

# **Student Organization Handbook**

**2015-16**



**Mid-Plains Community College  
Area Office of Student Life**

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# Welcome Student Organization Member!



Dear Student:

Mid-Plains Community College recognizes the unique benefits of student involvement in campus and community activities. Being involved in a student organization can be a fun and rewarding experience. Not only can you enhance your skills and abilities, you can meet new people and make a difference in the lives of others. Many of the activities and events in which you participate can help develop leadership skills and prepare you for success beyond Mid-Plains Community College.

All organization members to be student leaders! Being a student leader involves both responsibilities and opportunities. As you represent your organization through its activities and events, remember you are representing Mid-Plains Community College as well. In this Student Organization Manual, there are guidelines and expectations the Office of Student Life and Mid-Plains Community College have for student leaders.

Please pay careful attention to the information provided here and on the Student Life website. We hope you will find your involvement to be a worthwhile experience that helps you grow as an individual. As a student leader, take some time to learn and gain new understanding from your experiences. If you ever have any questions or need advice or guidance, please visit with the Area Dean of Student Life Office staff. We are more than willing to help!

Enjoy your adventure as a student leader at Mid-Plains Community College!

Dr. Brian Obert  
Area Dean of Student Life  
Mid-Plains Community College

Janelle Higgins  
Area Associate Dean of Student Life  
Mid-Plains Community College

# How to Start a Student Organization

Welcome to the student organization recognition process! Mid-Plains Community College is delighted you have chosen to create a new club and we have lots of resources in place to help you through your journey to full recognition by Mid-Plains Community College as a student organization. The process for gaining recognition is not hard, however, there are some steps to the process and this manual will help make your transition as student leaders a lot smoother. Mid-Plains Community College's student organizations are a major component in building strong leadership skills as students prepare for the global job market. Whether you are starting a club, or a campus-wide group, your involvement in activities at Mid-Plains Community College will assist you in acquiring lifelong leadership skills.

## Mid-Plains Community College Student Organization Requirements:

- 1) Every student organization MUST have a constitution or by-laws, which contains certain items (See Appendix A - Mid-Plains Community College Sample Constitution).
- 2) If the organization is affiliated with a national or regional organization, you must submit a copy of the national/regional constitution or by-laws or bylaws.
- 3) You must have an advisor. The advisor must be a Mid-Plains Community College faculty or staff member.
- 4) There is NO MINIMUM number of students to start a club. However, you do need as many students as you have officer positions listed in your constitution.

## Steps to Student Organization Recognition

A student organization must take the following steps to be recognized as a student organization on any MPCC Campus:

- 1) Register as an organization. Set up a 30 minute meeting with your Campus Dean of Student Life. In McCook contact, Dr. Brian Obert at (308) 345-8109 or [obertb@mpcc.edu](mailto:obertb@mpcc.edu). In North Platte, contact Janelle Higgins at (308) 535-3622 or [higginsj@mpcc.edu](mailto:higginsj@mpcc.edu). At this meeting:
  - a) You will be asked to share name, student ID, contact information) and provide a brief mission statement for the student organization.
  - b) Be informed which college services you have access to as a registered "temporary organization."
  - c) Begin your one month period as a Temporary Student Organization to complete the recognition process. Benefits of Temporary Student Organization status includes:
    - i) Holding up to 3 events as a temporary organization (which are activities beyond basic membership recruitment functions)
    - ii) Use of the name Mid-Plains Community College
    - iii) Fundraising & solicit monies
    - iv) Use of Mid-Plains Community College phones, mail service or other support
    - v) Right to advertise as a Mid-Plains Community College
    - vi) Right to apply for student organization office space

- 2) Obtain Membership. Advertise a student organization's promotional meetings to gather members. Organizational membership is limited to MPCC students. Organizational membership criteria may be selective, but must align with the MPCC Policy on Non-discrimination. Remember: there is no minimum number of students necessary to start a club.
- 3) Create a constitution. Schedule a meeting with interested students and your advisor to draft a student organization constitution. Once drafted, it will need to be approved by the Area Dean of Student Life to make final decision of its status.
- 4) ~~Student Senate, MPCC Cabinet, and MPCC Board of Governor's Approval~~ – Organization Leaders will need to make a presentation to these three groups for final approval. The presentations will require the advisor and at least one member of the organization to share the following:
  - a) Name of the Organization
  - b) Purpose of the Organization
  - c) Potential Activities of the Organization
- 5) Each of these groups will recommend approval, re-evaluation, or disapproval of the organization. Once all three groups recommend approval, the organization will have Recognized Organization Status.

