

Student Club Handbook

2022-23

studentlife.ntc.edu | [Join a Club](#) | [Access Club Resources](#)



Student Clubs - Adding a whole lot of extra to the Timberwolf experience!

"The difference between ordinary and extraordinary is that little extra."

Jimmy Johnson

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We're partners with you!

Student Life Mission

Student Life promotes student engagement by offering innovative educational, cultural, social, and recreational programming which fosters student learning and development of the whole person. Student Life provides opportunities for students to expand their leadership skills and sense of civic and personal responsibility by preparing them to be active leaders in their communities.

Connect with Student Life

Phone/Location: 715.803.1294, Student Leadership Center and The Den, Wausau

Fall/Spring Hours: Monday-Thursday: 7:30 a.m. - 9:00 p.m.
Friday: 7:30 a.m. - 5:00 p.m.

Staff: **Shawn Sullivan**, Director of Student Development
715.803.1267, sullivan@ntc.edu

Krista Reince, Student Development Coordinator
715.803.1266, reince@ntc.edu

Keira Stager, Student Development Specialist
715.803.1090, stager@ntc.edu

Student Life Website and Club Forms

- **Student Life Website**
studentlife.ntc.edu
www.ntc.edu, click Student Portal, scroll down and click Student Life
Includes quick access to a host of information related to campus events and programming.
- **Student Club Resources**
<https://studentlife.ntc.edu/clubs/clubresources/>
www.ntc.edu, click Student Portal, scroll down and click Student Life, hover over Get Involved, click Access Club Resources
Access the club resource section of the website to complete club and advisor forms: Plan of Action, Event Planning, Funding Request, Travel Forms, etc.
- **Catering**
Catering under \$200 may be purchased offsite. Clubs will be responsible for picking up the order, clean up, etc.

All catering orders over \$200 must go through Canteen.
Menu/Order <http://canteencafes.compass-usa.com/NTCCafe/Pages/Catering.aspx?lid=a1>
Stop by the Campus Café for assistance with ordering or to discuss potential options.

2022-23 Dates to Remember

Date	Event
Friday, September 30	<p>Club Advisor Contract Due</p> <ul style="list-style-type: none"> • Access the fall 2022 form at the Club Resources web page <ul style="list-style-type: none"> ○ studentlife.ntc.edu ○ click Join a Club ○ click Access Club Resources
Tuesday, September 13 3:00 p.m.-3:50 p.m. Zoom OR Thursday, September 15 4:00 p.m.-4:50 p.m. Zoom	<p>Club and Advisor Orientation</p> <ul style="list-style-type: none"> • Hear important club-related updates • Find out how to earn \$100 for your club this semester • Earn an additional \$100 just by participating in one of these two sessions
Tuesday, October 4	<p>Fall Plan of Action Due</p> <ul style="list-style-type: none"> • Access the fall 2022 form at the Club Resources web page <ul style="list-style-type: none"> ○ studentlife.ntc.edu ○ click Join a Club ○ click Access Club Resources
Wednesday, February 8 4:00 p.m.-4:50 p.m. Zoom OR Thursday, February 9 12:00 p.m.-12:50 p.m. Zoom	<p>Club and Advisor Listening Sessions</p> <ul style="list-style-type: none"> • Provide feedback about the school year thus far • Connect with other clubs for collaboration opportunities in the spring semester • Earn \$100 for your club just by participating in one of these two sessions
Tuesday, March 7	<p>Spring Updated Plan of Action Due</p> <ul style="list-style-type: none"> • Access the spring 2023 form at the Club Resources web page <ul style="list-style-type: none"> ○ studentlife.ntc.edu ○ click Join a Club ○ click Access Club Resources
Tuesday, May 9 5:00 p.m. Registration 5:30 p.m. Hors d'oeuvres 6:00 p.m. Program & Recognitions	<p>Student Recognition Banquet</p> <ul style="list-style-type: none"> • Club officers and advisors (as listed on the spring plan of action) will receive invitations to attend. • This year's event will be held in CHS1004 at the NTC Wausau Campus.

Your Club Wants to Host an Event. Start here!

One of the most common activities of a student club is to host or attend an event. Use the resources in this section of the Student Club Handbook to help you prepare for events on and off campus as well as virtual opportunities.

Event Types

The types of events your club can host or attend is really limited only by your imagination. You can host events at any of the NTC campuses or go offsite. Consider offering events in a variety of formats including in person, entirely online, or in a hybrid format as best meets the needs of your members.

