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Associated Students of DACC



Student
Club
Handbook



NMSU | DOÑA ANA COMMUNITY COLLEGE

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Contact Information

The Student Activities Office is located at DACC's Central Campus on Espina Street.

Room 109

527-7618

On the web at: <http://dabcc.nmsu.edu/serv/asdabcc/>



Advisor Section

The Faculty/Staff Role in Student Organizations

The faculty/staff member who is involved in the advising of a student organization is often confronted by the question of what sort of role he/she should take. There is no clear cut answer to this question. Here are some basic concepts that may help.

The nature of the faculty/staff club advisor interaction with the group will be determined by the type of needs the group has. If the group is new and has inexperienced leadership, the advisor may find that a direct approach is best. This role is also determined by the personality of the advisor and the expectations of the group. In some cases, the advisors have very dominant personalities and when working with a group, it may be difficult for them to play a passive role. On the other hand, the group may expect the advisor to play a very specific role for the organization. In either case, extreme care will have to be taken on the part of the advisor so as to minimize conflict between the advisor and the students.

A very simple process which can be utilized to alleviate any potential difficulties is to have a prospective faculty advisor meet with a group on several occasions before accepting the position. The students can get to know the faculty/staff member and he/she can make observations about the appropriate style of advisement that should be used. After several meetings, the faculty member and the student organization's executives can meet to discuss the observations of the faculty member and the expectations of the group for their advisor.

The faculty member should recognize that he/she can always be a valuable resource for the group. He/she should not ignore the basic consideration that a student group is just that—a student group. An advisor who sees his/her role as just another member loses effectiveness in the advisory position.

Tips for Developing a Successful Student Organization

1. Develop an active, cohesive, functioning student organization by providing activities that your members support.
2. Student organizations must have an advisor who is interested in what the organization is doing. The organization has the responsibility to communicate with the advisor.
3. You are required to fill out a Recognition Renewal Form (*Worksheet A*), Advisor Contact Form (*Worksheet C*), Club Funding Agreement (*Worksheet B*), and Updated By-Laws, once a year, by May 31, 2010.
4. Before planning any activity, either on or off campus, you must submit an Activity Request Form (*Worksheet F*) **two weeks prior to event**.
5. Keep the student body informed of your activities by using the electronic bulletin board in the commons area. A request form is included in this handbook. (*Worksheet J*). There is also a club bulletin board to post flyers on in the commons area. Information on marketing and promoting your club and its activities is enclosed.
6. The election of officers is very important and not to be taken lightly. It is important to elect officers on the basis of leadership. You should choose someone who will lead you and help make your organization better. To lead a group, you must have support of the members. Without it you are lost.
7. Remember to keep your organization's status current. Whenever you have a new election let the Student Activities Office know.
8. When you elect new officers, be sure to brief them about the status of the organization when they take over. This will also help them be successful.
9. If your organization has dues to be paid, collect them so you will have funds to plan events and activities for the school year. You must have money to make money.
10. When you have organizational meetings, get feedback on projects so you will have a status report of what has been done and what still remains to be done.
11. If you recruit members for your organization, be sure to go for quality and not just quantity. There are a number of groups on campus which are small and very strong.
12. Members should know each other. Plan "get-to-know-you" activities early in the semester.
13. Members should be involved in defining the organization's purpose.
14. Members help generate ideas, so question each member periodically.

15. There should be commitment by all members to adhere to group decisions.
16. Regular evaluation is important. It will help you in all areas of student planning.
17. Skills, resources, and weaknesses should be identified periodically.
18. Systematic problem solving techniques should be used.
19. Prepare club members for trips by referring to the “Code of Conduct” in the *Student Handbook*. Other helpful travel information is listed in the *Travel Section*.
20. If you don’t know something, ASK.

