STUDENT
ORGANIZATION
MANUAL
Dear Advisors and Student Organization Members,

I would first like to thank you for the commitment you have decided to make in joining and creating a Student Organization. Your experience and memories will be a gift that you will take with you for the rest of your lives. I encourage all of you to think and come up with ways to service the MDC, North Campus students. Please do not forget that Student Life Department is here to support and enhance your educational experience.

Sincerely,

Evelyn Rodriguez
Student Organization Coordinator/ Student Government Advisor
305-237-1643
Erodrig6@mdc.edu

Dear Advisors and Student Organization Members,

On behalf of the Student Life Department, I would like to congratulate you for making it this far in your journey. Your level of dedication is not only admirable, but commendable. I am confident you will find, as our many students through the years have found, that the Student Life Department doors are always open to assist you. I am thrilled you have taken this opportunity to join a student organization and become a part of campus life.

Through opportunities offered in this department, you will be exposed to lifelong learning experiences through intentional learning strategies and which focus on advocacy, social, moral responsibility which are connected to our MDC ten learning outcomes initiative.

Welcome again,

Jaime Anzalotta
Director, Student Life Department
305-237-1252
janzalot@mdc.edu
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 30 to Friday, September 10 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 Tuesday, January 11 to Tuesday, 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 throughout 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
2010-2011 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, 2010 – June 29, 2011. 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 semester of 2010 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 22, 2011. 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
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 Manual 2010-2011

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.
Miamidadecollege
Petty Cash Voucher

Describe materials and/or services received:  

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

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Cost Center and Object Code</th>
<th>Department Authorization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purchaser Name [Print]</th>
<th>Purchaser Signature</th>
<th>Telephone</th>
<th>Amount</th>
</tr>
</thead>
</table>

*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
**MIAMI DADE COLLEGE**

**CASH REMITTANCE REPORT**

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

<table>
<thead>
<tr>
<th>TITLE</th>
<th>ACCOUNT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student Organization</td>
<td>Account Number of Student Organization</td>
<td>$</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Total Submitted For Deposit $ ____________

Explanation (For Depositor’s Use):

Cash Receipt No. ________________

__________________________________  __________________________
Cashier                                  Individual Submitting Report

Form 1110
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 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 18, 2011.

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.*

<table>
<thead>
<tr>
<th>Date of request</th>
<th>Organization/Club Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Name</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Treasurer Name</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

**Type of Event (circle one)**
- a. Educational
- b. Social/entertainment
- c. Cultural
- d. Intellectual
- e. Governance
- f. Recreational

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Day and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Time</td>
<td>Location</td>
</tr>
<tr>
<td>Account Balance</td>
<td>Total Amount Requested</td>
</tr>
</tbody>
</table>

**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: ________________

<table>
<thead>
<tr>
<th>Community Service Hours Completed</th>
<th>Student Life Department Volunteer Hours Completed</th>
</tr>
</thead>
</table>

### Organization Request for Contingency Funds

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Amount Approved</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

* 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 1, 2011. 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 can not 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. 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.
9. Proper behavior is expected at all times while in the organization room.
10. In case of emergency, please contact Public Safety at 305-237-1100 or the Student Life Department Office at 305-237-1250.
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/](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. Student Organizations who raise more then $300.00 in cookie sales a month will not be charged supply costs. Organizations will only be charged for the cookies and must be paid to Student Life Department when machine is turned in. Please see Student Life Department for cookie prices.

7. 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 contacts 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 4201-1 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.

- Wednesday, September 8, 2010
- Wednesday, October 13, 2010
- Wednesday, November 17, 2010
- Wednesday, January 19, 2011
- Wednesday, February 16, 2011
- Wednesday, March 9, 2011
- Wednesday, April 6, 2011
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 forth.
- **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.

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

11380 N.W 27th Avenue, Bldg. 4000, Room 4208
Miami, Florida 33167-3418

Office: (305) 237-1250 Fax: (305) 237-1402
www.mdc.edu/north/studentlife
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 –

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>ITEM COST</th>
<th>TOTAL COST</th>
<th>APPROVED / DENIED</th>
<th>ITEM NEEDED TO BE RETURNED</th>
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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: __________________________

11380 N.W 27th Avenue, Bldg. 4000, Room 4208
Miami, Florida 33167-3418

Office: (305) 237-1250 Fax: (305) 237-1402
www.mdc.edu/north/studentlife
Student Life

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, Rm 4208

Student Organization Manual 2010-2011
SAMPLE COMPLETED FORM

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: 7-1843
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
Student Life Banquet at Roman Palace Ballrooms
4054 West 12th Ave, Hialeah, FL 33012

Description: Please have them contact my cell on that day if needed. 305-303-3486.
Thanks.

