

## TABLE OF CONTENTS

Student Involvement Office Information	2
Forming and/or Renewing a Student Organization	2
<b>STUDENT ORGANIZATION MANAGEMENT</b>	
Student Organization Information Sharing	3
Involvement/Earning Funds	3
Officers	4
Meeting Minutes	5
Club Framework (formerly Constitution)	6
<b>ADVISORS</b>	
The Advisor	6
Legal Liability of Advisors	8
What Advisors Should Do	8
Advisor Compensation	8
<b>FINANCIAL INFORMATION AND FORMS</b>	
Financial Transactions	9
Deposits	10
Payments/Expenditures/Pro-Card	10
<b>EVENTS/ADVERTISING/POLICIES</b>	
Events: Approval, Advertising & Restrictions	11
Risk Management	12
Off Campus Events	12
Educational Conference/Field Trips	12
Food /Bake Sales	13
Kitchen Use Guidelines	13
Solicitations	13
Taxable & Non-Taxable Samples	14
Community Service and Volunteerism	14
Printing Service Request Form	15
Raffles	15
<b>TRAVEL</b>	
Student Organization Travel Checklist	17
Travel Notes	17
Fleet Vehicles (NWTC-owned)	18
Rental Vehicles	18
Student Co-curricular Travel Code of Conduct	19

## Student Involvement Office Information

### Location

Green Bay Campus, room SC118

### Phone

(920) 498-5483 – front desk

(920) 498-5449 – Student Involvement Coordinator (Carissa Dewitt)

(920) 498-7105 – Student Involvement Supervisor (Joe Richter)

### Email

[Student.involvement@nwtc.edu](mailto:Student.involvement@nwtc.edu)

[Carissa.Dewitt@nwtc.edu](mailto:Carissa.Dewitt@nwtc.edu)

### Office Hours

Monday-Thursday 8:00a.m. – 5:00p.m. | Fridays 8:00a.m. – 4:30p.m.

## Forming and/or Renewing Student Organizations

### Criteria:

The following must be completed and turned into the Student Involvement Office:

**\*\*Minimum of three current NWTC students to form a student organization\*\***

- **Advisor Agreement** - A signed Advisor Agreement Form indicating the name of the NWTC staff/faculty member to act as the student organization advisor. Advisor must be an employee of NWTC.
- **Club Roster** - A student organization membership list including the student ID number of each student member.
- **Officer Code of Ethics** - A completed Officer Code of Ethics form and an Action Plan for the year. Officer roles must be held by currently enrolled NWTC students.
- **\*\*highly recommended\*\* - Club Framework** - A current club framework (previously constitution) if revisions have been made from the previous year. You may email Student Involvement for a template.
- **\*\*optional\*\* – Membership dues** are recommended but not required as we realize they may create a barrier to join. Membership dues are recommended to be collected if there is a predetermined use or planned investment that the members would benefit from.

No fund disbursements will be made until all of the above-listed paperwork is received by the Student Involvement Office.

# STUDENT ORGANIZATION MANAGEMENT

## Student Organization Information Sharing

Microsoft Teams site or Canvas Organization page

Since the removal of club webpages on the NWTC website, we highly encourage student clubs & organizations to create a Microsoft Teams site or Canvas Organization page in order to share information with club members. If your club is interested in using either of these for club communication/information sharing, the advisor should contact the Help Desk at ext 6800 or [help.desk@nwtc.edu](mailto:help.desk@nwtc.edu). Please include the Student Involvement Coordinator on the request so we can keep track of which clubs are using which programs/applications.

## Social Media

Social media can be used as a source to advertise your club. Please complete the Social Media Request form and submit to the Student Involvement Office. A member of the Student Involvement Office team must be an administrator of the social media page. The Student Involvement Office will not maintain the social media page, but check periodically that the posts to the page are club related and appropriate. In addition, if the club would become inactive, the administrator would have the ability to delete the social media page.

## Involvement/Earning Funds

### Student Leader Forum Attendance

Green Bay Campus student organizations will receive, at the end of each semester, an allocation of \$50 per Student Leader Forum meeting attended. When a student organization is late or leaves early, that student organization shall receive one-half the amount. Student Leader Forum has an incentive plan for those clubs sending members on a consistent basis. Clubs with one representative attending every meeting in its entirety for the entire semester will receive a \$250 bonus. The incentive funds are deposited into the club account at the end of each semester. For Sturgeon Bay or Marinette Campus student organizations, please see your Student Involvement Coordinator.

### Student Involvement Events

Student Involvement offers clubs the opportunity to earn funds by volunteering to help with events put on by Student Involvement. Example of events we ask for help with are free food days, make & takes, and the commencement ceremonies. Our volunteers are vital to the success of our events, so club help is rewarded with \$25/hour/person. Funds earned for these events are deposited at the end of the semester.