## Maintaining Recognition Status

**The privileges of Official Recognition status will continue when organizations fulfill all of the following conditions:**

1. Complete an "Organization Officer Card" within four weeks at the beginning of each fall semester and within ten days of any election.
2. At least one student officer for the organization, listed on the "Organization Officer Card," attends the mandatory Meeting scheduled each semester.
3. ~~Maintain a positive balance in the organization's financial account.~~
4. Abide by the minimum Mid-Plains Community College membership Eligibility Requirements.
5. ~~Abide by the organization's constitution or by-laws~~ and stated purpose.
6. When requested the organization must amend its constitution or by-laws to reflect current Mid-Plains Community College policies and local, state and federal laws.
7. When the constitution or by-laws is revised, submit three revised constitution or by-laws to the Area ~~Dean of Student Life's Office for review and approval.~~
8. Abide by Mid-Plains Community College policies, and local, state and federal laws.

# Withdrawal of Recognition

1. The process of withdrawing an organization's official recognition begins when it has ceased to function as evidenced by any of the following:
  - a. Notice of dissolution from officer and /or advisor.
  - b. Failure to hold any meetings over a twelve-month period.
  - c. Failure to submit a current roster of officers within four weeks of the beginning of each fall semester or within ten days of an election.
  - d. Failure to have a student officer attend the mandatory Getting Organized Meetings held during each fall semester.
  - e. Failure to correct a negative balance in the organization's Mid-Plains Community College account within two months time.
  - f. Failure to abide by the minimum Eligibility Requirements for officers or enrollment standards membership.
  - g. Failure to regularly respond to mail, e-mail, or other communication requests by the Area Dean of Student Life's Office.
2. Prior to withdrawal of recognition, the group will be warned, given the opportunity to take corrective steps and be allowed to speak in their behalf before the Area Dean of Student Life or the Associate Area Dean of Student Life.
3. Area Dean of Student Life's office may withdraw an organization's official recognition whenever the above conditions occur or the rules and policies of Mid-Plains Community College are violated.

## Privileges of Recognized Student Organizations

After your organization is fully recognized, it will have access to the following:

- 1) An MPCC e-mail address
- 2) A mailbox and access to MPCC Official envelopes, letterhead, and bulk mailing privileges. (Organization will be charged for mailings.) The club's name must be written above or below the return address.
- 3) Student Organization Financial account through the Office of Student Life. NOTE: Student organizations may not have off-campus accounts. Organizations not in compliance may be suspended until compliance is verified.

- 4) Access to submit requests for event or conference financial support through Student Senate.  
NOTE: Student Organizations DO NOT automatically get funding.
- 5) Holding/hosting of club or organizational events
- 6) Use of the name Mid-Plains Community College
- 7) Ability to fundraise and solicit monies on campus for your student organization
- 8) Use of College vehicles when budgeted monies and approval from DSL or ADSL is given in advance. A vehicle request form must be completed by a MPCC Employee who must follow MPCC guidelines for vehicle usage.
- 9) Right to advertise as a Mid-Plains Community College organization
- 10) Free use of meeting and conference rooms and academic space when available
- 11) Assistance by the MPCC Public Information department to issue press releases and/or public service announcements.
- 12) Copier access code for up to 100 copies per semester at no charge. Copies made in excess of 100 per semester will be charged to the organization at a rate of current MPCC cost center charges at the end of each semester. Photocopying totals will be reset at the beginning of each semester. Unused copies will not carry over into the next semester.
- 13) Food at Organization Meetings and Events
  - a) Consolidated Management Dining Services is available to cater events held on campus, including club functions. Dining Services can provide a wide variety of meals or snacks for meetings and events of student organizations.
  - b) Bringing Non-College Dining Services Food On to Campus
    - i) Many student organizations find that providing refreshments at meetings increases attendance; however, many organization budgets are limited.
    - ii) Purchases of food must be made by a college employee, following policies as stated in the college employee handbook. An itemized receipt must be maintained for reimbursement. No receipt, no reimbursement-that's the state's rules.
- 14) Reserve a College Vehicle and Travel Requests (if needed)
  - a) All travel forms, including a field trip form, must be completed prior to the event by a college employee following procedure as set by the employee handbook. Any travel funds and/or College-owned vehicles must be approved by the Area Dean of Student Life and Business Office.
- 15) Contact outside resources (presenters) and confirm their participation.
  - a) Arrange for facilitators.
  - b) Plan activities that actively involve each person.
  - c) Take advantage of visual aids.
  - d) Include regular short breaks in the schedule.
  - e) Vary the presentation methods.
  - f) Stay focused on your retreat goals.

