

STUDENT ORGANIZATION MANUAL

 Miami Dade
College
North Campus



STUDENT LIFE

**DEPARTMENT OF STUDENT LIFE DEPARTMENT
ROOM 4208**

STUDENT ORGANIZATION GUIDELINES AND RESPONSIBILITIES

Student Organizations

Student Organizations have the responsibility to make clear to the public that their programs and opinions do not reflect the views of Miami Dade College as an institution. Therefore, students operate within the framework of a concerned academic community whose members have certain guaranteed rights and responsibilities and possess varying degrees of experience and academic expertise. Students should refrain from unilateral actions that have a direct effect upon other segments of the College Community.

Student Organizations at Miami Dade College, North Campus form an integral part of the overall Student Life Department program. Each registered organization should send at least one representative to the Student Government Association Senate meetings in order to be able to apply for travel and contingency funds. Any group of Miami Dade College, North Campus that has a common interest, is encouraged to form a student organization. The Student Life Department will assist in this endeavor.

New/ Registered Organization Procedures and Guidelines

- _____ Advisor has attended mandatory *101 Training Workshop* (Applies when organization fills out Organization Registration Packet. New and continuing Advisors.).
- _____ Advisor has attended *Student Organization Budget Workshop*. (Applies when organization fills out Organization Registration Packet. New and Continuous Advisors.). In order for the organization to receive an organization account this workshop must be completed.
- _____ Organization has a minimum of **six members** who are each taking a minimum of **six credits**.
- _____ A current term degree audit for each member must be submitted each time an organization registers.
- _____ Current Student Organization Constitution/Bylaws (all Constitution/Bylaws must have been revised within the last year. A revision date must appear at the bottom of every page), must be submitted with the organization packet.

Fall/ Spring Organization Procedures

1. Open enrollment for *Student Organization Registration* for the Fall is from Monday, August 29 to Friday, September 9, any organization that does not turn in their packet by the deadline will have to wait till the following academic semester to register and be considered active.
2. Open enrollment for *Student Organization Membership* packet for the Spring semester is from Wednesday, January 4 to Wednesday, January 18 any organization that does not turn in their packet by the deadline will have to wait till the following academic semester to register and be considered active.

3. Immediately following an election Student Organizations must turn in the updated contact information for all its officers by filling out the 2nd page on the *Student Organization Membership Update* form. Abilities

STUDENT ORGANIZATION ADVISOR RESPONSIBILITIES

1. The Advisor is responsible that the *Student Organization Registration* form and *Student Membership Update* form is turned in by the deadline and that all students meet the requirement in order for the organization to be active.
2. Be familiar with the contents of the Students' Rights & Responsibilities Booklet and Student Life Department policies and procedures.
3. Assist with the formulation and/or revision of the organization's Constitution and/or By-Laws and guarantee all organizations are following Constitution and/or By-Laws.
4. Ensure that meetings are properly scheduled; using periods reserved by the College for student activities, and serve as a resource person at executive and general meetings of the organization.
5. All meetings, planned activities, and events, must be in consultation with the Faculty or Staff Advisor of the organization. In the event of an off-campus activity or meeting, an *Activity Registration* form and *Agreement for Off-Campus College Activity* must be completed by each member attending the event and submitted for processing to the Student Life Department
6. Be certain that activities and events are approved in advance through the Department of Student Life Department, in accordance with established procedures. When the activity registration forms are submitted with the Advisor's signature, it means that the Advisor will be assisting through the planning process and attending the activity. The Advisor must also **supervise** and be in **attendance** at all activities and events of the organization as required by policy. Student Life Department cannot approve the *Student Activity Registration* form until the Advisor's signature is secured. All activities of the organization must be registered through the Student Life Department.
7. Work with the officers to promote efficient and effective administration within the organization. Assist with the development and training and/or orientation programs for new members of the organization.
8. Consult with the Student Life Department when questions regarding organizations arise. This includes conflict with students, incidents at events or Student Life Department policies.
9. Advisor will work closely with the Student Organization Treasurer to monitor the balance and status of their Agency Account.
10. Reimbursements will be made out to the Student Organization Advisor. All petty cash receipts must be signed by the Student Organization Advisor prior to submission to the Student Life Department.
11. Advisor and a representative from the organization/club must attend the monthly Inner-Club Council meetings.
12. Advisors must ensure that students who are part of the organization meet the admission guidelines. All advisors whether Primary or Secondary will need to attend a *101 Training Workshop* and *Student Organization Budget Workshop*
13. While advising a Student Organization the Advisor cannot be on leave of absence while serving in his/her capacity.

14. The Student Life Department reserves the right to require a Student Organization to replace an Advisor if the advisor is unable to fulfill their duty, oversteps his/her boundaries and violates College policy.



15.

Advisor may only advise no more than three organizations.

STUDENT ORGANIZATION RESPONSIBILITIES

1. The Advisor is responsible that the *Student Organization Registration* form and *Student Membership Update* form is turned in by the deadline and that all students meet the requirement in order for organization to be active.
2. Organization must consult Advisor for the planning of all meetings, planned activities and events. The advisor must be in attendance through-out the duration of the activity, meetings or events of the organization, as it is required by policy (all on and off-campus activities).
3. Follow the guidelines and deadlines for activities set forth by Student Life Department.
4. Ensure that all actions of the organization are in accordance with College regulations and policies pertaining to student behavior (*see Students' Rights and Responsibilities Booklet*). Organizations may not restrict membership on the basis of race, creed, religion, age, social status, color or sex.
5. All student organizations, their officers and members, are expressly forbidden to engage in any kind of hazing action or situation thereof, on or off campus. Hazing means any action, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in the organization.
6. All activities which are in any way publicized on the campus, discussed at organization meetings, financed from organizational funds, arranged in the name of a student organization, or of the College, or are in any way associated with the College are considered organization activities and are subject to all College policies.
7. Consult with the Student Organization Coordinator or Student Life Department Director in the Student Life Department regarding questions about policies and procedures.
8. In order to receive contingency funds, please see Contingency Funds section for procedures.
9. A representative from the organization/club, preferably the President, must attend the monthly Inner-Club Council meetings with the organization Advisor. Please see attached schedule.
10. Student Organizations have the responsibility to make clear to the public that their programs and opinions do not reflect the views of Miami Dade College as an institution. Therefore, students operate within the framework of a concerned academic community whose members have certain guaranteed rights and responsibilities and possess varying degrees of experience and academic expertise. Students should refrain from unilateral actions that have a direct effect upon other segments of the College Community.
11. Student Organizations at Miami Dade College, North Campus form an integral part of the overall Student Life Department program. Each registered organization should have at least one active representative to the Student Government Association Senate meetings in order to be able to apply for travel and contingency funds.
12. Organizations must complete a minimum of **200 hours of community service** per year. Visit the Center for Community Involvement located in Room 1159 to sign up for community service or the Student Life Department. All community service projects need to be entered at

<https://sisvsr.mdc.edu/cci/stuapp.aspx>. This allows you to track all organization community involvement.

13. Organizations must complete a minimum of **300 hours** per academic year by volunteering for Student Life Department events. You will receive notices of events and/or opportunities to complete the task through your mymdc.net email account.

STUDENT ORGANIZATION
BUDGET ALLOCATION
2014-2015 Fiscal Year

I. INTRODUCTION

The Student Organization’s budget allocation provides funds to create an environment in which students and student organizations are aided in social, cultural, intellectual, recreational, governance programs, services, supplies, travel and promotion. This allocation allows students to take responsibility in the decision-making process of how the organization funding is spent as well as develop leadership and organizational skills. The Student Organization’s budget allocation will include an Initial Allocation, a Travel Allocation and the opportunity to request additional funding through a Contingency fund. The Student Organization’s budget allocation will be funded through Student Activity fees. The North Campus, Student Life Department currently has 25 active/registered Student Organization/Clubs.

II. BUDGET

Initial Allocation

An established organization will receive \$200 for events, materials and supplies for the fiscal year July 1, 2014 – June 29, 2015. An established organization is defined as an organization that has been active through the previous academic year. Those organizations that were not active in the Fall and Spring semester of 2013-14 will not be able to receive the established \$200; the organization will be considered new organization. New organizations will receive \$ 100 for materials and supplies for the fiscal year. Both, an established and a new organization must have completed the *Student Organization Packet* in its entirety. The initial funds allocated must be used by April 20, 2015. Initial funds not used will be transferred back to the Student Life Department’s budget.

The initial allocation will be distributed in the following categories:

Established organization	\$ 200.00 (If PVSA was not submitted during the previous year the Organization will only receive \$100.00)
New organization	\$ 100.00

Guidelines for Receiving and Spending Allocation

1. All events or activities funded by the budget allocation must be accessible to the entire student body.
2. Requested and organization funds for events can be used for, the following categories (all activities are subject to the approval of the Student Life Department Director):
 - a. educational
 - b. social/entertainment
 - c. cultural
 - d. intellectual
 - e. governance
 - f. recreational
3. The utilization of student organization funds given to you exclude the following:
 - a. banquet related items held outside Miami Dade College
 - b. anything for personal gain
 - c. alcohol and tobacco
 - d. tips/gratuities
 - e. prize moneys/scholarships
 - f. clothing, awards, or promotional items
 - g. expenditures in support of or against a candidate seeking an elected office (campus, community, state or national)
 - h. rentals
 - i. expenditures towards functions hosted in private residence
4. The student organization must be officially registered with the Student Life Department as an official campus organization/club to be able to use or request funds and/or facilities.
5. In order to remain eligible to receive funds for the next fiscal year, the organization must raise at least \$200.00 in matching funds. Please see Student Life Department to find out about fundraising opportunities.
6. To utilize the allocation funds for materials and supplies, the student organization must submit a *Supply Request Form* to the Student Life Department by its deadline (Please see form deadlines.) This includes items that are purchased by the Advisor or student organization member.
7. To utilize the allocation funds for an event, the Student Organization must submit a *Student Organization Activity Registration Form* to the Student Life Department by its deadline (Please see form deadlines.) This includes items that are purchased by the Advisor or student organization member.