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.

https://www.mdc.edu/northmedia/services/confirm_video.asp/1/2007/7/16:53 AM
Please visit Campus Services site for work request form.

Miami Dade College North Campus - Campus Services: Forms
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.

Open enrollment for Student Organization Registration is from Wednesday, August 26 to Wednesday, September 16. 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 (_____ ) -

PRIMAR Y A D V I S OR
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
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

11380 NW 27th Avenue, Bldg. 4000, Room 4208
Miami, Florida 33167-3418

Office (305) 237-1250   Fax (305) 237-1402
www.mdc.edu/north/Student Life Department

Student Organization Manual 2010-2011
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:

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

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<tr>
<th>Primary Advisors Name</th>
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<tr>
<th>Advisors Department Chair/Manager (Print Name)</th>
<th>Signature</th>
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**Student Life Department will be responsible for the signatures below.**

<table>
<thead>
<tr>
<th>Student Organization Coordinator (Print Name)</th>
<th>Signature</th>
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<tr>
<th>Student Life Department Director, North Campus (Print Name)</th>
<th>Signature</th>
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<tr>
<th>Dean of Student Services, North Campus (Print Name)</th>
<th>Signature</th>
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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 full-time/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

Student Organization Manual 2010-2011 35
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.

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<td>Date</td>
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<tr>
<td>Dean of Student Services, North Campus (Print Name)</td>
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DEPARTMENT OF STUDENT LIFE DEPARTMENT  
ROOM 4208  
STUDENT ORGANIZATION ROSTER

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<tr>
<th>DATE _______________</th>
<th>TERM _________________</th>
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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 REVOCAUTION AS AN APPROVED ORGANIZATION.**

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<tr>
<th>Organization President (Print Name)</th>
<th>Signature</th>
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**Student Life Department will be responsible for the signatures below.**

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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 ___________

___________________: ____________________________________________ ____________________________
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___________________: ____________________________________________ ____________________________
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 organization's 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.

<table>
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<tr>
<th>STUDENT NAME</th>
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<th>Reference Number</th>
<th>Instructors Name</th>
<th>Semester Status</th>
<th>Signature of Instructor</th>
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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: _______________________

Student Organization Manual 2010-2011  42
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.

**Open enrollment for Student Organization Registration is from Wednesday, January 6 to Wednesday, January 13.** 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 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.)
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 ________________________________

11380 NW 27th Avenue, Bldg. 4000, Room 4208
Miami, Florida 33167-3418
Office (305) 237-1250 Fax (305) 237-8222
Email: www.mdc.edu/north/studentlife
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## ADDITIONAL OFFICERS

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Student Travel Packet
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)
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.
A. Students must be accompanied by and travel with an approved* faculty or staff sponsor/chaperone. (*Approved F-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.
APPLICATION FOR USE OF CAMPUS TRAVEL FUNDS
Attach to Leave Request (P-2)

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?


Approved: ____________________________ Date: ____________________________

Supervisor
# Anticipated Travel Expense Form

**Club/Organization Name:**

**Club Advisor:**    **Phone:**    **Room:**

**Event:**

**Date(s):**

**Location:**

**Mode of Transportation:**

**Registration Fee:**

\[ \text{Registration Fee} \times \# \text{of students} = \] $0.00

**Meals:**

\[ \text{Meals} \times \text{(Per Day)} \times \# \text{of Students} \times \# \text{of Days} = \] $0.00

**Lodging:**

\[ \text{Lodging} \times \text{(Per Day)} \times \# \text{of Rooms} \times \# \text{of Days} = \] $0.00

**Transportation:**

\[ \text{Transportation} \times \# \text{of Students} = \] $0.00

**Miscellaneous Expenses:**

Tolls    Taxi    Gas    Other

**Total Anticipated Expenses:**

\[ \text{Total Anticipated Expenses} = \] $0.00

**Total Amount Organization Will Contribute:**

\[ \text{Total Amount Organization Will Contribute} = \]

