

CAPE FEAR COMMUNITY COLLEGE STUDENT CLUBS AND ORGANIZATIONS ADVISOR EXPECTATIONS AND RESPONSIBILITIES

The following criteria must be met to be a faculty/staff advisor for a recognized student club/organization at Cape Fear Community College:

- The primary and co-advisors must be full-time employees of the College. Please get permission from your direct supervisor or department chair.
- The advisor must serve as the College's liaison with the student club/organization and maintain open communication with the Department of Student Activities regarding meetings, activities, fundraising, and travel.
- The advisor must be in attendance at all activities, fundraisers and special events or arrange to have a College designated representative. Any club meetings that take place in reserved rooms need to be chaperoned by the advisor, however club members may meet without the advisor in any common area. All rooms must be reserved through Astra Schedule on my.cfcc.edu, found under "Employees Only."
- Advisors are to offer guidance without domination by reminding members of the club/organization of the College's rules and policies and enforcing them when necessary.
- Advisors must ensure that the club/organization adheres to all College policies and regulations regarding off-campus activities, student travel, Student Activities Club and Organization Guidelines, SGA Constitution and the Student Code of Conduct as outlined in the CFCC Catalog and Student Handbook.
- Advisors are to make students are aware of the Zero Tolerance College policy and Tobacco-Free Campus policy and are to ensure that student leaders understand the implications of these policies as they plan both on-campus and off-campus activities for the club/organization. If traveling with clubs/organizations, please ensure a Zero Tolerance Policy is signed and turned into the Department of Student Activities prior to travel. This form can be found at <https://drive.google.com/file/d/0B9q1hiFTS7f2X3NlcZRsUnNCUzA/view>
- The advisor will serve as the financial account manager, approving and signing all requests submitted by the club/organization to the Department of Student Activities. This includes funds requests, travel requests, petty cash, purchase requisitions, fundraisers, etc.
- The advisor must notify the Department of Student Activities when a club's/organization's actions are contrary to its general purposes or when an action is planned without the advisor's approval.
- The advisor will serve on a voluntary basis and cannot receive gifts, gift cards or stipends.
- If the advisor resigns, leaves CFCC, or is no longer able to fill the role, the Department of Student Activities must be notified of the change. The student club/organization will be placed on inactive status until an advisor replacement is made.
- College vehicles may be requested for any College-sponsored activity. Vehicles can be reserved through Astra Scheduling, located under the "Employees Only" section of my.cfcc.edu. Please ensure the proper driving paperwork has been completed prior to reserving a vehicle.

Requirements for CFCC Student Clubs/Organizations

Membership

All members of a student club/organization must be currently enrolled curriculum students at CFCC.

Registration

A student club/organization registration form identifying the current officers, advisors, and SGA representatives must be completed **at the beginning of every Fall Semester** and submitted to the Department of Student Activities and the SGA. Failure to do so will result in loss of the clubs "active" status. These forms are available on line at <https://cfcc.edu/student-life/student-government-association/forms/club-renewal-form/>. If there is a change in officers or advisors during the year, a new form must be submitted.

Student clubs/organizations are encouraged to conduct on campus and off campus activities, events, and community service projects. Prior approval is need before any on campus or off campus activity, event or community service is conducted or prompted. This form can be found online at <https://cfcc.edu/student-life/student-government-association/forms/community-service-form/>.

SGA GENERAL ASSEMBLY MEETINGS

General Assembly is a monthly, open meeting where all campus SGA Councils, student clubs/organizations and other student groups meet to share information and news. An up to date schedule of these meetings can be found on the Student Activities/SGA website (<http://cfcc.edu/sga/>) The SGA Constitution requires that each student club/organization send a representative to a minimum of 75% of the scheduled meetings. The SGA Representative can be an officer or a current member of the club/organization, including the advisor or co advisor.

FUNDRAISING

Fund Raising and Collection of Any Funds

All fundraising must be approved by the Department of Student Activities. Any collection of monies due to the efforts of fund raising events must be deposited in the CFCC business office next business day. To request permission for any fundraiser the proper form must be submitted at least four weeks prior to the event. This form can be found at <http://cfcc.edu/sga/cfcc-club-activity-approval-form-fund-raisers/>.

