GUIDELINES
FOR
STUDENT
ORGANIZATIONS
## Table of Contents

<table>
<thead>
<tr>
<th>The College’s Commitment to Student Activities &amp; Student Organizations</th>
<th>Page 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition of New Student Clubs or Organizations</td>
<td>Page 3</td>
</tr>
<tr>
<td>Off Campus Trips</td>
<td>Page 4</td>
</tr>
<tr>
<td>Club Officers</td>
<td>Page 4</td>
</tr>
<tr>
<td>Participation of Minors in Club &amp; Other Student Activity Functions</td>
<td>Page 4</td>
</tr>
<tr>
<td>Business Office Guidelines</td>
<td>Page 4</td>
</tr>
<tr>
<td>Fundraising Guidelines</td>
<td>Page 5</td>
</tr>
<tr>
<td>Wilkes Community College Solicitation Policy</td>
<td>Pages 5-6</td>
</tr>
<tr>
<td>Appointment of Club Advisors</td>
<td>Page 6</td>
</tr>
<tr>
<td>Scheduling of Campus Facilities</td>
<td>Page 6</td>
</tr>
<tr>
<td>Constitutional Guidelines</td>
<td>Page 7</td>
</tr>
<tr>
<td>Advisor Roles</td>
<td>Page 8</td>
</tr>
<tr>
<td>Student Activity Form Descriptions</td>
<td>Page 9</td>
</tr>
<tr>
<td>Student Activity Forms</td>
<td>Pages 10—17</td>
</tr>
<tr>
<td>Club Advisor Listing</td>
<td>Page 18</td>
</tr>
</tbody>
</table>
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, 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.
Guidelines for Student Organizations

Off Campus Trips
Any club or organization wishing to sponsor a trip to an off-campus activity (conference, workshop, and 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 Crystal Huffman. 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 10th 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 Amy Killian 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 Crystal Huffman. 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 – Amy Killian - 838-6108; Accounts Payable/Checks – Hope Roberson – 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 (bake sales, 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 (set up tables on campus/visit pre-approved businesses/neighborhoods) so that several people don’t ask the same individuals to support the same fundraiser.

Raffles are not permitted as fundraisers. If a club collects money for a chance to win a prize drawing, the club must provide a service or tangible goods must be received in exchange for the money paid. A drawing of names of persons who paid for and received a service or tangible good is permitted to award a door prize. Charging for games of chance such as bingo, 50/50 or other lottery-type raffles are not allowed as fundraisers.

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 *WCC Insider* classified section. An employee wishing to solicit other than through the *WCC Insider*, 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, WCC Insider 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 Vice President 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. See the list below to make reservations for your club activities:

- **Alumni Hall or Student Commons:** Sherry Gore, ext. 6548
- **Room 1110 or 1112:** Cindy Core, ext. 6137
- **Events with food:** Debbie Cangiolosi, ext. 6264
- **Walker Center & Watson Stage:** Debbie Cangiolosi, ext. 6264
- **Playground & Rose Garden:** Debbie Cangiolosi, ext. 6264
- **Gazebo & Tennis Courts:** Debbie Cangiolosi, ext. 6264
- **Plaza or Front Lawn:** Bretta Gardner, ext. 6127
- **Classrooms or Mayes Pit:** Bretta Gardner, ext. 6127
- **Parking Lots:** Jamie McGuire, ext. 6482
- **Learning Resources Center:** LRC Staff
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.
**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, and 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*
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*
Off Campus Travel Notification Form

Any club or organization wishing to sponsor a trip to an off-campus activity (conference, workshop, and 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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Emergency Phone Number</th>
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</table>

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.

<table>
<thead>
<tr>
<th>College Employee</th>
<th>Emergency Phone Number</th>
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</table>

Form is available on student activities website.
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.*
Club Registration Sheet
School Year: _____________

Club Name:

Club Advisor:

SGA Representative:

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.
Fundraising Proposal Form  
Wilkes Community College

Club/Organization Name: Advisor(s):

Dates & Times of Fundraiser:

Campus Facilities Needed:

Description of Fundraising Activity:

Purpose 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. If a non-profit organization outside the college is the focus of the fundraiser, then club members and club funds must provide the resources for posters, supplies, and printing for this event. 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
STUDENT ACTIVITY FUND CLUB REQUEST FORM

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 Crystal Huffman. 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.*
Guidelines for Student Organizations

WILKES COMMUNITY COLLEGE
STUDENT ACTIVITY OFFICE
REQUEST FOR ACADEMIC SUPPORT FUNDS

Faculty Member: ____________________________ Date of Request: ____________________________

Course Title-Number-Section: _____________________________________________________________________________

Wilkes Community College faculty may request student activity funds to supplement course instruction in a specific class. Examples include supplies for an activity, academic field trips, registration fees for a workshop, a stipend for a guest speaker, or refreshments. A limited amount of funds is available; therefore the money will be distributed on a “first come, first serve” basis. Each instructor may request up to $100 per semester. Please serve a different group of students with each request. If an activity exceeds the $100 limit, please contact the student activity coordinator for further discussion.

Please allow two weeks for your request to be processed, and if necessary, a check to be written. The deadline to submit requests is November 15 for fall semester and April 15 for spring semester.

Amount Requested: ____________________________ Date Funds Needed: ____________________________

Class Activity: ____________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

Check or purchase order to be payable to: ____________________________

Address: ____________________________________________ ____________________________________________

Social Security Number or Federal Tax ID Number: ____________________________

Faculty Member Signature

_________________________________________________

Student Activity Coordinator Signature

_________________________________________________

Form is available on student activities website.
Request for Payment
Wilkes Community College

Request is hereby made for a check to be drawn from the

______________________________________________ Account.

Code:  _______________________________________

Amount:  ___________________________________

Description:  ___________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Check Payable To:  _________________________________________________

Address:  _________________________________________________

_______________________________________________________________________________________

If check is made payable to an individual, his or her Social Security number must be listed on this form.
(Social Security Number:  )

If check is made payable to a business, its Federal Tax ID number must be listed on this
Form.  (Federal Tax ID number:  )

Date of Request:  _________________  Date Check Needed:  _________________

______________________________    ____________________________
Club Advisor’s Signature        Date

______________________________    ____________________________
Countersignature        Date

Form is available on student activities website.
Clubs & Organizations

Become a club member! Participate! Have fun!

AccessAbility Awareness Club
Advisor: Sherry Thompson, 336-838-6560
Email: sherry.thompson@wilkescc.edu
Advisor: Renee Macemore, 336-838-6212
Email: renee.macemore@wilkescc.edu

Animal Science Club
Advisor: Mindy Herman, 336-838-6226
Email: mindy.herman@wilkescc.edu

Architectural Technology Club
Advisor: Stacie Taylor, 336-838-6551
Email: stacie.taylor@wilkescc.edu
Advisor: Daniel Trippett, 336-838-6409
Email: daniel.triplett@wilkescc.edu

Auto Body Club
Advisor: Jamie Reavis, 336-838-6192
Email: jamie.reavis@wilkescc.edu

Automotive Technology Club
Advisor: Johnny O'Connell, 336-838-6226
Email: johnny.oconnell@wilkescc.edu

Diesel Club
Advisor: Ricky Smith, 336-838-6225
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