## **Things Student Organizations May Not Do**

- 1) Student Organization funds CANNOT be used to purchase alcohol. Alcohol is not permitted at any MPCC College Function.
- 2) Violate Federal, State, or Local Laws

- a) Nebraska State or U.S. federal law is also a violation of College policy. The College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus community. Such action may include pursuing disciplinary action for any violation of Federal, State, or Local Law — on or off campus — that affects the College's educational interests. Students may be accountable both to civil authorities and to the College for acts that constitute violations of law and of the MPCC Code of Conduct.
- b) Disciplinary action at the College will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

## **Student Organizations Soliciting and Sales Policies**

- 1) Soliciting of any kind and selling of merchandise on campus is not permitted. Violators are subject to eviction from College property and/or disciplinary action.
- 2) Students, staff, faculty, and registered campus organizations may solicit or sell merchandise for charitable causes in specific locations on campus, in campus buildings, and in residence halls.
- 3) The College official responsible for the area where the solicitation will occur is the individual authorized to give permission. Note: Permission must be obtained from the Area Dean of Student Life for canvassing or soliciting for sales or gifts by people not affiliated with the College.
- 4) The selling of homemade foods (i.e. bake sales), except under conditions established by the Nebraska Board of Health, is not permitted. Note: MPCC Food Service has exclusive catering rights for on-campus events; plans for serving food at such events must be arranged through either MCC or NPCC Food Service.

## **Student Organizations Travel and Travel Funding Policies**

- 1) Travel must be approved by Dean of Student Life
- 2) When attending a conference, students will be responsible for providing a minimum of \$50 of expenses.
- 3) Student conference expenses may be funded by: an approved Student Senate funding request, student organizations funds, student organization fundraising, or by the student, out of pocket.



# Eligibility Requirements for Extracurricular Activities

1. In order to represent Mid-Plains Community College or a recognized organization in any extracurricular activity of an intercollegiate nature such as: debates; regional, national, student fraternal, or organizational conferences; competitions; workshops; clinics; etc., a student must:
  - a. Be currently enrolled as a student.
  - b. Not be disqualified or suspended from Mid-Plains Community College.
  - c. Meet the standards (academic, enrollment, behavior) of the college organization being represented.
2. The minimum standards of the selection and continuation of individuals as officers or appointed officials of organizations are:
  - a. Enrollment as a full fee-paying student (at least 6 credits) by the tenth day of each semester and continuation as a full fee-paying student throughout the academic term.
  - b. Maintenance of a cumulative GPA of 2.5 on a 4.0 scale or better.

## Role of the Student Organization Advisor

Each student organization must have an on campus faculty or staff advisor that is employed full-time by the College.

An advisor adds to the continuity of your organization by making sure that in transitioning officers they understand their responsibilities as well as how student organizations should operate according to College policy and the guidelines set forth in this document.

Advisors also aid in the area of program development by helping student organization officers with logistical considerations and the exploration of ideas when planning events for the campus community.

### **Duties of the Advisor:**

- To have an understanding of the requirements pertaining to student organizations as well as institutional policies governing students at Mid-Plains Community College to assure that they are met and upheld by the organization. To be aware of liability issues (i.e. hazing, alcohol and drug uses, off campus travel, etc.) and advise the organization in making decisions that will not put the organization at jeopardy regarding these areas when planning activities.
- To attend general meetings and sponsored activities of the organization.
- To be available to the officers of the organization on a regular basis for advice and consultation.