Student Organization Agency Accounts

Registered student organizations at Miami Dade College that collect dues and conduct fundraisers are required to open an MDC Agency Account (Fund 6 Qual) for such funds in order for organizations to receive a fund 6 account they must have attended a budget workshop. The following forms are available at the Student Life Department, Room 4208 and Student Organization SharePoint Site.

PROCEDURES TO OPEN AN AGENCY ACCOUNT:

- Complete Chart of Account Modification form in the Student Life Department.

PROCEDURES TO DEPOSIT FUNDS:

- Complete Cash Remittance Report Form for Cash/checks. The organization will submit all deposits to the Bursars office following the end of the activity.
- We understand Student Organizations usually keep funds in a cash box for emergency, however, please do not leave money in the cash box overnight. Please discuss with your Advisors and Student Life Department alternative methods. Student Life Department will not be responsible for any lost or stolen money.

PROCEDURES FOR SUBMITTING ORGANIZATION CHECKS:

- All checks must be payable to MDC, North Campus and the Club/Organization's name. All checks from students must have their student ID number on the check.
- Write your Club/Organization's account number in the memo area of the check.
- All checks that are returned due to lack of funds or any other reason will have to pay an overdraft fee.

PROCEDURES FOR DISBURSEMENT:

- There is a six to eight week processing time for any disbursement request.
- For reimbursements, all original receipts must be submitted to the Student Life Department.
- Reimbursements will be made to the Student Organization Advisor.

PROCEDURES FOR PETTY CASH REIMBURSEMENT:

Student Life Department must approve use of funds before Student Organization buys or orders product.

- For reimbursements, all original receipts must be submitted to the Student Life Department.
- A Petty Cash Voucher will be processed by the Student Life Department for a maximum of \$99.99 per voucher with original receipts and club/organization advisor signature.
- Forward the Petty Cash Voucher and receipts to the Bursar's Office after approval from the Student Life Department Director.

MIAMI DADE COLLEGE
PETTY CASH VOUCHER

Describe materials and/or services received: _____

Date: _____

I certify that all materials and services included in this purchase are for college use only.

_____	_____	_____	
Department Name	Cost Center and Object Code	Department Authorization	
_____	_____	_____	_____
Purchaser Name (Print)	Purchaser Signature	Telephone	Amount

NOTE: If an individual other than the purchaser named above is to receive the cash, the following authorization is required:

I hereby authorize _____ to receive the above amount on my behalf.

Printed Name

Purchaser Signature

FOR BURSAR'S OFFICE USE ONLY	
_____	_____
Petty Cash Receipt Number	Received By (Signature)

Rev. 07/05

RESET

MIAMI DADE COLLEGE CASH REMITTANCE REPORT

_____ Date

TO THE CASHIER:
 Accompanying Cash Receipts Are To Be Deposited To
 The Credit Of The Following Accounts.

TITLE	ACCOUNT NUMBER	AMOUNT
Name of Student Organization	Account Number of Student Organization	\$
Total Submitted For Deposit		\$

Explanation (For Depositor's Use):

Cash Receipt No. _____

Cashier
Individual Submitting Report

B. Contingency

Contingency funds include, funds not originally allocated and/or funds that have been allocated but not used. Student organizations may request additional funds when their base allocation is not sufficient. Organizations will be required to submit an Organization Request for Funds Form justifying the added expense, documentation of participation of campus activities, community service, SGA active

e member hours and attendance in the Inner-Club Council monthly meetings. The Contingency Funds Committee, made up of a group of students, will review the proposals and make recommendations on the allocation. Funds will be allocated based on availability of funds and contingency guidelines. Deadline to submit the Organization Request for Contingency Funds Form is March 16, 2012.

Contingency Guidelines

1. In order to receive contingency funds, students must have exhausted all monies from their organizations agency account and fundraise 50% of the matching funds they are requesting.
2. All organizations must adhere to the Student Organization Responsibilities guidelines.
3. Each request for contingency funds will be limited to a maximum of \$1,000.00 per academic year. Requests will be honored based on availability of contingency, participation in the Student Government Association, and at least five activities held for the general student body throughout the year, fundraising amount the Student Organization has raised, community service hours, and Student Life Department volunteer hours.
4. The Contingency Funds Committee will meet once a month to review the contingency requests. Requests must be submitted to the Student Organization Coordinator at Student Life Department, by the 5th day of any given month in order to be reviewed by the committee that month. The Contingency Funds Committee decision may be appealed to the Student Life Department Director for final decision.

Organization Request for Contingency Funds

Please submit typed form by deadline.

Date of request	Organization/Club Name		
President Name	Phone Number	MyMDC E-mail	
Treasurer Name	Phone Number	MyMDC E-mail	
Type of Event (circle one)	a. Educational b. Social/entertainment	c. Cultural d. Intellectual	e. Governance f. Recreational
Event Name	Event Day and Date		
Event Time	Location		
Account Balance	Total Amount Requested		
Will the organization be submitting a Travel Packet in the next 3 months a. Yes b. No			
How much is the estimated cost of the trip: _____			
Community Service Hours Completed	Student Life Department Volunteer Hours Completed		

Organization Request for Contingency Funds

Item Description	Quantity	Unit Cost	Total Cost	Amount Approved

* Use separate sheet for additional items.

President's Signature	Date
Treasurer's Signature	Date
Advisor's Signature	Date

For Office Use Only

Contingency Funds Committee:

Recommended: \$ _____ (*amount*) Denied: _____

Comments: _____

Committee Signatures: _____

C. Travel

Travel Guidelines and Funding Allocation

1. The student organization must complete the *Funds Request, Application for use of Campus Travel Funds & Travel Rationale Form* (attach supporting documentation, e.g. itinerary, etc.). Forms must be submitted to the Student Life Department Organization Coordinator six weeks prior to the conference date. **Before any paper work is turned in to the Student Life Department 70% of funds MUST have been raised by the organization reflected in their Student Organization account.**
2. All travel packets for April, May and June trips must be submitted by April 2, 2012. If the student organization is aware that there will be a conference within these months yet the conference has not provided any information and you feel you will miss the deadline, please see the Student Organization Coordinator for assistance immediately.
3. The *Funds Request, Application for use of Campus Travel Funds & Travel Rationale Form* will be forwarded to the Student Life Department Director for review.
4. Travel funds must be used for travel to regular conferences or workshops sponsored by national, state or local organizations and approved by the College, or instances where students receive special recognition or represent Miami Dade College.
5. Student organizations must have the membership packet updated and on file with the Student Life Department to be eligible for travel. Only those students in the membership packet will be allowed to travel. In order to travel, students must be in clear academic standing, taking 6 credits at the time of travel and are part of an active student organization.
6. All travel requests must support the student organization's goals and mission.
7. Travel funding may only be used for airfare/mileage, car/van rental, meals, lodging and conference registrations.
8. Upon return, each organization is required to provide a 5 minute presentation at the next Inner Club Council Meeting after arrival. This presentation will address the highlights of the conference and information learned from the workshops attended.
9. In order to receive funds from the Student Life Department, student organizations must have an active member, per SGA Constitution, in the North Campus Student Government Association (SGA). SGA Executive Board members cannot be considered as the active member representing the organization.
10. After Student Organization returns from trips and/or conferences, all receipts and paperwork are due in the Student Life Department Office one week after travel.

STUDENT ORGANIZATION GUIDELINES

Student Organization, PTK and SGA Room Guidelines

Hours of Operation:

Monday-Thursday	8:30AM - 6:45PM
Friday	8:30AM - 4:15PM
Saturday	Closed
Sunday	Closed

Holidays:

The Student Organization, PTK and SGA rooms will be closed during holiday recess, Summer break and while the Student Life Department is not open.

Special Events:

The Student Organization, PTK and SGA room's hours will be extended for special events to accommodate the planning and preparation of the event. The advisor or co-advisor must be present during the extended hours. A memo from the advisor or co-advisor must be submitted to the Student Life Department for processing and approval of extended hours **two weeks** in advance.

Each student organization member wishing to use Room 4204 must adhere to the following procedures:

1. Only student organization members who have been registered with Student Life Department will have access to Room 4204, 4210, and 4211. All students must have a MDC ID. No visitors are allowed in this room.
2. No food or drinks permitted in the room at any time.
3. No meetings are to be held in the student organization room at any time. Please reserve other rooms with the Student Life Department.
4. No music allowed.
5. Upon leaving the rooms, the organization members who used the room must ensure that it is left neat and orderly: all papers should be filed in appropriate cabinets and any garbage should be placed in the waste containers. The furniture should be returned to its original location. Every night materials left outside of drawer with out special permission from the Student Organization Coordinator will be discarded.
6. Any student organization member who abuses the privilege of using this room will not be granted access in the future and the organization may lose its access to use the room.
7. Visiting unauthorized websites is prohibited, as designated in the College's policies and procedures regarding MDC technology use.
- 8.

9. Student Organizations will be allowed to print 10 sheets a day through the Student Life Department, Room 4208. Additional paper can be purchased at \$5.00 a ream. Large quantities of print- over 10 copies require approval of advisor and Student Organization Coordinator before being forwarded to our Duplicating Center.
10. Proper behavior is expected at all times while in the organization room.
11. In case of emergency, please contact Public Safety at 305-237-1100 or the Student Life Department Office at 305-237-1250.

CLUBS AND STUDENT ORGANIZATIONS WEBSITE

The Student Life Department website provides an avenue for students to receive information, complete forms, see the Student Organization manual and much more. The site is <http://www.mdc.edu/north/studentlife/>.

MAILBOXES

All registered student organizations have mailboxes located in the Student Organization Room 4211. All student organizations should check their mailboxes on a daily basis for Student Life Department updates, flyers for events, and/or returned Student Organization forms.

