

**GUIDELINES  
FOR  
STUDENT  
ORGANIZATIONS**

**STUDENT ACTIVITIES  
WILKES COMMUNITY COLLEGE**

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***The College's Commitment to Student Activities & Student Organizations***

Wilkes Community College offers a wide variety of extra-curricular programs for students. The types of activities that are currently being offered include intramural events, clubs, student newspaper, SGA activities, special student activity events, wellness center and game room activities, and various educational/community service programs.

These activities are designed to enhance the leadership, intellectual, cultural, and personal development of our students. They also promote and encourage a community atmosphere among the entire student body and provide the students with more opportunities to network with their peers. All activities (clubs or special events) are advised by staff and faculty members who are committed to providing the kind of dedicated leadership which promotes successful achievement of organizational goals, but which also allows ample freedom for student innovation and decision making. In addition, all student activity events are supervised by a staff or faculty member who is present at the events.

***Recognition of New Student Clubs or Organizations***

Wilkes Community College recognizes the right of groups to freely assemble, but also accepts the responsibility to protect the rights of the members of the campus community from organizations which infringe upon the purposes of the institution. For an organization to be recognized by the college, specific procedures must be followed. These include:

1. The group wishing to organize must demonstrate a need for the proposed organization;
2. A constitution must be written specifying the proposed organization's purpose, intended structure and activities.
3. A full-time member of the college faculty or staff must provide a signed statement that he or she is willing to serve as the official advisor for the group; and
4. Representatives of the group must meet with the student activities coordinator before submitting required materials.
5. The proposed organization must submit the following documentation to the student activities coordinator in order to petition for official recognition by the college:
  - a. 3 copies of a tentative constitution and by-laws;
  - b. A letter from the proposed faculty/staff advisor indicating his or her willingness to serve in that capacity;
  - c. A list of names of off-campus organizations with which the petitioning group intends to affiliate, or a statement that no affiliation with other groups is contemplated;
  - d. A registration form obtained from the Student Activities Office which requests a list of the prospective officers of the organization; and
  - e. A statement defining the need for such an organization, including the signatures of at least 5 students who intend to be members of the organization.

Representatives must submit the required materials to the student activities coordinator for consideration. The coordinator, in turn will submit these to the Student Government Association for action to be recommended by the voting membership. Finally, the dean of Student Services will review the previous actions and either approve or disapprove the group's privileges to use college facilities for meetings, programs and promotional activities; and to hold fund-raising projects. The student activities coordinator will notify the group in writing of the final action.

The approval process usually takes two to four weeks. During that time, the activities of the organization will be limited to only meetings. No other activities, solicitation, or programs will be allowed by the group until final approval has been granted.

An organization needs to only follow the preceding steps one time. To maintain active status (and thereby continued recognition), an updated registration form must be completed each fall and filed with the student activities coordinator along with complying with college policies. A group that does not maintain active status cannot be approved to execute programs and activities on campus.

***Off Campus Trips***

Any club or organization wishing to sponsor a trip to an off-campus activity (conference, workshop, special event) must register this trip with the Student Activities Office. The registration process involves submitting a completed registration form at least 5 working days in advance of the intended travel. A designated advisor (full time college employee) must accompany students on off-campus trips.

***Club Officers***

Officers of student clubs/organizations must be enrolled for a minimum of 9 credit hours and be in good academic standing as stated in the WCC catalog. No student under academic or disciplinary probation is eligible to hold a position in any club or organization.

***Participation of Minors in club and other student activity functions***

Minors that are enrolled at WCC are eligible to attend club meetings and participate in on-campus club activities. A minor that wishes to participate in an off-campus activity sponsored by a club, must return an approval form from his or her parent/guardian to the club advisor prior to participating in the activity. A club advisor must always be present at any club meeting or function where a minor is present.

***Business Office Guidelines*****Set-up of Account for Finances Involved in Clubs/Organizations**

All college clubs and organizations are required to have their financial accounts set up with the college business office. Upon need to set up an account, the president or treasurer of the club/organization is asked to come by the college business office to see Anita Crunk. At this time an account number will be assigned to the club/organization. A faculty/staff advisor will need to be noted at the time the account is set up. Clubs must be officially chartered with the college prior to any account being established with the business office.