The Associated Students of Doña Ana Community College and Student Activities staff is ready and willing to help your group. Assistance may be provided in the following areas:

- ❖ Chartering your Student Club
- ❖ Workshops for club advisors and student club officers
- ❖ Current DACC policies pertaining to student organizations and activities
- ❖ Problem solving

Regulations for Student Organization Advisors

1. Should be a faculty or staff member at Doña Ana Community College and must remain in this status to serve as an official club advisor.
2. Should check with his/her Coordinator/Division Head before assuming the role of an organization advisor.
3. Review the By-Laws of the student organization on a regular basis, and make suggestions to the club about changes and/or revisions as needed and submit up-dated material to the Student Activities Office.
4. Inform the Student Activities Office of all changes within the organization such as officer status, election dates and name changes of the organization. (*Worksheet A*)
5. Assure that the organization follows the chartering procedures and the recognition renewal forms. (*Yearly Recognition Forms Section*)
6. Be aware of and responsible for the financial status of the student organization at all times. This can be done by checking your account records and/or checking with the Business Office.
7. Make sure the organization is aware of the fact that it will have to complete an activity approval for all events and activities that the organization plans. This is for both on-and-off campus events. (*Worksheet F*). **Submit form two weeks prior to the event to the Student Activities office.**
8. Become familiar with the policies and procedures of the Doña Ana Community College to give interpretations as they relate to the organization which you serve.
9. Submit the “Monthly Status Report” to the Student Activities Office by the 5th of each month. (*Worksheet I*)
10. Submit a letter to the Student Activities Office in the event that the organization does not wish to remain a chartered student organization.
11. Submit a letter to the Student Activities Office in the event that you do not wish to serve as advisor to your student organization.
12. Failure to submit required paperwork (*Worksheets A, B, C, By-Laws*) by the required dates will result in automatic termination of club status for the current fiscal year.

Important Things for Club Advisors to Know

May 31

Deadline for all student organizations to submit their yearly paperwork to the Student Activities Office. (*Worksheet A, B, C, Bylaws*)

Ledger Balance

Please check and balance your monthly printout provided by the DACC Business Office. If you have questions or see discrepancies, please contact the Business Office directly.

Student Group Trips

When you take a student group on any trip, you represent not only your club, but the entire college. Since the advisor sets the tone of all trips you need to discuss appropriate behavior before leaving. It is required to go over the “Code of Conduct” and the “Discipline-Related Policies and Procedures” listed in the *DACC Student Handbook*. Travel forms, as well as fire safety and travel tips, are included in this handbook.

Trip Requests

When you are planning on requesting money from ASDACC you **MUST** allow at least four weeks for the paperwork to be processed. This money is not guaranteed, and you must follow all procedures and time lines.

Advisor’s Travel will be paid by their own department and will be processed as a normal travel request though their normal department process.

Submit a “Travel Request Form” following the same procedure that all faculty, staff and administrators use. The “Requisition for Non-Employee Travel” must be completed and submitted to the correct office. All forms must be signed by the club advisor and Division Dean before submitting. These are available from your division secretary.

A “Travel Expenditure Report” must be submitted to the Business Office immediately after the trip. Attach original, itemized expenditure receipts for hotel, registration fees, meal signature sheet (from student travelers), airline tickets with travel agency statement, cab receipts, etc. Trip reports must be verified and signed by the club advisor. If there is ***no receipt there will be no reimbursement!***

BEFORE you plan a trip, talk to the Business Office about allowed expenses. It can become very confusing when you use the student council account, your student club account, and/or an operating account. Each account has different rules that must be followed. Learn them before you go!

A Few Travel Tips:

1. Save itemized receipts for hotel charges, airline tickets, have airline stubs for all travelers registration fee receipts, parking fees, etc.
2. If a rental car is used, refuel prior to returning car and get a receipt.
3. Do your travel expenditure report immediately upon return from your trip.

Fund-Raising Projects

Complete the “Activity Request Form” and submit to the Student Activities Office two weeks prior to event. One form is needed per event. (*Worksheet F*)

Paperwork Tip

Keep a copy of everything that you submit to the Student Activities or the Business Office.

Marketing/Promoting Your Organization

Membership

Promote Your Club to New Members

Examples:

Flyers on Student Activities Bulletin Board

Receive permission from instructors to speak to their classes (in the club major's if pertinent) at the beginning of every semester.

In 5 minutes or less explain the clubs mission and membership requirements.

If your organization has a website, keep information current to include current contacts, club mission and membership requirements

Promote Fundraisers and Events

Pre-Event

Plan event

Costs

Designate individuals and their tasks

Timeline for each task

Person in charge at event

Submit Proper Paperwork 2 Weeks in Advance of Event

Design Flyers and post one week in advance on bulletin boards

Take advantage of:

Student Activities Bulletin Board

Electronic Bulletin Board

Flyers for Faculty/Staff Mailboxes

Email sent to Groupwise (email sent to all accounts) . This is a great way to promote to other campuses like East Mesa.

Actual Event

Set up space neatly

Have large sign/s that clearly state who you are, what you're doing/selling and why.

