



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

STUDENT LIFE

2020-2021

Policies and Procedures

<https://www.minneapolis.edu/student-life>

<https://mnscu.sharepoint.com/sites/MPLS-CampusLife>

Facebook: www.facebook.com/MCTCStudentLife3

Instagram: https://www.instagram.com/sl_mpls_coll/

This *Guide* was updated 6/20. The information found within this handbook is subject to change. Please check with Student Life staff for any updates/changes.

Student Life Guide

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WELCOME & MISSION STATEMENT

Welcome to Student Life at Minneapolis College! The purpose of the Student Life program at Minneapolis Community and Technical College is to provide students with a choice of co-curricular activities that reflect the College's commitment to educate students who are globally aware, engaged citizens, skillful at their work and lifelong learners. The office fosters an environment that values differences, the freedom of expression, and the holistic development of students. **Student Life creates opportunities for learning & community building for students!**

For more information on Student Life at Minneapolis College (including an updated list of clubs under the "CURRENT STUDENTS" section), please visit <https://www.minneapolis.edu/student-life/student-activities-clubs-and-organizations>.

HOW DO I JOIN A CLUB?

There are many ways you can join a club at Minneapolis College. You can:

1. Come to the Fall or Spring Connections Fair- Once a semester, we hold this large event where you can meet members of student clubs and organizations.
2. Attend a club/org meeting or event- Each club has events and meetings throughout the year, so feel free to stop by and see them in action!
3. See our student club/organization list on our website and contact the advisor or Student Life staff: <https://www.minneapolis.edu/student-life/student-activities-clubs-and-organizations>
4. Stop by the Student Life Information Desk on the second floor of the Helland Center- Our staff can help answer any questions you may have.
5. Talk to current members to learn more!

If you don't see a club that interests you, start one! Contact Student Life staff for more information on how to start a club.

PROGRAM

The Student Life department provides direction for registered student clubs and organizations, opportunities for student leadership and works to enhance the collegiate experience by offering a wide variety of activities. In addition, this office serves as a resource center for student life activities, promoting student involvement on campus by working with club and organization advisors.

All Student Life activities reflect in spirit the College's commitment to opening doors of opportunity, creating a respectful non-discriminatory environment, promoting and embracing our diverse populations, providing dynamic, high quality educational programs and building bridges within the community.

Students that make the decision to fully participate in their academic experience by taking part in the Student Life program will develop their leadership skills, enhance their classroom experience, gain cultural diversity awareness and grow their network of friends. As a student becomes more visible on campus, faculty, staff, and administration take notice. More opportunities open up for student leaders, such as: serving on a campus committee, attending a conference, scholarships, and letters of recommendation.

Student Senate

All Minneapolis College students are represented by the Student Senate, a group that is officially recognized by the administration of the College as the voice of the student body. The Senate ensures student involvement in the decision-making process of the College and the Student Senate's Constitution provides for the democratic expression of student views, interests and concerns. It also promotes student life activities, promotes ideals of leadership and citizenship throughout the student body and promotes student and staff relations. The Student Senate has the exclusive right to recommend the chartering of clubs and organizations for approval by the College President or designee.

The Student Senate meets at 3 p.m. each Thursday that class is in session during each fall and spring semester.

Fine Arts Program

Student Life offers a vibrant theatre and music program that includes Theatre productions and a partnership with Academic Affairs to support Instrumental & Vocal Ensembles on campus. Contact information for Fine Arts Advisors can be found here: <https://www.minneapolis.edu/student-life/theater-and-music>.

Club Sports

The Club Sports Program at Minneapolis College is designed to enhance the academic experience by providing opportunities for students, faculty and staff to engage in a variety of activities that promote physical fitness, teamwork, sportsmanship, respect, competition and the development of social and leadership skills. We promote safety, fairness and equal opportunity. We are dedicated to participant satisfaction, while accommodating a wide range of interests and skill levels.

Each club is formed, developed, governed and administered by the student membership of that particular club working with Campus Rec & Wellness staff. The key to the success of this program and each club is student leadership, interest, involvement, and participation.

Currently enrolled students can participate in a variety of sports and events at a recreational or competitive level. Students can also compete against other local two-year colleges in sports such as flag football and basketball.

Campus Recreation and Wellness

Welcome

Welcome to Minneapolis College Campus Rec & Wellness!

Current Minneapolis College students, faculty and staff have access to our Fitness Center which includes a gymnasium, weight room and dance room. There are also a variety of sport clubs and outdoor adventure activities to get involved in. We look forward to serving all participants and making sure that everyone has a good experience.

Mission Statement

Campus Rec & Wellness serves as a vital and integral part of Student Life at Minneapolis College. Our mission is to provide services and programs to stimulate the growth, development and retention of students in a contemporary and safe environment that develops an appreciation for lifelong wellness, social interaction and leadership opportunities.

Vision Statement

Our purpose is to provide opportunities for you to engage in that will allow you to gain an appreciation for the necessary steps one must take to maintain a healthy lifestyle.

Equity & Inclusion Statement

Minneapolis College is changing its institutional approach, from fitting students to our institution's needs to fitting our institution to our students' needs. We believe equity remedies personal and systemic disadvantages and removes barriers to inclusion. Through shifting attitudes about diversity and the allocation of resources, we achieve just outcomes. We create inclusion through a climate of belonging and meaningful participation. It results from equitable and culturally responsive policies and practices that generate trust.

We state this in the present tense; there is not a destination point; this work is ongoing...

Learning Objectives for Participants

- Participants of Campus Rec & Wellness will learn how to incorporate physical fitness into their daily routine.
- Participants of Campus Rec & Wellness will learn to appreciate differences in others.
- Participants of Campus Rec & Wellness will have the opportunity to improve their communication skills.
- Participants of Campus Rec & Wellness will have the opportunity to develop their conflict resolution skills.

Learning Objectives for Student Employees

- Student employees will learn how to make connections between work and life as a student.
- Student employees will help prepare me for the world of full-time employment.
- Student employees will see the connections between employment and major/coursework.
- Student employees will develop effective time management skills.
- Student employees will improve oral and written communication skills.
- Student employees will develop conflict resolution skills.
- Student employees will develop skills to work effectively with individuals from a backgrounds, experiences and cultures.
- Student employees will use critical thinking skills to form opinions and solve problems.

Campus Community Events

Student Life staff plan events that bring the campus community together, such as: Welcome Week, Bingo, *Coffee & Culture* series, De-Stress Week, Make-and-Take events and more.

Leadership Development

Student Life's leadership program is grounded in the competencies of teamwork, communication, conflict resolution and inclusion. Examples of offerings include: *Launch into Leadership* workshop series, Club Conference, Student Leader Retreat and the *Club Chat and Snack* series.

Student Clubs and Organizations

Clubs are student-formed and student-led. Clubs may explore a field of study, a personal interest or a facet of identity. The Student Life department supports the formation of clubs, advises clubs in group

dynamics and event planning, promotes involvement in clubs to the wider campus community, offers a variety of tangible and intangible resources and much more.

STUDENT CLUBS / ORGANIZATIONS

Minneapolis College is dedicated to the principle that student clubs and organizations are an integral part of a college education. Student Life strives to meet students' needs by sponsoring a variety of opportunities that vary, depending on the current interests of the student body; current groups include cultural, educational, governance, occupational, recreational and social clubs.

Clubs and organizations give Minneapolis College students opportunities for individual and group interaction, and in turn, promote student development. In addition, academic related clubs and activities provide opportunities that expand the academic experience beyond the classroom. As students become involved in clubs, organizations, and activities, they share in the ownership of the program of their choice and in their college and personal development.