**Receipting of Monies**

When money is received by a club/organization, it needs to be deposited on a daily basis. The president, treasurer, or an assigned designee may bring the money and/or checks to the business office window. At this time the cashier will need to know the account number that is assigned to the club/organization. By this number, the cashier will know how to correctly receipt the money into the proper account. A computer-generated receipt will be printed and the person bringing the money to the window will receive both the original receipt and a yellow copy of the receipt for his/her records.

**Request of Checks to be Written**

The accounts payable clerk writes checks every week. The request for payment must be completed with any back-up documentation attached and with all proper signatures before payment can be made. Requests need to be in the business office by Wednesday at 5:00 p.m. to be included in the weekly run of checks. The check(s) may be picked up after noon on Monday of the following week. (Please state on the request whether you want the check mailed or picked up.) Due to the large bulk of checks written each week (for all types of expenditures), *exceptions* cannot be made. It is very important that we have your help by planning in advance for checks that are needed.

**Reports of Fund Balances and Fund Activity**

On the 10<sup>th</sup> of the following month (example – November 30 report will be disbursed on or before December 10), a report showing all activity and the month-end cash balance will be sent to the faculty/staff advisor. It will be the president or treasurer's responsibility to obtain the report from the advisor each month. Please check the report to see if you have any concerns or questions as soon as possible after receiving the report. If you have a question concerning an item on your report, please call Anita Crunk in the business office. If an exception occurs and a balance is necessary for a special meeting of the club/organization, you will need to request a report from Anita Crunk. A minimum of two working days advance notice will be necessary in order to have the report when needed.

Business Office Contacts: (General Account Information – Anita Crunk - 838-6108; Accounts Payable/Checks – Amy Killian – 838-6104.)

***Fundraising Guidelines***

All fundraisers must be approved by the student activities office prior to their beginning date. In order for the event to be approved, an advisor must complete a "Fundraising Proposal Form" and send it to the student activity coordinator. If the fundraiser will involve individuals and or solicitation outside of WCC, the student activity coordinator will send the form to the development office for approval.

Once a fundraiser has been approved it will be scheduled on the club fundraising calendar. No more than 3 direct solicitation fundraising activities (raffles, doughnut sales, catalog sales, etc.) involving the same target population may be scheduled for the same time period. Slots on the fundraising calendar will be reserved on a first come, first serve basis.

When conducting direct solicitation either on or off campus, please coordinate who will visit various areas (offices on campus/businesses/neighborhoods) so that several people don't ask the same individuals to support the same fundraiser.

Any club planning to conduct a raffle must get their tickets printed in the WCC print shop or by an approved printer. The printer must certify that he/she provided a club with a specific number of tickets. After a drawing is held, all tickets must be saved (used and unused) for at least 2 years as required by state auditors. If a club does not have a place to store tickets, the advisor should contact the student activity coordinator for assistance in finding a storage location. A ledger must also be maintained which indicates the number of tickets sold and the total dollar amount deposited from this raffle.

When conducting raffles, students should be issued only a few tickets at the beginning of the raffle. Additional tickets should be given to a student once those tickets initially issued have been sold and the funds for these tickets have been submitted.

Flyers or posters used off campus must look professional and reflect a positive image of the college. The marketing department should approve any type of off campus publicity used by a club.

***Wilkes Community College Campus Solicitation Policy***

Wilkes Community College, as an employer, is legally responsible for promoting the efficiency of the public services it provides. The following rules are promulgated in furtherance of that legal responsibility:

Solicitation or distribution by persons other than employees of the college in those areas of college property that are not open to the public is prohibited. Solicitation or distribution by persons other than employees of the college in those areas of college property that are open to the public is prohibited to the extent that such solicitation or distribution results in disruption of or interference with college, administrative, or operational activities.

Solicitation or distribution by college employees in working areas during working time is prohibited. However, the institution may sponsor solicitations, such as, United Way, during working time.