Make sure these are clearly visible.

Be friendly

You may even want to "decorate" your table and area.

Promote, Promote, Promote

Organizing and Planning is the key.



Yearly Recognition Forms

Club Chartering and Renewal

To be chartered and recognized as an official DACC Student Organization you must submit:

Student Organization and Recognition Renewal Form (*Worksheet A*)

Club Funding Policy Agreement Form (*Worksheet B*)

Advisor Contact Form (*Worksheet C*)

Bylaws/Charter (with current year/date)
(Format Outline for Bylaws provided.)

Monthly Status Report (each month) (*Worksheet I*)

To remain a recognized club at DACC you must submit these forms each year by **May 31st** to the DACC Student Activities Office (Room 109/Central Campus). Forms are included in this booklet.

WORKSHEET A

Student Organization Recognition Renewal Form

Name of Student Organization _____

Name of Club Advisor _____ Phone Number _____

Name of Club Advisor _____ Phone Number _____

Names of Officers for School Year 20____ to 20_____

President _____

Vice-President _____

Secretary _____

Treasurer _____

Other Officers _____

Club Advisor should read and sign the following.

I agree to serve as advisor for this organization for the year listed above. I certify that this student organization consists of at least seven members.

Signature of Club Advisor _____ *Date*

Signature of Club Advisor _____ *Date*

WORKSHEET B

Club Funding Policy Agreement

The following statement should be read by each of the officers listed below, and by the advisor of the organization. Then each should sign and date this page and return it to the Student Activities Office by May 31st of each year.

I agree to follow all of the terms and conditions of the funding policy as stated in the ASDACC Student Club Handbook.

This agreement is valid for the school year 20__ to 20__.

Club President _____
Signature *Date*

Club Treasurer _____
Signature *Date*

Club Advisor _____
Signature *Date*

WORKSHEET C

Advisor Contact Information

Name:

Club:

Phone Numbers:

Office

Cell

Email:

Office Room Number:

Format Outline for Bylaws

**(NAME OF ORGANIZATION)
Doña Ana Community College
Bylaws
(Current Year's Date)**

This is the format you need to follow when doing bylaws for your organization. Depending on the type of organization you are chartering, some of the articles may or may not apply to you. We suggest that prior to doing a final copy; you submit a draft copy to the STUDENT ACTIVITIES office. If you are following a "parent" organization, you may use their guidelines, but must still submit your own by-laws based on this format.

ARTICLE I. Name of Organization

ARTICLE II. Purpose

ARTICLE III. Members and Membership

Section 1. Qualifications for membership. If grade point average is specified, verification will have to be arranged with the Admissions Office. Students should not have access to student records.

Section 2. Procedures for affiliation with the organization.

Section 3. Criteria which will distinguish active members or voting members.

ARTICLE IV. Officers

Section 1. Officer positions which will be used in the organizations.

Section 2. Officer qualifications (all officers must be full-time students at DACC)

Section 3. Nomination and election procedures

Section 4. Terms of office

Section 5. Duties of officer positions

Section 6. How vacancies are filled

ARTICLE V. Advisor

Section 1. Selection

Section 2. Duties

Section 3. Term of office

Section 4. Responsibilities of office

ARTICLE VI. Executive Board

Section 1. Composition

Section 2. Nature of meeting

Section 3. Restrictions of power

ARTICLE VII. Committees

- Section 1.** Standing Committees
- Section 2.** Special (ad-hoc) committees
- Section 3.** Responsibilities
- Section 4.** Composition
- Section 5.** Designation of Chair
- Section 6.** Procedures for forming committees

ARTICLE VIII. Meetings

- Section 1.** Regular meetings—you do not need to make reference to a specific day, time or place. A statement of how many meetings will be held per week, month, semester, or year will cover this.
- Section 2.** Special meetings—when and why they may be called
- Section 3.** Quorum required to transact business
- Section 4.** Voting procedures

ARTICLE IX. Finances

- Section 1.** Membership dues and/or assessment and how and when they will be determined. You do not have to indicate the actual amount.
- Section 2.** All student organization transactions should be done through the DACC Business Office. These transactions must follow all college guidelines.

ARTICLE X. Parliamentary Authority

- Section 1.** Specification of the authority which will be used in resolving questions about bylaws and/or meeting procedures. Usually this is listed as *Robert's Rules of Order*. (This is a good reference book about parliamentary procedures that each organization should consider purchasing.)