Recruitment Event Ideas

- Club trivia using Kahoot! (Use Zoom to make it hybrid or virtual.)
- Dessert & Dish. Club can sponsor ice cream, bars, cookies, etc. from the Campus Café. Then share information about what makes your club unique and the benefits of membership. (To make it virtual, have everyone grab their favorite dessert and tune in from home.)
- Zoom Around the Room using virtual meeting platform. Come up with a list of items. Once everyone is connected virtually, say the first item. Participants race around their home to find it and be the first back to the screen. Award points based on 1, 2, 3 return. Person with most points at the end wins. If your club charges dues, maybe offer free membership that semester for the winner.
- Get creative and brainstorm additional ideas specific to your club's mission and interests.

How to Reach Potential Members

- Post to your club's social media. Encourage existing members to share the post/event to their personal profiles.
- Work with advisors/instructors to share the opportunity in classes.
- Work with Student Life to include in the weekly events email. (Deadline to submit is typically Wednesday to be included in the email for the next week.)
- Post to the electronic student bulletin board. (www.ntc.edu – Student Portal – Scroll down to Life on Campus – select Student Bulletin Board.)

Social Event Ideas

- Game night! You can reserve the Student Leadership Center or The Den (or another space on campus). Have everyone bring games and play.
- Host a simulator challenge. The simulator at the Wausau campus can be reserved by your club to host any of the games including zombie dodgeball, bowling, alien shootout, carnival toss, and more.
- Get together for a movie night! Either head to the local movie theater or use the free [Kanopy](#) and [Films on Demand](#) resources available through the NTC Library. Pick a film/documentary related to your club's mission, grab some popcorn, and watch together. Then discuss. *Note due to copyright, clubs are not able to use streaming services or personal/rented DVDs for an event.*
- Lip sync competition or dance battle.
- Connect with a similar club from another college and host an event together via Zoom.
- Participate in an escape room. Student Life has a variety we can host for your club!
- Play Pictionary. (Check out Skribbl.io to play online up to 12 people or use [Drawasaurus](#).) Offer prizes or just play for fun.

Fundraising Event Ideas

- Host a table on campus to share information about your club and sell popcorn. You can reserve the machine from Student Life. Check out the popcorn information later in this handbook for all the details.
- Sell candy bars. [Seroogy's](#) has long been a favorite on campus.
- [Butter Braids](#) are a beloved pastry that has seen many a sales among clubs.
- Create a custom club t-shirt and sell it to club members and family. Remember to submit the design to studentlife@ntc.edu for advance approval before ordering.
- Conduct a raffle as part of an event or through advance ticket sales. Be sure to check out the raffle information in this handbook as there are additional paperwork requirements.
- Partner with a local restaurant. Club members serve/bus tables and then receive tips for your club or a portion of the sales from that evening.

In addition to hosting fundraising events, it is possible to earn club funding by participating in Student Life events. Check out the Activities & Events page of the Student Life website for upcoming events. Be sure to identify your name and your club's name when registering to attend and check in through the chat so we know you've joined us. You'll also be able to request funding through the [Club Funding Request process](#).

Professional Development Event Ideas

- Attend an industry workshop.
- Participate in a leadership conference.
- Tour local employers related to your industry.
- Compete in regional, state or national competitions.
- Invite an alumni or local employer to speak during a club meeting.
- Work with Xang Lee, College Transfer & Advising Specialist, to bring a transfer college partner to your club meeting.
- Invite Student Life to host a workshop specifically for your club. Examples include courteous communication, soft skills, how to make your own luck, etc.

Community Service Event Ideas

- Each week Student Life publishes a Volunteer Opportunities for the Week of... post under the [Campus News](#) section of studentlife.ntc.edu. Find out the most urgent needs and opportunities.
- Check out the multitude of options with United Way via their Volunteer Connection - <https://unitedwaymc.galaxydigital.com/>
- Host a food, clothing or supplies drive for local organizations. Be sure to check with them first to see what items are most in need.
- Volunteer at the Humane Society to walk animals, clean cages, organize donations, etc.
- Connect with local nursing homes and assisted living centers for volunteer opportunities such as reading to residents, playing card/board games, etc.
- Watch for local community events seeking volunteers such as walks, holiday events, leaf raking, Earth Day clean ups, etc.