No written announcement or advertisement may be posted on college property until approved by the appropriate administrator responsible for the area where the notice is to be posted.

No written announcement or advertisement may be posted on vehicles parked on college property until approved by either the chief development officer or a designee (when requested by employees and/or the general public) or the chief of student services or the designee (when requested by students).

An employee wishing to solicit from fellow employees may do so through the *Open Line* classified section. An employee wishing to solicit other than through the *Open Line*, a student or student organization, or any other individual wishing to solicit on the premises of any college site must complete a solicitation request/authorization form obtainable from the chief development officer. The form will include the name, address, and phone number of the soliciting individual, group, or agency; the product that is represented; the dates for the solicitation; and the requested site for the solicitation. (*continued on next page*)

***Wilkes Community College Campus Solicitation Policy (continued)***

The chief of development or the designee will record the information and review the request. If approved, the requesting party will be given a letter of authorization and assigned a site for the solicitation. A copy of the letter of authorization will be sent to the public information office who will run an announcement in the employee publication, *The Open Line* prior to the solicitation. Students will be expected to approach the student activities coordinator for a fundraising proposal form prior to contacting the development office regarding fundraising activities.

***Appointment of Club Advisors***

All student organizations are required to have an advisor who must be a full time faculty or staff member of Wilkes Community College. If a club is connected academically to a program of study, the advising responsibilities of that club are automatically assigned to the lead instructor of that program (i.e., Medical Assisting Club will be advised by the lead instructor of the Medical Assisting program). Any deviations from this policy must be coordinated between the lead instructor of the program, the division chairperson and the dean of instruction. Advisors for all other clubs (special interest, community service, etc...) will be jointly appointed by the Dean of Student Services and the Dean of Instruction. Whenever a vacancy occurs for the advising duties of a special interest club, members of that club are encouraged to meet with the Dean of Student Services and Dean of Instruction to submit their recommendations for possible advisors of the club.

***Scheduling of Campus Facilities***

Responsibility for scheduling facilities is delegated to several areas within the college. A request for use of a campus facility should be directed to the area responsible for scheduling that facility and/or coordinating the type of program that is proposed. Each area that schedules campus facilities will review all requests for facilities within its area of responsibility and determine if the request can be honored based on the criteria and priorities for facility usage.

The areas responsible for scheduling campus facilities are:

1. Student Activities Office: Contact the student activities coordinator regarding reservations for the student commons, TV lounge, game room, wellness center, and student center lobby.
2. Student Services: Contact the administrative assistant for the dean of Student Services to make reservations for rooms 1112 and 1110 in the Student Center.
3. Learning Resources Center: Contact the LRC staff regarding reservations for the oral history room.
4. Office of Instruction: Contact the records manager regarding the use of all campus classrooms and the gym. All non employees must contact the records manager for rental of college facilities.
5. Business Office: Contact a business office staff member regarding the use of meeting room 218 (Thompson Hall).
6. Walker Center: Contact the client development coordinator to make reservations for Walker Center facilities and the Watson Stage.

***Leadership Development Training Opportunities***

The Student Activities Office conducts a leadership retreat each summer for a selected group of students that are nominated by club advisors and academic departmental chairpersons. The purpose of this retreat is to provide an opportunity for students from various clubs and/or academic departments to engage in discussions and information sessions about leadership and other student issues at the college.

The course, Leadership Development (HUM 230), is a 3-credit hour class that is available for students to take during at least one semester of each academic year. This course explores leadership styles, group dynamics and the moral and ethical responsibilities of leadership. Each student is required to participate in at least one student club during the course. The course will transfer to some four-year institutions as a general elective and it will fulfill a humanities requirement for AAS programs.

Contact the student activities coordinator for more information about these leadership training programs.

### **Constitutional Guidelines**

The following is a suggestion for information to be included in a constitution.