ARTICLE XI. Amendment of the Bylaws

- Section 1.** Procedure whereby the rules of the organization may be changed.
- Section 2.** Requirement of previous notice at regular meeting before vote is taken at subsequent regular meeting, whether simple majority vote or other percentage will be required.



Club Funding Section

Club Funding Policy

1. ASDACC has budgeted money to assist clubs throughout the school year. All funding will be in accordance with Article VIII, Section 1 and 2 of the ASDACC Constitution. (Constitution is printed in the *Student Handbook*). Each club may be awarded up to \$2,000 per fiscal year.
2. All organizations seeking funds from ASDACC must be chartered and recognized in accordance with the ASDACC student government constitution, the Student Clubs Handbook, and the college rules and regulations affecting student organizations. All paperwork must be up to date.
3. The club must be active in the “general” student body’s activities and must submit Monthly Status Reports. (*Worksheet I*)
4. The club must provide 50% of their own funds and attain financial responsibility, and must be able to provide proof and/or adequate records of their efforts.
5. A Request for Funding (RFF) form needs one month to process through the Business Office. In addition, the RFF needs to be submitted to the Student Activities Office at least three weeks prior to that; so it can be voted on during the next Executive Officers Meeting. (*Worksheet D*)
6. Requests submitted after the deadline will not be considered until the next scheduled meeting. Schedules for ASDACC meetings will be available on the website by the 3rd week of each semester.
7. The ASDACC must be recognized in all publicity dealing with any function where Associated Student funds are used.
8. No club shall receive more than the allocated money. Funds for club activities shall be determined with consideration of the following:
 - ❖ The value of the specific event as it relates to educational or professional development.
 - ❖ The total amount of funds needed for the specific event.
 - ❖ Ability to provide 50% of the requested amount to include up to \$2000
 - ❖ Overall club activities in the areas of:
 - ◆ Club meetings held at least once a month
 - ◆ Fund-raising efforts
 - ◆ Attendance of ASDACC meetings by at least one Advisor and Club Officer
 - ◆ Participation in ASDACC sponsored training and activities
 - ◆ Monthly Status Reports (due by the 5th of the month)
 - ◆ All paperwork is current

WORKSHEET D

Request for Funding (RFF)

To submit a request for funding you must fill out the following information (two pages). Make a copy of both completed pages, and submit the original forms to the Student Activities Office in room 109. Do not write in shaded areas. **Club is responsible for taking signed, approved copies to the DACC Business Office.**

Student Organization _____

Date(s) of Activity _____

Location of Activity _____

Name of Club Advisor _____

Name of Activity _____

Number of Students Attending _____

Amount Requested _____

Read and sign the following statement:

We agree that the club listed above will follow the DACC/NMSU financial procedures guide in dealing with ASDACC monies appropriated to the student organization. It is further acknowledged that failure to follow these procedures will result in the organization's forfeiture of all rights to the allocated funds.

Club President Date

Club Advisor Date

Date Received _____
Approved as Requested \$ _____ Approved as Revised \$ _____
Denied _____ Reason for Denial _____
Account # _____
ASDACC President _____ Date _____
ASDACC Treasurer _____ Date _____
<i>Signed form should be taken to the DACC Business Office by Club</i>

WORKSHEET D

Request for Funding Continued

Attach a list of all the student club members participating.

In one short paragraph list the purpose of the activity. Indicate how this activity is going to contribute to student's educational and/or professional development.

Club Contribution (*List activities below*) \$ _____
Must be a minimum of 50% of requested total

Requested Amount \$ _____

Total Cost \$ _____

Club Fund-Raising and Community Service Activities:

Please list and describe the fund-raising and community service activities that your club has participated in the current year.

Activity Description	Date	Amount Raised

Additional comments:

Guidelines for Student Club/Agency Funds:

Deposits

1. Fill out a deposit slip which can be obtained at <http://www.nmsu.edu/~boffice/forms/index.html>. An example of a completed form is provided. Please use account code 508100 for all deposits. If you are unsure of your Index Number or your Fund Number, you can contact Kelly Brooks at 527-7745 for assistance.
2. Submit deposit slip and deposit to DACC Cashier's office.
3. Club is responsible for reconciling account and verifying that deposits hit account accurately.