Club/Organization Accounts and Requesting Funds from SGA

A separate club/organization account can be established for your club/organization. The business office maintains the funds for your club/organization until such time as the club/organization draws from them. All club/organization funds must be used on students for legitimate expenses with educational purpose in mind. Respective club/organization funds may be expended using a student-activities p-card or the requisition process only. This process ensures that the advisor within the club/organization is authorized by the College to administer the funds. All clubs/organizations must follow purchasing guidelines and all CFCC business transactions. Prior approval is required before ANY PURCHASE or USE OF FUNDS.

Bake Sales

Due to Health Department Guidelines and Health Risks, bake sales or any sale of food or beverage items is prohibited, unless approved by the Department of Student Activities.

Raffles

Raffles are prohibited at CFCC. A raffle is a form of lottery in which one or more persons buy one or more chances to win a prize. Please refer to the North Carolina General Statute § 14-309.15.

Money Disbursement

The Student Activity Fee Allocation Committee was established to review and approve requests to fund leadership, cultural, educational, recreational, social, service and civic activities sponsored by active CFCC student clubs and organizations or by academic programs and departments. Applicants are required to outline plans for proposed activities; including dates, locations, and budget. If the application is from a club/organization, plans should be reviewed and approved by club/organization advisors. The Funding Request Form must be submitted online (<https://cfcc.edu/student-life/event-travel-funding-request/>) 3 weeks prior to the date funds are needed.

Steps for Requesting Funds

- Step 1: Outline Plans for the proposed activity, including date, location, and budget.
- Step 2: Complete a CFCC **Funding Request Form**. This form can be found online at <https://cfcc.edu/student-life/event-travel-funding-request/>.
- Step 3: The SAFAC will review the Funding Request Form.
- Step 4: After consideration, the advisor will be notified as to the outcome of the funds requested.

COMMUNITY SERVICE

Clubs/Organizations interested in engaging in any type of community service project must fill out the “Community Service Form” 3 weeks prior to the scheduled date of the project. This form can be found at <https://cfcc.edu/student-life/student-government-association/forms/community-service-form/>.

PURCHASING GUIDELINES

The College’s purchasing guidelines have been updated to maintain compatibility with those required by the State of North Carolina, Division of Purchase and Contract. There are two ways of navigating to the Division of Purchase and Contract (also known as State P&C) online homepage. At the CFCC Intranet, choose Departments, click on the Purchasing link, and then click on the NC P&C link; or key the direct web address for State P&C <http://www.pandc.nc.gov/> into your browser’s address bar. Please visit, bookmark, and refer to this website. No order is to be placed without prior financial approval and the purchase order/blanket purchase order has been issued. This is to protect you and the College from spending funds the College may not have and to ensure the purchase complies with the College’s purchasing policies and the NC State P&C’s purchasing policies, which are governed by NC general statute.

Solicitation of Donations

Solicitations of donations include receiving or requesting: money, goods, and/or services. Only officially recognized CFCC student clubs/organizations may engage in solicitation of donations in the name of their student organization. No student club/organization is allowed to approach or request donations from any business or organization without prior approval from the CFCC Foundation. Student Activities works closely with the Foundation to support student organizations for this purpose

Statutory Authority and NC Administrative Code

Cape Fear Community College is required by law to purchase certain supplies, equipment, and materials which are provided on state contract. In the majority of cases, the state contract price will be the lowest available price. Occasionally, we may find the exact same commodity (same brand, model, style, etc.) for less than the state contract price. In such an instance, please contact the Purchasing Department because specific procedures must be followed.

E-Procurement

All North Carolina community colleges are mandated by the State to submit purchase orders through the NC E-Procurement system. In order for a vendor to receive a purchase order, that vendor must be registered with the NC E-Procurement system. The staff in the Purchasing Department can assist you in determining whether a vendor is registered with the system.

Petty Cash (Reimbursement) Purchases

Purchases under \$30 may be made by an individual with PRIOR APPROVAL by one's supervisor. The receipt must have the appropriate budget code, signature of the individual who made the purchase, and signature of the individual's supervisor. The receipts must be approved/signed by the Director of Purchasing prior to being turned in to the Cashier's Office for reimbursement.

Purchases <\$5,000

Purchases for commodities not on state contract with a subtotal less than \$5,000 (\$4,999.99 or less before taxes) including freight, installation, etc. do not require competition. A faxed or emailed current quote from the vendor named on the requisition must be attached to the requisition before submitting to the Purchasing Department.