Purpose of Clubs / Organizations

- To provide leadership opportunities
- To provide a laboratory for what is taught in the classroom environment
- To cultivate skills related to critical thinking, communication and gaining greater self-understanding
- To provide experience working with groups. To offer opportunities to take responsibility for one's personal actions and its impact on self/others. To enhance feelings of engagement, belonging and loyalty.
- To foster interest in social, political, economic and / or cultural topics and current events
- To encourage community service and allow members to exercise the responsibilities of citizenship
- To bring together individuals with common goals and interests. To learn to appreciate individual differences and similarities. To develop the capacity to understand and interact effectively with others who differ in beliefs, behaviors, and values.
- To provide opportunities to interact with professionals in one's future career and develop professional ideals and standards
- To provide recreational and social experiences

Rights of Clubs / Organizations

- To discuss, debate, and assemble
- To communicate and disseminate information
- To seek assistance from staff in planning and conducting programs
- To request a Faculty or Staff Advisor
- To receive an account (cost center) on campus
- To use College facilities, services, buildings, and property in conformity with College policies

Responsibilities of Clubs / Organizations

- To adhere to this Student Life Guide
- To comply with all College and Minnesota State policies and procedures

- To ensure compliance with Minneapolis College's non-discrimination policy. All student groups must accept all members regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. Minneapolis College has an all-comers policy. Consequently, all registered student organizations must allow any interested student to participate, become a member, or seek leadership positions in the organization, regardless of their status or beliefs.
- Ensure that student leaders (Presidents, Chairperson &/or primary contacts) of clubs maintain at least a 2.0 cumulative GPA, are not on academic probation, do not have a violation of the Student Code of Conduct within the past calendar year that resulted in a sanction more serious than a warning, and maintain at least 6 credits. Appeals may be submitted to the Director of Student Life.
- To provide club representation (in the form of a club liaison) to the Student Senate's weekly meetings and any additional required meetings according to Senate's by-laws. A person may represent only one club at a Senate meeting.

Each campus club and organization must have a faculty or staff advisor. Some advisors may be appointed by the administration while others may volunteer. Advisors may only be designated as advisor for two clubs / organizations per term. Only faculty advisors may be paid a stipend for the advising of a club or an organization. Multiple advisors may split the payment or designate one of the advisors as the official advisor. Staff advisors must receive supervisor approval before being designated a club / organization advisor.

Without an advisor, a club or organization has no authority to meet and is not recognized as an official Minneapolis College student club or organization. However, students can meet in the informational and organizing stage, under the direction of Student Life staff. Advisors, as well as student leaders, have specific responsibilities, as listed below.

Advisor's Responsibilities to Students

- Attend annual required advisor training and any college-sponsored club activities
- Reserve spaces for club / organization meetings and events; arrange for media equipment and meet with staff for any special setups.
- Attend 75% of the club's general meetings; work with club but do not direct programs (offer suggestions, concerns and ideas). Attend all special events.
- Call, at minimum, a monthly meeting with the club's executive board; assist officers in developing members' leadership skills. Encourage student leaders to attend all relevant workshops / trainings.
- Attend all sponsored activities; for academic clubs, all club meetings and activities must take place outside of scheduled class time.
- Schedule training for club members and accurately explain College policy to the group
- At the beginning of each semester the advisor shall forward a list of the members and meeting times and dates for the term to the Student Life office. Advisors will be a liaison to Student Life and submit information about meetings and planned events monthly.

- Ensure eligibility of all candidates for office in terms of scholastic standing (GPA) and code of conduct and check periodically to ensure that members are maintaining the required cumulative grade point average and that they are enrolled in classes before sending them to conferences & / or retreats and recommending them for stipends.
- Be familiar with College facilities, services, and procedures that affect group activity; follow up with the appropriate people any time you become aware of a possible violation of policy / procedure.
- Work with student leaders to develop budget requests, monitor the budget and ensure that all purchases are made in accordance with College and State of Minnesota policies and procedures
- Complete required club paperwork by requested dates each semester. Nominate exceptional student leaders for student stipend awards each semester.
- Contact the Director of Student Life to secure a key for the club office (if applicable), collect the key when student leadership changes and return it to the Director of Student Life
- Mediate interpersonal conflicts that may arise.
- Communicate immediately with College administration when unusual requests or circumstances develop.

Students' Responsibilities to Advisor

The advisor is an integral part of the group and should be recognized as such. Since the advisor is not a member, additional courtesies and considerations should be extended.

- Notify the advisor of all meetings
- The President of the group should schedule regular meetings with the advisor
- Understand that although the advisor has no vote, they do have speaking privileges
- Ask for the advisor's opinion and advice when problems or questions arise
- Consult advisor before any changes in the structure or policies of the group are made
- Consult advisor before any major projects are undertaken
- Keep advisor informed of the progress being made in planning events
- Remember that the responsibility for the success or failure of the group rests ultimately with the group, not the advisor
- It is important to thank your advisor for their involvement in your group

Student Leadership Stipends

Students can receive stipend credits for significant leadership activities and learning effort at Minneapolis College. The stipend recipient must obtain a semester GPA of 2.0 and a completion rate of 67% (for applicable semester) or better in order to receive a stipend check.

Near the end of each semester, communication will be sent to club and organization advisors seeking recommendations for the Student Life Stipend Awards. After grades are posted, the stipend recommendations are authorized and forwarded to Business Services for processing. Stipends may be awarded to members of the Student Senate and Student Newspaper as well as to At-Large Student Leaders, in accordance with the current budget allocation for student stipends.

Any stipend monies received will first pay outstanding tuition &/or fees owed to the college. Any remaining stipend monies will be distributed to eligible student leaders via their BankMobile account. BankMobile will pay the student according to the student's choice (direct deposit or opt-in debit card).

Club / Organization Policies

MEMBERSHIP

Every club / organization **shall have an advisor** who is a current faculty or staff member at Minneapolis College. Each semester, the name of the club advisor must be submitted to Student Life along with the appropriate club advisor contract (one for faculty and two for staff).

Clubs must keep an **updated copy of their constitution and by-laws** on file with Student Life & Student Senate each year and work with their advisor to ensure by-laws follow college and Student Life policies outlined on pg. 6. Please review these documents with the club advisor at least every year and return any updates to Student Life & Student Senate. These updates can be included in the [End of Semester Report form](#).

Club / organization membership shall be open regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. All registered student organizations **must allow any interested student to participate**, become a member, or seek leadership positions in the organization, regardless of their status or beliefs.

Clubs and organizations must **meet a minimum of once per month**.

Clubs and organizations shall maintain a **minimum (six or more) number of active members**. Upon request, membership rosters, meeting minutes and attendance records shall be made available to the Student Senate and Student Life.

80% of club / organization membership must be currently registered students at Minneapolis College.

Club members that are not Minneapolis College students shall not benefit from Student Life Budget funding (e.g. conference / workshop attendance). **Non-students** must pay an appropriate fee to participate.

Student leaders must maintain at least a 2.0 cumulative GPA, not be on academic probation, not have a violation of the Student Code of Conduct within the past calendar year that resulted in a sanction more serious than a warning and maintain at least 6 credits at Minneapolis College each semester of their involvement.

It is recommended that each student leader take on no more than two leadership roles (Chair, President, or Senate Executive Board) per term. Given the increased responsibilities, students are only allowed to serve on the Executive Board for one organization at a time. This does not include club leadership positions.

REQUIRED CLUB PAPERWORK

The following paperwork is required to establish and maintain recognized status:

[Registration Form](#) – This form, required by the third week of classes each semester, demonstrates that a club has the required minimum of six Minneapolis College student members, an advisor and is planning to meet monthly.

[End-of-Semester Report](#) – This report provides information to Student Life about membership, the number of meetings held, number of events/activities sponsored and budget/spending plans.

Advisor Agreement – Every faculty and staff advisor must file a signed agreement with Student Life at the beginning of the fall semester, or when they begin their advising tenure. Staff advisors must also submit form stating approval from their supervisor.

Student Organization Workspace/Office Usage Agreement – Student organization workspace will be renewed and granted each semester, determined by evaluating how the workspace meets the mission of the College, Student Life and the student organization.

FINANCIAL POLICIES

All clubs / organizations must have **prior (according to Student Life timelines) authorization** from the Director of Student Life (via their advisor) for any budget expenditures.

Fundraising

All clubs / organizations must have prior approval (via Fundraising/Sales Application) from the Director of Student Life for any **fundraising activities**. Failure to adhere to this policy may result in the loss of access to funds.