Cash Withdrawals

1. Appropriate student club representative needs to send an email to the NMSU Fiscal Monitor requesting approval to withdraw funds. Please note that the individual sending the email must have signature authority on the account in order for the request to be approved. Please include purpose of expenditure and amount requested in email request. Email requests should be sent to Karen Montoya at klmonto@nmsu.edu and cc: Laurie Ferguson at lferguso@nmsu.edu. Please allow at least 24 hours to obtain approval.
2. Once you receive approval via return email, please fill out the attached cash withdrawal form and attach to the email approval. An example of a completed withdrawal form is also attached. Please take the email and the completed withdrawal form to the DACC Cashier's office and they will give you the funds. If you are requesting more than \$300, please visit with the DACC Cashier's office at least 24 hours in advance of the date needed to insure they will have adequate cash to accommodate your request. Please use account code 732001 for all expense withdrawals.
3. Club is responsible for reconciling account to insure expenditures hit account accurately.

Student Travel Requests

1. Submit RFF (Request for funding) to ASDACC Student Government for approval.
2. Submit student travel request paperwork to Dean's office for approval.

3. Submit student travel request paperwork to CAO (Campus Academic Officer) for approval.
4. Submit approved paperwork to DACC Business Office **at least 2 weeks in advance of trip** for processing. Please note that the DACC Business Office requires a copy of the approved RFF in order to process.
5. DACC Business Office will initiate paperwork for student meal advances and pre-payment of hotel costs in order to have funds available prior to travel departure. Please note that check for hotel expenses is mailed directly to the applicable hotel, therefore, it is critical to give the DACC Business Office adequate time for processing.
6. Please note that receipts are required for **all** expenses other than meal advances. Expenses for tips, rental cars, taxies, parking, etc. **must be receipted** in order to be reimbursed! **Important:** All hotel receipts must be itemized, if you utilize the quick check-out option offered by many hotels, please insure that you receive an itemized bill of all room charges.

FYI

- ❖ When you are awarded funds from ASDACC Student Government, it enables you to spend the funds out of the student council account. The funds are **not** transferred to your student club account.

DACC Business Office Contacts:

<i>Travel</i>	<i>Connie Melendrez</i>	<i>x7650</i>
Purchases < \$1,500/ Student Club Check Requests	Antha Wilhite	x7651
Purchases > \$1,500	Elsa Henry	x7558
Deposits/Reports	Kelly Brooks	x7745
Cashier's Office	Anna Contreras	x7513
Computer Access/ Training/Problems	Kelly Brooks or Viola Silva	x7745 x7213

CASH WITHDRAWAL FORM
NEW MEXICO STATE UNIVERSITY
STUDENT CLUB ACCOUNTS ONLY

DATE: _____

I hereby request \$ _____ as a cash withdrawal from the DACC
_____ student club account. The account
name of student club

number is _____ - 732001. The funds are to be used for the
following

INDEX NUMBER (ex: 400XXX)

club activity _____.

Requesting Individual Signature: _____.

Requesting Individual SSN: _____.

Please e-mail Karen Montoya at klmonto@nmsu.edu and cc: Laurie Ferguson at lferguso@nmsu.edu. for approval to withdraw funds from student club account. Submit this form along with the email approval to the Cashier's office to receive funds.

EXAMPLE:

CASH WITHDRAWAL FORM
NEW MEXICO STATE UNIVERSITY
STUDENT CLUB ACCOUNTS ONLY

DATE: Sept 18, 2005

I hereby request \$ 75.00 as a cash withdrawal from the
DACC

XYZ Student Club student club account. The account
name of student club

number is 400602 - 732001. The funds are to be used for the
following

INDEX NUMBER (ex: 400XXX)

club activity Pizza for fundraiser on 9/18/05.

Requesting Individual Signature: Johnathan Doe.

Requesting Individual SSN: 100-02-1234

±

Please e-mail Karen Montoya at klmonto@nmsu.edu and cc: Laurie Ferguson at lferguso@nmsu.edu. for approval to withdraw funds from student club account. Submit this form along with the email approval to the Cashier's office to receive funds.

Exhibit K

New Mexico State University
Deposit Slip

Department/Name XYZ Student Club

Preparer's Name Jonathan Doe

NMSU Box # 3DA Phone Extension 527-7745

Date (mm/dd/yyyy): 03/19/2006

INDEX (FOPAL)	FUND	ACCOUNT	AMOUNT	DESCRIPTION
400XXX	491XXX	508100	150.00	Pizza Sale
TOTAL			150.00	
Currency			96.00	
Coin			3.50	
Checks (attach two matching adding machine tapes on checks only)			50.50	
TOTAL			150.00	

Comments: Pizza Sale Proceeds for XYZ Club on 3/18/06.