PRINTING

Student Organizations will be allowed to print 10 sheets a day through the Student Life Department. Additional paper can be purchased at \$5.00 a ream. Anything beyond 20 sheets must go to Duplicating Center for printing; the Student Life Department Coordinator's signature is needed for this transaction. You will be charged anything over 10 sheets a day. The Student Organization will be responsible for covering expenses associated with an additional printing fee.

CABINET DRAWERS / KEYS

There are cabinet drawers in Room 4211 available to Student Organizations to file important paperwork or anything the organization may need. The key for the drawer will be given to the Student Organization Advisor (they must sign for it). There is a \$15.00 fee for lost or stolen keys. At the end of the academic year the key must be given to the Student Life Department office. Additional cabinets will depend on availability of involvement.

ACTIVITY REGISTRATION FOR ON-CAMPUS EVENTS

All student organizations sponsoring an on-campus event must complete a *Student Activity Registration* form and submit it to the Student Life Department. Please note the event or any promotion for the event can not be made until organization receives a copy of the *Student Activity Registration* form stating that it has been approved. The Student Life Department Director and Student Organization Coordinator reserve the right to ask to meet with the Student Organization Advisor and President at their discretion. No event will be approved until said meeting takes place. *Student Activity Registration* form must have the signature of the organization President or Vice President and Advisor in order for it to be approved. The Advisor who signs the Activity Registration form will be responsible and be in attendance throughout the entire duration of the event.

ACTIVITY REGISTRATION FOR OFF-CAMPUS (NON EVENTS OR TRAVEL) **(Considered one day trips or Community Service)**

Two Weeks (The following must be turned in)

Student Activity Registration form. The form must have the signature of the organization's President or Vice President and Advisor in order for it to be approved. Advisor must be present during Off Campus Activity. Please note the event or any promotion for the event can not be made until organization receives a copy of the *Student Activity Registration* form stating that it has been approved by Student Life Department.

Two Days (The following must be turned in)

Agreement for Off-Campus College Activity form. The form must have the signature of the organization President or Vice President and Advisor in order for it to be approved.

GUIDELINES FOR FUNDRAISING

1. Specific days will be designated for bake sales and will only be permitted in buildings 1, 2, 5, and 9. Any other building will be permitted after cafeteria hours of operation (this includes the remote Cafeteria locations in Buildings 3, 7 and 8). Please see Student Life Department for operating hours. Requests are honored on a first come, first served basis.
2. Items **not** to be sold include, but are not limited to: perishable goods, i.e. hot dogs, sandwiches, and hot foods. Pizza will be allowed as long as its provided by an approved vendor.
3. The organization is responsible for buying/providing or it can be requested through the Student Life Department all extra supplies needed for any event. You must bring paper plates, napkins, cups, and tablecloths, etc. Do not take plastic utensils, napkins, cups, etc., from the vending area or from the Campus Food Services.
4. Clean up the area as well as any machine borrowed from the Student Life Department when the activity is finished.
5. Monies collected from fundraising or donations must be deposited in the agency account following the event. Failure to follow these requests could mean a discontinuation of fundraising activities.

6. Money fundraised must be deposited to the bursars office immediately following the fundraising activity.



FUNDRAISING/ RECRUITMENT TABLE PROCEDURES

Organizations have the opportunity to raise money or recruit students for their organizations by sponsoring fundraising tables.

Two weeks

- Request for fundraising or recruitment tables by turning in an *ACTIVITY REGISTRATION* form. The Student Organization Advisor and President or Vice President must have signed the form as well as the Advisor.
- If any supplies are needed for the fundraising activity, the organization must complete a *STUDENT ORGANIZATION SUPPLY REQUEST*. The Student Organization Advisor and either the President or Vice President must have signed the form in order for it to be approved.

Fundraising and Recruiting Table Requirements

- All organization members must have name badges at the table detailing the name of the member and the organization they are representing.
- There must be at least one E-Board member present at all times at the table.
- Table is limited to only 5 student organization members per table. All other students must be customers.
- Proper language and attire is required.
- Table cloth must be used.

GUIDELINES FOR DANCES / PARTIES/ EVENING EVENTS

1. The organization's advisor must be present throughout the duration of the function.
2. All dances/parties will be held in the 4000 Bldg. Breezeway.
3. At the discretion of the Student Life Director, a minimum of one Public Safety will be needed for evening events (costs may vary). Crowds of 50 or more will require that there be more than one Public Safety officer. Please meet with the Student Organization Coordinator to determine the specific amount of officers required at the event. The organization's Advisor must be at the event regardless of Public Safety presence.
4. All Public Safety officers must be on duty from beginning to the end of the dance, party, or event.
5. The dances/parties must not exceed midnight. (NO EXCEPTIONS).
6. No advertisements of any kind are permitted off-campus (this includes other MDC campuses), including the community or are announcements permitted at the local football games without written approval from the Student Organization Coordinator.
7. As stated above, only MDC North Campus students with valid identification will be permitted to attend the dances/parties, unless otherwise approved before event by the Student Organization Coordinator.
8. Any expenses occurred such as overtime for A.V. personnel, lighting technicians, etc., will become the responsibility of the organizations.

9. Clean up must be completed by the organization before departing location. Any damages done to school property will be the responsibility of the organization sponsoring the event.
10. As stated in the Student Rights and Responsibilities, alcohol is strictly prohibited on all activities held on or off campus sponsored by Miami Dade College and activities where the college is being represented.
11. Narcotics and Illegal Drugs policies are to be followed according to federal, state, and local law.

AVAILABLE ITEMS TO BORROW FROM STUDENT LIFE DEPARTMENT

To borrow items, please fill out the Supplies Request Form and submit it to the Student Life Department Office. See Student Life Department, Room 4208, for list of items available to be borrowed. Supplies need to be requested at least two weeks in advance.

DOCUMENTARIES/ MOVIES

Under the Federal Copyright Act it is illegal to show films or video in public without clear authorization from the film's copyright owner or distributor. There are two ways an organization can show documentaries or movies. The first way is through paying the rights through SWANK. The second way is if the movie is shown for educational purposes. For educational purposes there must be a lecture or panel discussion involved by a professor. Approval from the Student Life Department is received for any documentaries which involve an educational component.

COMMUNITY GUEST/ SPEAKERS

Prior to inviting special guest or community leaders you must receive approval in order for us to make arrangements for parking and other amenities. If an organization wishes to bring a speaker on campus for a general presentation, proper arrangements should be made through the Student Life Department. If contracting a speaker, the contract must be completed **six weeks** prior to the event. Occasionally, student organizations may wish to collaborate to bring speakers on campus. In these cases, the student organization that invites the speaker(s) must act as the sponsoring club for the event.

CONTRACTS

All contracts for any vendor services need to be pre approved by the Student Life Department. Advisors are not permitted to sign contracts in the name of the college or organization.

POLITICAL CAMPAIGNS

Student organizations may bring political figures on campus to speak to the general student population. These activities must be registered and scheduled with the Student Life Department.

ROOM RESERVATIONS

Student organizations may reserve facilities on campus for meetings and activities they sponsor. Activities to be held on the campus must be registered by filling out a *Student Organization Registration* form. *Student Organization Registration* form must have the signature of the organization President or Vice President and Advisor in order for it to be approved. Approval for such activities is granted by the Student Life Department and a copy of the completed form is returned to the student organization and placed in their respective file in the Department. In order to make room reservations, the organization must be active and registered in the Student Life Department. Violation of this guideline can mean lost of organization status. All meetings including those you have while in the process of submitting the Student Organization Registration/ Update packets apply.

RAFFLES

In compliance with state regulations, no raffles may be held on campus.

SPONSORS

Many times the Student Organization receives opportunities to be sponsored by an outside vendor. In these cases the vendor should submit a letter stating what they are offering and what they request from the Student Organization.

GUIDELINES FOR POSTING

All materials posted at the North Campus must be stamped by the Student Life Department in compliance with the College Procedures. The following details will serve to clarify the use of the above referenced procedure:

1. A *North Campus Internal Request* must have the signature of the organization President or Vice President and Advisor in order for it to be approved. A maximum of 20 copies of the flyer must be attached. The flyers will then be posted per event (based on availability). Flyers must be submitted **three weeks** before activity and the activity must be approved before flyer is posted. Flyers that do not meet this deadline will not be posted.
2. General access areas include campus walkways, designated bulletin boards and other open areas. Departmental bulletin and classroom bulletin boards will not be monitored by the Student Life Department. All postings will be placed and removed by the Student Life Department.
3. Posting and removal dates are required at time of the initial request. Flyers will be clearly marked with a stamp in the Student Life Department. Those flyers that do not have a stamp, will be removed by the Student Life Department staff.
4. Flyer size: 8.5 X 11, flyer style: Portrait/Vertical
5. All flyers must indicate the name of the campus organization; Student Organization or department sponsoring the posting and the Miami Dade North Campus logo must be visible as well as either the Student Life Department or Advisors work phone number. Personal phone numbers will not be allowed as contact information. All postings printed in a foreign language must also include an official English translation.
6. Poster sizes are available please contact the Student Organization Coordinator for information.
7. The Miami Dade College Learning Outcome that targets the events must also be added to the flyer requested for posting.

Inner Club Council Meeting

Once a month in Room 4207-1 or another designated area.
From 12 pm- 1 pm

Meetings are mandatory for the organization Advisor, President and Vice President or Representative from each organization. These meetings are used to share important information, to discuss student led initiatives and other topics. Meeting dates can change with prior notice.

Please contact Student Life Department for Inner Club Council dates for the academic year.

EVENT PROCEDURES MAJOR EVENTS (8 WEEKS)

Major events are defined but not limited to those that have sponsors, have community members attending, or are open to the community.

Between Week 8 and 7:

- Discuss ideas regarding the event. Finalize dates, times, locations and target audience. Please make sure that your Advisor will be able to attend during the duration of the event.