- To work with the Area Dean of Student Life Office to make sure that the organization has completed all requirements for official recognition.

### **How to Work With Your Advisor:**

It is best to meet with your advisor prior to general meetings to review the agenda and topics to be discussed.

Be open to suggestions and critiques from your advisor. His/her knowledge and experience will help in developing solutions and in clarifying points of confusion.

If an advisor cannot attend your meetings and activities consider changing the dates and times or secure a secondary advisor.

## **Courtesy and Ethics when Soliciting Area Merchants for Donations**

**NOTE:** Always contact Area Dean of Student Life and Advisor prior to soliciting donations from area merchants.

**Look Professional** - As the saying goes, you never have a second chance to make a first impression. While a shirt and tie or dress may be too much, make an effort to look nice.

**Be Prepared** - Bring along information about your organization, the fundraiser, and how you plan to use the donation.

**Be Polite** - The Mid-Plains Community College Area has a lot of small businesses, and the same ones often get asked for donations. Be respectful if a merchant chooses not to make a donation. ~~Thank them for their time and wish them a good day. They'll remember that and perhaps they'll be more inclined to donate to you in the future.~~

**Recognize Generosity** - Always follow up with a thank you note or letter thanking the merchant for their generosity.

Consider including follow up information about your fundraiser. Did you raise enough money to send all your members to the conference? Let them know how they helped!

If the merchant makes a large contribution or makes regular contributions to your organization, ~~consider inviting the merchant to your group's celebration or purchasing a nice thank you gift.~~ Remember to patronize businesses that support your student organization.

# Appendix A - Mid-Plains Community College Sample Constitution

Constitution or By-laws of (Name of Organization)

Mid-Plains Community College

(Month and Year drafted)

## **Preamble**

(Optional)

An introductory statement, no longer than two or three sentences, stating the reason and intent for what follows.

## **Article I - Name:**

The name of this organization shall be (Full Name of the Organization) here in after referred to as (Shortened Name of Organization as it will appear throughout constitution or by-laws).

## **Article II - Purpose:**

"The purpose of this organization shall be to..." etc.

## **Article III - Membership:**

**Section 1: Eligibility:** The total membership must be fee-paying MPCC College students, registered for a minimum of one credit hour per semester, and reflect minimum College academic requirements.

**Section 2: Active Membership:** All active members must be fee-paying MPCC College students and carry a minimum of six credit hours per semester.

## **Article IV - Officers:**

**Section 1: Number and Method of Elections:** (The Name of Organization) shall elect from the active membership a President, Vice President, Treasurer, Etc. at the second to last meeting of the spring semester. Indicate further if any special form of ballot is to be used, if any special procedure is to be used, and who is eligible to hold office.

**Section 2: Duties of Officers:** (List all duties and obligations of each officer)

A. President:

1. Preside over all meetings of (Name of Organization).
2. Etc.

B. Vice President:

1. Preside over all meeting in the absence of President
  2. Take over the duties of President in their absence
  3. Etc.
- C. Treasurer:
1. Account for all financial matters of the organization.
  2. Take over the duties of Vice President in their absence.
  3. Any duties deemed necessary by the President.
  4. Etc.

**Section 3: Term of Officers:** Indicate in complete sentences how long each officer is to serve, if officers may be re-elected to the same office, etc.

**Section 4: Officer Requirements:** The minimum Mid-Plains Community College requirements for the President, primary officer, or any official position of the organization must be

- i. Enrollment as a full fee-paying student (at least 6 credits) by the tenth day of each semester and continuation as a full fee-paying student throughout the academic term.
- ii. Maintenance of a cumulative GPA of 2.5 on a 4.0 scale or better.

**Section 5: Impeachment of Officers:** Indicate in complete sentences if officers may be impeached, grounds for impeachment, procedure for impeachment.

