.

10. 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 advisor or club officer **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 Club Officers Form, and must have an updated and/or revised constitution on file at the Student Life & Leadership Department **no later than the first Monday in October** each Fall semester. **No constitution can be older than 2 years.**

   e. Evaluation forms must be completed by any club or 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.

11. 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 three (3) 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.

12. **SGA WILL NOT REIMBURSE FUNDING TO CLUBS FOR EXPENSES ACCRUED PRIOR TO THE APPROVAL OF AN EVENT.**

13. In order to meet the college’s financial close deadline, all receipts, invoices, and reimbursements **MUST** be submitted to the Director of Student Life and Leadership **no later than April 30th of each academic year**.
PURCHASING GUIDE

- Go to “Administration & Finance Page on M-Link.
- Click on “Purchasing” in left menu bar.
- Click on “General Purchasing Policies” at the bottom for general guidelines.

Purchasing Guide

College policy requires an approved requisition and signed purchase order for the procurement of all goods and services. This requires that staff initiate each purchase by ordering an on-line requisition using the faculty and administrative Information System (WebAdvisor or Colleague UI).

If your aggregate order from a vendor totals less than $7,060 (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 aggregate order from a vendor totals between $7,060 and $35,300 (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.

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

If your aggregate order from a vendor exceeds $35,300 (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 College’s Board of Trustees is required for all vendor purchases, contracts, or agreements exceeding $39,300.00 during a fiscal year.

If you must expedite a particular purchase, call us and we will make necessary arrangements with you. For more details on purchasing call Sherri McIntyre at ext. 3252 or Jon Soto at ext. 3266.

Date 06/28/19
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

<table>
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<th>Organization #</th>
<th>G/L Code</th>
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Signature – Requesting Dean, Division or Unit Head

__________________________

Approved – Accounting Services

ACCOUNTING OFFICE USE ONLY

Vendor # ________________________

PV # ___________________________

Posted by ______________________

Post Date ______________________
EXEMPT USE CERTIFICATE

To be completed by purchaser and given to and retained by seller.
Please read and comply with the instructions given on both sides of this certificate.

TO
(Name of Seller)
________
Address
City
State
Zip

Date

The undersigned certifies that there is no requirement 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 under the Sales & Use Tax Act.

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-________ (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 seller 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 New Jersey Division of Taxation)

1200 Old Trenton Rd. West Windsor, NJ 08550
(Address of Purchaser)

By ____________________________
(Signature of owner, partner, officer of corporation, etc.)

Stephen Gregorowicz, Director of Purchasing
(Top)

MAY BE REPRODUCED
(Front & Back Required)
Thank you for all you do to make Mercer County Community College come alive for our students!