## Student Organization Officers

### NWTC Officer Code of Ethics

1. I will, at all times, conduct myself with honor and dignity according to the policies and procedures of Northeast Wisconsin Technical College, specifically the NWTC Student Code of Conduct.
2. I agree to abide by the NWTC Student Co-Curricular Travel Conduct Code at all times when conducting college business.
3. I am an individual in good standing with all law/drug enforcement agencies. If you have been convicted of a criminal offense that is substantially related to your duties as an officer, please consult your advisor(s) and the Student Involvement Supervisor (joseph.richter@nwtc.edu) with details of offense and/or probation.
4. I will maintain, at all times, a minimum GPA of 2.000 and be in good standing as a student at NWTC. (This will be verified by the Student Involvement Office.)
5. I will, at all times, be a role model, and display behavior that reflects credit to me and to my student organization.

Officer positions MUST be held by currently enrolled NWTC students. All official business (financial transactions, events, field trips, etc.) needs to be done by the advisor or a club officer. Below are examples of some of the duties and responsibilities of club officers.

#### The President

- Plan, delegate, and evaluate, set goals and create ideas, tone, and direction.
- Facilitate process of completing and submitting organization renewal information to Student Involvement.
- Set and be aware of deadlines.
- Communicate ideas and information and appoint committees.
- Meet regularly with Advisor and keep him/her apprised of activities of organization.
- Motivate and recognize the achievement of officers and members.
- Understand, educate membership and ensure that organization adheres to campus and organizational regulations.
- Facilitate all meetings of the organization and serve as official representative.
- Provide a smooth transition.
- Facilitate the completion of the organizational annual report.

HINT: Draw up an agenda for each meeting, inform the members prior to the meeting, and follow the written agenda. Meet with the executive board and advisor regularly to keep everyone apprised of organization business.

#### The Vice-President

- Be an ex-official member of all committees.
- Manage the committees.
- Perform the duties of the president in his/her absence.
- Serve in partnership with the President, as a leadership team.
- A “catch all” position, has great potential to facilitate annual goals for the club
- Can serve as parliamentarian.

HINT: To create a functional leadership team, open and frequent communication with the president is necessary. Some organizations have VP serve in a leadership “co-chair” role.

## **The Treasurer**

- Collect member dues.
- Prepare and adhere to an approved budget.
- Maintain accurate records.
- Transact business through Finance office.
- Keep executive board informed of financial strengths and weaknesses of the organization.
- Have the books audited or reconciled.
- Work with fundraising committee to set annual fundraising goals and coordinate fundraising activities.

HINT: Keep budget information current and receipts available to members upon request. Your duties include assisting organization officers in their activities on a sound business basis and ensuring the account of records.

## **The Secretary**

- Record accurate minutes of all meetings.
- Keep the organization's permanent records/archives.
- Update all roster information.
- Publish organization bulletin.
- Maintain official membership record.
- Complete club directory.
- Attend all meetings.
- Create or maintain organization website.

## **Meeting Minutes**

Meeting minutes should be a factual report of the important business that transpired at a meeting. It is important to remember that minutes of committees are only for the records of the committees themselves, and are not to be incorporated into the regular minutes of the organization. Meeting minutes should include:

- Name of the organization
- Time and place of the meeting
- Type of meeting - regular or special
- Name of the presiding officer, which in most cases will be that of the president
- Action on previous meeting's minutes - whether they were approved with corrections
- All motions (except those withdrawn) exactly as approved
- Name of the member making the motion
- Name of the member seconding the motion and the vote count
- Points of order
- Appeals, whether sustained or lost
- Brief summary of committee reports and recommendations, when such a program is held, using names of participants and other pertinent data
- Time of adjournment

## Club Framework (previously Club Constitution)

The purpose of the club framework is to focus a club's mission/purpose, to have a guideline for running the club and member participation, but to not be too cumbersome or intimidating as a constitution.

A template of the club framework document can be found on the Student Clubs & Organizations Microsoft Teams site. Most sections of the framework apply to all clubs – the only sections that will need to be updated to fit your club will be the purpose section, member expectations, and quorum.

# ADVISORS

## The Advisor Role

The Student Involvement Office and Student Leader Forum thank you for volunteering your time and energy to help better student organizations and lend a hand to their overall success. The Student Involvement Office is always available to assist you with questions and/or challenges you may face. An advisor must be an active faculty or staff member of NWTC. All official business (financial transactions, events, field trips, etc.) needs to be done by the advisor or club officer.