All funds collected and spent by club / organization shall be accounted for through the College Business Office in a club / **organization's agency account** in accordance with Board policy.

ACTIVITIES

Clubs / organizations shall not sponsor any activities, events or programs without **prior approval** from their advisor. **Off campus activities** must also have the approval of the Director of Student Life.

Activities must be sponsored in **accessible** locations. Transportation, accessibility and liability must all be considered when deciding on a location for an activity.

An **advisor or staff/faculty designee shall attend all special events**, including any activities outside of the Twin Cities metropolitan area.

ORGANIZING AND CHARTERING A NEW ORGANIZATION

All new clubs/organizations are voted upon by Student Senate and chartered by the college president or their designee.

Procedure for Chartering a New Club or Organization:

1. Fill out the Club Charter Form which can be obtained from Student Life or Student Senate. This form can also be found online under “CURRENT STUDENTS” here: <https://www.minneapolis.edu/student-life/student-activities-clubs-and-organizations>
2. Have each member, including the President of the club, fill out the Club Member Application form under the “CURRENT STUDENTS” section here: <https://www.minneapolis.edu/student-life/student-activities-clubs-and-organizations>. Each member must fill out an online form and agree to the club/organization expectations, responsibilities and membership policies.
3. Politely ask a faculty (or staff) member to advise your club. Student Senate and Student Life can help you identify good candidates to be your club’s advisor.
4. Create a Governing Document and Club Budget Outline for your club. Please see Student Life Information Desk for samples of these two documents or download them under the “CURRENT STUDENTS” section on the Student Life website.
5. Once your club has submitted the Club Charter Form, the Club Membership Application forms for at least 6 members (including yourself) and have found a club advisor, contact the Student Life department to let them know you are ready to move forward in the club application process.
 - a. If submitting physical copies, make three copies of your Club Charter Packet (Form and Governing Document).
 - i. Submit the original Club Charter Packet to the Student Senate Vice President (Senate Office, H.2903).
 - ii. Submit one copy to the Student Senate Advisor (H.2912).
 - iii. Keep one copy for your records.
 - b. If submitting online charter form, Student Life staff will submit this information to the Student Senate Vice President, the Senate Advisor and send you an online copy for your records.
6. Student Life staff will review the Club Charter and Club Member Application forms and pass this information onto the Student Senate Executive Board for review. After this is complete, you will meet with Student Life staff to discuss your club. Please bring your Governing Document and Club Budget Outline to this meeting.
7. Attend three consecutive Senate meetings (Thursdays from 3-4pm in H.1002). If your club charter application is incomplete or if you need to find an advisor, please do so before the third meeting when the club will be voted on for chart (officially recognized as an active club).
8. Once chartered, schedule a meeting with the Student Life Budget Committee (SLBC) to review your budget request previously discussed with Student Life staff. Clubs must be chartered for at least one full semester before they can request funds for travel/plan a fair/festival-type event. You can schedule a meeting with the SLBC by contacting the Senate Director of Finance at financesenate@go.minneapolis.edu. Attend Senate General Assembly meetings throughout the semester.

Please see Student Senate in H.2903 or Student Life Staff if you have questions about the process for chartering a new club. This process is also accessible via physical copies at the Student Life Information Desk if you prefer to do it that way.

PROCEDURE VIOLATIONS

When a club / organization / activity (or an individual from within the group) is found to be in violation of established rules, procedures or policies of Minnesota State, Minneapolis College or Student Senate, the following actions can be taken:

Warning Status. A formal letter of warning will be sent from the Student Senate or Student Life staff to the club/activity/organization detailing the nature and extent of the violation and how to remedy the violation.

Probation. If, after seven (7) calendar days, the violation has not been remedied, the club/activity/organization will be notified in writing that it has been placed on probationary status. Probationary status entails: a warning that the club/activity/organization is in danger of being revoked and the freezing of all cost center activity. Probationary status will last fourteen (14) calendar days. Any club/activity/organization placed on probation within fourteen (14) days before the end of the semester is required to attend a meeting with a Student Life staff member and a member of the Student Senate Executive Board to discuss its status.

Revocation. If, at the end of the probationary period, the club/activity/organization continues to be in violation, the Student Senate Executive Board will notify the Student Senate of its intent to revoke privileges and reallocate funds of said club/activity/organization. Upon notification of the Student Senate, the Executive Board will seek final approval from the President of the College (or designee) to take said action.

Appeals

Clubs/activities/organizations may appeal on a case-by-case basis to the Student Senate Executive Board (for Senate by-law infractions) and/or Director of Student Life (for all other violations).

Individuals

Any alleged violations of the Student Code of Conduct will be reported to the Office of Student Rights and Responsibilities and will be subject to the campus conduct process. Student clubs, groups and organizations may be charged with violations of the Student Code of Conduct. Charges may be made collectively or individually, against the club, group or organization, its leadership and/or the individual member(s) responsible for the violation. Student violators may be held financially responsible for any direct and/or indirect costs and charges associated with the Student Code of Conduct violation.

Behavior Concerns

- If dealing with unacceptable behavior or removal of someone from a group, follow these guidelines:
 - Provide the person an opportunity to change or modify their behavior
 - If unacceptable behavior persists, ask the disruptive person to leave the meeting
 - If they do not comply and they continue to be disruptive, ask Public Safety staff to escort the disruptive person out of your meeting

- Permanent removal of a group member is subject to a group's by-laws; individual students are also subject to college sanctions

REVOCAION OF CLUB / ORGANIZATION RECOGNITION

The College has the authority to revoke a club / organization if any of the following occurs:

- A club / organization or advisor submits a written request to disband
- A constitutional provision deactivates a club / organization as of a certain date
- No record of activity exists for the previous academic semester
- A list of current officers or members is unavailable for one academic semester
- A club / organization moved from probationary status and the Student Senate and College President (or designee) authorize the revocation of the group

INACTIVE STATUS

Inactive Status can be obtained by clubs at Minneapolis Community and Technical College for the duration of one semester.

A club can go into inactive status if:

- They are not meeting the basic requirements to remain a club, but would like to keep their charter
- Have an advisor who is unavailable and irreplaceable for a semester (e.g. sabbatical)
- Have extenuating circumstances which will be evaluated on a case-by-case basis as determined and agreed upon by the Student Senate Vice President and Student Senate advisor.

By signing up for inactive status a club agrees to:

- Have their club funds earmarked by the Student Life Budget Committee to be accessed upon reactivation (if funds are available).
- Come back to the Student Senate for a reassessment of their club status in one semester's time.

Terms of Agreement:

- Funds that are in the club's cost center will not be available to the club when they are inactive and will be liquidated back into the general club fund
- Upon reactivation a club agrees to meet with the Student Life Budget Committee in order to request their funds back; there is no guarantee that the funds will be available
- If a club is unable to go through the corrective action within one semester of becoming inactive, they will be subject to losing their charter and club funding
- Advisors will not receive stipends for the semester a club is listed inactive
- An inactive club can still reserve meeting and/or tabling space to encourage reactivation. Inactive clubs can still meet even while their budget is frozen; however, they will not be able to coordinate events while they are in an inactive status.

To apply for inactive status, please contact the Student Senate Executive Board or Student Life staff.

The Student Life Budget Committee (SLBC) is a committee of the Student Senate. It is comprised entirely of students with an ex-officio advisor. The SLBC oversees the management and disbursement of Student Life fees in a viewpoint neutral manner, in accordance with Minnesota State Board Policy 2.8.

Each spring term, the Student Life Budget Committee develops a budget for the following fiscal year that funds clubs, organizations, activities and student fee-funded departments. In spring '17 the Student Senate voted to approve a funding process where all clubs receive a \$200 starting budget, with earmarked funds for specific re-occurring events and incentives for club development activities through Student Life. In spring 2020, the Student Senate voted to approve the Food Security Student Organization Budget to allow clubs an additional \$100 per semester (total of \$200) per year for food expenses at club meetings, events, and more. Contact student.life@minneapolis.edu for additional details on the Food Security Act.