**Total Amount Requested from Student Life Funds:**

\[ \text{Total Amount Requested from Student Life Funds} = \]

---

**Signature of Club/Organization President:**

**Date:**

**Signature of Club Advisor/Faculty/Staff Sponsor:**

**Date:**

---

**Student Life Funds Committee Recommendation:**

Yes    No

---

**Director of Student Life Approval:**

**Date:**

---

Amount Allocated $
Funds Request & Travel Rationale Form

Date of Request

<table>
<thead>
<tr>
<th>Club / Organization Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Club Advisor</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>Room</td>
</tr>
<tr>
<td>Event</td>
<td></td>
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<tr>
<td>Date(s)</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
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<tr>
<td>Mode of Transportation</td>
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<tr>
<td>Rationale for Attendance</td>
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<td>Benefit to Organization</td>
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<tr>
<td>Number of Students in Organization</td>
<td></td>
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<tr>
<td>Number of Students Attending Event</td>
<td></td>
</tr>
<tr>
<td>Number of Chaperones Attending Event</td>
<td></td>
</tr>
<tr>
<td>Attach Approved F-2 Form(s)</td>
<td></td>
</tr>
<tr>
<td>Total Anticipated Expenses</td>
<td>Amount Requested</td>
</tr>
</tbody>
</table>

Club Advisor or Lead Faculty/Staff Chaperone | Date | Department Supervisor | Date

Director of Student Life Approval | Date
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
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:

<table>
<thead>
<tr>
<th>Destination</th>
<th>Event</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Organization</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Amount Received</th>
<th>Social Security #</th>
<th>Student Signature</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Social Security #</th>
<th>Sponsor Signature</th>
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</table>
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 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

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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Signature of Parent or Guardian</th>
<th>Date</th>
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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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Signature of Parent or Guardian</th>
<th>Date</th>
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</table>
### Notice of Class Absence Due to Activities

**Reason for Absence** (50 words or less) ____________________________________________________________________________________________

---

**Permission to Make Up Class Work Missed During Absence**

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Instructor</th>
<th>Approved</th>
<th>Rejected</th>
<th>Signature of Instructor</th>
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**Date of Absence** ________________

---

**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 @ $ ____________ = $ ____________
   
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 ____________

Appraised ____________________________ Director of Student Life Date ____________

Approved ____________________________ 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: ____________________________ 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 $ ________
   b. Fees $ ________ (Receipts as 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 ____________________________
REQUEST FOR LEAVE OF ABSENCE AND REIMBURSEMENT

NAME: 

MDCD NUMBER: 

CATEGORY OF OUT-OF-COUNTY TRAVEL: 

SELECT ONE

DEPARTMENT NAME: 

QUAL #: 

Campus

BEGINNING DATE: 

ENDING DATE: 

STATUS: 

SELECT ONE

DEPARTMENT TEL #: 

CHECK TYPE OF DUTY OR LEAVE. INSERT # OF DAYS/HOURS IN LEAVE CATEGORY. (Department will report time in Time & Attendance System.

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 (SUBSIDIA)

* SICK LEAVE & POOL (DOCTOR’S STATEMENT MUST BE ATTACHED)

SICK LEAVE WITHOUT PAY (MORE THAN 10 CALENDAR DAYS)

SUSPENSION

BOARD APPROVAL DATE: 

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

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:

Chancellor/Supervisor 

Associate Dean/Director 

Dean 

Campus President/Vice President or Designee 

College President or Designee

Date: 

Date: 

Date: 

Date: 

If travel expenses are requested, indicate organization or person paying actual expenses. (Required Name or Agency)

Request for reimbursement while on official business for Miami Dade College

Account #: 

DO NOT COMPLETE FOR LEAVE W/O EXPENSES

Common Carrier/Taxi cab detail#: 

MILEAGE

VOCATIONAL MILEAGE/AUTO RENTAL

PER DIEM

LODGING

MEALS

**Registration (include Advance)

Other: 

TOTAL:

$000

TIME TEMPORARY DUTY STARTED: 

DATE: 

TIME TEMPORARY DUTY ENDED:

DATE: 

Approximately $000 for the total of $000. Date is true and correct. Employee hereby states that the expenses were actually incurred by the undersigned in connection with the performance of my 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 only and deducted from the registration fee.

Reset
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