The role of an advisor is never a uniform little package. A large part of being an effective advisor is finding your own style that matches well with the organization. Since advising is such an ambiguous role, it is hard to provide an all-encompassing description that will tell you exactly how to advise a student organization. Each group is individual, its strengths and areas of improvement will be different than other organizations. How you actively advise comes from your willingness to understand the organization and its students to see where your advising is needed.

### As an organization/club advisor you agree to be responsible for:

- Understanding and interpreting college policy and procedures.
- Enlarging the perspective of the group by providing ideas and suggestions for change or enhancement.
- Meeting with student organization officers and members on a regular basis.
- Serving as liaison between the organization and administration.
- **Ensuring that no student organization accounts can be kept off campus or anywhere other than the on-campus accounts.** To agree that student organization money may not be deposited into a personal account.
- All student organization deposits or check requests will be brought directly to the Finance Office located in CO208.
- Student organization advisors are responsible for verifying student organization funds. If the funds become a negative balance stipend will be withheld.
- Being aware of organization activities and offering guidance, especially on how to properly get things accomplished within the college system.
- Facilitating continuity within the organization so that the group can mature instead of “reinvent the wheel”.
- Providing leadership development experiences for student members.
- Assisting student organization members in developing a program of meaningful activities.
- Being present at all functions where the use of student organization funds and the name of the college are used.
- Facilitating in the transition of responsibilities between outgoing and incoming officers.
- Assisting members in the decision-making process.

However, there are a few things you can do as an advisor that will help define how you will succeed with a specific group. The following are ideas you may want to consider:

- Clarify between you and the organization what your role will be. Students will have their own ideas and they may be different from yours.
- Having strong organizational skills and the ability to plan ahead is vital to being a successful club advisor.
- Discuss your role as soon as possible after the election of officers. As the leadership in the organization changes, so does your role as advisor.
- Discuss what it is you can provide the organization in terms of support and campus resources to keep the lines of communication open and easily accessible between you and the executive board.
- Remember that the organization is for the students, and the decisions should be made by the organization. Granted, there may be times when you need to step in and take a more directive role, but it is the students' responsibility to run the organization and make (and be held accountable for) decisions.
- Although the students make the majority of the decisions that affect the organization, it is your responsibility to be aware of the decisions that have been made. Being aware is the only way in which you can respond to questions, ensure that financial and legal issues are properly addressed.
- Maintain appropriate boundaries between advisors and students.

#### **Important things Advisors should know:**

1. An Advisor Agreement form must be completed and signed by you every year in order for the organization to maintain their recognized status.
2. All student organizations must complete their administrative requirements annually to maintain their recognition.
3. Keep in touch with the organization you are advising. Be sure to have your group give you a list of members, particularly officers. Also, make sure you are on the organization's mailing list. Sometimes the advisor is the only continuous member.
4. An advisor should work to establish continuity within the organization so that the group can mature instead of "reinventing the wheel." Assist them with the transition between old and new officers.
5. Advising is a vague and flexible role. Most important in developing that role are the levels of your commitment and the organization's commitment to making things work.
6. Advising a club requires much attention. In order for a club to be successful, an advisor can advise a maximum of two clubs.
7. When in doubt of a policy or procedure, the advisor is responsible for communication and clarifying the policy/procedure for the club. If the advisor is unsure of the policy and it is not in this handbook, answers can be found in Student Involvement.

## **Legal Liability of Advisors**

As an advisor of a student organization, be aware that club functions, whether they are of a social or educational nature, carry certain legal responsibilities. The club activities are considered college sponsored events and must follow NWTC policies and any state or federal regulations.

Many advisors believe they cannot be liable as individuals when acting “in the line of duty,” only the college is liable. This is not necessarily the case; it is critical to realize that as an advisor, you may be held personally liable. All club advisors should be knowledgeable about NWTC’s policies and aware of their potential liabilities. With this in mind, some things to remember:

1. Individuals as well as institutions are frequently liable.
2. If the advisor is an agent of the college, then the college must honor any contract, written or verbal, by the advisor.
3. Be aware of the college’s policies, especially those that directly impact club events and members’ behaviors (AODA, sexual harassment, affirmative action, disciplinary procedures, ADA, weapons, computer usage, etc.).
4. Do not apologize to students for policies with which you personally disagree. This may be misinterpreted.
5. Do not hesitate to call security or in the case of off campus activities, local law enforcement personnel if a disruptive or illegal situation presents itself.
6. If a situation arises where you are unsure of your legal responsibilities, or disciplinary action is needed, contact the Student Involvement office for assistance and follow the appropriate procedures.