RE-OCCURRING EVENT FUNDING

The SLBC identified club events that are long-standing traditions or annual expenses and earmarked funding for these events in the general club fund. To find out which events are included in this fund, please contact the Senate's Director of Finance or Student Life staff. In order to access these earmarked funds, clubs will need to present their budget outline to the Director of Student Life. The Director of Student Life will make a request for funds to be transferred from the general club fund to the club's cost center.

CLUB DEVELOPMENT INCENTIVES

Each semester, Student Life offers opportunities that support the growth and development of clubs and their members. The SLBC will give financial incentives to clubs for sending a club participant to the following events during both the fall and spring terms: Connections Fair, Club Conference, and Student Leader Retreat. A club will earn \$50 for each event attended (must be present for 75% of the event) and, if a club attends all three events, they will earn an additional \$500 (a total of \$650).

Requesting Additional Funds

All clubs are encouraged to request additional funds from the SLBC for events, travel, etc.

In order to request funds from the SLBC, organizations/clubs/activities **must be in good standing** (no current probations, suspensions, or disciplinary violations). **Clubs must be chartered for at least one full semester** before they can request funds for travel / plan a fair/festival-type event and **clubs need to complete the early semester registration forms** in order to request any additional monies/get incentivized monies.

To make a request to the SLBC, please **contact the Senate Director of Finance** (SLBC chair) at FinanceSenate@go.minneapolis.edu or stop by the Student Senate Office (H.2903) to set up a meeting with the SLBC. The Director of Finance (SLBC Chair) and Student Senate Vice President may approve funding requests for \$200 or less upon mutual agreement.

Proposals for an event must be submitted to the Student Life Budget Committee **at least 21 days prior to the event** (more lead time is required for out-of-state travel and larger events).

Requests must meet the following criteria:

- Demonstrate the mission, goals and activities of the group requesting funds
- Be relevant to Minneapolis College's mission and vision
- Include a fiscally responsible budget
- Proposals must not duplicate already available services
- Be followed up by attendance at the pertinent SLBC meeting

For requests specific to events:

- The proposed event/purchase must be open/available to all Minneapolis College students, or if it is only open to members of an organization, membership must be open to all Minneapolis College students, free of charge
- Marketing materials (i.e. websites, posters, social media, etc.) must indicate the event was funded with Student Life fees
- After a request is approved, the organization must provide confirmation that the event took place and money was spent properly

The SLBC will NOT fund:

- Individual membership dues/fees to societies, associations or professional organizations
- Food / beverages for regularly scheduled meetings or for on-going office support (i.e. coffee, sugar, condiments or other consumables)
- Cash awards or prizes
- Minneapolis College cannot hire/pay Minneapolis College students or employees of the State of Minnesota as a vendor
- Alcohol
- Clothing (event t-shirts would be the only exception)
 - Any requests for apparel must be less than \$25/item; clubs are limited to one apparel order per year, with no more than \$250 spent in total
- Donations to the Minneapolis Community and Technical College Foundation or other external charitable organizations
- Contributions to scholarships or grants to individuals

Additional Funding Guidelines

CATERING

- If a request for event catering exceeds \$1,000, 10% of the total catering costs must be fundraised by the club.
- If a request for event catering exceeds \$2,000, 20% of the total catering costs must be fundraised by the club.

OFF CAMPUS ACTIVITIES

- All off-campus events, activities and travel must have a portion of the expenses paid through fundraising. If expenses total \$2,000 or more, 20% must be fundraised. If expenses total less than \$2,000, 10% must be fundraised.
- The meal per diem is set at \$36/day for students traveling via Student Life (\$9 breakfast / \$11 lunch / \$16 dinner) or \$44/day if in a metro area (\$11 breakfast / \$13 lunch / \$20 dinner).

PARTIAL FUNDING

- The SLBC has the discretion to subject proposals to partial funding if an organization is requesting more than \$200 or if the cost per student is deemed excessive.
- All funding will be allocated on a “first-come, first-served” basis. When there are more proposals than money available, requests may be partially funded.

FUNDING CAPS AND REALLOCATION

- Reallocation of unused event funds is at the discretion of the SLBC in association with school administration.
- No student club / organization may receive more than 10% of the initial club fund (cost center 581100) in a given academic year.
- No student club/organization may receive more than 10% of the initial club travel budget.
- Earmarked allocations for reoccurring events in a given academic year do not count towards the annual funding cap.
- All proposals in excess of \$10,000 must include at least two separate vendor quotes unless service or good is unique to that vendor (sole source).

Reserves Funding

Reserves funding may be requested if one of the following conditions is met. Consultation for reserves spending shall occur within Student Senate when the governing body is in session.

- The purchase is tangible and can be left for future student use (i.e. furniture for the Senate Office).
- The situation is unexpected and could not have been foreseen (i.e. a group competes at a local/regional level and is then able to advance to Nationals).
- The current overall Student Life budget is exhausted and there is an urgent need for additional funding. This only occurs after extensive consultation between the Student Senate President and the President of the College.

PURCHASING GOODS/SERVICES

Several rules exist which dictate appropriate spending; asking questions is imperative to successful procurement of goods and services.

Purchasing Policies

A list of the FORMS needed when planning EVENTS can be found in Appendix A on pgs. 35 & 36.

Under no circumstances are students allowed to make purchases using club funds or can individuals get reimbursed for something that they already purchased.

Anything purchased by a club becomes property of that organization, Student Life and the State of Minnesota.

At no time should club property be used for personal use.

Any equipment purchased by the College becomes state property. In order for the equipment to be protected and monitored, Student Life staff will oversee all equipment.

No personal gifts may be purchased; anything purchased using Student Life fees must be made available to all current and future members.

Purchase Requisitions

Advisors must complete a *Purchase Requisition* each time their club wants to make a purchase of a good or service. The Director of Student Life must approve requisitions. Requisitions can be submitted via hard copy or through the College's Procurement software Marketplace. **No college funds may be promised / obligated, verbally or otherwise, without first completing the Purchase Requisition form and obtaining a Purchase Order (PO).** Unless otherwise directed, **College faculty/staff advisors &/or student club leaders should first engage with Student Life staff regarding any purchasing questions that arise.**

Special Expense Form

A *special expense form* is needed any time a group wants to order food/refreshments, travel out-of-state, or would like to pay for a registration fee over \$1,000. Ensure that special expense forms are thoroughly completed, including:

- A justification for the purchase
- A detailed agenda
- List of invitees

Contracted vendors on campus include Tiffin Man and Dunn Bros. When (student groups) work with an off-campus food service provider, one copy of their catering license as well as the Student Group Campus Food Event Form must be turned in to Central Scheduling two weeks before a purchase order can be processed.

Working with a Vendor

Any individual or business you wish to work with must be a registered vendor with the state of Minnesota. If the vendor is not registered, they will have to complete the process before a PO is issued. Please see Student Life for additional details.

Once a purchase order number is issued, it is the responsibility of the club to follow up to place the order with the vendor and to request an invoice.

In order to pay a vendor (following the activity), the vendor providing the goods/service (i.e. a lecturer) must submit an invoice / receipt for their product / service with the purchase order number, which needs to be submitted to Accounts Payable at accounts.payable@minneapolis.edu indicating approval to pay (by either the Club Advisor or Student Life staff). **A contract should be used any time a speaker / entertainer is invited to campus regardless if we are paying them; all contracts must be processed at least two weeks in advance of event.** Please note: Accounts Payable has up to 30 days to process payments once they receive the receipt/invoice.

Most Frequently Used Vendors

Name of Business & Contact information

- **College Store (most items except food):** 612.659.6850 – **campus** –use Store purchase voucher

Please Note: College Store purchases require a completed Purchase Voucher.