#### **Article V - Committees:**

**Section 1: Standing Committees:** State in one sentence the standing committees of the organization.

#### **Section 2: Duties of Standing Committees:**

- A. The Constitution or by-laws Committee Shall:
1. Review this Constitution or by-laws each semester
  2. Etc.

**Section 3: Creation:** Standing committees may be created at any time during the existence of the organization.

#### **Article VI - Advisor:**

**Section 1: Number and Term of Office:** Indicate in complete sentences the number of Advisors the organization is going to have and how long each will be asked to serve.

**Section 2: Method of Appointment:** State in complete sentences how the advisor is to be selected by organization.

**Section 3: Duties:** Indicate what responsibilities the Advisor is expected to fulfill.

#### **Article VII - Meetings:**

**Section 1: Regular Meetings:** Indicate how often and approximately when regular meetings will be held.

**Section 2: Special Meetings:** Indicate when special or emergency meetings are to be called, by who and how members. (NOTE – Each Active Student Organization is required to have one member of their organization present at each student senate meeting.)

**Section 3: Parliamentary Procedure:** All regular and special meetings or the name of the organization shall be run under the rules of parliamentary procedure with **Robert's Rules of Order**.

**Section 4: Quorum:** This is up to the organization. A quorum usually consists of one more than half of the total active membership.

### **Article VIII - Amendments:**

**Section 1: Procedure for Amendment:** Indicate the procedure for offering an amendment to the constitution or by-laws: As a general rule, amendments are submitted in writing and are read at two meeting before a vote is taken.

**Section 2: Ratification:** Indicate the vote necessary to ratify an amendment, etc. Ratification is usually accomplished through either a two-thirds or a three-fourths vote of the active membership.

#### **Notes:**

- A. You may wish to add Articles depending upon the nature of your organization. These additional articles should appear ~~after the article dealing with "Advisors" and before the article dealing with "Amendments"~~
- B. In all cases, clear, simple, and precise English must be used. Work to avoid misspellings and grammatical errors as these will delay acceptance of your Constitution or by-laws.
- C. Try your best to cover all possible questions that might arise.
- D. Amendments are best added to the Constitution or by-laws ~~in the form of "Articles of Amendment", appearing as a supplement to the original document. The Amendment Article or section is labeled for instance: "Amended: October 1, 2005".~~
- E. The body of your Constitution or by-laws format should be justified.
- F. Inactive members have no voting rights but they as well as outside community members must pay to be part of group activities.
- G. Once your constitution or by-laws is in order, e-mail a copy to **kirchers@mpcc.edu**. Your constitution or by-laws then will be reviewed and, if needed, mistakes corrected and e-mailed back to you. If the constitution or by-laws needs no revisions, you will be advised to proceed with election of officers. If your organization is affiliated with national or regional group, get a copy of their national bylaws, or constitution or by-laws.
- H. Elect officers and complete an official officer registration form for as many officer positions listed in your constitution or by-laws. Each elected position is required to be filled. Your organization must have at least one advisor, whose information and signature must be put on the card.
- I. Complete and Submit. ~~Submit to the Area Dean of Student Life's Office~~ (two copies of the constitution or by-laws and the national constitution or by-laws or bylaws if your organization is affiliated with such. E-mail a final electronic copy of your constitution or by-laws to **bauerj@mpcc.edu**.

# Appendix B – Student Organization Fundraising Ideas

These events require various amounts of prior planning. Speak with your advisor or the Area Dean of Student Life Office for help in planning.