### **What Advisors Should Do:**

<i>Challenge</i>	<i>Support</i>	<i>Encourage</i>	<i>Give Advice</i>	<i>Confront</i>	<i>Be a Mentor</i>
<i>Play Devil’s Advocate</i>		<i>Educate</i>	<i>Listen</i>	<i>Role Model</i>	<i>Show a Real Interest</i>

## **Advisor Compensation**

Faculty/Exempt employees are paid stipends and Non-exempt/hourly employees are paid an hourly wage. The current stipend is \$400/semester for 1 advisor and \$200/semester for each co-advisor. In order for an advisor to be paid a stipend for the Fall and Spring semester, the student organization must be active during the first semester which includes:

- completing all necessary forming or renewing paperwork

*AND 1 of the following has been met*

- ensuring that at least two student senate meetings are attended
- having at least two (2) events (and turning in the necessary event or travel paperwork)
- holding meetings regularly (documentation of meeting minutes required).

Also, the Student Organization funds must not have a negative balance.

Stipend payments will be made in December and May respectively.



# FINANCIAL INFORMATION AND FORMS

## Financial Transactions

- The Student Involvement Office on the Green Bay Campus will maintain a list of all student organizations recognized by the NWTC Student Leader Forum. The Authorized Signatures Form will indicate the names and signatures of persons authorized to withdraw funds from the student organization account. Each student organization will be assigned an account number, which must be used on all deposit or withdrawal transactions.
- All funds earned or derived by the student organization must be deposited in the account maintained by the Finance Office. Funds can be withdrawn by the student organization through the student organization check request form.
- **AT NO TIME WILL AN ACCOUNT BE MAINTAINED OFF CAMPUS.** All financial transactions must be handled by NWTC. No other financial institutions may be used.
- Student organization financial transactions are handled by completing the appropriate form or forms and submitting them to the Finance Office (located in CO208L) - with the exception of check requests which are emailed to the Student Involvement Coordinator first. Forms can be found on the Student Clubs & Organization Microsoft Teams site. The student organization treasurer and the Finance Office will maintain records of all transactions.
- All student organization transactions are subject to audit by all legal designated agencies. The Student Involvement Office or Student Leader Forum Board may request any or all student organization books for audit purposes.
- Student organization monies will carry over from year to year in the active student organization account until notice is made of the termination of the student organization. A minimum of \$25 **must** be left in the student organization account so there is working capital to start the next year. If after two consecutive years a student organization is inactive the account may be closed, and monies may be transferred back into the Student Government budget at the discretion of the Student Involvement office.
- Student organizations on all three NWTC campuses must abide by the above guidelines. Failure to comply with these regulations will mean immediate forfeiture of the student activity fee allocation, the privilege of holding student organization meetings on campus, holding any event and/or fundraiser on campus, and being officially recognized as a student organization of the college.
- The Student Involvement Office has a credit card for use for authorized travel arrangements (i.e. hotel, transportation, shuttles and large purchases). Please schedule a time with Student Involvement to use the credit card. **Advisor & designated club officer can request use of the credit card. Only advisor can request use of the credit card over the phone. Student Involvement MUST have confirmation of approval from club advisor prior to club officer using the card.**

## Deposits

- **When accepting a check as payment for any student organization event, the check must be made out to NWTC - student organization name and number, not an individual. Please ensure check specifies the student organization account the money needs to be deposited into.**
- Submit currency grouped by like denominations.
- Finance requires that the student organization deposit form is completed electronically so sales tax is automatically calculated
  
- The student organization deposit form along with the cash or check must be brought to the Finance Office (CO208L) for deposit. A receipt will be issued at the time of the deposit.
- All revenue **MUST** be deposited into club account within **48 hours** of collection. Funds raised from fundraisers **cannot** be used as a loan and **must** be deposited.
- Checks returned for insufficient funds are the responsibility of the club and will be covered by the respective club funds. The college will not cover NSF checks collected due to a club function.

## Payments/Expenditures

- Advisors have access to view club fund balances in WorkDay through the NWTC Financial Reporting app. Advisors, if you do not see this in your WorkDay, please contact the Student Involvement Coordinator for access.
  
- An itemized receipt must be received for any reimbursement. All receipts must be legible. An itemized receipt includes date, time, company name, and listing of each item purchased. Avoid personal purchases on receipt. Expense statements should be submitted within 2 weeks of purchase.
- Club expenses can be placed on a Student Involvement credit card.
- The itemized receipt must be submitted with the student organization check request form. The form needs to be signed by both the club advisor and a club officer or it will be rejected. If a club officer is the one being reimbursed, it cannot be that club officer signing the form. Advisors will go through WorkDay for any reimbursements.
  
- Email the student organization check request form along with the itemized receipt to the Student Involvement Coordinator – Carissa Dewitt – [carissa.dewitt@nwtc.edu](mailto:carissa.dewitt@nwtc.edu) for approval.
- Finance Office checks are printed Thursday afternoons, therefore, **all student organization check requests must be submitted by noon on Tuesday** if they wish to have it mailed out that same week. All checks will be mailed on Friday, with the exception of faculty/staff reimbursement through payroll. Hard copy check request forms can be picked up in Student Involvement, SC118, and deposited in the Finance Office (CO208L).
- Cash raised from fundraisers should NOT be used as a loan. Instead, funds should be deposited into the club account and a check request should be completed for reimbursement.