1. **Name:** Every organization needs an identity. Example: The name of this organization shall be the WCC Student Government Association.
2. **Purpose:** The most important part of any constitution is its purpose statement. Why does the organization exist?
3. **Membership Requirements:** These are the specific requirements that are necessary for one to be eligible to join the organizations. Types of eligibility: regular, alumni, honorary.
4. **Membership Responsibilities:** This article describes the responsibilities that each person in the organization must fulfill as a member.
5. **Elections/Voting:** Every organization has to have a standardized procedure for voting and elections in order to insure continuity from year to year. Include eligibility, nomination and election process, and process for impeachment and replacement of officers.
6. **Officer Duties:** The establishment of officers is not enough in this article. A specific listing of each officer's duties is essential.
7. **Committees:** Most organizations work through a committee system. In this article the standing and ad hoc committees should be described and their functioning outlines. If you don't know which committees you will have, then via an article grant the authority to develop them.
8. **Meeting Procedure:** In order to conduct orderly meetings where all pertinent business within your organization gets taken care of, you need some type of established procedure. Be sure to establish a quorum number for indicating the number of members required to be present prior to being able to conduct business.
9. **Amendments:** As your organization evolves, certain parts of your constitution will need to change and evolve with it. That is why a procedure for amendment needs to be included in every constitution.
10. **Ratification:** Before a constitution can be fully utilized by an organization, it must have the support of the full membership. Thus, the membership must vote on passage of the constitution and a reference to this vote and the method used for the passage must be included in every constitution.
11. **Authority/Supremacy:** All student organizations are subject to the policies and procedures of Wilkes Community College and any governing body.

Source: Guidelines for Student Organizations 1996-1997, The Center for Student Involvement and Leadership, Appalachian State University, page 18.

### **Advisor Roles**

Running a student organization single-handedly is not what it means to be an advisor. On the other hand, advising does not mean pretending to be invisible. A happy medium for you as an advisor may include performing some of the following roles:

1. Attending organization meetings, consulting with officers, and taking interest in the organization and its activities.
2. Being a ready source of information (especially the college and its policies).
3. Guiding gently, but allowing space for members to plan their own and make their own decisions.
4. Being a resource for skill development in members and assisting with orientation of new officers.
5. Assisting with financial planning.
6. Providing continuity when there are changes in the officers or members who are participating.
7. Assisting with the development of realistic goals and the evaluation of progress made.
8. Encouraging the officers and residents to assume responsibility for their actions.

Source: Mattocks, S., Troke, C., and Biernbaum, J. *The Advisor's Handbook*, Department of Residence Life, Appalachian State University, page 7.



## Campus Cruiser & WCC Clubs

The Campus Cruiser clubs section allows WCC club members to join together on-line and share ideas and information. Every officially chartered WCC club will have access to a club account. Each club has its own welcome page, announcements section, calendar, chat area, message board, photo album, an area to post related files and links and a task list accessible to members of that club. **Listed below is more info about the various menu options that are available to the clubs.**

### Current Club

Welcome: Displays club description, club logo, latest announcement, homepage link & club host.

Announcements: Displays a listing of club announcements.

Photo Albums: Albums can be marked as private or public. Private albums can only be viewed by club members.

**All of the info in this section is open to the general public, except for private photo albums. Only the club host or club administrator(s) can update info in this section.**

### Member Areas

1. Message Board: Members can create a topic and list a message. Only the club host and/or administrator(s) can delete the message.
2. Members: All members can view the listing of members.
3. Chat Room: Is accessible to all group members.
4. Club Calendars: Members can only view the info that has been loaded onto the calendar. Members can share info from the club calendars to their personal calendar. Only the club host and/or administrator(s) can add/delete info.
5. Address Book: Members can use this area to send email to all club members or to selected club members. Members can also set up email groups from within the larger group membership.
6. To Do List: Members can only view the information and add "to do" info to their personal calendars and personal "to do" lists. Only the club host and/or administrator(s) can add/delete info.
7. Club Files: Members can add file attachments to this section.
8. Club Links: Members can add links to this section.