- **Tiffin Man Global Kitchen (campus):** 612.659.6787; catering.mctc@tiffinman.com - **campus**
- **Dunn Bros. Catering (campus):** dexterdunnbros@gmail.com - **campus**
- **Bursch Travel:** 1.800.657.4888
- **Cobornsdelivers.com:** Please see Student Life staff for more details
- **Litin Party & Paper:** 612.343.4300 – 913 Plymouth Ave. N
- **Enterprise Car Rental:** 612.824.4433 – downtown (Marquette Ave.) location
- **Menard's:** 763.541.9300 - 6800 Wayzata Boulevard, Golden Valley
- **Hennepin County Portable Recycling Unit:** 612.596.0993

Student Life Purchasing Credit Card

Student clubs and organizations may be able to order items through vendors that are not affiliated with the college for certain items (i.e. Amazon or Cobornsdelivers.com). Students must submit a quote from the vendor, a Student Group Campus Food event form, a Requisition for Purchase form, Special Expense form, along with an agenda and list of invitees. **Please note: there is a maximum of \$50 for an open house/meet & greet event and \$100 for other types of events.** Contact the Student Life department for more information on ordering using the Student Life Purchasing Credit Card.

FUNDRAISING BY STUDENT CLUBS AND ORGANIZATIONS

Registered student organizations may conduct fundraising activities to gain financial support; however, college endorsement for such activities is not implied. It is imperative that fundraising activities connect to the group's mission. It is also vital that good record keeping is maintained by the club(s) coordinating fundraising activities.

The following fundraising guidelines apply at Minneapolis Community and Technical College:

If your club / organization is conducting a fundraiser, you must submit a completed Fundraising / Sales Application (available from the Student Life Office) at least two weeks prior to the fundraising start date and maintain a copy of it.

No Student Life fees may be used in fundraising efforts.

Per state statute, **all money received by an organization must be deposited on the same day** it is received. If the event takes place outside of business hours, all monies should be secured with Public Safety until the next opportunity in which they can be deposited.

The total amount raised should be **reported to Student Life** immediately and the advisor should maintain any remaining inventory.

Any group that wants to raise / spend fundraised monies must get permission, **track all deposits and report totals to Student Life**. If this tracking (documentation) does not occur, these dollars could go to general Student Life activities. Fundraising requires good record keeping and reporting.

Sales by charitable, not-for-profit organizations sponsored by a registered student organization may be permitted on campus as part of a fundraiser. All on-campus events and activities must be coordinated and approved by the Director of Student Life (via the Fundraising / Sales Application).

Organizations currently funded by the Student Life Budget Committee are required to obtain authorization from the Director of Student Life prior to conducting off campus fundraising to prevent duplication of appeals to prospective donors. **Neither students nor advisors can solicit without this authorization.**

If fundraised dollars are given to another organization, the **recipient organization must have 501c3 status**; an organization must make known where all proceeds will go.

All monies raised must be spent in the same fiscal year unless a plan is in place with the Director of Student Life. If a group becomes inactive or is on probation, fundraised dollars will get swept into a general Student Life account.

Any food-related sales must be approved and coordinated through the campus food service provider. Clubs and organizations have the responsibility to obtain permits from the City of Minneapolis to prepare and serve food.

Student organizations are **prohibited** from:

- Selling, giving or otherwise transferring to any credit card companies or agent's student contact information

- Entering into any agreement to market credit cards (or related items) to Minneapolis College students

Any **book sales** coordinated by a student group should be coordinated with the College Store.

Sales tax must be collected on any sold goods.

Gambling and betting activities are prohibited on campus. Be advised that it is a violation of state laws, and thus system regulations, to gamble in state facilities, as it is defined by Minnesota Statute 609.75 –609.76. **Raffles are not prohibited** by this policy if:

- The Raffle is conducted by a college, university, or system office, or related groups; and
- Prizes are donated by an individual, firm, or other organization such as foundations and auxiliary boosters; and
- The raffle meets the requirements of Minnesota Statutes section 349.166.

Minnesota Statute Section 349.166 Subdivision 1c provides that Raffles may be conducted by an organization without a license and without complying with sections 349.154 to 349.165 and 349.167 to 349.213 if the value of all raffle prizes awarded by Minneapolis College in a calendar year does not exceed \$1,500.

No auctions of a person's time or talent (where individuals bid an amount of money on the person that is being auctioned off) can be held and are prohibited on campus.

Fundraising activities involving **alcohol-related events are prohibited** for all student fee budgeted organizations. Engaging in alcohol-related fundraisers may result in the loss of the current year's student fee budget allocation.

Student clubs are generally not 501 (c) 3 charitable organizations and so contributions made directly to the student group are not deductible. Donations that are made directly to the college or foundation may be deductible, even if the money is later allocated to use by a student group.

Resources to Operate Your Club/Organization

Student leaders shall not use or allow the use of state time, supplies or state-owned or leased property and equipment for their private interests or any other use not in the interest of the state, except as provided by law. Access to the Internet and e-mail is a privilege. All students are responsible for using these resources in an effective, ethical and lawful manner.

OFFICE SPACE

Club office and storage space is made available for student clubs / organizations in the Helland Center (&/or other campus locations). The space is limited and requires the sharing of furniture and equipment. Helland Center Student Life office space is designated as follows:

City College News – H.2901

Clubs & Organizations – SORC (Student Organization Resource Center) space to share, H.2900

Student Life Staff – offices located on the 2nd floor

Student Senate – H.2903

Student Workers – housed at the 2nd floor Info Desk

Students Against Hunger and Homelessness – H.1208

Student Tech Services – currently housed in the T.3000 office suite

Additional campus space that requires keys – Bike Collective

Student **keys** (as applicable) for club / organization offices must be authorized by the advisor and can be obtained from Student Life. The advisor can request keys through the Director of Student Life, or keys can be held by Student Life and checked out at the Information Desk upon receipt of a list of approved members who can gain access.

If a key is not returned to the Student Life Information Desk or advisor when requested, a hold will be put on the student's record so they will be unable to register for classes or get a copy of their transcript.

Student Organization Workspace/Office Usage Agreement – Student organization workspace will be renewed and granted each semester, determined by evaluating how the workspace meets the mission of the College, Student Life and the student organization.

MEETING SPACE

Students have the right to use college space at no cost for club meetings. Club meetings are intended for the club membership and for the purpose of club activity or business. Students must follow the room reservation procedure (see p.27) to reserve a space. Student clubs may request a dedicated room or space for its usage on a semester basis. These requests will be reviewed based on the unique needs of the student club and the availability of college facilities. The college reserves the right to cancel a dedicated room reservation at any time. **Rooms for club meetings must be requested at least one (1) week in advance.**

STORAGE

Mobile storage units (white storage units) are available to registered student organizations on a first-come, first-reserved basis by contacting Student Life. These mobile storage units are located in the Student Life area, H.2900.

PRINTING

Printing and copy access (on behalf of a registered student organization) may be authorized for use on campus printer machines. In order to request access for leaders/members of your group, the club advisor should e-mail Student Life staff at student.life@minneapolis.edu with the list of student names, StarIDs and cost center to be charged.

CENTRAL SERVICES

PRINTING

Each club / organization may use the Central Services Department, located in T.2020, to make copies of flyers for advertising their events and copies for conducting the business of their group. A [Copy Request Form](#) must be filled out with the club / organization's budget code (cost center). Central Services also offers banner printing and lamination services. Turnaround time is 24 hours for normal printing. Larger printing may require more time. Please check with Central Services (central.services@minneapolis.edu) for larger copy jobs.

MAIL

Incoming postal mail arrives daily and is generally sorted into department mailboxes in Central Services by 2:00 p.m. Outgoing mail should be placed in the Central Services bin by 12:00 p.m. to ensure same day pick up. **Outgoing mail on behalf of your club** must have your six-digit cost center written in the bottom left hand corner of the envelope. If the cost center does not appear, the Central Services staff will open it. Personal mail must have a postage stamp.

STUDENT LIFE SHAREPOINT

[The Student Life SharePoint Site](#) was established as a way for Student Life to better connect with student clubs and our entire student community, as well as for student clubs and activities to connect directly with interested students. This on-line platform will aid us all in creating community on our campus, provide easier accessibility to student leaders and club advisors to access online resources and forms and in communicating about our many awesome opportunities and events.