# EVENTS/POLICIES/ADVERTISING

## Student Organization Event & Advertising Guidelines

For the purpose of maintaining a proper college atmosphere and for regulating student organization activities, the following guidelines have been established.

### *Approval for Events:*

- ✦ Student organization activities for **ALL ON-CAMPUS OR OFF-CAMPUS EVENTS** must be approved by the Student Involvement office by completing and submitting the Club Event form (found on the Student Clubs & Organizations Microsoft Teams site) in the Student Involvement office **at least one week prior to the event.**
- ✦ Club advisors must be aware of what clubs are involved in and familiar with all club activities.

### *Restrictions for Events:*

- ✦ Non-student participation should be limited to 1-2 events per academic year. We understand the importance of networking and engaging the community, but the purpose of student clubs and organizations is to engage, connect, and focus the mission on those students that join the club. If having an event with non-student participation, the event must be approved through Student Involvement and the Acknowledgement of Risk form must be completed by each non-student guest before attending the event.
- ✦ No pharmaceutical goods (except first-aid type supplies and/or equipment), alcoholic beverages, or firearms may be sold on campus.
- ✦ No student organization may install vending machines in school to sell merchandise or food.

### *Advertising the Events:*

#### Publicizing on TV Monitors

TV monitors are a great way to get your message across without having to deal with copy costs. You will have to plan ahead because space for slides is limited. Just follow these steps:

1. Complete your event form with the Student Involvement Office
2. Complete your own advertisement (must be 16:9 ratio) by following the instructions on the advertising form located in Student Involvement and email [student.involvement@nwtc.edu](mailto:student.involvement@nwtc.edu)

- OR -

3. Submit your information to the Student Involvement office and we'll create the ad

Some additional things to keep in mind:

- Slides will run for approximately 1 week prior to the event on the TV screens
- Slides are available on a first come first served basis

## Risk Management

Northeast Wisconsin Technical College supports the goals and policies of a drug- and alcohol-free educational environment and workplace. NWTC has therefore developed this Alcohol-Free and Drug-Free Campus and Workplace Policy. Compliance with this policy is considered a condition of employment and attendance at NWTC. Please refer to the Drug and Alcohol-Free Campus and Workplace policy (see Student Handbook) for complete rules and regulations.

### *Damage at Events*

- ✦ The student organization sponsoring an event shall be held responsible for any and all damage to property, facilities and grounds that occur at an event.

## Off-Campus Events

Organizations and advisors sponsoring an event where alcohol may be present must establish precautionary measures to ensure that:

- ✦ Alcoholic beverages are served at a properly liquor licensed facility.
- ✦ Alcoholic beverages are served only to persons of legal drinking age.
- ✦ A telephone call is made to the proprietor of the establishment requesting that Wisconsin ID's be checked when serving alcoholic beverages.
- ✦ Non-alcoholic beverages and food or snacks must be available at all times during the event.
- ✦ NWTC employees should abide by all of the policies included in the NWTC employee handbook. Students should abide by the NWTC Student Code of Conduct & Co-curricular Travel Code of Conduct.

## Educational Conference/Field Trip

Educational conference/field trips are considered to be an extension of NWTC. Alcoholic beverages shall not be consumed during any official conference/field trip scheduled hours. Alcoholic beverages shall not be consumed in vehicles transporting students/advisors to and from any conference/field trip.

### ALL ON CAMPUS PROCEDURES AND POLICIES MUST BE FOLLOWED FOR OFF CAMPUS FUNCTIONS

Note: Program/class fieldtrips and events are not considered club events. For co-curricular clubs, if program students are required to participate and/or receive a grade for participation then it is **not** a club event/activity.

## **Food & Bake Sales**

- Please contact Student Involvement regarding current food & bake sale guidelines/policies  
Office - SC118 (off of the Commons)  
Phone - 920-498-5483  
Email - [student.involvement@nwtc.edu](mailto:student.involvement@nwtc.edu)

## **Solicitations**

We understand the importance of fundraising to student clubs. It is important that student organizations and the Foundation Office, DO207, coordinate fundraising activities in order to prevent donors from receiving multiple requests from NWTC.

- Community Fundraising:  
Clubs soliciting donations from area businesses need to contact the NWTC Foundation Office on campus. Clubs will need to provide a list of prospective donors that will be contacted. The Foundation Office will let you know if any of your businesses have recently contributed to NWTC. The NWTC Foundation will have final approval on the list of donors contacted. Donations to student clubs are not tax deductible.
- Campus Fundraising: Fundraisers on campus do not need to be coordinated with the Foundation.