- DoSomething.org shares [9 Places to Volunteer Online and Make a Real Impact](#). Perhaps pick one as a focus for your club this semester. At monthly meetings, members can share service time logged and how the experience is impacting them.
- Medium.com offers ideas for [30-60 minute service learning projects in 25 subject areas](#). Pick an afternoon, fire up Zoom, and everyone can connect while also contributing through service. Then spend time talking about the experience.

Club Meetings

Clubs should meet at least once per month to create community among members and maintain momentum toward goals. Your club historian/secretary can take attendance and forward the attendee list to studentlife@ntc.edu.

Consider the following tips. Many were adapted from [Steven Rogelberg's "The Surprising Science of Meetings" via UNC Charlotte](#):

- Organize the agenda as a set of questions to create focus. Send it out prior to the meeting with a reminder of the date/time and how to join in.
- Meeting leaders should serve as active facilitators by calling on people individually, recognizing member contributions, and creating active involvement with polls and questions.
- Whenever possible, if meeting virtually use video and encourage all attendees to have their video on. It creates "presence."
- Especially with new members in attendance or as people are just getting to know one another, have participants identify themselves when speaking as another way of creating presence.
- Set guides around what makes a good meeting. Following are a few examples. Use them to brainstorm what ideas feel right for your club. (Keep contributions to 60 seconds so everyone has a chance to speak. Each member should contribute during polls. Each participant should have their camera turned on during virtual meetings. Cell phones should be silenced and kept in pockets during the meeting.)
- Allow time within discussion for members to ask questions. If meeting virtually, offer a chat box or instant messenger opportunity to allow members to add comments, request for repeated information, etc. Have one of your officers be in charge of following along on the comments and responding and/or sharing with the group at large during a natural pause point.
- End meetings with a few minutes to spare to clarify takeaways. Be sure to identify the directly responsible person for any action items and remind of deadlines.
- Check in with post-meeting surveys periodically to see how they're going and what areas need improvement.

Virtual Event Ideas

- Host a virtual session with an employer or specialist from your field to talk about a day in the life, what to expect in the "real world," how to navigate getting a job, what to do now to be more marketable upon graduating, the "hidden truths" for the career field, etc. You could have members submit questions in advance. Could also be hosted as a panel.
- Invite alumni to share their experiences after graduation. You could include one or several from different graduation years. It could be interesting to gain the perspective from a recent graduate, someone who has been working for 3-5 years, and another from 8-10 years or more.
- Pick and communicate three to five ingredients in advance and host a virtual cook off.

- Do you have a member with a special talent or skill? Encourage them to host a virtual workshop for your members. Maybe it's tap dancing (in any type of shoe), making a glass sing, artistic doodling, how to bullet journal, etc.
- Use your and your members' network to find other skilled individuals to offer virtual workshops. How about a painting party where the club sponsors supplies for members who register in advance or participate in X number of events through the semester? Maybe it's a live yoga or meditation demonstration? (Student Life will guide you through having attendees submit a liability waiver prior to participating.)
- Does your club or career field have an appreciation day or month? Create an event related to it. Perhaps you'll Zoom while each person decorates a window in their home honoring dental hygienists, nurses, or medical lab techs, for example.
- Google "fun holidays" and create ways to celebrate them. September 14 is "Hug Your Hound" Day. Have members share pics of them hugging their dog(s). Don't have a furry family member? How about a stuffed animal instead? On Chocolate Cupcake Day (October 18), host a virtual meetup where everyone bakes a chocolate cake in a mug or full cupcakes.
- Play board games online with [Board Game Arena](#).
- Know someone in the club with Jackbox Games? Everyone can join in with video chat and play the game. [Check out this article to learn how](#).
- Host a Netflix Watch Party. Each person attending will need to have their own account. The watch party feature will synchronize the viewing experience and allow a discussion via a sidebar chat. Set date and time, have participants register in advance, 15 minutes prior send out the link.
- Never underestimate the power of a good ice breaker to get members chatting. Check out these resources for ideas:
 - [Virtual Ice Breakers from MindTools](#) – What they are, why do them, and examples.
 - [Virtual Ice Breakers & Games from University of Maryland](#) – At least 15 ready-to-go ice breakers for your club to try.
 - [57 Virtual Team Building Activities from SnackNation](#)

Virtual Event Considerations

As a student, you have access to a pro Zoom account. Set up your account with your NTC student email address by going to ntc.zoom.us. Use Zoom to host your meetings and events.