MICROSOFT TEAMS / E-MAIL

Starting with the 2019-2020 school year, Microsoft Teams were utilized as a way for Student Clubs to better connect with their members, as well as for student clubs to coordinate their work. Student groups may send emails out to everyone in their club via Microsoft Teams; however, it is not appropriate to use this process for personal matters and these communications must not violate any college policies. This on-line platform will aid clubs in communicating club business with their members, working on & tracking shared tasks, archiving club materials and more. The Information Technology Service department can also come visit your club for a training on how to use Microsoft Teams. You can contact them by going to their website here: <https://www.minneapolis.edu/student-services/information-technology-services-its>

Use of Microsoft Teams must not violate any college policies. For video tutorials and additional assistance using Microsoft Teams, visit <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>.

Event Planning Policies and Resources

CAMPUS ROOM AND TABLE RESERVATIONS

As a student club, you have the privilege of being able to use college facilities for meetings, activities and events. Student clubs are expected to leave spaces better than they found them, to treat furniture and equipment with respect and to be conscious of their noise level. If individuals or student clubs/organizations are not meeting these expectations, Student Life staff may ask you to leave the space. Student clubs generally use facilities for events or activities that fall into the following five categories:

- Club meetings
- Tabling Events
- Student Activities/Events
- Special Events, Fairs & Festivals

Tabling Events

Students have the right to set up informational tables and to present information on issues of their choice within designated spaces. Students must follow the space reservation procedures (see below) prior to the tabling event. Students will not be granted a standing reservation for tabling and reservations will be limited to a two day per week maximum (as space allows) for each event/activity. **Tables must be requested at least three (3) business days in advance.**

Student Activities/Events

Students have the right to assemble small groups (under 100 Minneapolis College students, faculty &/or staff), to select speakers, to set up informational tables and to present information on issues of their choice. Students must follow the space reservation procedures (see below) prior to the student activity/event taking place. In most cases, a planning meeting with Central Scheduling and other appropriate departments will be required before the event/activity will be confirmed.

Events/Activities that are open to the public, intended for a group of more than 100 people, where admission will be charged or are co-sponsored by an external organization may have fees associated with it. **Resource/service charges may be incurred** and these fees (staffing, service fees, etc.) will be discussed at the meeting with Central Scheduling. Student clubs/organizations have the sole responsibility for payment of these charges and fees. **Generally, Student Activities/Events require at least two weeks advance notice; often four or more weeks planning lead time is needed.** For more information regarding rates and charges, please e-mail Central.Scheduling@minneapolis.edu.

Special Events, Fairs & Festivals

Fairs and festivals are special events where multiple forms of entertainment (speakers, performers, off-campus resources, etc.) are planned as part of the event. Examples include ACC's Operation Recovery and 3-Legged Frog's Sustainability Fair. **Resource/service charges may be incurred.** Student clubs will have

the sole responsibility for payment of these charges and fees. Fairs and festivals may use general use classrooms or other special space, as available. For more information regarding room rates and charges, email Central.Scheduling@minneapolis.edu.

Reservation Procedures

Students who wish to reserve space for a meeting or tabling event must complete a Request Form, which can be obtained on the Student Life SharePoint site under [“Resources & Forms”](#) or Information Desk and turned in to Student Life staff. Staff will review the form and forward it to Central Scheduling.

Students who wish to reserve space for a student activity or special event must make an appointment to speak with Central Scheduling. Schedule this meeting through the Student Life Information Desk by emailing student.life@minneapolis.edu or stopping by the Information Desk. During this meeting, staff will request information about the event details, expected attendance, set up and AV needs, and ask other event planning questions. Generally, Central Scheduling can attend your club’s regularly scheduled meeting (if during our business hours listed below) or they are best able to attend a standalone meeting between the hours of 11 am – 3pm Mondays-Thursdays. Central Scheduling generally has staff on campus Monday-Friday between 7am-7pm.

No on-campus activity will be permitted without following this procedure. Your request is not confirmed until an email is sent to the club’s advisor &/or student contact, Student Life and other appropriate departments from Central Scheduling.

CO-SPONSORED EVENTS WITH OUTSIDE ORGANIZATIONS OFF-CAMPUS ORGANIZATION/VENDOR

Students clubs may invite off-campus organizations to share information and materials with the campus community, provided that the club secures a **Guest Lecturer Agreement** from each outside organization and at least one club member is present when hosting an external group. **A contract should be used any time a speaker / entertainer is invited to campus regardless if we are paying them; all contracts must be processed at least two weeks in advance of event.** Any time personal services or sample products are offered by an off-campus organization, a **Certificate of Liability Insurance** (listing Minneapolis College as an additional insured and having coverage of general liability for \$2 million per occurrence) is also required. Most often, inviting an off-campus organization/vendor is done through tabling. For information on tabling and reservation procedures, please refer to pages 26 & 27.

POLITICAL CANDIDATES/ELECTED OFFICIALS

Students clubs may invite political candidates or elected officials to campus as either a student activity or a special event. When doing so, student clubs must be clear in any marketing materials that the club, rather than the College, sponsored the speaker. Clubs must follow space reservation procedures for their event and must **notify Student Life in advance of making an invitation** to an elected official or political candidate.

Student clubs are prohibited from engaging in any type of political or campaign fundraising on campus. Further, student life fees may not be used for any partisan political activity.

MOVIE/FILM COPYRIGHT

In order to show a movie/film in public/semi-public settings (i.e. during a club meeting or event), a club must ensure that they have obtained the appropriate permission prior to showing it. You **cannot rent a movie** (i.e. from Netflix) and show it publicly or show one from your personal collection on campus without obtaining a copyright license for the showing. If you want to show a copyrighted film in a public/semi-public setting, you will need to follow copyright laws outlined through this website: mplc.org/page/about-copyright-law. Some helpful links for movies that are in the public domain are listed here:

- https://en.wikipedia.org/wiki/List_of_films_in_the_public_domain_in_the_United_States
- <https://www.ranker.com/crowdranked-list/free-movies-the-best-films-in-the-public-domain>
- <https://www.imdb.com/list/ls003915205/>

Contacts for obtaining a copyright license for movies not listed in the public domain:

Film Distributor	Phone Number	Website	Point of contact	Contact Information
Criterion	1-800-890-9494 ext. 254	www.criterionpicusa.com	Katie Dintelman	Katie.dintelman@globaleagle.com
Speak Out!	510.601.0182	www.speakoutnow.org	Felicia Gustin	Speakers, artists, exhibits & films
Swank Motion Pictures	800.876.5577 314.909.0879	www.swank.com	Alyssa Peebles	apeebles@swank.com

FOOD AT MEETINGS/EVENTS

Tiffin Man Global Kitchen and Dunn Bros Coffee are our current food service providers. When ordering food, please observe the following process:

1. Contact the catering manager to obtain a catering quote no later than 14 business days prior to your event.

Catering manager contact information:

Dunn Bros - Josh Dexter; E-mail: dexterdunnbros@gmail.com / Phone: 651-492-6879
Tiffin Man Global Kitchen – Primary contact: David Pacheco, David.pacheco@tiffinmanmn.com;
 Owner: Jag Agora; Phone: 612-659-6787
 Request catering orders on-line at tiffinmanmn.catertrax.com
 E-mail questions to catering.mctc@tiffinmanmn.com; PO #Numbers to po.mctc@tiffinmanmn.com

2. Provide quote to Purchasing department (via Student Life) with any other required (& signed) paperwork **no later than 10 business days prior to your event for Purchase Order processing**. Provide a plan for a sustainable/towards zero waste/environmentally responsible event. You can contact the Zero Waste Team at Zero-Waste-Events-Team@go.minneapolis.edu to get in contact with the team for assistance planning a zero waste/environmentally responsible event.

3. Purchase order (electronic copy) must be delivered to Tiffin Man Global Kitchen/Dunn Bros **no later than 3 business days prior to your event. Your order will be canceled if Tiffin Man Global Kitchen/Dunn Bros does not receive the purchase order at least 3 days before the order is needed.**

Exemptions

Clubs can bring in outside food, provided that the **Purchasing Paperwork for an On-Campus Event using an Off-Campus Caterer** packet (see Student Life Staff for forms or go to the Student Life SharePoint site and click, "[Resources & Forms](#)") is completed and submitted along with **a copy of the current catering license** to Central Scheduling **two (2) weeks prior to the event**. Requests for outside food will not be processed unless this timeline is followed.