If you have any questions, please do not hesitate to contact the Student Involvement or Foundation offices.

Alicia Van Straten  
Foundation Office and Scholarship Coordinator  
[alicia.vanstraten@nwtc.edu](mailto:alicia.vanstraten@nwtc.edu)  
(920) 498-5426  
District Office, DO207

- Collection Jars: Can be placed in the Student Involvement Office for one week, one club at a time, for up to one month at a time. It is up to each department manager to determine if collection jars will be allowed in their area.

### **Samples of taxable and non-taxable items**

#### **Taxable Items**

Food/candy/prepared drinks  
Raffle  
Poinsettias  
Registration/gate fee – Car Show  
Toothbrush and plant sales  
T-Shirts, instruments, books and mugs  
Admissions to “special events”  
Banquet  
Gift items/wreath sales  
Admission fee  
Auto detailing

#### **Non-Taxable Items**

Pizza or sub coupons  
Bag of coffee beans/unpopped corn  
Donations  
Deposits for trips/conferences  
Unused Funds  
Membership Dues (local, state, nat'l)  
Recycled Materials  
50/50 raffle  
Car sales (buyer’s responsibility)  
Dance lessons/movie passes  
Wages-(reimbursed for time at an event)

### **Community Service and Volunteerism**

Servant leadership is instrumental in developing strong leadership in NWTC students. The long-term impact of giving back to and becoming engaged in the community will assist in the development of a student’s civic consciousness and will continue as they enter the workforce.

Each student organization is **encouraged** to complete a minimum of one community service project (including at least 50% of club membership) each year. Clubs that are looking for ideas or assistance can contact the Service Learning and Civic Engagement Specialist at 920.498-5431 or visit: <https://www.nwtc.edu/student-experience/service-learning> When choosing a community service project, keep in mind diversity, equity and sustainability.

## Printing Services Request

### When requesting printing for student organizations:

- Advisors submit print request electronically via the following pathway: The Hub>Links>Print Request (On-Campus Only)
- Division Code: Student Involvement and Dept ID: CC – Student Clubs - 93420. In Request Title, write in the name of the project you are printing for and the letters SC (Student Club) and your respective club number (i.e. Vet Ball Fundraiser for SCxxx). Clubs will be charged for their printing costs.
- Use NWTC Print Services if printing raffle tickets. Visit them in AG105 or email [D- IIT\\_PRTS@NWTC.EDU](mailto:IIT_PRTS@NWTC.EDU)

## Raffles

The Student Involvement Office holds a Wisconsin raffle license. Official rules and regulations of a raffle may be obtained in the Student Involvement Office. Clubs wanting to conduct a raffle should fill out an event form and submit it to the Student Involvement Office. Raffle tickets must include the NWTC license number and must be a tear off type of ticket. This includes 50/50 raffles. **A raffle report sheet must be submitted to the Student Involvement Office within five (5) days of the raffle drawing date. Those clubs that do not report the results will have the advisor honorarium held until the report is turned in.** Clubs in violation of raffle regulations could jeopardize future raffles for other clubs and all Student Government funding. Clubs are responsible for printing their own raffle tickets. The Manager of Printing Services can assist clubs with duplication costs and timeline of duplication. Printing requests will need to be submitted by the advisor of the organization.

## RAFFLE REPORT AND INSTRUCTION SHEET

A Raffle Report Sheet must be submitted **within five days from your raffle drawing date**. Please complete the form and return to the Student Involvement office. Raffle paperwork is available on the NWTC website and in Student Involvement, SC118.

Past experience shows that it is the most cost efficient to use the NWTC Printing Services for the printing of the tickets. Stop and talk to the Print Services personnel, located in AG105.

- **563.93 The conduct of raffles under a Class A license.**
- (1) All raffle tickets and all calendars shall be identical in form and include:
  - (a) The number of the license issued by the board.
  - (b) The name and address of the sponsoring organization.
  - (d) A place for the purchaser to enter his or her name and address.
  - (e) The date, time, and place of the drawing or drawings.
  - (f) A list of each prize to be awarded which has a retail value of \$500 or more.
- (1s) Each raffle ticket and each calendar sold by an organization shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing.
- (2) No raffle ticket may exceed \$100 in cost.
- (2m) No calendar may exceed \$10 in cost for each month covered by the calendar.
- (3) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class A license.
- (4) Tickets for a proposed raffle may not be offered for sale more than 270 days before the raffle drawing.