- Zoom has a great [Getting Started guide and FAQs](#).
- For security, you're encouraged to set up a unique meeting ID for each meeting/event. Depending on the nature of your event, you may also want to password protect it.
- Be sure to send out the meeting link and password to your members and any special guests you may be joining in.
- If you have a recurring meeting – such as club meetings every Thursday at noon – you can set up one meeting link/password for all of them.
- Always have at least one alternative host assigned in case something comes up and the person who set up the Zoom event is unable to be "present" to start the event.
- If you're going to host an event where you'll need to split into breakout rooms or know the number of attendees in advance, consider having participants advance register by setting up registration through Zoom. It's a great way for the attendee to receive a confirmation email and to add the link to their own calendar.

Steps for Hosting/Attending an Event

All club activities and events (and event promotion brochures/handouts) must be approved by Student Life. While not all-inclusive, use the steps below to help you as you prepare for hosting or attending an event.

1. **At least two weeks prior to event, submit [Club Event Planning form](#)**
2. Stay tuned to your email for a message from Student Life.
 - a. You'll receive an approval, pending, or denial message once reviewed.
 - b. Email will also include guidance for additional forms or steps needed for the event.
3. If traveling off campus, complete necessary travel paper. Print all forms, obtain all necessary signatures, submit as one packet to Student Life for review:
 - a. **Field Trip Information/Approval Form** – Provides information about faculty/staff attending; destination, dates, and purpose of trip; etc. Form must be signed by faculty/staff member and dean or designee prior to submission.
 - b. **Field Trip Participant List** – Provides an accurate list of each person participating in the event along with emergency contact details. Advisors are encouraged to make a copy of this list for their records prior to submitting the travel packet to Student Life.
 - c. **Student Travel Conduct Code** – Each student participant, regardless of if they have filled it out prior, must read and sign this document.
 - d. **Acknowledgement of Risks-Acceptance of Responsibility (AR2)** – Each student participant must fill out this form for each trip.
4. If planning to request financial assistance, submit the [Club Funding Request form](#).
5. If creating a club banner, pamphlet or other media and planning to use the NTC, Timberwolf or other logos, please contact Student Life to PRIOR to printing to discuss.
6. Work with club advisor to reserve necessary class or conference room(s). *Contact Student Life to request The Den, Student Leadership Center or simulator space.*
7. Order catering through Campus Café at least two weeks in advance.

Off Campus Event Considerations

Club travel is an exciting experience for club members and advisors as well as a privilege for all participants. Student Life appreciates the planning that goes into these opportunities and has developed these guidelines to help you plan your travel:

- Make sure all needed forms are filled out and submitted for approval, including the Advisor Overnight Bonus form prior to travel.
- Have a copy of your group's emergency contact information.
- Verify all reservations and travel itineraries.
- Have a plan for expenditures. A p-card should be used for travel expenses.
- Safety is our number one concern. Watch weather forecasts and contact Student Life if you have questions about inclement weather and travel hazards.
- If inclement weather or other travel hazards occur during your travel, work directly with Student Life to work out a plan to keep everyone safe.

Accommodations/Lodging

- Clubs who require overnight lodging can elect to stay in a hotel.
- Each traveler must have their own bed. This can include **guaranteed** pull out couch, hide-a-bed, rollaway cot, etc.
- Co-ed rooms are not permitted.
- Clubs cannot use AirBNB and similar agencies because they do not have the same insurance or health standards as traditional hotels.

Reserving a Vehicle

Drivers of school or rented vehicles must be approved. Complete necessary forms and submit to Central Services Specialist (Deb Risch) via email scan or at mailstop G103. Access the forms - S:\Facilities\Public\MVR Information\MVR Forms.

- Consent and Authorization to Procure Motor Vehicle Record (MVR)
- Motor Vehicle Record Check Disclosure

NTC Vehicles and Reservations

There are multiple NTC vehicles which may be reserved for travel purposes. *Tip: It is best to book more time than you need as often the vehicles are booked back-to-back.*

- Chevy Impala Seats 5
- Chevy Traverse Seats 5
- Ford Edge Seats 5
- Ford Escape Seats 4
- Silver Dodge Caravan Seats 7
- White Dodge Caravan Seats 7

Advisors may reserve vehicles through Outlook Calendar. The process is much like scheduling a meeting.