**All of the info in this section is open to club members, the club host, and members who are designated as administrators.**

### Member Tools

1. Send Invitations: Members can send invitations to other WCC Campus Cruiser users to become members of the club. If the invitee wants to accept the invitation, it must still be approved by the club host and/or administrator before the student will have member access.
2. Contact Host: Provides an email link for members to email the club host.
3. Email Members: Members can use this option to send an email to all club members.

**All of the info in this section is open to club members, the club host, and members who are designated as administrators.**

### Administrator Tools

1. Check Invitations: The club host and/or administrator can use this option to review requests from students to become members of the club.
2. Edit Settings: The club host and/or administrator can use this option to edit the general info about the club that appears on the club welcome page. This option can also be used to change the club host.
3. Edit Members: The club host and/or administrator can use this option to delete/add members and to give members administrator privileges. **ONLY CLUB ADVISORS SHOULD BE LISTED AS A HOST. A CLUB ADVISOR SHOULD ALSO LIMIT THE NUMBER OF STUDENTS THAT ARE GIVEN ADMINISTRATOR PRIVILEGES FOR A CLUB.**
4. The club host and/or administrator can use this option to add/edit/delete announcements that are displayed under the "Current Club" section. Remember, this info is open to the general public.

**The tools in this section are only available to the club host and members who are listed as administrators.**

**Club Members:** There are 3 different types of members in each club, each with different capabilities. The host, which should be the club advisor, may invite new members, change members' rights within the club, has reading and writing capabilities and has access to all administrative tools. The administrator role allows members to read as well as write but cannot access as many of the tools as the host. The member role allows users to access the member sites as read-only; members may not change or write new information.

**Contact Scott Johnson at 838-6142 for questions regarding club accounts on Campus Cruiser. In order for a club to qualify for an account on the WCC Campus Cruiser site, it must be officially recognized by the college. Campus Cruiser website for WCC: <http://prod.campuscruiser.com/wilkescc/>**

***Student Activity Forms***

Included in this booklet is a series of forms that should be used to accommodate various school policies and to access various funding opportunities. Listed below are descriptions of the forms that are provided in this booklet.

1. **Minor Student Participation Form:** Whenever a minor will be participating in an off campus activity with a student organization, the advisor should have him/her complete this form. This form also requires the minor's parents or guardians to sign it.
2. **Off Campus Travel Notification Form:** Any club or organization wishing to sponsor a trip to an off-campus activity (conference, workshop, special event) must complete this form. The form should be completed by the club advisor and submitted to the student activities office at least 5 working days prior to the trip. The primary purpose of this form is to serve as a method of locating students in case of an emergency. A copy of this form will be kept on file in student services at the switchboard and with campus security.
3. **Student Participation Form:** Before leaving campus for a trip, the club advisor should always have a completed student participation form from each student that is participating in the activity. This form provides an advisor with all pertinent emergency information about a student in case a need arises for having it.
4. **Club Registration Sheet:** For a club to maintain an active status on campus (and thereby continued recognition), an updated registration form must be completed each fall and filed with the student activities coordinator.
5. **Fundraising Proposal Form:** All fundraisers must be approved by the student activities office prior to their beginning date. In order for the event to be approved, an advisor must complete this form and send it to the student activities coordinator. If the fundraiser will involve individuals and/or solicitation outside of WCC, the student activity coordinator will send the form to the development office for approval.
6. **Request for use of Student Activity Funds:** Each club that has been officially recognized by the student activities Office since the spring semester of the previous school year will be automatically allotted a set amount of money for each academic year (from the student activity fund). In order for a club to be eligible to receive these funds, it must submit a Club Registration Sheet to the student activities office and it must send a student representative to at least one SGA meeting per month for a minimum of two months. Once a club has satisfied these requirements, an advisor must submit the "Request for use of Student Activity Funds" form in order to have these funds transferred to his/her club's account.
7. **Faculty Request for use of Student Activity Funds:** Each year a certain amount of student activity funds is budgeted for faculty to use for various classroom activities. Faculty can use this form to request up to \$100 during each academic year. The money is distributed on a first come, first served basis until all of the money has been utilized.
8. **Request For Payment:** This form must be completed along with any back-up documentation attached prior to any payment being made. Requests need to be submitted to the business office by Wednesday at 5:00 p.m. to be included in the weekly run of checks. The check(s) may be picked up after noon on Monday of the following week.