Between Week 7- 6

- Create a document that is accessible to everyone detailing each task that needs to be completed.
- Discuss Budget and draft a sponsorship letter to explore value added opportunities.
- Meet with Student Organization Coordinator regarding the event. **(It is required)**

Between Week 6-5

- Finalize budget. In your budget itemize how much funds you will be allocating to decorations, food, entertainment and so fourth.
- **Turn in Activity Registration form in week 6.** The advisor, as well as a student representative must sign the form for it to be approved by the Student Life Department.
- Contracts must be turned in during week 6 of the planning period.

Between Week 5- 4

- Discuss the status of every task. This will determine which tasks have been completed.
- Start making a list of items that you will need and approximate cost.
- Contact those you have sent sponsorship letters or will be donating items or entertainment. By the end of week four you should have confirmation. Student Life Department needs to approve final sponsorship agreements before event date.
- Start drafting all event advertisements including flyers, press releases and other medium of media.
- First draft of the event agenda should already be completed.

Between Week 4-3

- **Turn in Media and Campus services workorders to their designated department.** Student Life Department will not be responsible for the completion of workorders for student organizations. **You**

must include your Advisor's name and contact information on the workorders. For major events, Student Life Department will be completing the workorder. Submit all workorders for major events at the discretion of Student Life Department.

- **Supplies Request form** (The Student Organization Advisor and President or Vice President must have signed the form as well as the Advisor.)
- **Turn in flyers along with any other document that requires printing.**
- Finalize by the end of week three the event's agenda and have a list of assigned duties for members.
- Turn in *POSTING REQUEST* form in order to promote the event.

Between Week 3-2

- By the end of week 3, have an advertising and marketing plan. Start your advertisement at the beginning of week two. Everyone should be involved in this process.
- Revise budget to verify it is with accordance to your budget for the event.

Between week 2- 1

- All supplies for the event should be on campus.
- For the next two weeks, it should be all about advertising.

EVENT PROCEDURES MINOR EVENTS (6 WEEKS)

Week 6

- Discuss and finalize ideas regarding the event.
- Possible dates, times, and locations.
- The purpose of the event and who the target audience will be.
- Please make sure that your Advisor will be able to attend during the duration of the event.
- Discuss Budget
- Create a document that is accessible to everyone detailing each task that needs to be completed, person responsible for completing each task, and the task deadline date.
- Contact sponsors.

Week 5

- Finalize budget. The budget can determine how big the event can be. It shouldn't limit you goals. However, everyone has to be conscious with what they have to work with. In your budget you should itemize how much funds you will be allocating to decorations, food, entertainment, etc.
- Anything needing to be paid by contract needs to be turned in week 6 with original invoices from vendor.
- Consider fundraising activities to raise funds for the event.
- Start thinking of items you will need for this event and start making a list. Approximate costs so to ensure you are meeting your budget goals.

Week 4

- **Turn in Activity Registration form.** The advisor, as well as a student representative must sign the form and submit it to the Student Life Department.
- Contact those you have sent sponsorship letters or will be donating items or entertainment. By the end of week four you should have confirmation.
- Start drafting all event advertisements including flyers, press releases and any other medium of media.

- **Turn in Media and Campus services workorders to their designated department.** Student Life Department will not be responsible for the completion of workorders for student organizations. **You must include your Advisors name and contact information on the workorders.**
- **Supplies Request form** (The Student Organization Advisor and President or Vice President must have signed the form as well as the Advisor.)
- **Turn in flyers and any other material which requires printing.**
- Finalize the event agenda and who will be doing setup, maintenance and breakdown of the event.

Week 3

- By the end of week 3, have made sure you have already an advertising and marketing plan. Turn in *POSTING REQUEST* form with flyers.
- Check budget and see if you are meeting your own expectation.
- Discuss the status of every task. This will determine which tasks have been completed.

Between Week 2-1

- All supplies should be on campus.
- All forms should have been turned in.
- All expenses should have been covered by your budget.
- For the next two weeks it should be all about advertising.

Learning Outcomes at MDC

Purpose

Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

As graduates of Miami Dade College, students will be able to:

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of ethical thinking and its application to issues in society.
6. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
7. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

REQUESTING GUIDELINES (SUMMARY)

- All events must have been approved through the Student Life Department. Fill out the STUDENT ORGANIZATION REQUEST FORM for items you may need for events (items are limited and may vary).
- All original documents of Student Life Department forms are kept in the organization files; copies will be made for the organizations and placed in their mailbox upon approval.
- All Campus and Media Services work orders must be submitted to their designated department two weeks prior to the event date. You must put your Advisors name and contact information on the workorders. Student Life Department will not be responsible for the completion of workorders for student organizations.
- Duplicating Center requests must be submitted to the Student Organization Coordinator for approval after Advisor has signed. Please note that your organization will be charged form any additional printing cost.

ITEM REQUESTED	FORMS USED	REQUESTS MUST BE SUBMITTED (Prior to event date)
Activities or Events On or Off Campus)	*Student Organization Activity Registration	Four weeks for regular events & six weeks for major events
Supplies	*Student Organization Request Form	Two weeks
Campus Services	* Workorders to be sent to Campus Services Department by Student Organization.	Two weeks
Breezeway Quiet Dining Room M.J. Taylor Lounge (no food is allowed) only in 4207- 1. Meeting Rooms	*Student Organization Activity Registration	Four weeks for regular events & six weeks for major event
Sound Equipment Portable Sound System Computer Equipment	* Workorder to be sent to Media Services by Student Organization.	Two weeks
Public Safety (if applicable)	Public Safety	Four weeks

Submit this form **four weeks** prior to activity for minor events, **six weeks** for major events, **two weeks** for community service and for fundraising and recruitment tables. Please note that if the Student Organization Coordinator or Student Life Department Director feels that we should meet about the event, no approval will occur until they meet with the Student Organization Advisor and President. No event is confirmed into you receive a copy of the activity registration form stating the activity has been approved. Please use additional sheet(s) if necessary.

Date: _____ On Campus Off Campus

Organization Name: _____

Type of Activity: Social Educational Community Service Fundraising

Name of Activity: _____

Day/Date: _____ Start Time: _____ End Time: _____

Location: _____ Cost of Admission \$ _____
On-Campus Location or Off-Campus Address

Activity Description: _____

How does the activity meet the goals of your organization? _____

Is it a co-sponsored by any department or outside vendor? If so please state name and contact information?

Learning Outcome satisfied and how? _____

Organization Rep. _____ Signature _____ Date _____

The Advisor who signs this form must be present at the event or email the Student Organization Coordinator with the name of the full time employee who will be attending on their behalf.

Advisor _____ Signature _____ Date _____

Office Use Only _____

Student Life Department Rep. _____ Signature _____

Date _____ Location Reserved: Yes No – Explanation: _____

Activity: Signature _____ Approved Denied-Explanation: _____

NOTE: Form must be submitted to the Student Life Department Department **TWO WEEKS** prior to activity and meeting date to insure that all items will be approved and delivered by needed date.

Organization _____ Date ___/___/___
 Contact Name _____ Phone # (____) _____-_____
 Activity Name _____
 Needed By ___/___/___ Time ___:___ Location supply will be used at _____

Organization Rep: _____ Signature _____ Date ___/___/___
 Advisor Name: _____ Signature _____ Date ___/___/___

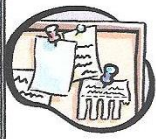
- Please check appropriate box to complete your request -

	ITEM DESCRIPTION	QUANTITY	ITEM COST	TOTAL COST	APPROVED / DENIED	ITEM NEEDED TO BE RETURNED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Received By: _____ Date: _____
 (Student Life Department Staff Name)

Office Use Only

Picked Up By: _____	Date: _____ Time: _____	Student Life Department Staff: _____
Returned By: _____	Date: _____ Time: _____	Student Life Department Staff: _____
Supplies Approved by: _____	Signature: _____	Date: _____



North Campus Internal Posting Request

Department/Organization/Club: _____ Date: _____

Requested by: _____ Date: _____

Advisor's Signature (if applicable): _____

Telephone: _____ Fax Number: _____

Flyer Title: _____ (Max 20 Flyers, Portrait, 8.5 X 11)

Requested Posting Date: _____ Requested Building (s) _____

Note: ALL FLYERS WILL BE POSTED UNTIL THE DATE AFTER THE SPECIFIED EVENT DATE. (NOT TO EXCEED TWO WEEKS)	
INTERNAL USE ONLY	
Student Life Rep. Signature: _____	
Date: ____/____/____	
Posted by: _____	Posting Date: ____/____/____
Removed by: _____	Removal Date: ____/____/____

Comments: _____ _____

Contact the Student Life Department for more information: (305)237-1250, Rm4208



SAMPLE COMPLETED FORM

Miami-Dade College - Media Services Department

- North Home
- Learning Resources Home
- Media Services Home
- Request Forms
- Student Resource Center
- Services
- Our Staff
- Classroom Status

VIDEO RECORDING SERVICES ONLINE FORM

Thank you for filling out our online form!

Thank you for filling out our online form!

Your Ticket Number is: 410109

Contact Information

Name: Evelyn Rodriguez
Department: STUDENT LIFE
Phone: 7-1643
E-mail: erodrig6@mdc.edu

Request Information

Day of the event: 04/13/2007
Event Start Time: 6:15 PM
Event End Time: 9:30 PM
Description: Student Life Banquet at Roman Palace Ballrooms 4054 West 12th Ave, Hialeah, FL 33012 is needed. Please have them contact my cell on that day if needed. 305-303-3466. Thanks.

CAMPUS INFORMATION

Miami Dade College North Campus
11380 NW 27 Avenue
Miami, FL 33167

[view online map](#)

E-MAIL ADDRESS

[Ask MDC](#)

CONTACT INFORMATION

CALL US AT:
305-237-1159

OFFICE HOURS:
Monday-Friday:
8:00 a.m. - 4:30 p.m.