Please Seal Envelope Properly

UAR-DEP
Rev. 06/09/2005

Reset Form

A blank Deposit Slip Form can be obtained at
<http://www.nmsu.edu/~boffice/forms/index.html>



Food Sales Section

Food Sales Guidelines

The Associated Students of DACC and the Student Activities office will be **strictly enforcing** the Food Sales Guidelines.

1. Food handling training is to be completed yearly. Training is provided once each semester.
2. Food Sales availability is offered on a first come first serve basis. Please note that we have many activities going on, therefore, complete your form early, to ensure your reservation. **Appendix E**, the Food Sales Request Form, **must be completely filled out and turned in** at least **two weeks in advance** of event. There will be no exceptions to this rule.

The food sales form must have the completed and approved NM Environment Department Temporary Food Sales Permit attached. One copy is for our records, the second copy must be displayed during the food sales. **Please note these permits take 10 business days to process.** We will not accept fax transmission forms, or application copies. Only a copy of the approved form will be allowed. It is your responsibility to complete this in a timely manner.

Flyers posted should have the start time and club name listed. Be sure to post a flyer on the Club Bulletin Board in the commons area. You may also post on other approved bulletin boards on campus. **Flyers may not be posted on walls or windows, or doors,** they will be taken down.

3. During a food sales event, all food handling guidelines must be followed (this means keeping food warm, or cold, use gloves, etc...). **Only individuals with food handling training will be allowed to serve the food.** Please keep a **copy** of your food handling training permit with you during food sales events. Also, have a copy of your temporary food permit present and displayed in plain view. Be prepared to show either document to anyone that asks.

The Environment Department has come to check on permits and have terminated an event for violations.

The club also agrees to clean up the area and tables after the sale event. And, take down flyers from bulletin boards.

4. Failure to follow any of these guidelines, or to turn in the proper forms, will result in either the club not being allowed to participate in food sales for that date, or being banned from future food sales. We will shut down your food sales for failure to comply; this includes a sale that is in progress. No exceptions!

WORKSHEET E

Food Sales Request Form

Organization _____

Date of Event _____ Time of Event _____

Location of Event _____

Please submit 1 copy of approved Temporary Food Service Application from the NM Environment Department.

Please list all items for sale and the price for each item and where the item was purchased or donated from.

<u>Item</u>	<u>Price</u>	<u>Donor/Purchased From</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list the individuals who will be present during the food sale that have completed ASDACC Food Handling Training.

What equipment will be used to maintain food safety:

Food Warmers _____ Hand Washing Station _____ Thermometer _____
Gloves _____ Ice _____ Other _____

Club President _____ Date _____

Club Advisor _____ Date _____

Submit TWO WEEKS prior to sales event.

Date Request Made _____
Food Sales Training Verified Yes _____ No _____
Activity Scheduled On ASDACC Calendar Yes _____ No _____
Approved by Environment Dept Yes _____ No _____
Approved: _____ Not Approved _____

Food Permit:

Food permit can be found at this link below.

http://www.nmenv.state.nm.us/fod/food_program/documents/TemporaryFoodPermitPacket-Web.pdf



Activity Forms

Activity Guidelines

1. If you are planning an event, you need to make a reservation (this includes the commons area). Please notify the Student Activities Office so that we may make the reservation. This should be done at the time you turn in your Activity request form, at least two weeks prior to the event. This also helps to avoid conflicts with other clubs, Student Activities, and Other Departments on Campus.
2. If you need chairs or tables for the event, please let us know so that we can make the appropriate arrangements with Facilities Maintenance. This should be done at the time you turn in your Activity request form, at least two weeks prior to the event.
3. We recommend that you post a flyer on the Club Bulletin Board in the Commons Area. You may also post flyers on other approved bulletin boards on campus. **Flyers may not be posted on walls, windows, or doors otherwise, they will be taken down.**
4. Your club agrees to set-up before the event and to clean up after the event (this includes taking down flyers).
5. If you are participating in a group event with other clubs, please be courteous to them.
6. If you are borrowing items, you agree to return them in the condition in which they were received following the conclusion of the event.