- (5) All raffle drawings shall be held in public.
- (6) All prizes shall be awarded. The purchaser of a ticket or calendar need not be present at the drawing to win •
  - (7) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket or calendar purchasers.
- (8) The organization that holds a raffle drawing shall furnish a list of prize winners to each ticket or calendar holder who provides the organization with a self-addressed stamped envelope and requests the list.

	001			0011
			Name of Licensed Organization Northeast Wisconsin Technical College 2740 West Mason St. Green Bay, WI 54303	
NAME: _____			1 <sup>st</sup> Place Must include all prizes 2 <sup>nd</sup> Place retail value of \$500 or more 3 <sup>rd</sup> Place	
ADDRESS: _____			Raffle Drawing: 00/00/0000 at ? p.m.	

**563.935 The conduct of raffles under a Class B license.**

All of the following shall apply to the conduct of a raffle under a

Class B license: (1) All raffle tickets shall be identical in form

(2) The tickets need not be numbered consecutively.

(3) No raffle ticket may exceed \$10 in cost.

(4) No person may sell a raffle ticket unless authorized by an organization with a Class B license.

(5) All raffle drawings shall be held in public,

(6) The purchaser of a ticket may claim the prize if the purchaser must leave before the drawing.

(7) All prizes shall be awarded.

(8) The time of the drawing and the prizes to be awarded, the prize amount or the methodology used to determine the prize amount shall be posted or announced before the drawing.

(9) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

Comply with the law: Every raffle held in Wisconsin must comply with Chapter 563 of the Wisconsin Statutes.

Raffles are not sweepstakes or lotteries involving random numbers to determine a winner. A raffle license is not protection from criminal prosecution for conducting gaming formats other than a legal raffle. Check with the Office of Charitable Gaming before entering into what may be an illegal gambling scheme. Call 608-270-2552 or [charitablegaming@doa.state.wi.us](mailto:charitablegaming@doa.state.wi.us)



# TRAVEL

## Student Organization Travel Checklist

**ALL ITEMS ON THE CHECKLIST BELOW NEED TO BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO EVENT TRAVEL.**

- Make tentative transportation reservations. (**Advisors are required to make all hotel, vehicle, and/or bus arrangements.**)
- Complete a **Transportation Form**.
- Complete items required by rental agency (i.e. Lamer's-signing and returning contract, Enterprise-faxing copies of driver's license and any other requirements the rental agency requires).
- Have all participants complete and sign an **Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release Form**.
- Complete the **Field Trip Participation Form**. Make sure all participants provide emergency contact information. (TIP: keep a master electronic copy to be used for the whole year.)
- If using an NWTC fleet vehicle, rental, or transporting any other students, or renting a vehicle which requires a student to drive, complete a **Student Vehicle Use Form** for each driver. Please try to limit driver verification's due to cost of driver verification requests for the college.
- Review student travel code of conduct rules with participants prior to departure, including consequences for violations.
- Return transportation form, acknowledgment of risk forms, field trip participation form, and vehicle use form to the Student Involvement Office or email to [student.involvement@nwtc.edu](mailto:student.involvement@nwtc.edu).

## Travel Notes

- The advisor should make all travel arrangements including transportation and lodging as if using your own money.
- Advisors are highly encouraged to travel with students in state. **Advisors are required for any overnight or out-of-state travel.** Please address any questions or concerns with the Student Involvement Office.
- Non-NWTC students may not benefit financially by participating in a club-sponsored event (i.e. if a non-student attended a club event that required transportation, he/she would be required to pay for the equal portion of all costs associated with the trip).
- When traveling, leave as a group (same time, same location) when at all possible.
- Student Involvement office has a credit card available for reservations and payments for hotels.
- Advisor/NWTC staff is highly encouraged to go with the student organization on all local conference/field trips. Advisor/NWTC staff are required to attend out-of-state travel.
- Use of owned, rented, leased or hired fifteen passenger vans is completely prohibited.
- Use of alcohol and/or drugs is prohibited during the official business of a field trip, regardless of legal drinking age.
- Food Allowances:
  - Meals will be as listed in guidelines for in-state meals and will not exceed the U.S General Services Administration (GSA) rate for out-of-state meals unless specifically approved by the President or the Chief Financial Officer. Please see the following internet site for GSA meal allowance: [www.gsa.gov](http://www.gsa.gov) and click on the per diem rates. Official conference banquets are not subject to the GSA individual limits. Meals in conjunction with conference/meeting (that are not included in conference/meeting) and

- are a part of the conference/meeting will be reimbursed. Alcoholic beverages are not reimbursable and should not be included in restaurant receipts.
- In-state meal expenses, including gratuities, shall be reimbursed at actual cost providing they do not exceed established GSA maximums.
- It is okay to consult with the Technical College Risk Manager prior to and while planning a field trip and/or if an incident occurs. The Technical College's Risk Manager can be reached at 920-498-7147.