STUDENT RESOURCE CENTER HOURS:
Mon-Thurs:
8:00 a.m. - 9:00 p.m.
Friday:
8:00 a.m. - 4:30 p.m.
Saturday:
9:00 a.m. - 3:00 p.m.

STOP BY:
11380 NW 27 Avenue
Miami, FL 33167
Room 2250

IMPORTANT INFORMATION

The submission of this form does not guarantee availability. You will be notified should any problems acquiring your order develop. If you have any questions about your order, please give us a call at 305-237-1159.

PRINT PAGE



Make a print out for your records

NEW ORDER



Fill out a brand new order

https://www.mdc.edu/north/mediaservices/confirm_video.asp/1/2007 7:48:53 AM

NORTH CAMPUS QUICK COPY CENTER JOB REQUEST

<p>DESCRIPTION OF JOB _____</p> <p>NO. OF ORIGINALS _____ COPIES OF EACH _____</p> <p>STOCK COLOR _____</p> <p><small>Note: Quick Copy Center only carries 20 lb. bond paper. All other stock must be provided.</small></p> <p>SIZE: <input type="checkbox"/> LETTER (8 1/2 x 11) <input type="checkbox"/> LEGAL (8 1/2 x 14)</p> <p>STOCK PROVIDED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>ALL DUPLICATING JOBS WILL BE DONE FRONT AND BACK UNLESS ADEQUATELY JUSTIFIED BELOW: <input type="checkbox"/> ONE SIDE</p> <p>BINDERY INSTRUCTIONS <input type="checkbox"/> 3-HOLE PUNCH <input type="checkbox"/> CUT <input type="checkbox"/> FOLD <input type="checkbox"/> COLLATE <input type="checkbox"/> STAPLE <input type="checkbox"/> BOOKLET (50 sheets or less)</p> <p>Does any part of the attached materials contain copyright? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">AUTHORIZED TO REPRODUCE COPYRIGHTED MATERIAL I hereby authorize the reproduction of attached copyrighted materials, and I certify that this request is in compliance with current copyright laws.</p> <p>Signature of Requester _____ Date of Signature _____</p>	<div style="border: 2px solid black; padding: 5px; margin-bottom: 10px;"> <p>Job No. 67293</p> </div> <p>DEPT. NAME _____ EXT. _____</p> <p>ACCOUNT NO. _____</p> <p>REQUESTED BY _____ <small>(Please Print)</small></p> <p>DATE SUBMITTED _____ DUE DATE _____</p> <p>CHAIR. APPROVAL _____ <small>(Signature)</small></p> <p>ASSOC. DEAN APPROVAL _____ <small>(Signature; If Required)</small></p> <p>DEAN APPROVAL _____ <small>(Signature; If Required)</small></p> <p>MARKETING APPROVAL _____ <small>(Signature; If Required)</small></p> <p>FOR QUICK COPY CENTER STAFF: PRESS OPERATOR _____ BINDERY _____</p> <p>RECEIVED BY _____ DATE _____</p>
---	--

Please visit Campus Services site for work request form.

Miami Dade College North Campus - Campus Services: Forms

Forms:

Note: If submitting work orders, please follow current guidelines:

- Events: 3 to 6 weeks
- Furniture / Equipment Moves: 2 Weeks
- Vehicle Check Out: 1 week
- Security (Event): Two Days



Work Request Form

Note: This Form is for Custodial and Security Request only. This work order excludes repairs.

Fill out Form

Notes

Dear Students,

Congratulations for your interest to begin a Student Organization. Your success throughout this year will be our success. Please make sure before submitting this packet, you review the checklist below. We urge all students and Advisors to look over our Student Organization Manual before completing this.

Please contact Student Life Department for open enrollment dates.

All incomplete forms will be returned and must be fully completed by deadline date. Forms not turned in or completed by the deadline will be considered for this academic semester. Documentation will have to be submitted to request active status for the following academic term.

If you have any questions, please ensure to contact us as soon as possible.

Checklist

At the time the packet is submitted all the items below should be checked.

- _____ Advisors must be full-time faculty or staff or part time faculty of MDC, North Campus.
 - _____ Advisor has attended mandatory *101 Training Workshop* (New and Continuous Advisors).
 - _____ Advisor has attended *Student Organization Budget Workshop*. (New and Continuous Advisors).
 - _____ President and Vice President has attended *Event 101 and Budget Training Workshop*.
 - _____ All information submitted must be **typed**.
 - _____ Organization has a minimum of **six members** who are each taking a minimum of **six credits**.
 - _____ A current term degree audit for each member must be submitted.

 - _____ Current Student Organization Constitution/Bylaws (all Constitution/Bylaws must have been revised within the last year. A revision date must appear at the bottom of every page.)
-

Organization Name & Chapter _____ Date ___/___/___

Type of Organization: Social ____ Educational ____ Community Service ____
Other ____ Describe _____

President

Name _____

Mymdc E-mail _____ Cell Phone (_____) _____ - _____

Vice- President

Name _____

Mymdc E-mail _____ Cell Phone (_____) _____ - _____

PRIMARY ADVISOR

Name _____

E-mail _____ Cell Phone (_____) _____ - _____

CO-ADVISOR

Name _____

E-mail _____ Cell Phone (_____) _____ - _____

CO-ADVISOR

Name _____

E-mail _____ Cell Phone (_____) _____ - _____

DESCRIPTION/PURPOSE

LEARNING OUTCOMES SET TO ACCOMPLISH

Purpose

Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

As graduates of Miami Dade College, students will be able to:

11. Communicate effectively using listening, speaking, reading, and writing skills.
12. Use quantitative analytical skills to evaluate and process numerical data.
13. Solve problems using critical and creative thinking and scientific reasoning.
14. Formulate strategies to locate, evaluate, and apply information.
15. Demonstrate knowledge of ethical thinking and its application to issues in society.
16. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
17. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
18. Use computer and emerging technologies effectively.
19. Demonstrate an appreciation for aesthetics and creative activities.
20. Describe how natural systems function and recognize the impact of humans on the environment.

**DEPARTMENT OF STUDENT LIFE DEPARTMENT
ROOM 4208**

STUDENT ORGANIZATION PRIMARY ADVISOR AGREEMENT FORM

This is to certify that I am a full time staff or a fulltime/part-time Faculty and I agree to serve as an Advisor to:

Name of Organization

for the ____ school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations. All officers and members being submitted in this packet meet the qualifications per Student Life Department guidelines.

PLEASE PRINT

Primary Advisors Name

Date

Department / Room #

Extension

Email Address

Cell / Bp. #

Advisor (Signature)

Date

Advisors Department Chair/Manager (Print Name)

Signature

Date

Student Life Department will be responsible for the signatures below.

Student Organization Coordinator (Print Name)

Signature

Date

Student Life Department Director, North Campus (Print Name)

Signature

Date

Dean of Student Services, North Campus (Print Name)

Signature

Date

**DEPARTMENT OF STUDENT LIFE DEPARTMENT
ROOM 4208**

STUDENT ORGANIZATION CO-ADVISOR AGREEMENT FORM

This is to certify that I am a full time staff or a fulltime/part-time Faculty and I agree to serve as an Advisor to:

Name of Organization

for the ____ school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations. All officers and members being submitted in this packet meet the qualifications per Student Life Department guidelines.

PLEASE PRINT

Co- Advisors Name

Date

Department / Room #

Extension

Email Address

Cell / Bp. #

Advisor (Signature)

Date

Advisors Department Chair/Manager (Print Name)

Signature

Date

Student Life Department will be responsible for the signatures below.

Student Organization Coordinator (Print Name)

Signature

Date

Student Life Department Director, North Campus (Print Name)

Signature

Date

Dean of Student Services, North Campus (Print Name)

Signature

Date

**DEPARTMENT OF STUDENT LIFE DEPARTMENT
ROOM 4208**

STUDENT ORGANIZATION CO-ADVISOR AGREEMENT FORM

This is to certify that I am a full time staff or a fulltime/part-time Faculty and I agree to serve as an Advisor to:

Name of Organization

for the _____ school year. I am familiar with the *Students' Rights & Responsibilities* and the rules and regulations governing campus-approved organizations. All officers and members being submitted in this packet meet the qualifications per Student Life Department guidelines.

PLEASE PRINT

Primary Advisors Name

Date

Department / Room #

Extension

Email Address

Cell / Bp. #

Advisor (Signature)

Date

Advisors Department Chair/Manager (Print Name)

Signature

Date

Student Life Department will be responsible for the signatures below.

Student Organization Coordinator (Print Name)

Signature

Date

Student Life Department Director, North Campus (Print Name)

Signature

Date

Dean of Student Services, North Campus (Print Name)

Signature

Date

**DEPARTMENT OF STUDENT LIFE DEPARTMENT
ROOM 4208**

STUDENT ORGANIZATION ROSTER

DATE _____ TERM _____

ORGANIZATION NAME: _____

ADVISOR NAME _____

DEPARTMENT/ROOM# _____ PHONE# _____

*WE, THE UNDERSIGNED MEMBERS OF _____
DO HEREBY ATTEST THAT WE HAVE RECEIVED AND READ PERTINENT POLICIES
REGARDING THE RESPONSIBILITIES OF CAMPUS ORGANIZATIONS AND THE VARIOUS
COLLEGE POLICIES REGARDING SUCH ORGANIZATIONS. WE HAVE ALSO BEEN INFORMED
THAT VIOLATIONS OF THESE POLICIES WILL BE SUFFICIENT CAUSE FOR ANNULMENT OF
OUR ORGANIZATION CHARTER AND REVOCATION AS AN APPROVED ORGANIZATION.*

Organization President (Print Name) Signature Date

Primary Advisor (Print Name) Signature Date

Co Advisor (Print Name) Signature Date

Co Advisor (Print Name) Signature Date

Student Life Department will be responsible for the signatures below.