- Open Outlook calendar.
- In the top left corner click NEW MEETING
 - Subject: List name, vehicle, and where you are going. For example: Silver Dodge Van, Krista Reince – WSG in Madison, WI
 - Starts/Ends: Complete your Start/End times as the pickup time and return time for the vehicle.
 - Repeat: If the vehicle is needed overnight, be sure to update the “repeat” information.
- Click ROOMS. Then Use the dropdown menu under Address Book to select STAFF EQUIPMENT. Select vehicle you wish to reserve and click OK.
- Keys will be picked up and returned to G103.

Non-NTC Vehicles and Reservations

Enterprise Rent-a-Car is another option to obtain a vehicle for club travel. The number is 715.848.8799. Mention it will be for NTC. **Note fifteen passenger vans are prohibited.**

For large group options, clubs may seek bus transportation. Lamers Bus Lines may be reached at 715.241.7799. To avoid duplicate charges and payment, clubs may only request payment to Lamers from an invoice including the club and advisor name. Do not submit payment request based on quote; must be invoiced.

How to Fund Your Club

There are multiple ways a club can choose to increase their funds:

- Club Member Dues
- Student Donations
- Advisor/Officer Seed Money
- Student Life Event Attendance Bonus
- Club Fundraising

Use this section of the handbook to learn more about each.

Club Member Dues

Clubs may elect to charge membership dues on a yearly or per-semester basis. If the club wishes to collect dues, the amount and duration (yearly or per semester) must be clearly outlined in the club constitution.

Student Donations

Students may choose to donate money to their club. This would be submitted through NTC Student Finance as a club donation.

Advisor/Officer Seed Money

Near the beginning of the fall and spring semesters, Student Life will distribute \$100 in “seed money” to each student club to use as they see fit. To be eligible for seed money a club must:

- Complete all required paperwork.
- Turn in paperwork prior to specified due dates.
- Attend the Club Advisor/Officer Orientation in the fall semester and the Club/Advisor Feedback Session in the spring semester.

Student Life Event Attendance Bonus

Club members attend Student Life events for

- social networking
- success/soft skill development
- career, transfer & life ready events
- community service
- diversity, equity & inclusion events

Clubs receive \$20 attendance bonus (up to \$200 annually) by attending 5 events (1 per category) of their choosing each semester. Student Life will provide a list at the beginning of each semester. Multiple events are offered in each category across a variety of days/times to increase flexibility. Scheduling will include access for regional and online learners whenever possible.

To receive the bonus, at events a club member will check in with Student Life.

Club Fundraising

Review the [Club Financial Policies](#) section for details regarding deposits and sales tax.

Student clubs are recognized as an integral component of the total educational experience at NTC and are supported financially through student supplemental fees. Additional funds are necessary to help fund a club’s educational and social activities. Fundraising activities are encouraged provided the activities comply with established guidelines and are approved by Student Life.

Fundraising projects must be compatible with the mission of the District, the aesthetics of the campuses and the services provided by the District. No fundraising project is considered a permanent activity and clubs must receive approval each time the activity is proposed.

Clubs are not permitted to conduct games of chance (e.g. raffles, bingo, etc.) as fundraising projects unless approved by Student Life. Club advisors are responsible for obtaining the approval.

General Fundraising Guidelines

The following general criteria will be used in determining acceptable fundraising projects:

1. An advisor or club member must submit a [Club Event Planning Form](#) at least two weeks prior to the activity. Activity approval/denial will be made within three to five school days after the receipt of the form.
2. Fundraising projects will be coordinated among the clubs to prevent scheduling conflicts and will be approved by Student Life on a first-come, first-served basis.
3. Projects involving alteration of the appearance of the campus or facility (e.g. rental of school property for garden plots, installation of mechanical or other equipment on a permanent or semi-permanent basis, etc.) will be reviewed by Student Life, who must also secure Director of Facilities approval.
4. Off-campus fundraising will be given consideration providing the project does not conflict with NTC Resource Development fundraising activities. The club advisor will secure the approval of the NTC Resource Development staff when solicitation of funds is desired from businesses, service clubs or fraternal clubs.
5. Clubs must have the funds in their budget necessary to pay any costs associated with a fundraiser prior to approval. The Director of Student Development or designee may approve any exceptions if the club provides clear and convincing information that demonstrates the fundraiser will recoup any expenses. This is solely the discretion of the Director of Student Development or designee.
6. Clubs may use classrooms and labs for club fundraising projects during times when classes are not scheduled; these activities must be supervised by NTC faculty or staff. Projects cannot be part of required class curriculum and cannot use materials purchased for class activities and projects. Projects cannot significantly compete with the established commercial enterprises at NTC.
7. Bake sale items must be prepared in a licensed bakery or facility and individually wrapped. Home baked goods are not permissible.