***All forms are available on the student activities website and on Campus Cruiser (Club Advisor Council—Club Files)***

**Wilkes Community College  
Minor Student Participation Form**

Participant's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Participant's Address: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Instructor/Advisor: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

**Conduct of Trips**

The instructor/advisor is in complete charge during the trip. He/she may require a trip member to leave the trip at any time if, in his/her sole discretion, he/she feels that the student's further participation in the trip may be detrimental to the trip or to the student's health. All expenses incurred in leaving a trip are the responsibility of the individual. **Students are responsible for their actions at all times.**

**Liability Waiver**

Wilkes Community College or any persons or party acting on its behalf shall not be liable for any injury or loss, which may occur at any time during the trip.

**Emergency and Medical Precautions**

In case of accident or illness, WCC, through its leaders, will attempt to provide aid and arrange medical assistance when appropriate or necessary.

In accordance with policy, I agree to provide medical history including emergency contacts, doctor's name and phone number, and a list of any prescribed medications I am currently taking. This information is to be kept confidential by the instructor/advisor and to be used only in case of an emergency.

**Emergency Contact / Medical Information**

Emergency Contact: \_\_\_\_\_ (\_\_\_\_) Phone number: (\_\_\_\_) \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Known allergies (medication, food, etc.): \_\_\_\_\_

Other medical conditions: \_\_\_\_\_

Current prescription medication: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minor Participation Consent**

As the parent/guardian of the minor named above (that is either 16 or 17 years old), I hereby give permission for him/her to participate in the aforementioned activity. By my signature I release Wilkes Community College or any persons or party acting on its behalf from any liability or responsibility for any injury or loss that may occur at any time during the trip.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

*Form is available on student activities website and on Campus Cruiser (Club Advisor Council—Club Files).*

## Off Campus Travel Notification Form

Any club or organization wishing to sponsor a trip to an off-campus activity (conference, workshop, special event) must register this trip with the student activities office. The registration process involves submitting a completed registration form at least 5 working days in advance of the intended travel. A designated advisor (full time college employee) must accompany students on off-campus trips. **This form must be completed for all day long and overnight trips. A copy of this form will be kept on file in student services at the switchboard and with campus security**

Club Name: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Phone # of hotel / event site: \_\_\_\_\_

Please list in the chart below the names of students participating and their emergency phone numbers.

Student Name	Emergency Phone Number

If you have additional students participating, please list their information on the back side of this form.

Please list the names of college employees that will be attending the trip and their emergency phone numbers.

College Employee	Emergency Phone Number

*Form is available on student activities website.  
Form is available on Campus Cruiser (Club Advisor Council—Club Files).*

## Wilkes Community College Student Participation Form

Participant's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Participant's Address: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Instructor/Advisor: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

### **Conduct of Trips**

The instructor/advisor is in complete charge during the trip. He/she may require a trip member to leave the trip at any time if, in his/her sole discretion, he/she feels that the student's further participation in the trip may be detrimental to the trip or to the student's health. All expenses incurred in leaving a trip are the responsibility of the individual. **Students are responsible for their actions at all times.**

### **Liability Waiver**

Wilkes Community College or any persons or party acting on its behalf shall not be liable for any injury or loss, which may occur at any time during the trip.

### **Emergency and Medical Precautions**

In case of accident or illness, WCC, through its leaders, will attempt to provide aid and arrange medical assistance when appropriate or necessary.

In accordance with policy, I agree to provide medical history including emergency contacts, doctor's name and phone number, and a list of any prescribed medications I am currently taking. This information is to be kept confidential by the instructor/advisor and to be used only in case of an emergency.