Student Organization Coordinator (Print Name) Signature Date

Student Life Department Director, North Campus (Print Name) Signature Date

Dean of Student Services, North Campus (Print Name) Signature Date

**DEPARTMENT OF STUDENT LIFE DEPARTMENT
ROOM 4208**

OFFICERS

President:	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	
Vice-President:	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	
Secretary:	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	
Treasurer:	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	
_____ :	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	
_____ :	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	
_____ :	_____	_____	_____
	Name		Student #
(_____) _____		_____	
Phone #		Mymdc E-mail Address	

SUGGESTED OUTLINE OF CONSTITUTION

This is a just a suggested outline please make a constitution of your own.

PREAMBLE (i.e. Statement of Purpose)

We, the members of Miami-Dade College, North Campus

_____ (Name of Organization)

hereby associate ourselves to:

_____ (Statement of Purpose, Activity, etc.)

as of _____ (Date)

ARTICLE I. NAME

The name of this organization shall be:

_____ (Name of Organization)

ARTICLE II. OBJECTIVES

_____; _____ (State the Objectives of the Organization)

ARTICLE III. MEMBERSHIP

Section 1. The membership of this organization shall be open to (Specify Requirements)

Section 2. A quorum of membership for voting purposes shall be reached when _____ of the regular members are present. (Group may decide: quorum may vary from 1/3 to 2/3 of membership).

Section 3. Any member absent for _____ consecutive meetings, without valid excuses, must petition for re-admission to the organization.

Section 4. Race, creed, handicap, sex, personality social status, or religion shall not be a factor in deciding which students may join the organization.

ARTICLE IV. OFFICERS AND DUTIES

The officers of the organization shall be: President, Vice-President, Secretary, Treasurer, and...(any others desired.)

Section 1. The duties of the President shall be to preside at all meetings of the organization, to enforce the constitution, to decide questions of orders, to appoint committee hands, to call special meetings, etc.

Section 2. The duties of the Vice-President shall be to preside at all meetings in the absence of the President, be ex-officio member of all meetings, etc.

Section 3. The duties of the Secretary shall be to keep records of the meetings, to maintain the roster membership, to take role, be responsible for correspondence, etc.

Section 4. The duties of the Treasurer shall be to collect dues, maintain financial records, make expenditures, to render regular reports upon request, etc.

Section 5. Duties of any other officers.

ARTICLE V. ELECTION OF OFFICERS

Election shall be held on the specific time, i.e. once a year, at opening of each semester, etc. Voting shall be by secret ballot; a plurality vote shall determine the winners.

Section 1. Only members who are in good standing, having paid dues and attended meetings regularly (specify time, some clubs specify membership for at least one term prior to holding office) are eligible to hold office. Only members in good standing are eligible to vote.

Section 2. The term of the office shall be _____.

Section 3. Nominations shall take place (date of election, preceding week, etc.)

Section 4. Votes shall be counted by _____.

Section 5. Installation of new officers shall take place.

ARTICLE VI. REMOVAL OF OFFICERS

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

ARTICLE VII. SUSPENSION AND EXPULSION OF MEMBERS

Section 1. Situations/Conditions that would call for such actions.

Section 2. Procedures for such actions to take place.

ARTICLE VIII. COMMITTEES (Optional: Some groups specify)

The group may create different committees to better fit the organizations needs.

ARTICLE IX. FACULTY / STAFF ADVISOR

This group shall have a regular faculty / staff advisor who will attend all meetings and advise the organization (*follow Student Organization Advisor Guidelines*).

ARTICLE X. MEETINGS AND DUES

Section 1. Meetings shall be held regularly at a time specified by that organization.

Section 2. An initiation fee for all new members will be _____.

Section 3. Dues in the amount of \$_____ shall be collected from each regular member each term.

ARTICLE XI. ROBERT'S RULES OF ORDER

Robert's Rules of Order shall be used as a guide for the presiding officer in all situations not covered by provisions of the constitution.

ARTICLE XII. AMENDMENTS

Amendments to this constitution shall be submitted to the President writing for submission to the members for vote. A _____ vote shall suffice adoption thereof, subject to approval by the Director of Student Life Department and the appropriate organizational council.

Memo

To: Professors
From: Evelyn Rodriguez, Student Organization Coordinator
CC: Jaime Anzalotta, Student Life Department Director
Re: Student Probationary Period Form

The form being given to you by the student is intended to track those students who are on a probationary period. This is to allow them to continue to participate in student organizations while they work towards Clear Academic Standing. The student must be earning a passing grade in the class in order to continue.

If you have any questions or concerns please feel free to call me at 305-237-1643 or email me at erodrig6@mdc.edu.

Thank You.

Student Probationary Period Form

Dear Professor,

This form is intended to track those students who are on a probationary period. This is to allow them to continue to participate in student organizations while they work towards Clear Academic Standing. Please complete the following information detailing the current standing of this student's Academic Performance thus far in your class this semester.

STUDENT NAME

STUDENT NUMBER

Reference Number	Instructors Name	Semester Status	Signature of Instructor

Instruction to students:

1. List the classes by reference number and instructor.
2. Please ask your advisor to fill out this form.
3. Return the completed form to the Student Organization Coordinator two weeks from the date this form is given.
4. The form must be signed by all your professors and you must be passing all your classes in order to be able to continue your involvement in the Student Organization.

Student Organization Coordinator Signature

Date Due

Office Use Only

Signature of Approval _____

Student Status: Approved Denied-Explanation: _____

Dear Students,

Please make sure before submitting this packet, you review the checklist below. We urge all students and Advisors to look over our Student Organization Manual before filling out the packet.

Please contact Student Life Department for open registration dates.

All incomplete forms will be returned and must be fully completed by deadline date. Forms not turned in or completed by the deadline will be considered for this academic semester. Documentation will have to be submitted to request active status for the following academic term.

If you have any questions, please ensure to contact us as soon as possible.

Checklist

At the time the packet is submitted all the items below should be checked.

- _____ All information submitted must be **typed**.
 - _____ Organization has a minimum of **six members** who are each taking a minim of **six credits**.
 - _____ A current term degree audit for each member must be submitted.
 - _____ Current Student Organization Constitution/Bylaws (all Constitution/Bylaws must have been revised within the last year. A revision date must appear at the bottom of every page.)
-

Date ___/___/___ Organization Name _____

Type of Organization: Social ___ Educational ___ Community Service ___
Other ___ Describe _____

PRESIDENT

Name _____

MyMDC E-mail _____ Cell/Bp. (_____) _____ - _____

VICE PRESIDENT

Name _____

MyMDC E-mail _____ Cell/Bp. (_____) _____ - _____

ADVISOR (Primary)

Name _____

E-mail _____ Cell/Bp. (_____) _____ - _____

Advisor signature _____

ADVISOR

Name _____

E-mail _____ Cell/Bp. (_____) _____ - _____

Advisor signature _____

ADVISOR

Name _____

E-mail _____ Cell/Bp. (_____) _____ - _____

Advisor signature _____

ORGANIZATION NAME _____

OFFICERS

PRESIDENT

_____	_____ - _____ - _____
Name	Student Number
_____	(____) _____ - _____
MyMDC E-Mail	Phone Number

VICE-PRESIDENT

_____	_____ - _____ - _____
Name	Student Number
_____	(____) _____ - _____
MyMDC E-Mail	Phone Number

SECRETARY

_____	_____ - _____ - _____
Name	Student Number
_____	(____) _____ - _____
MyMDC E-Mail	Phone Number

TREASURER

_____	_____ - _____ - _____
Name	Student Number
_____	(____) _____ - _____
E-Mail	Phone Number

ADDITIONAL OFFICERS

Name	of	
Organization _____		
:		
Position () _____ - _____ Phone #	Name _____ MyMDC E-mail _____	Student # _____
:		
Position () _____ - _____ Phone #	Name _____ MyMDC E-mail _____	Student # _____
:		
Position () _____ - _____ Phone #	Name _____ MyMDC E-mail _____	Student # _____
:		
Position () _____ - _____ Phone #	Name _____ MyMDC E-mail _____	Student # _____
:		
Position () _____ - _____ Phone #	Name _____ MyMDC E-mail _____	Student # _____
:		
Position () _____ - _____ Phone #	Name _____ MyMDC E-mail _____	Student # _____



- NORTH CAMPUS
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- HIALEAH CAMPUS
- KENDALL CAMPUS
- HOMESTEAD CAMPUS
- WOLFSON CAMPUS
- INTERAMERICAN CAMPUS

Student Travel Packet

MIAMI DADE COLLEGE

Hialeah Homestead Interamerican Kendall Medical North West Wolfson



STUDENT LIFE MANUAL OF PROCEDURES AS IT REFLECTS POLICY NUMBER 3450

<u>TITLE</u>	<u>NUMBER</u>	<u>PAGE</u>
TRAVEL ADVANCES FOR ESTIMATED EXPENSES PERTAINING TO STUDENT LIFE FUNDS	3450	1 OF 2
BASED ON POLICY NUMBER AND TITLE	DATE	
III-5 TRAVEL FOR STUDENT LIFE		

- I. Purpose
 - A. To provide the administrative process for requesting, approving and issuing checks for estimated travel expenses for faculty, staff and students participating in sponsored or scheduled events that will be paid from Student Life funds. It also provides for the accountability of the advanced funds upon the completion of the travel.
 - B. The following attached forms are to be used:
 1. Travel Advances and Expenses for Student Services Monies.
 2. Certification for Receipt of Meals Pertaining to Student Services Monies.
 3. Agreement for Off-Campus College Activity.