Club Funding Request

In addition to membership dues, donations, and fundraising, clubs can also request assistance from Student Life to help offset the cost of a club event.

This section of the handbook will cover how to request and policies directly related to using funds from Student Life.

To Request Funds

For a club funding request to be considered, a club must

- Be in active status.
- Have a current (within last five years) constitution on file with Student Life.
- Have a current semester Club Plan of Action with clearly outlined club mission/goals on file with Student Life.
- Submit a [Club Event Planning Form](#).
- Review the [Student Club Funding Rubric](#).
- Submit a [Club Funding Request Form](#) prior to the event.

Club Funding Committee Review

- Student Life reviews the Club Funding Request Form to ensure all requirements are met and brings funding request in front of the Club Funding Committee
 - Club Funding Committee: 4-6 clubs will volunteer to have representatives serve on the committee. Ideally, the representatives are the same for the academic year (or by semester) due to the training needed. The frequency of the Committee's meetings will be determined based on the receipt of funding requests. (Typically, 4-5 requests in fall; 10-15 requests in spring.)
- Use of the Student Club Funding Rubric, the committee will evaluate:
 - Timeliness and quality of the request.
 - Past funding/frequency of requests.
 - Relevance of the request to club's mission/goals.
 - Benefit to students as well as educational relevance.
 - Student/club support and commitment.
 - Club's participation in and support of Student Life events.
 - Club's participation in and support of collaborative club opportunities.
- In collaboration with Rubric, Club Funding Committee makes a decision to:
 - Approve total amount of request.
 - Approve a modified amount of request.
 - Reject the request.
- Student Life communicates the decision to the club advisor.

To Receive Funds

No more than 45 days after the event, the club must submit to Student Life:

- [Request to Transfer Funds form](#).
- All related receipts.
- Other available items (e.g. event programs, itineraries, brochures, videos, pictures, and/or a written summary of the event).

Items not received within 45 days may result in the club not receiving funds and/or make future funding ineligible.

Allowable Expenses

Student Life funding to clubs may be used toward the following types of expenses:

- Event and activity registration fees as well as admission fees.
- Transportation. (See transportation section under Appropriate Club Expenditures.)
- Lodging.
- Material support of the logistics of competition. This may include: shipping expenses, printing costs, and supplies that do not include items in the Unallowable Expenses category below.

Unallowable Expenses

Student Life funding to clubs may not be used toward the following types of expenses:

- Food when traveling; however, a club can vote to contribute to members' food expenses from club funds.
- Clothing (T-shirts, jackets, etc.) promotional items, or other items that clubs wish to purchase for personal use may only be paid out of fundraising dollars or out-of-pocket contributions from the members.
- Academic expenses (e.g. certifications).
- Fundraisers (e.g. prizes for raffle or items (brats, candy, etc.) to sell.

Requests to Fund a Club-hosted Event

Student Life recognizes the value of clubs taking the lead in hosting events and conferences and is exploring how best to process these requests. Student Life will work with the clubs to develop guidelines for these requests, as they are often different than the requests received to travel and participate in conferences and competitions.

Funding Category Breakdown

This is not a guarantee of funding and the amount allocated may be less than the amount requested. All funding is contingent upon the yearly budget and may fluctuate. The number of requests may also affect dollars available for expenses.

- Event Hosting, Sponsorship
 - Up to ½ the cost of event.
 - Up to \$1500 total beyond recouped expenses.
- Events, Trips, Conferences
 - Up to ½ the cost per person.
 - Up to \$3000 total per event, trip, conference.
 - *Advisors: Up to \$1000 total.*
- Competitions
 - Up to ½ of the cost per person.
 - Up to \$2000 total for State.
 - Up to \$4000 total for Nationals.
 - *Advisors: Up to \$3000 total at either level.*

See example breakdown on next page.