Potlucks

Home-prepared foods may be served at club meetings / events without being subject to inspection by the Health Department. However, the food is for **group members only**; potluck food may not be served to people that are not members of the group. Groups coordinating potluck events need to complete a **Student Group Campus Food Event form** (see Student Life Staff for forms or go to the Student Life SharePoint site and click, "[Resources & Forms](#)") **and Central Scheduling must authorize the potluck plan**. It must be clearly distinguished as a potluck where group members are contributing food and no state monies may be used to purchase any potluck items. Organizers are encouraged to share information related to ingredients used (as it may relate to food allergies). **Flyers to advertise the potluck around campus are not permitted.**

OFF CAMPUS EVENTS

Student clubs may choose to plan events off campus. Students engaging in non-college-sponsored off-campus events or activities are solely responsible for any costs or liability associated with the event or activity. Clubs seeking college sponsorship of their **off-campus event must submit an O-CERF** (Off-Campus Event Request Form) to the Director of Student Life **at least two weeks in advance of the event**. See Student Life Staff for forms or go to the Student Life SharePoint site and click, "[Resources & Forms.](#)" Off-campus events sponsored by the college are considered college events. Students participating in a college-sponsored off-campus event are **subject to college policies and the student code of conduct**. All off-campus events, activities and travel **must have a portion of the expenses paid through fundraising. If expenses total \$2,000 or more, 20% must be fundraised. If expenses total less than \$2,000, 10% must be fundraised.**

PUBLICITY

Planning is essential to effective promotion of your organization or event. In using effective planning, you will be a leader who acts with professionalism, creating a positive image of your club. If you need help promoting your event or seek advice on "day of" event signage, please contact Student Life.

Student Life club advisors can access templates and information about accessing various marketing channels via [MarComm SharePoint site](#): posters, social media, website and more.

College Co-Sponsored Events

Club events that are co-sponsored by the college should have a completed application for co-sponsored events. Co-sponsored event materials must follow [College brand guidelines](#) and include appropriate College logo use and placement. Common communication channels Student Life can assist with are utilizing our Student Life SharePoint site, creating flyers, table tents (the Marketing and Communication department has table tent templates) and helping to spread the word. Please contact Student Life for guidelines. Please note: *Marketing can assist with specific communication channels. Your advisor or Student Life will need to contact Marketing in advance for assistance with getting communication channels such as: TV monitors, Minneapolis College social media platforms (Facebook, Instagram, Twitter), or a news release, although, this is limited to certain events such as special events including a guest speaker or student led events.*

Media Contacts

Media relationships are very important in promoting the College and managing the reputation of the College. Media relationships are managed by the Marketing and Communications Department as per the Media Relations Policy 1.08 located at <http://www.minneapolis.edu/about-us/policies>. If you are contacted by the media for an interview, or if you have a newsworthy story, please contact the Director of Marketing and Communication at marketingdesk@minneapolis.edu.

Flyers and Posters

Group advisors are responsible for reviewing all flyers and materials designed and distributed by students representing their organizations. **The club or organization's name must appear on all flyers.** Remember to include the **what, when, where, how much** and **“who to contact for more information.”** Make sure to include the Accessibility Resource Center's accessibility statement on your flyers, which is:

This document is available in alternative formats to individuals with disabilities by contacting the ARC at 612-659-6730 or accessibility@minneapolis.edu. Minneapolis College is an equal opportunity employer and educator and member of the Minnesota State Colleges and Universities system.

Club or organization flyers that are to be posted around campus **must be approved, stamped, and dated** by Student Life. After your flyers have been approved, you may post them on the appropriate bulletin boards, posting boards and/or sign holders throughout the campus. Please be respectful of other signage and do not post flyers, posters or banners on windows, walls, pillars or over another's poster. College Policy 8.08 outlines the Posting Policy. For additional assistance, please work with the Student Life staff and your club advisor.

Table Tents

Clubs and organizations may reserve a space in the table tent holders, which get updated weekly. Please see Student Life staff for more details, to reserve a space or email student.life@minneapolis.edu.

Social Media User Guide & Policy

Considering establishing a social media presence for your department or club? Check with our Student Life team if you want more help (or a sample) in setting up your club's social media presence. Be sure to read the official [Minneapolis College Social Media User guide](#) for guidance on:

- Naming
- Administrative Privileges
- Non-endorsement statements
- Best practices
- Actual examples
- Balancing personal use with professional presence

Be sure to also read the official [Minneapolis College Social Media Policy](#) for guidelines and rules that govern usage outlined in the User Guide.

The college maintains several official social media channels. Engage with Minneapolis College, Student Life, Career Services and other clubs and organizations on Facebook, Twitter and other channels. Notify Student Life at student.life@minneapolis.edu of any events or posts you'd like to request be shared on the department social media sites (www.facebook.com/MCTCStudentLife3 and https://www.instagram.com/sl_mpls_coll/). Clubs must share a compelling reason to move content over to the main college social media channels.

Student Organization Website Guidelines

If your group purchases a domain and builds a website, the site must be for informational purposes and cannot violate any college policies. The College website disclaimer 'the contents and viewpoints of this student club do not represent the viewpoints of Minneapolis Community and Technical College' must be used in all instances.

City College News

Clubs may also contact the students who are involved in producing the student-run student newspaper, *City College News*, for possible coverage of their activities. The newspaper staff is housed in H.2901 and can be reached at www.citycollegenews.com.

Staff/Faculty postings

Some promotions of club and organization activity may be appropriate for Minneapolis College Connect. Examples of appropriate news for faculty and staff include a campus Blood Drive or a "State of the Students" Address. Information you feel should be distributed to faculty and staff should be submitted directly to Minneapolis College Connect by your Club Advisor.

USE OF THE COLLEGE LOGO

Student clubs / organizations may not use the College logo in its advertising unless the event or activity is co-sponsored by the College. Clubs can, however, reference “Minneapolis College” along with the club’s name and/or club’s logo unless co-sponsored. In those instances, please ask Student Life for promotional support and contact MarketingDesk@minneapolis.edu for logo files and guidance. This protects student groups, since they are independent of the college and not responsible agents of the college. For additional support in promoting your club’s activities, please email Student.Life@minneapolis.edu.

PARKING RAMP

Advisors may contact Student Life for parking permits and parking vouchers for visitors (including lecturers and entertainers).

ALCOHOL POLICY

Minneapolis College is a Drug-and-Alcohol-Free Campus. The use of alcoholic beverages may be permitted only for a specific event or circumstance if authorized by Minnesota State or Minneapolis Community and Technical College.

ZERO WASTE POLICY

Clubs are encouraged to make their events environmentally sustainable. Please contact the Student Senate and the Zero Waste Team (Zero-Waste-Events-Team@go.minneapolis.edu) for help and advice with planning a zero waste event. There are also recycling vendors listed on page 18 to help with recycling. Hennepin County will supply portable compost and recycling containers for small events for no charge (cleaning deposit required). Eureka Recycling’s professional zero waste event services include comprehensive planning, support, service and reporting to help planners of large events to reach their goal of no waste. There may be a charge.

Student Organization Travel Policies and Guidelines

TRAVEL CRITERIA

Travel must meet one or more of the following criteria:

- Direct advocacy for or on behalf of the Minneapolis College student body for accessible, quality and affordable public higher education
- Presenting at the conference
- Competing on behalf of the Minneapolis College student body
- Clubs must be chartered for at least one full semester before they can travel

ELIGIBILITY TO PARTICIPATE

All Minneapolis College students meeting campus requirements and club eligibility shall be given the opportunity to participate.

Student participants should be an **active member of their organization** (attendance record of 80% or better at meetings).

Half of the trip participants **may be officers / board members** while the other half should be from the group's membership.

Individual students may only participate in **one personal development conference** (where focus is leadership growth and/or diversity issues) per year.