- II. Procedure
 - A. In accordance with Florida Statues, travel advances for estimated expenses may be made to faculty, staff, and students participating in Student Life sponsored or scheduled events when expenses are to be paid from Student Life Funds.
 - B. Request for Advance
 1. Faculty members serving as a coach or sponsor will complete the original and two copies of Travel Advances and Expenses for Student Services Monies, Part A only, listing details and breakdown of estimated expenses (see sections C & D), sign and deliver to the following individuals for approval:
 - a. To the Director of Student Life, when it is an event sponsored by Student Life.
 - b. For travel requests in this area, the Travel Advances and Expenses for Student Services Monies and Request for Leave of Absence and Reimbursement (P-2) for the faculty/staff, must be signed by all authorized persons. There will be no exceptions or delegation of signature authority in this area.
 - c. Estimated Meal allowance for Non-Athletic Events: Estimating expenses for meals for students who are attending non-athletic events will be made in accordance with the following table:

Breakfast: \$6.00 (when travel begins before 6:00am)
Lunch: \$11.00 (when travel begins before 12 noon)
Dinner: \$19.00 (when travel begins before 6:00pm)

<u>TITLE</u>	<u>NUMBER</u>	<u>PAGE</u>
TRAVEL ADVANCES FOR ESTIMATED EXPENSES PERTAINING TO STUDENT LIFE FUNDS	3450	2 OF 2
<u>BASED ON POLICY NUMBER AND TITLE</u>	<u>DATE</u>	
III-5: TRAVEL FOR STUDENT LIFE		

2. The Director of Student Life and all other authorized persons must approve the request and disbursement requisition. The Director of Student Life shall transmit the original approved request and signed check requisition to the Director of Accounting, retaining one copy and returning one copy to the requestor.
 3. The Director of Accounting edits the check requisition, issues a check in the name of the requestor for the approved amount, and files a copy of the check requisition and request for later reconciliation. The advance is charged to an accounts receivable pending receipt of the expense report, at which time a journal entry is made to charge the appropriate cost center and clear the receivable.
- C. Accountability of the Advanced Funds
1. Requestor, upon completion of the travel, completes Part B of the retained copy, including Travel Advances and Expenses for Student Services Monies, Certification for Receipt of Meals Pertaining to Student Life Events.
 - a. Upon return, the requestor forwards the completed travel packet to the Director of Student Life for reconciliation.
 - b. If line 9 shows an excess balance to be returned, the requestor will return unused monies to the Campus Bursar and obtain a signed and dated receipt for the amount returned. The requestor will then write in the receipt number and date of line 9b.
 2. Central Accounting
 - a. Upon receipt of the disbursement requisition and signed form reflecting an amount due the requestor, the Director of Accounting edits the form, including attached receipts, reconciles it with the file copies of the request for the initial advance and prepares a check in the name of the requestor for amount due and releases accounts receivable.
 - b. Upon receipt of the form reflecting an excess amount returned to the Bursar, the Director of Accounting reconciles it with copies of the initial request for advance and releases accounts receivable.



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Travel Policies & Procedures

- A. Students must be accompanied by and travel with an approved* faculty or staff sponsor/chaperone. (**Approved P-2 Form Required*)
- B. All Advisors/Chaperones accompanying students on trips shall complete a “Professional Leave Form” to cover the period they will be away from campus. This form must be turned in to the appropriate Departmental Supervisor for approval and then forwarded to the Student Life Director at least one month prior to the scheduled dates of travel.
- C. Advisors/Chaperones shall ensure that each student fills out all appropriate forms (see attached checklist) at any time they are leaving campus on a college sponsored trip. (If the student is a minor, i.e. under 18 years of age, the form is to be filled out by the student’s parent or guardian).
 - 1. Only those individuals riding in a commercial, rental or college vehicle are covered by the college comprehensive insurance while in transit.
 - 2. Consumption of alcoholic beverages is not permitted during any college sponsored activity.
- D. All student groups or individual students shall travel either by plane, train, bus, rental car or campus vehicle. Travel by private car will not be allowed under any circumstances.
- E. Students (regardless of age) shall be under the supervision and direction of the Advisor(s)/Chaperone(s) at all times while on trips away from the campus. Advisor(s)/Chaperone(s) shall ensure that all students conduct themselves as worthy representatives of the college and make students aware of appropriate dress requirements during the event.
- F. Students are required to adhere to all other provisions of the Student Rights and Responsibilities Code of Conduct at all times while participating in college sponsored activities.

Name _____

Department _____ Division _____

I. Essential College Business

(Complete question 1 only and get approval)

II. Training is identified as necessary by the Campus/District area _____.

(Complete questions 1, 2, 6 & 7)

III. Development of programs selected for support by the campus _____.

IV. Attendance at a conference or workshop: I am the attendee presenter

1. What is the purpose of travel?

_____	_____
_____	_____
_____	_____

2. How does the conference, workshop or on-site visit relate to current or new program initiatives?

_____	_____
_____	_____
_____	_____

3. Which campus, division or department goals will be addressed?

_____	_____
_____	_____
_____	_____

(Continue on back)

4. How does the conference or workshop relate to your training needs or skill proficiency?

_____	_____
_____	_____
_____	_____

5. How does the conference or workshop enhance your professional development?

6. What specific steps will be taken to disseminate this information to your Colleagues?
Campus Administration?

7. What is the timetable for this dissemination to take place?

DO NOT WRITE BELOW THIS LINE

Approved: _____ Date: _____

Supervisor



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Anticipated Travel Expense Form

Club / Organization Name _____
 Club Advisor _____ Phone _____ Room _____
 Event _____
 Date(s) _____
 Location _____
 Mode of Transportation _____

Registration Fee \$ _____ x _____ = \$0.00
(# of students)

Meals \$ _____ x _____ x _____ = \$0.00
(Per Day) (# of students) (# of days)

Lodging \$ _____ x _____ x _____ = \$0.00
(Per Day) (# of rooms) (# of days)

Transportation \$ _____ x _____ = \$0.00
(# of students)

Miscellaneous Expenses: Tolls _____ Taxi _____ Gas _____ Other _____

Total Anticipated Expenses \$0.00
 Total Amount Organization Will Contribute _____
 Total Amount Requested From Student Life Funds _____

 Signature of Club / Organization President Date

 Signature of Club Advisor Faculty/Staff Chaperone Date

 Student (if unaffiliated with a campus organization)

 Student Life Funds Committee Recommendation
 Yes ___ No ___

 Director of Student Life Approval Date

 Amount Allocated \$





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- HIALEAH CAMPUS

Funds Request & Travel Rationale Form

_____ *Date of Request* _____

Club / Organization Name _____

Club Advisor _____ Phone _____ Room _____

Event _____

Date(s) _____

Location _____

Mode of Transportation _____

Rationale for Attendance

Benefit to Organization

Number of Students in Organization _____

Number of Students Attending Event _____

Number of Chaperones Attending Event _____ *Attach Approved P-2 Form(s)*

Total Anticipated Expenses _____ Amount Requested _____

 Club Advisor or Lead Faculty/Staff Chaperone Date

 Department Supervisor Date

 Director of Student Life Approval Date





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Chaperone Form

Organization Name _____

Event _____

Date(s) _____

Location _____

Chaperones:

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____	_____	_____
Club Advisor or Lead Faculty/Staff Chaperone	Date	Department Supervisor	Date
_____	_____	_____	_____
Director of Student Life Approval	Date	Dean of Student Affairs Approval	Date



- NORTH CAMPUS KENDALL CAMPUS WOLFSON CAMPUS
 MEDICAL CENTER CAMPUS HOMESTEAD CAMPUS INTERAMERICAN CAMPUS
 HIALEAH CAMPUS

Certification for Receipt of Meals Form

- I. Faculty / Staff Sponsors and students signing below do verify their presence and acknowledge receipt of three meals per day where applicable from departure to return.
- II. The roster listed below is for students traveling to:

Destination	Event
Date(s) of Event	Organization

<i>Student Name</i>	<i>Amount Received</i>	<i>Social Security #</i>	<i>Student Signature</i>
<i>Sponsor Name</i>	<i>Social Security #</i>		<i>Sponsor Signature</i>

Print Page



NAME _____ **ID NUMBER** _____

Agreement for Off Campus College Activity

The agreement below is designed to protect our group members in the event that an emergency might require the immediate action parents would take if they were present and also, as a necessary precaution, to protect Miami Dade College from claims which might be made by members of the group and their parents.

In the years the college has been sponsoring off-campus activities, incidents of the type covered by this agreement have been negligible. However, parents would not wish their sons or daughters to join a group under the auspices of an organization that disregarded even the remotest contingency.

We recommend that you read the provisions of this agreement carefully and if not fully understood please consult with your attorney. We hope that we shall have your full cooperation.

RELEASE

As a student of Miami Dade College, I do willingly execute this release in consideration of the educational benefit derived by me by my participation in _____ (specify activity). I hereby release from liability and hold Miami Dade College harmless from and all claims and causes of action which might be brought by me, my parents or dependents for loss of property, personal injury or death sustained by me arising out of any travel or activity conducted by or under the control of Miami Dade College. It is understood that Miami Dade College as used herein shall include the employees, administrators, agents and Board of Trustees of Miami Dade College.

Student Delegate Contract

I hereby agree to fulfill all terms of this agreement as a delegate of Miami Dade College to the event listed below.

1. I understand that, as a representative of Miami Dade College, I will stay with the delegation at the designated site of the event and return with the delegation via transportation provided and approved by MDC.
2. I will attend all necessary pre-conference, on-site and post conference delegation meetings.
3. I will attend and actively participate in all aspects of the conference.
4. I realize that I am a representative of Miami Dade College and that I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at the conference will negatively or positively affect opinions of others about the college.
5. As a delegate, I will engage in behaviors that are responsible and mature. I understand that intoxication, use of illegal substance, abusive or inappropriate language and/or behavior resulting in the breaking of conference, hotel or MDC rules, may result in dismissal from the delegation and the conference. I further understand that if any action is in violation of the MDC Student Code of Conduct or the College Discrimination or Harassment Policy I may also be subject to college disciplinary action. If asked to leave the conference, I understand that I will be responsible for reimbursing MDC for any and all expenses incurred for my participation.
6. I hereby certify that I am a duly enrolled student in good standing and I release my cumulative GPA to the Office of Student Life for verification.