Student Example <i>(not including Advisors)</i>	Cost per Person	Half Cost per Person	# of People	Trip Total
Cost per person is \$250. Total trip cost for 30 participants is \$7500.	\$250		30	= \$7500
Student Life can cover up to ½ the cost per person. However, Student Life can also <u>only cover up to \$3000 total per trip.</u>	\$250	÷ 2 = \$125	30	= \$3750
So the Maximum Request Allowed* <i>*if budget allows, a club can choose to additionally fund participants from club account.</i>				= \$3000

Maximum Allowable Amount

The maximum allowable amount for all club and advisor combined funding for the year is \$25,000 on a first-come, first-served basis.

Exceptions

In the event a club submits a Funding Request Form and the maximum allowable amount for all clubs has already been met:

- Student Life informs the club of the situation and advises the date of the next scheduled Club Funding Committee Meeting.
- Club representatives may attend the meeting and formally present their request for a funding exception to the Club Funding Committee.
- Club Funding Committee reviews the exception and comes to a unanimous decision:
 - Approve total amount of request.
 - Approve a modified amount of request.
 - Reject the request.
- Student Life informs advisor and club representatives of the unanimous decision.

Expectations

- Each student receiving funds toward expenses must be either a full-time student **or** a part-time student with at least 12 credits applicable towards an associate degree/technical diploma within the previous year.
- Each student receiving funds toward expenses must sign a Code of Conduct **and** an Acknowledgement of Risks/Acceptance of Responsibility Agreement & Release Form.

Code of Conduct Violations

- A violation of the Code of Conduct will result in an investigation by Student Life and Club Funding Committee.
- A meeting will be scheduled between Student Life, Club Funding Committee, and the individual(s) involved in the alleged violation.
- Consequences for violations may include, but are not limited to: full refund of Student Life club funding; partial refund of Student Life club funding; ineligibility for future Student Life club funding.

General Club Policies

Discover the ins and outs of being a club and review related policies.
(sorted alphabetically).

Active Club Responsibilities

Each club has responsibilities to maintain their status as an active club by:

1. Submitting the Student Club Plan of Action to Student Life by the first Tuesday of October. An updated version for the second semester must be submitted to Student Life by the first Tuesday in March. Club Plan of Action includes
 - List of club officers
 - List of club members
 - Days/times/location of club meetings
 - Outside affiliations
 - Verification club constitution has been updated within the past five years
 - Goals for the club
2. Conducting all club activities according to the College's and the WTCS's regulations.
3. Having at least one faculty/staff member to serve as the advisor.
4. The club meets at least once monthly with all attendance forms from club meetings turned into Student Life by the end of the month. Attendance forms (or minutes documenting attendees) may be emailed to studentlife@ntc.edu.
5. The club holds at least two events per semester. Club events are defined as any activity the club engages in requiring them to fill out a [Club Event Planning Form](#). These events include, but are not limited to: social events, community service, fieldtrips, fundraisers and leadership development activities.

Note program/class fieldtrips and events are not considered club events. For co-curricular clubs, if program students are required to participate and/or receive a grade for participation then it is not a club event/activity.

Active: Active status is granted by Student Life upon a club's completion of the required guidelines. Clubs will remain in "active club" status by adhering to all Student Life and institutional guidelines.

Inactive: Clubs not adhering to these guidelines are referred to as "inactive clubs" until the required guidelines are completed. During "inactive" status, clubs are ineligible to draw upon club funds and may not request additional funding from Student Life. Clubs may remain "inactive" for a period of two years, after which they will be deactivated and forfeit all fund balances. The club must then go through the process of forming a new club.

Active Club Member Responsibilities

The members of each club have responsibilities to their advisors.

1. Plan meetings and special functions at a time the advisor can attend. Do not take the advisor's attendance for granted.
2. Keep the advisor fully informed of the program and activities of the club and the progress being made in carrying out plans.
3. Ask for the advisor's opinion and advice when problems come up in the club.
4. Be courteous, considerate, and appreciative of the advisor's services.

Booking a Performer/Speaker Procedures

Clubs may book a performer or speaker for club events. To stay in line with college practices, clubs must follow these guidelines:

Contract

- If the person is being paid for services, there must be a contract outlining the terms of service including
 - Date and time of performance/speaking engagement
 - Length of performance
 - Cost
 - What's included for the fee (such as hotel, travel, etc.). If those items are extra, they will need to be outlined as extra in the contract for the club to pay for them.
 - To whom the check should be made payable.
 - A copy of the individual's W-9 or a substitute W-9 form.
- **The contract must be reviewed and signed by Shawn Sullivan prior to the club agreeing to the service, processing payment, or submitting a club funding request.**

Hotel

- Student Life will assist with arranging hotel accommodations at the state rate (a discounted rate) typically at La Quinta. If the club elects to use a different hotel for accommodations and requests funding assistance from Student Life, they are only eligible up to the state rate (changes annually). Please work directly with Krista Reince to review.