Conferences which require a voting delegation of Minneapolis College students shall not be considered personal development conferences.

Students traveling for college-related functions do so as representatives of the College and are required to adhere to college policies. All participants must:

- Be registered for classes (for summer travel, student must also be enrolled for the next fall term)
- Have a 2.0 (or higher) cumulative GPA (first semester students are exempt); appeals to this requirement will be reviewed by the Director of Student Life, according to the current academic forgiveness policy.
- Not be on academic probation
- Be free of any Code of Conduct violations (within the past calendar year) that resulted in a sanction more serious than a warning

No more than four (4) students will be allowed to participate in each national trip; no more than six (6) students shall participate in a trip within the state. At most, \$1,000 of Student Life fees will be spent per trip participant with no club receiving more than \$4,000 travel budget in a fiscal year; Advisor's expenses will be exempt from this limit. Each student group may travel up to one (1) time per year.

REQUIRED TRAVEL PAPERWORK

All out-of-state travel requests must be submitted to the SLBC for approval **at least eight (8) weeks prior to departure**. All requests must be accompanied by an Out-of-State travel form and a detailed budget breakdown of expenses.

Completed purchasing paperwork must be submitted to Student Life **at least four (4) weeks prior to departure**. This includes a list of all student participants and their student ID number. Exact names (as listed on State ID / passport) and date of birth are required for any airline reservations.

A copy of each participant's Field Trip or Off-Campus Activity and Waiver of Liability form and Medical / Emergency Contact form (see Student Life staff) should be submitted to Student Life prior to trip departure.

Travel expense receipts must be turned in to the trip advisor no later than one week following the group's return from the trip. **All reimbursement forms need to be completed, reviewed, signed and submitted within sixty (60) days following travel** or it is considered taxable income.

TRAVEL POLICIES

An advisor (MSCF, MMA or exempt MAPE*) must accompany students on all school-related functions outside of the Twin Cities metropolitan area, checking in with the student participants throughout the trip, holding them accountable for their attendance and participation in all trip activities (i.e. conference sessions). At the discretion of (and with permission from) the Vice President of Student Affairs or their designee, students may travel to LeadMN Conferences without a trip advisor.

Important: Non-Exempt MAPE employees may serve as a trip advisor with advanced approval by their supervisor, who should give the employee an opportunity to flex their work schedule. Work during travel status (for these non-exempt employees) must be completed as it is during a normal workday.

The group is responsible for trip expenses for their advisor(s). It is expected that advisors will stay on site in a single room.

Travelers should adhere to current applicable meal reimbursement rates; students will use the AFSCME rates.

No one person should drive more than five (5) hours. If there are two drivers, the furthest they could drive in one day is 10 hours.

Student participants shall give a presentation at a Student Senate General Assembly meeting, documenting their experiences. Clubs who do not follow up with this presentation may face a reduction to their budget for that year.

Summer travel requests (for any trip departing between July 1 and October 1) shall be considered by the Director of Student Life and/or the Student Life Budget Committee, when they are available.

Overnight Travel

Participants traveling overnight (requiring room accommodations) must adhere to the following guidelines:

- Trip participants must be at least 18 years of age
- Book rooms in such a way to share / save expenses (two to a room). Must provide one bed per participant.
- No guests of students (family members or friends) may share accommodations
- Student trip participants are personally responsible for any damage done to room
- A student or advisor will need to provide the hotel with a personal credit card for incidentals

Mandatory Meetings

All student participants shall attend a mandatory meeting with their Trip Advisor prior to departure to complete forms and review trip expectations. Students who have signed a letter of intent and thus committed to attend a conference/travel opportunity who are unable to attend must notify their advisor at least one week prior for national travel and 72 hours (3 business days) for local travel. In the event of a loss due to non-attendance, the student may be responsible for a portion of the expenses to be determined in an appeals process handled by the Senate/SLBC.

The Advisor / Trip Advisor should be insured (personally) to drive a vehicle according to state requirements. Vehicles may not be operated out-of-state by anyone under 21.

Trip Advisors / Student Leaders shall attend a mandatory meeting with Student Life staff at least five (5) weeks prior to departure to review trip expectations.

Trip Advisors / Student Leaders shall attend a mandatory meeting with Student Life staff no more than 21 days after returning from trip to submit completed out-of-state travel packet and to request faculty trip advising stipend as applicable.

Conduct Expectations

Students should attend all sponsored conference activities (i.e. workshops, receptions, meals) in full (coherently) and should conduct themselves in a professional manner.

During the travel, students shall not engage in any unlawful behavior.

Minneapolis College can and will hold individuals accountable for any unlawful activity during entire trip.

If a student has been reported to violate the Student Code of Conduct, the Trip Advisor shall follow up with the student immediately. If the alleged violation relates to any of the following, the student participant will be asked to change their flight and return home immediately: fighting, sexual offense, illegal alcohol / drug use. If a student is told they must return home, they will be held financially responsible for any costs incurred on their behalf including, but not limited to the cost to change flight, lodging, registration fees, and any damages.

Students or employees traveling on behalf of the college should obey the Drug-And Alcohol-Free Campus Policy the entire time that they are an official representative of the college. Alcohol should not be consumed in rooms that are paid for using state funds. See Policy 4.06 Drug and Alcohol-Free Campus and Worksite Policy (<http://www.minneapolis.edu/about-us/policies>) for further details.

Appendix A: PAPERWORK NEEDED WHEN PLANNING EVENTS

All forms are available from Student Life and available on the Student Life SharePoint site under “Resources and Documents” in the “Club Paperwork folder” here:

<https://mnscu.sharepoint.com/sites/MPLS-CampusLife>. Submit all paperwork to Student Life unless otherwise noted.

FOR CLUB MEETINGS AND TABLING EVENTS:

[Meeting Event Reservation Form \(MRF\)](#)

[Tabling Event Reservation Form \(TRF\)](#)

FOR SPECIAL EVENTS AND STUDENT ACTIVITIES:

[Event Request Form](#) & request a meeting with Central Scheduling staff (via emailing Student Life at student.life@minneapolis.edu) to request space and schedule initial event planning meeting

FOR EACH EVENT WHERE AN OUTSIDE VENDOR / ORGANIZATION IS A PARTICIPANT:

[Guest Lecturer Agreement](#)

EACH PURCHASE:

[Purchase Requisition Form](#)

SPECIAL EXPENSE PURCHASES OF FOOD

Out-of-State Travel &/or Conference Registration \$1,000+, you ALSO need:

[Out of State Travel/Special Expense Form](#) - with the appropriate section(s) completed

IF FOOD: Also need to submit a tentative agenda, a plan for sustainable clean-up of the activity/event & a list of invitees for activity / event

IF FIELD TRIP: Also need to submit a list of participants (names and student ID #'s)

POTLUCK OR CATERING (I.E. NOT PRE-PACKAGED) BY AN ENTITY

OTHER THAN Tiffin Man / DUNN BROS you ALSO need:

[Student Group Campus Food Event Form](#) (along with one copy of the caterer's food license)

SPEAKER, MUSICIAN AND ALL NON-STUDENT/EMPLOYEE GUEST PRESENTERS, you must ALSO complete the:

Guest Lecturer Contract form#2 (<http://www.minnstate.edu/system/templates/index.html>)

16A.15 form (you can obtain from Student Life staff)

Service Invoice following the performance/completion of service
(<https://my.minneapolis.edu/~media/Intranet-Site/Files/Forms/Employees/serviceinvoice.pdf>)

CONFERENCE, you will ALSO need the:

Out of State Travel/Special Expense Form - with the appropriate section(s) completed

Conference Agenda, Registration Form and **List of Participants** (names, birthdates and student ID #'s)

Trip Justification, outlining which of the SLBC's travel criteria you believe you will fulfill

Fundraised dollars collected (10% if less than \$2,000 needed; 20% if \$2,000+ is needed)

Field Trip form (for each student participant)

Emergency / Medical form (for each student participant)

Please check with the Student Life staff if you have any other kind of expenditure or if you have any questions. THANK YOU for your GOOD WORK!!