Purchases \$5,000 - \$10,000

On requisitions for items not on state contract with an estimated cost of \$5,000, or more, but less than \$10,000 (\$9,999.99 before taxes) including freight, installation, etc. Competitive bids will be solicited by the CFCC Purchasing Dept. A written request-for-quote will be sent to prospective vendors. Submit an approved requisition with an estimated amount to the Purchasing Department, suggesting three vendors who may supply the item(s).

Purchases >\$10,000

If the estimated total amount (excluding sales tax) for non-state contract items on a requisition is >\$10,000, the Purchasing Department is required to send pertinent documents to State P&C in Raleigh, including well-defined specifications provided by the end-user in MS Word format. State P&C will post the bid on its Interactive Purchasing System in order to obtain written, sealed bids.

General Guidelines

Fill the requisition out completely. Write clearly. Each line item on a requisition should have all relevant information such as item number, description, model number, price, etc. Check on the amount of shipping and include as a separate line item on the requisition. Always include NC Sales Tax on tangible goods and shipping. Always double-check to make sure the correct budget code is on the requisition.

Purchase of Equipment

The cost of equipment will include any expenses associated with the equipment such as shipping, installation, sales tax, etc. Capitalized equipment are those items with a minimum unit cost of \$5,000. Non-capitalized equipment are those items which cost \$1,000 or more, and less than \$5,000 per unit. Requests must be approved at the CFCC equipment hearing. Building and room number where equipment will be located should be included on the requisition. For guidance on how the requisitions should be handled according to total dollar amount, please see information above or call a member of the Purchasing staff.

Collection of Check and Money Order Guidelines for CFCC

- 1) All checks and money orders must be made payable to CFCC.
- 2) The numerical and written amounts must match on all checks and money orders.
- 3) All checks must be signed by checking account holder and money orders must be signed by the purchaser.
- 4) We do not accept post-dated or stale dated checks or money orders (dated for the future or more than six months old).
- 5) We do not accept checks or money orders that have been altered in any way.
- 6) We do not accept starter checks.
- 7) We do not accept checks without account numbers, routing numbers, and check holder information on the check pre-printed by the bank. The type font of the account number, routing number, and check holder information must match the rest of the check.
- 8) The account number and routing number must be at the bottom of the check (some starter checks may have the account number at the top instead of the bottom).
- 9) We do not accept two-party checks or money orders (written to someone other than CFCC).

TRAVEL AND RELATED EXPENSES

Extra-curricular travel provides outstanding learning opportunities, but can be expensive and can involve inherent risks. Travel should be well planned, expenses should be kept to a minimum, and any potential risks should be considered well in advance. No student should drive themselves to any school related trip unless prior approval has been received from the director of student activities. When club/organization members vote to attend a state or national conference, perform community service as a group, fundraise, or attend any type of function as a club/organization, the clubs/organizations advisor or designated college representative must accompany members of the club/organization. Advisors or the designated college representative should never share a hotel room with any student on related travel. Individuals who are not currently enrolled students or employees of CFCC are not allowed to attend on-campus or off-campus activities using College resources. Prior to any travel by members of the club/organization, a Club Activity Approval Form must be filled out on line and all details

approved. This form can be found at <http://cfcc.edu/sga/cfcc-club-activity-approval-form-fund-raisers/>. Advisors must have members read, sign, and return the Activity Waiver Form for off Campus College-Sponsored Activities before leaving on a trip. Waivers for Individual and Groups can be found online.

<https://drive.google.com/a/mail.cfcc.edu/file/d/0B9q1hiFTS7f2X3NlczRsUnNCUzA/view>

<https://drive.google.com/a/mail.cfcc.edu/file/d/0B9q1hiFTS7f2MXE4N1hCZ2hBbms/view>

STATEMENT OF COMMITMENT AND CONSENT:

I, the undersigned, voluntarily accept the role of faculty/staff advisor to the student club organization for the academic year. I have read, understand, and agree to accept the responsibilities as outlined in this Advisor Agreement. Further, I acknowledge that the information contained on the annually submitted Student Clubs and Organizations Renewal Form is correct to the best of my knowledge and the officers listed are the official representatives of the below-mentioned organization.

Signature _____ Date _____

Printed Name _____

Name of Club/Organization _____

Cell Phone (Emergency Only) _____ Office Phone _____

Email _____