### **Fleet Vehicles (NWTC-owned vehicles)**

- To use/drive a fleet vehicle, a person must have passed the MVR check disclosure. Only club advisor and club officers are allowed to drive fleet vehicles.
- Fleet vehicle requests must be made by the club advisor via the following pathway: The Hub > Forms (blue square icon) > Vehicle Requisition Request (under External Forms).
- Pick-up the fleet vehicle keys from the mailroom, SC105, the day of your request.
- Fuel cards are used to fuel the vehicle when done with use (vehicles must always be refilled no matter how short the distance). Fuel cards are found in the driver side visor. The following should be entered on the gas pump when prompted: PIN/Driver ID will be the last 4 of your social security number and the Odometer reading will be 00000. Keep a printed receipt to turn in when done.
- Return the vehicle to the same spot you picked it up from and return the key, the signed paperwork and a copy of the receipt to the mailroom (if open) or the dropbox (if after hours). The dropbox is located near door 15 on the side of the Manufacturing building near where the fleet vehicles are parked.

### **Rental Vehicles (Note: rental vehicles are different from fleet vehicles.)**

Individuals driving rental vehicles must be at least twenty-one (21) years old.

If students wish to leave their personal vehicles at the college overnight, they must be parked in the overflow area in Parking Lot D nearest Country Club Road. Please contact security (x5699) with the total number of cars to be left and for what length of time.

#### **Pick-up and Return of Rental Vehicles ONLY**

- Pick up keys in the mailroom, SC105.
- Rental vehicles will be dropped off in the Receiving Courtyard located behind the commons.
- Before driving the vehicle, it is recommended that the driver walk around the vehicle to check for any damage and perform a visual check of the tires.
- Prior to returning to campus, refuel car. It needs to come back with a full tank.
- Return car to the lot in which it was picked up.
- Drop the keys, paperwork, and receipt(s) in the mailroom or fleet dropbox located outside of door 15 at the Manufacturing building (near where the vehicles are dropped off).

## Student Co-curricular Travel Code of Conduct

Co-curricular events of student organizations offer opportunities for learning outside of the classroom. To ensure the smooth operation of these events and the rights of individuals who are participating, this co-curricular travel conduct code has been adopted by the Student Involvement Office.

The following rules and regulations apply to all NWTC students participating in co-curricular travel.

1. Participants' behavior traveling to or from, or during the event, will be such that it reflects favorably on the group, organization, Northeast Wisconsin Technical College, and other participants at all times.
2. The participants are expected to act in the best interests of the group/organization they represent, as well as the Northeast Wisconsin Technical College District.
3. Participants are expected to refrain from taking positions that are:
  - a. Contrary to or in conflict with the interests and/or positions of Northeast Wisconsin Technical College or the represented group
  - b. Detrimental to the group's mission or purpose
4. Participants will dress appropriately for every conference/event sponsored session (e.g., no casual attire at formal events).
5. Participants are expected to attend all business meetings, workshops, presentations, sessions and other scheduled program events. Participants must be prompt and prepared for each session.
6. Participants are to immediately report any accidents, injuries or illness and/or violation of rules to the sponsoring advisor/pre-determined designee.
7. Alcoholic beverage consumption will not be tolerated at any official event unless specifically designated (e.g., banquets where the facility assumes liability). Any student under the age of 21 must abide by the State of Wisconsin laws for drinking (1985 Wisconsin Act 337). The definition of official event begins with departure from designated exit point, throughout the entire event, and upon return to designated exit point. Student participants must, at all times, conduct themselves in accordance with the official NWTC Student Code of Conduct as printed in the Student Handbook.
8. The use and/or possession of illegal drugs is prohibited.
9. Tobacco use is allowed only in designated areas.
10. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to the NWTC Student Code of Conduct as adopted by the Northeast Wisconsin Technical College District.
11. Any long-distance telephone calls, charges to the room, or other personal expenses will be the responsibility of the individual participant. Each participant expecting reimbursement by the college, or group/organization must provide original receipts for every reimbursement expense and submitted with the appropriate student expense voucher (if applicable) for the purpose of verification and reimbursement. No expense incurred will be reimbursed without appropriate documentation.
12. The advisor(s) of the student organization or group who accompanies the students in the co-curricular travel, shall have total authority over the supervision of the event and its participants. This requires that all student participants must adhere to and abide by the advisor(s) decisions, directions and judgments. All student participants must extend proper courtesy and respect due any college official.
13. Participants who disregard/violate any of these rules/regulations will be subject to the same disciplinary action as may result from misconduct on any NWTC campus or center. This may result in repayment of any or all fees paid by the College and/or the sponsoring student organization to attend the conference/event, loss of future student travel privileges and possible college dismissal.