- 1) Game Face tattoos (Special order MPCC temporary tattoos and sell them)
- 2) Garage/Rummage Sales (Collect stuff from individuals in your organization and then have a big yard sale.)
- 3) Raffles (Sell raffle tickets and raffle off prizes.)
- 4) Community Bingo nights (See if a local community center would allow you to sponsor a bingo night)
- 5) Picnic Basket Auctions ( Have individuals in your organization make theme baskets with food in them and then auction them off)
- 6) Sports Clinics (Hold a clinic for youths in baseball, basketball, etc...)
- 7) Benefit Concerts (Have concerts and raise money through ticket sales.)
- 8) Book Fairs (Collect books and then hold a book sale.)
- 9) Car washes (Hold car washes at local gas stations.)
- 10) Silent Auctions (Have a silent auction with items donated from local businesses.)
- 11) Haunted House (Have a haunted house during Halloween.)
- 12) Cookbook sales (recipes given by organization members)
- 13) College Discount Cards (Have local businesses agree to discounts when a college discount card is presented.) – Get approval through the Student Activities Office first.
- 14) Flower Sales for the holidays (Sell your organization flower or carnations at various holidays.)
- 15) Entertainment Books (Sell the Hampton Roads entertainment books.)
- 16) Karaoke Competitions (Have a Karaoke contest and have an entrance fee.)
- 17) Lip Sync Contests (Have a Lip Sync contest and have an entrance fee.)
- 18) Game Shows (Hold a game show and charge an entrance fee for participation.)
- 19) Ultimate Frisbee Tournament (Have an ultimate Frisbee tournament and charge a participation fee.)
- 20) PSU Olympics (Hold an Olympics with any student team allowed to enter. Charge a participation fee.)
- 21) Double Dip Day (attendees pay for all they can eat ice-cream sundaes.)
- 22) T-shirt Sales (Sell T-shirts for events.)
- 23) Balloon Sales (Sell individual balloons for various holidays and birthdays.)
- 24) Button Sales (Sell MPCC spirit pins.)
- 25) Bumper sticker sales (Sell MPCC spirit bumper stickers.)
- 26) Carnivals (Have a carnival and have booths where people pay for various activities.)
- 27) Student/Faculty Talent Show (Host a student/faculty talent show and charge an admission fee.)
- 28) Art Show (Ask art students and local businesses to donate pieces of art and then sell the pieces of art.)
- 29) Birthday cake delivery program (Take orders for birthday cakes and deliver them.)

- 30) Tournaments (Charge entrance fees for participation.)
- 31) Singing Telegrams (Take orders for singing telegrams.)
- 32) Balloon Bouquets (Sell balloon bouquets for birthdays and various holidays.)
- 33) Recycling Drive (Hold a recycling drive.)
- 34) ~~Work at Alumni/faculty/staff homes (Offer to rake leaves, wash cars, etc.:. for alumni of~~  
your organization or faculty and staff.)
- 35) Babysitting (Offer babysitting for big events taking place on campus.)
- 36) Guessing Games (how much jelly beans in the jar?)
- 37) Engraved Bricks (These are available through companies online. You sell bricks with  
~~people's names on them.~~)
- 38) Tutoring (Offer tutoring as an organization.)
- 39) Scratch off cards (These can be ordered offline. Ask local businesses to donate prizes such  
as a free drink and then have them made into scratch cards. Charge for the purchase of the  
cards.)
- 40) Car magnets (Sell MPCC car magnets. These can be ordered online.)
- 41) Face Painting before events (Charge for face painting at booths before a sporting event.)
- 42) Asking businesses to match fundraising totals (Ask local businesses if they will match the  
amount of money raised in a fundraising event. Example: You earn \$200.00. Ask is that  
business will donate \$200.00 to match what you earned.)
- 43) Fundraising dinners at local restaurants
- 44) Flower grams (Sell flowers with messages attached and deliver them.)
- 45) Golf Tournaments (Have a golf tournament and charge a participant fee.)
- 46) Dunk Booths (Charge to have people try and dunk someone. Ask professors!)
- 47) Pool Tournament (Charge to have people enter in a pool tournament.)
- 48) Sponsor a midnight bowling night (Have a midnight bowling event and charge to  
participate.)
- 49) Beach Volleyball tournaments (Have a beach volleyball tournament and charge for each  
participating team.)
- 50) Kickball tournaments (Have a kickball tournament and charge an entrance fee for the  
teams.)
- 51) Penny Wars (Have jars throughout campus and have different coins equal different amounts  
of points both positive and negative and then the organization with the most points wins. You  
can charge a small entrance fee as well so that you know what cans to have. Example: each  
penny is worth 1 point and each dime is worth 10 points. Each nickel is worth minus five  
points and each quarter is worth minus 25 points. Each dollar is worth 100 positive points.)
- 52) Capture the Flag Tournaments (Have a capture the flag tournament and charge an entrance  
fee.)
- 53) Inner tube Water polo Tournaments (Have an inner tube water polo tournament and charge  
an entrance fee for participating teams.)
- 54) Cow Patty Bingo (Have a huge bingo board and have people buy spots. Wherever the cow  
goes to the bathroom that team wins. You charge an entrance fee.)
- 55) Watermelon Fest (Have a whole bunch of fun events using watermelons such as a  
watermelon eating contest and getting the greased watermelon out of the pool. Charge an  
entrance fee for participating teams.)
- 56) Plant Sales (Sell plants to raise money.)