This Document and its content constitute a student record and are exempt from public records under 1002.22 and 1006.52 Florida Statutes. The contents of this document can only be disclosed with the Student's and/or Parent(s) Guardians consent.

Student Signature	Date	Signature of Parent or Guardian	Date
Signature of Club Advisor, Coach or Faculty/Staff Chaperone	Date	Director of Student Life Approval	Date



Hialeah Homestead InterAmerican Kendall Medical North West Wolfson

NAME _____ ID NUMBER _____



Permission for Emergency Treatment

I/We hereby authorize the appointed representative(s) of Miami Dade College to obtain and authorize medical treatment as is necessary to protect the well-being of my child. Including, authorization for emergency treatment, anesthesia, and/or surgery as deemed necessary. Further, I/We do hereby release and agree to hold harmless Miami Dade College and its representatives from any and all claims which may arise from said medical treatment.

Student Signature _____ Date _____ Signature of Parent or Guardian _____ Date _____

NOTE: On rare occasions an emergency requiring hospitalization, surgery, and/or other medical treatment develops. Since in some countries/states students under the age of 21 years of age might not be administered an anesthetic or operated on without the written consent of the parent or guardian, we request that the parent or guardian sign this document in order to prevent a dangerous delay in the administration of emergency medical attention.

Emergency Medical Information

Do you suffer from any of the following conditions?

- Allergies
- Asthma
- Convulsions
- Heart Trouble
- Diabetes
- Fainting Spells
- Bleeding Disorders
- Other (Specify) _____

Do you wear Contact Lenses Dentures

Are you currently taking any medications? (Please List) _____

Emergency Contact Information

Address _____ Home Phone _____

Alternate Phone _____

Email _____

EMERGENCY CONTACT

Name _____ Relationship _____

Address _____ Home Phone _____

Alternate Phone _____

Email _____

This Document and its content constitute a student record and are exempt from public records under 1002.22 and 1006.52 Florida Statutes. The contents of this document can only be disclosed with the Student's and/or Parent(s) Guardians consent.

Student Signature _____ Date _____



Hialeah Homestead InterAmerican Kendall Medical North West Wolfson



NAME _____ **ID NUMBER** _____

Notice of Class Absence Due to Activities

Reason for Absence (50 words or less) _____

Permission to Make Up Class Work Missed During Absence

Date of Absence _____

Sequence Number	Instructor	Approved	Rejected	Signature of Instructor

Instruction to students:

1. List the classes by sequence number and instructor that you will miss during your absence.
2. Contact your instructor(s) for class assignments and to secure permission to make up class work missed.
3. Obtain the signature of your Club Advisor or Faculty / Staff Chaperone for the event.
4. Return the completed form to the Director of Student Life no later than two weeks prior to the date of absence.



**MIAMI DADE COLLEGE
TRAVEL ADVANCE AND EXPENSES FOR STUDENT SERVICES MONIES**

PART A REQUEST FOR ADVANCE (After approval, submit to Accounts Payable with an approved Disbursement Request Number)

1. I request a travel advance in the amount of \$ _____, estimated expenses for a Student Services Sponsored event to be held at _____
on _____
Months Days Year

This request is on behalf of _____ faculty members and _____ students

Estimated Departure: Time: _____ Date: _____
Estimated Return: Time: _____ Date: _____

2. Estimated Expenses:

A. Faculty / Student Meals: Breakfasts _____ @ \$ _____ = \$ _____
Lunch _____ @ \$ _____ = \$ _____
Dinner _____ @ \$ _____ = \$ _____
Postgame meal _____ @ \$ _____ = \$ _____
TOTALS \$ _____

B. Other Expenses: Transportation \$ _____
Lodging \$ _____
Fees \$ _____
Misc. \$ _____
TOTALS \$ _____

C. Total of estimated expenses (Lines A+B) ----- \$ _____

Requestor _____ Date _____ Approved _____
Dean of Adm./ Student Services Date _____

Approved _____ Date _____ Approved _____
Director of Student Life Date _____ Campus President (signature) Date _____

ACCOUNT NUMBERS: A) Advance _____ B) Expense _____

PART B ACCOUNTING OF MONIES ADVANCED (Complete upon return and submit to Accounts Payable)

Departure date and time _____ Return date and time _____

1. Check issued to: _____ (type or print) S.S. No.: _____

Check No.: _____ Check Date: _____ Check Amount \$: _____

2. Transportation: a. Automobile \$ _____ (29 Cents per mile)
b. Bus \$ _____
c. Air \$ _____
d. Train \$ _____
TOTAL \$ _____

3. Lodging (Receipts attached) ----- TOTAL \$ _____

4. Meals (Form FM - A - 2A attached) ----- TOTAL \$ _____

5. Other expenses: a. Taxi \$ _____
(Receipts as b. Fees \$ _____
required) c. Misc. \$ _____
TOTAL \$ _____

6. Total amount expended (Lines 2+3+4+5)----- \$ _____

7. Balance (due to) (returned by) recipient (line 1 minus 6) \$ _____

8. Disposition of balance (Line 7):
a. Balance due recipient, Disbursement Request No. _____ Date _____
b. Balance returned by recipient, receipt No. _____ Date _____

I hereby certify or affirm that this statement of travel advance and expenses is true and correct in every material matter; that the expenses were actually incurred and necessary travel expenses in the performance of official duties.

Signature of recipient of advance _____ Date _____

APPROVED: _____
Signature of Business Affairs Officer

Campus Department / Division





MIAMI DADE COLLEGE
REQUEST FOR LEAVE OF ABSENCE AND REIMBURSEMENT



NAME: DATE:

MDID NUMBER **?** CATEGORY OF OUT-OF-COUNTY TRAVEL

DEPARTMENT NAME QUAL #

BEGINNING DATE ENDING DATE

STATUS DEPARTMENT TEL. #

CHECK TYPE OF DUTY OR LEAVE: INSERT # OF DAYS/HOURS IN LEAVE CATEGORY (Department will report hours in Time & Attendance)

HOURS

- TEMPORARY DUTY TRAINING (SEE INSTRUCTIONS) **?**
- * PROFESSIONAL LEAVE WITH PAY
- * PROFESSIONAL LEAVE WITHOUT PAY
- * PROFESSIONAL DEVELOPMENT
- SUBSTITUTE REQUESTED
- * MILITARY (ATTACH COPY OF ORDERS)
- * CONSULTING
- * PERSONAL
- * ADMINISTRATIVE LEAVE (SUBPOENA)
- * SICK LEAVE POOL (DOCTOR'S STATEMENT MUST BE ATTACHED)
- SICK LEAVE WITHOUT PAY (MORE THAN 30 CALENDAR DAYS)
- SUSPENSION

FAMILY AND MEDICAL LEAVE (FMLA)
 ENTER TOTAL HOURS FOR EACH TYPE

- SICK LEAVE WITH PAY
- SICK LEAVE WITHOUT PAY
- VACATION
- FLEXIBLE HOLIDAYS
- PERSONAL LEAVE WITHOUT PAY
- PSAL

BOARD APPROVAL DATE

EXPLANATION OF REQUEST: CONFERENCE, CONVENTION OR OTHER **(DO NOT USE ABBREVIATIONS OR ACRONYMS)**
 CONFERENCE/CONVENTION NAME:

DESCRIPTION:

Employee must state benefits accruing to MDC. (Ref. Procedure 3400)

SPONSOR:

LOCATION:

 Signature of Employee

RECOMMENDED FOR APPROVAL:

Chairperson/Supervisor	Associate Dean/Director	Dean	Campus President/Vice Provost or Designee	College President or Designee
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

If no travel expenses are requested, indicate organization or person paying actual expenses. (Require Name or Agency)

Request for reimbursement while on official business for Miami Dade College Account #

DO NOT COMPLETE FOR LEAVE W/O EXPENSES	(ACTUAL)	Estimated Expenses	Actual Expenses
Common Carrier/Teleticket #		<input type="text"/>	<input type="text"/>
Mileage		<input type="text"/>	<input type="text"/>
Vicinity Mileage/Auto Rental		<input type="text"/>	<input type="text"/>
Per Diem		<input type="text"/>	<input type="text"/>
Lodging		<input type="text"/>	<input type="text"/>
Meals		<input type="text"/>	<input type="text"/>
**Registration (Include Advance)		<input type="text"/>	<input type="text"/>
Other: Specify (Taxi, Toll, Parking etc.) <input type="text"/>		<input type="text"/>	<input type="text"/>
Total		\$0.00	\$0.00
Time Temporary Duty started <input type="text"/> <input type="text"/> Date: <input type="text"/>		Time Temporary Duty Ended <input type="text"/> <input type="text"/> Date: <input type="text"/>	

I hereby affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties.

APPROVED:

 Signature of Supervisor

 Signature of Traveler

*Explanation or leave plan needed. **If meals are a part of the registration fee, they must be included under the meals section and deducted from the registration fee.

Reset





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- MEDICAL CENTER CAMPUS
- HIALEAH CAMPUS
- KENDALL CAMPUS
- HOMESTEAD CAMPUS
- WOLFSON CAMPUS
- INTERAMERICAN CAMPUS

Student Travel Packet Checklist

To be completed by the advisor:

- _____ Funds Request & Travel Rationale Form
- _____ Application for Use of Campus Travel Funds Form
- _____ Travel Advance & Expense Form (T form)
- _____ Departmental Request and Authorization for Leave Form (P-2)
- _____ Hotel Reservation
- _____ Van or Car Rental Reservation
- _____ Airline Reservation and Airline Ticket Release (ATR) Form
- _____ Chaperone Form
- _____ Certification for Receipt of Meals Form

To be completed by the student(s):

- _____ Agreement for Off Campus College Activity
- _____ Student Delegate Contract
- _____ Emergency Contact Information
- _____ Permission for Emergency Treatment
- _____ Notice of Class Absence Due to Travel Activities

To be approved by the Student Life Department:

- _____ Travel Advance & Expense Form (T Form)
- _____ Airline Ticket Release (ATR) Form