### **Emergency Contact / Medical Information**

Emergency Contact: \_\_\_\_\_ (\_\_\_\_) Phone number: (\_\_\_\_) \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Known allergies (medication, food, etc.): \_\_\_\_\_

Other medical conditions: \_\_\_\_\_

Current prescription medication: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Form is available on student activities website.*

*Form is available on Campus Cruiser (Club Advisor Council—Club Files).*

**Club Registration Sheet**  
**School Year: \_\_\_\_\_**

CLUB NAME:

CLUB ADVISOR:

SGA REPRESENTATIVE:

CLUB MEETING TIME & PLACE:

CLUB OFFICERS:

DATES/ TIMES OF ACTIVITIES CURRENTLY PLANNED FOR THIS  
SCHOOL YEAR:

IF APPLICABLE, PLEASE ATTACH YOUR CLUB CONSTITUTION AND/OR  
ANY PERTINENT DATA ABOUT YOUR CLUB (EX. PURPOSE STATEMENT,  
BY LAWS, ETC...). IF NOTHING HAS CHANGED SINCE YOU LAST FILED  
THESE FORMS, YOU DO NOT NEED TO SUBMIT THEM AGAIN.

*Form is available on student activities website.*  
*Form is available on Campus Cruiser (Club Advisor Council—Club Files).*

## **Fundraising Proposal Form Wilkes Community College**

Club/Organization Name:

Advisor(s):

Dates Scheduled For Fundraiser:

Description of Fundraising Activity:

**\*Please indicate if this activity will be held on campus/ off campus: what population (students, staff, faculty, relatives, etc...) will be solicited; where publicity will be posted; and if any campus facilities will be needed. A copy of this form will be returned to you once the fundraiser has been authorized.**

Date Notification Received:

Approved by Student Activities:

Approved by Development Office (if off campus):

**OFFICE OF STUDENT ACTIVITIES**

*Form is available on student activities website.*

*Form is available on Campus Cruiser (Club Advisor Council—Club Files).*

**REQUEST FOR USE OF STUDENT ACTIVITY FUNDS**

Club Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Advisor(s): \_\_\_\_\_

\*Each club that has been officially recognized by the student activities office since spring semester of the previous school year has been allocated \$100.00 for the current school year. All clubs that are new to campus for the fall semester will be allocated \$50.00 at the end of fall semester if funds are available. This money is only for student organizations. In order for a club to be eligible to receive these funds, it must submit a Club Registration sheet to the student activities office and it must send a student representative to at least one SGA meeting per month for a minimum of two months. No funds will be distributed until after the first SGA meeting in October. In order for a club to receive these funds, it must also have an established account with the business office. If a club does not have an account with the business office, it should contact Anita Crunk. Please call the student activities coordinator at ext. 6142 if you have any questions. The deadline for requesting use of this money is **the last Monday in January of each school year.**

Amount of Money Requested: \_\_\_\_\_

How the money will be spent: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Club President's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Student Services Office Use Only**

Date Request Received: \_\_\_\_\_

Business Office: Please Transfer \$ \_\_\_\_\_ to the \_\_\_\_\_

\_\_\_\_\_  
Student Activity Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean of Student Services' Signature \_\_\_\_\_ Date \_\_\_\_\_

**Business Office Use Only**

\$ \_\_\_\_\_ was transferred to the \_\_\_\_\_ club on

\_\_\_\_\_  
Signature of Business Office Representative \_\_\_\_\_ Date \_\_\_\_\_

*Form is available on student activities website.  
Form is available on Campus Cruiser (Club Advisor Council—Club Files).*

**FACULTY REQUEST FOR USE OF STUDENT ACTIVITY FUNDS**

Faculty Member's Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

The student activity funds must be used to directly benefit the students in your classroom. Some examples of uses include: refreshments or supplies for a classroom activity, pay registration fee for students to attend a workshop, or pay for a presenter to speak to a class. A limited amount of funds is available, therefore the money will be distributed on a "first come, first serve" basis. Each request must not exceed \$100.00. The type of expenditure that is requested will determine if either a purchase order or a check is needed. Therefore, after the student activity coordinator receives each request, he will then coordinate the funding process with the instructor. Please allow two weeks for your request to be processed and if necessary, a check to be written. The deadline for requesting use of this money is the last Monday in January of each school year.