WORKSHEET F

Page 1 of 2

Club Activity Request Form

Organization _____

Date of Event _____ Time of Event _____

Location of Event _____

Type of Activity:

Raffle _____

Informational Booth _____

Performer/Lecturer Name _____

Other _____

Open to Public: Yes _____ No _____

Purpose of Event _____

Club President _____

Date

Club Advisor _____

Date

Submit TWO WEEKS prior to event.

Date Request Made _____
Fundraising Event Yes _____ No _____
Approved _____ Not Approved _____

WORKSHEET F

Page 2 of 2

Club Activity Request Form

Complete Page Two As Needed

1. Is this a **large event** where reservations may be necessary? (this includes the commons area). Yes No

Name of Event _____

2. Do you need table and/or chairs? Yes No

Number of Chairs _____

Number of Tables _____

3. Do you need audio/video equipment? Yes No

List Equipment _____

4. Do you need to borrow other equipment not listed above? (this includes items like extension cords, extra trash cans, etc....)

Please List:

Submit TWO WEEKS Prior To Event With Page One.

Date Request Made _____
Appropriate Reservations Made Yes _____ No _____

WORKSHEET G

Popcorn Machine Reservation Form

Organization _____

Date of Event _____ Time of Event _____

Location of Event _____

Please list the individuals who will be present during the event that have completed ASDACC Food Handling Training.

Our club agrees to provide the following:

- Napkins
- Trash Can

In addition our club agrees to return the machine cleaned and items found in the condition in which they were lent.

By signing you agree that the popcorn and popcorn items may not be resold and safety measures will be followed.

Club President _____ Date _____

Club Advisor _____ Date _____

Date Request Made _____
Activity Request Form Turned in and approved Yes _____ No _____
Food Sales Training Verified Yes _____ No _____
Activity Scheduled On ASDACC Calendar Yes _____ No _____
Supplies Verified: Bags _____ Popcorn _____
Approved: _____ Not Approved _____

WORKSHEET H

Helium Tank Reservation Form

Organization _____

Date of Event _____ Time of Event _____

Location of Event _____

Our club agrees that we will arrange with the Student Activities Office to come and inflate the balloons.

By signing you agree that balloons, helium, and string will not be resold.

Club President _____ Date _____

Club Advisor _____ Date _____

Date Request Made _____
Tank Level Checked: _____
Refill order placed (if necessary) _____
Approved: _____ Not Approved _____



Miscellaneous Forms

WORKSHEET I

Club Monthly Status Report

All student organizations must submit this report to the Student Activities office (room 109) by the 5th of each month. This report is required in order to be considered for funding and official status as a student club.

Student Organization Name _____

Reporting Month _____

Date Completed _____

Dates of Club Meetings _____

Number of student club members at meetings _____

Dates ASDACC meetings attended _____

Club Activities _____

Signatures:

Club President: _____

Club Advisor: _____

Date Received _____

WORKSHEET J

Electronic Bulletin Board Messages

The Electronic Bulletin Board in the commons area was purchased so that the students of DACC would be aware of upcoming events. If your student organization would like a message to be displayed, please fill out the form below. This is due **Two Weeks Prior** to the event and must pertain to student activities.

Keep Message Brief.

Message: _____

Organization _____

Date Message Goes Up _____

Date Message Comes Down _____

Purpose of Event or of Message _____

Signature of Club President _____

Signature of Club Advisor _____

Return form to Student Activities Office Room 109

Date Received _____



Travel Section

WORKSHEET K

Group/Student Travel Form

Student Group or Organization Represented _____

DACC Advisor Traveling with group

Activity, Meeting or Conference _____

Travel Dates _____

Hotel Name and Phone Number _____

Destination _____

Method of Travel:

NMSU Official Vehicle _____ Personal Vehicle _____

Airline Name _____ Flight # _____

Include with this document copies of the following:

_____ Detailed agenda

_____ A signed conduct waiver form by everyone traveling (students and staff/faculty)

_____ Participant List

A pre-travel meeting must be held; review travel agenda, any special instruction or safety concerns discussed and conduct waiver form reviewed and signed by each person traveling.

Must be turned in to the Student Activities Office prior to trip.

Date Received _____

ASDACC Approved: _____ Not Approved _____

WORKSHEET L

Travel Conduct Waiver

Name

Name of the event, conference or activity

*******After reading and agreeing to each statement, please initial each individual section on the line provided.**

_____ I understand that I am traveling as part of a DACC sponsored activity. I understand I am a representative of DACC during the entire event, conference, or activity.