- 57) Banner Competitions (Have teams make a banner either focusing on an overall theme or just whatever they would like and then charge the teams for participating. You can ask advisors or professors to be the judge to determine who wins.)
- 58) Spaghetti Dinners (Charge people for eating spaghetti.)
- 59) Human Chess Tournaments (Have participating organizations pay an entrance fee and then have a chess game using people of that organization as the various chess pieces.)
- 60) Lincoln Exchange (exchange a penny for a five dollar bill.)
- 61) Sell flowers during Parent's Weekend (Sell your organization flower or carnations during parent's weekend.)
- 62) Root Beer Floats (Sell root beer floats)
- 63) Chili Cook off (Have participants pay an entrance fee to enter the event.)
- 64) A quarter-mile quarter exchange (Have participants place quarters on a piece of tape that they estimate to be a quarter mile long.)
- 65) Car Bash (people pay to hit a beat up an old car to relieve exam stress.)
- 66) Jump Rope-a-thon (Have participants pay an entrance fee and raise money to participate in a jump-roping contest.)
- 67) Caramel Apple Sales (Sell candy apples)
- 68) Stadium Clean-ups (Call local stadiums and offer to clean up after games. Often times the stadium offers a donation to your organization for doing so.)
- 69) Hole-in-One Contest (Participants pay to take a shot for a hole-in-one.)
- 70) Ice-cream social (Decorate like an old-fashion ice cream pallor and sell ice cream sundaes and splits.)
- 71) Brown Bag Challenge (Ask people to donate the money they would spend on lunch to your organization and bring a brown bag lunch instead for one day.)
- 72) Yard Clean-ups (Charge a fee to rake leaves and clean up people's yards.)
- 73) Birthday Baskets (Sell baskets for people's birthdays and then deliver them.)
- 74) Birthday Grams (Sell singing telegrams for people's birthdays.)



# Appendix C - Student Organization Funding Request

## Student Organization Funding Request 2015-16

*This form must be complete in order for Student Senate to consider your request. The form should be turned in one week prior to a Student Senate meeting in order to be placed on the agenda. Feel free to use additional paper if necessary.*

**Student Organization:** \_\_\_\_\_

**Proposed On-Campus Event/Off-Campus Activity Title:** \_\_\_\_\_

**Please explain the nature of the activity/event and the benefit participating in the activity will have for MPCC students.**

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**List Members Participating in Event/Activity: (include advisor if expenses are requested for him/her)**

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**Advisor(s) Name:** \_\_\_\_\_      **Total Members (including advisor)** \_\_\_\_\_

**Total Amount of Request:** \$ \_\_\_\_\_

**Resources Requested:** Please list expenses that your Organization anticipates for this event/activity.

**Common Travel Expenses include:** Registration Fee; Lodging; Round Trip Mileage; Parking; Meals; Air Fare; Baggage Fees; Merchandise/Supplies; Transportation (bus, shuttle, taxi).

**Common On-Campus Activity Expenses include:** Food, Supplies, Performers/Vendors, prizes, etc.

Expense	Expense Per Person	People Attending	Total Expense Requested

Please explain the source of funding for the various aspects of the event/activity. “Total Cost of Expense” should equal “Total Funds”.

Expense	Total Cost of Expense	Student Senate Funds	Student Org. Funds	Fund Raising Activities	Student Funds Out Of Pocket	Total Funds
(e.g. – Registration)	\$600	\$300	\$150	\$50	\$100	\$ 600
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

What is the Student Organizations plan to hold members accountable for conference travel reimbursement to the College should a member choose to not attend the conference after payment has been made for travel arrangements? \_\_\_\_\_

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