Amount of Money Requested: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

How the money will be spent: \_\_\_\_\_

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Check or purchase order to be payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number or Federal Tax ID Number: \_\_\_\_\_

\_\_\_\_\_  
Faculty Member's Signature*Form is available on student activities website.**Form is available on Campus Cruiser (Club Advisor Council—Club Files).*



## STUDENT ORGANIZATIONS

- Association of Information Technology Professionals  
 Advisor: Arlene Handy, ext. 6160  
 e-mail: arlene.handy@wilkescc.edu
- Autobody Club  
 Advisor: Gerald Wood, ext. 6192  
 e-mail: gerald.wood@wilkescc.edu
- Baptist Student Union  
 Advisor: Alan Whittington, ext. 6144  
 e-mail: alan.whittington@wilkescc.edu
- Camera Club  
 Advisor: Larry Caudill, ext. 6138  
 e-mail: larry.caudill@wilkescc.edu
- Criminal Justice Club  
 Advisor: Jim Zink, ext. 6429  
 e-mail: jim.zink@wilkescc.edu
- Dental Assisting Club  
 Advisor: Martha Townes, ext. 6253  
 e-mail: martha.townes@wilkescc.edu
- Diesel Tech. Club  
 Advisor: Ricky Smith, ext. 6225  
 e-mail: ricky.smith@wilkescc.edu
- Early Childhood Education Association  
 Advisor: Ellen Rhyne, ext. 6253  
 email: ellen.rhyne@wilkescc.edu
- Future Contractors of America  
 Advisor: Dwight Hartzog, ext. 6202  
 e-mail: dwight.hartzog@wilkescc.edu
- Gay Straight Alliance  
 Advisor: Julie Mullis, ext. 6502  
 email: julie.mullis@wilkescc.edu
- Horticulture Club  
 Advisor: Ronald Dollyhite, ext. 6281  
 e-mail: ronald.dollyhite@wilkescc.edu
- Human Service Club  
 Advisor: Jan Huggins, ext. 6510  
 e-mail: jan.huggins@wilkescc.edu
- Medical Assisting Club  
 Advisor: Joyce Minton, ext. 6251  
 e-mail: joyce.minton@wilkescc.edu
- National Vocational-Technical Honor Society  
 Advisor: Jeanne Griffin, ext. 6164  
 e-mail: jeanne.griffin@wilkescc.edu
- Newspaper Staff (*Cougar Cry*)  
 Advisor: Scott Johnson, ext. 6142  
 e-mail: scott.johnson@wilkescc.edu
- Phi Beta Lambda  
 Advisor: Cindy Killian, ext. 6150  
 e-mail: cindy.killian@wilkescc.edu
- Phi Theta Kappa  
 Advisors: Blair Hancock, ext. 6230  
 e-mail: blair.hancock@wilkescc.edu  
 Sheneele Wagoner, ext. 6139  
 e-mail: sheneele.wagoner@wilkescc.edu
- Rotaract  
 Advisor: Dr. Walt Plexico, ext. 6128  
 email: walt.plexico@wilkescc.edu
- Student Ambassadors  
 Advisor: Mac Warren, ext. 6141  
 e-mail: mac.warren@wilkescc.edu
- Student Government Association  
 Advisor: Scott Johnson, ext. 6142  
 e-mail: scott.johnson@wilkescc.edu
- Student Nurses Association  
 Advisors: Laura Walsh, ext. 6250  
 e-mail: laura.abernethy@wilkescc.edu  
 Sandra Bryant, ext. 6511  
 e-mail: sandra.bryant@wilkescc.edu  
 Wanda Douglas, ext. 6254  
 e-mail: wanda.douglas@wilkescc.edu
- Voltairean Publications  
 Advisor: Nolan Belk, ext. 6507  
 email: nolan.belk@wilkescc.edu
- “WCC Presents” Theatre  
 Advisor: David Reynolds, ext. 6231  
 e-mail: david.reynolds@wilkescc.edu
- Ye-Host  
 Advisors: Kimrey Jordan, ext. 6506  
 e-mail: kimrey.jordan@wilkescc.edu