_____ I understand that I will not engage in any inappropriate behavior such as: any activity that, when coming with the use of DACC resources (funds, personnel, facilities, equipment, or time), could reasonably lead to personal liability or charges of unethical conduct, including, but not limited to the following:

_____ Illegal and unlawful actions deemed illegal by the State of New Mexico and/or the United States of America.

_____ Any violation of the DACC Student Code of Conduct regarding alcohol, drugs, sexual conduct or harassment. I have read, understand and agree to abide by the Student Code of Conduct and the DACC Policies that pertain to student conduct, travel, and events.

_____ As a participant traveling on a DACC sponsored function, I will not just merely comply with these interpretations, but as a responsible adult, will bring respect and honor to the institution.

_____ I understand that the traveling DACC advisor will be the responsible agent of the College for this event, conference, or activity. He or she will make any final decisions regarding safety and protection, changes to the planned agenda, and any other decisions deemed necessary.

Following the pre-approved agenda, and the policies and procedures of DACC will reduce personal liability and increase personal and group safety.

_____ I understand that failure to show respect and appropriate behavior for these travel procedures and DACC policies may be cause for disciplinary actions as outlined by the DACC Student Code of Conduct.

By signing this, I acknowledge I have read, understand, and agree to each item on this waiver form.

Signature _____

Date _____

WORKSHEET M

Student Travel Emergency Form

Name

Name of the event, conference or activity

Emergency Contact

Phone #(s)

Pertinent Medical Information

(Allergies, etc....anything that might be necessary to care for you in the event that you are incapacitated)

Signature

Date

Travel Hints

Safety Tips

Visitors often become a target. To make your travel safer for you, there are some general safety tips that can help.

1. Take off your name tag when you leave the conference.
2. Don't talk about your room number in front of strangers.
3. Keep your cash out of sight.
4. Don't go out by yourself, stay together.
5. Never leave your door open. Keep it shut and locked. Don't open the door without knowing who is there.
6. If your door is open when you get back, **don't go in**, go to the front desk and report it.

Tipping

Take at least \$10 in one dollar bills for tipping. Use the following as a guideline:

Taxi	15%
Waiter/Waitress	15% - 18 %
Doorman/Bellboy	\$1 per bag
Maids	\$1 per day
Airport Baggage Checker	\$1 per bag
Room Service	15-20%

Fire Safety Tips for Travelers

If you are planning to stay in a hotel or motel, even for one night, take a few minutes to familiarize yourself with the premises and to locate escape routes in case an emergency should occur. Exit routes are usually posted on room door.

Knowing what to do in an emergency is crucial, especially if that emergency is a fire. Acting calmly and quickly may save your life.

The following fire tips are a must for every traveler:

1. As soon as you check into a hotel or motel, go into the hallway and locate the nearest exits.
2. Count the number of doors from your room to the exit and memorize that number. Note which side of the hall the exit is on, or if you must turn left or right.
3. If a fire should occur, do not panic. Staying calm will increase your chances of survival.
4. Remember, smoke rises. It also kills. If you should awaken to smoke in your room, roll out of bed, grab your key, and crawl to the door. Even if you can tolerate the smoke while standing, it is safer to crawl.
5. You should always place your key on your night stand before retiring so you won't have to waste time looking for it in an emergency.
6. When you reach the door, do not open it until you have checked to be sure there isn't fire on the other side. Brace your shoulder or foot against the door and open with extreme caution. Should you be confronted with a high concentration of super-heated air or smoke, close the door immediately.
7. If the hall is passable, use one of your pre-designated escape routes.
8. Do not waste time gathering personal belongings, but shut your door and take your key.
9. Do not use an elevator. It may stall due to heat or loss of power.
10. If you must use an inside stairwell, check the door for smoke on the other side before entering.
11. If the stairwell is safe to enter, WALK downward, do not run. Hold onto wall or handrail to prevent falling.
12. If all of your escape routes are blocked, it may be safer to return to your room.

13. If you must return to your room or remain in your room because escape routes are blocked, open a window slightly to let smoke escape. If the window will not open, do not break it, a large hole can pull smoke into the room. If the smoke is outside, keep window closed.
14. Do not jump. You may not survive the fall.
15. If you must remain in the room, close all vents and air ducts. Wet towels and sheets and stuff them around doors and into vents and air ducts.

***The extra few minutes that it takes to
memorize these fire safety tips may save your life.***