Family and Alumni Participation

In previous years, clubs have questioned if family, significant others, and alumni can travel with students and employees to events.

- If the club is traveling by college fleet vehicles, only current students and employees are eligible to attend.
- If a student club is taking a bus, and approval is granted through Student Life, the family (including children of students and staff), significant others, and alumni can travel with the group.
 - Students and guests (adult and child) will need to complete all travel paperwork including the attendee list, emergency contact info, Acknowledgement of Risks form and Code of Conduct.
 - The attendee list must clearly identify which individuals are student and which are guests.
 - Guests (including alumni) will need to be 100% responsible for the cost of their attendance. They cannot be covered by club funds or factored into club funding requests.
 - Even if an alumnus just graduated and assisted with fundraising for the event, they are not eligible to be funding by club dollars.

Forming a New Club

Students interested in establishing a new club may contact Student Life.

Each new club must have:

- a minimum of four (4) members,
- an NTC faculty or staff member as an advisor, and
- a complete Student Club Plan of Action and Constitution on file in Student Life.

After all these steps have been completed, Student Life will review and approve as an officially recognized club.







For additional details, review the [Start a Club web page](#).

Logo Design

Clubs can design their own logo. As you begin process, consider these guidelines before submitting to Student Life for final approval by the NTC Marketing + Public Relations (M+PR) department.

1. Color Choice: Use the NTC primary blue, teal, black, dark gray or secondary color.
2. Typeface: If using the official college logo, use the pre-approved version: bit.ly/2YO7AWx. If using the acronym, "NTC," the preferred font is Arial. Other fonts will be considered, but are subject to approval.

*All logos are subject to approval and must be submitted to club advisors, Student Life and M+PR department.

Primary Colors	Secondary Colors
NTC Blue PMS 286 CMYK - 100/66/0/2 RGB - 0/93/170 HEX - 005DAA	 CMYK - 57/0/80/0 RGB - 118/194/103 HEX - 76C267
Teal CMYK - 85/33/37/4 RGB - 0/93/147 HEX - 008393	 CMYK - 58/0/4/0 RGB - 83/200/236 HEX - 53C8EC
Black CMYK - 0/0/0/100 RGB - 35/31/32 HEX - 231F20	 CMYK - 4/100/91/0 RGB - 226/31/46 HEX - E21F2E
Dark Gray CMYK - 61/52/51/36 RGB - 85/83/86 HEX - 555555	 CMYK - 0/56/85/0 RGB - 246/137/59 HEX - F6893B
White CMYK - 0/0/0/0 RGB - HEX -	 CMYK - 37/31/29/0 RGB - 165/164/166 HEX - A5A4A6
	 CMYK - 44/85/0/0 RGB - 155/73/155 HEX - 9B499B

NTC Logo Usage

Prior to using the NTC logo in print or online media, obtain permission from NTC Student Life and NTC Marketing. Please contact Student Life to discuss.

Raffle Procedures

Raffles must adhere to the rules and regulations of Wisconsin Department of Regulation and Licensing.

- Raffle proceeds may not be used for charitable giving and “raising club funds” is not sufficient reason. There must be a specific intent for the dollars raised.
- Only one person may be listed on the drawing portion of a ticket.
- Tickets cannot be sold online or across state lines.
- Tickets cannot be mailed.
- Club must be able to account for all tickets including
 - Number of tickets printed
 - Number of tickets sold
 - Stubs of all used tickets
 - Stub(s) of winning ticket(s) with winner information

Getting Started: Raffle Approval Form

Submit to Student Life a complete Club Event Planning Form. Upon submitting the form, you'll be guided through the next steps including completing the Request for Raffle packet:

- Raffle Approval Form – Day of Sales or Raffle Approval Form – Advance Ticket Sales.
- Sample raffle ticket.
- Detailed plan for holding the drawing including date, budget, and an estimate of prize costs.
- If prizes will be donated items, include a list of the businesses to solicit. Note solicitations must first be approved through the NTC Foundation.
- Once a sample raffle ticket is approved, it may not be changed for any reason without advance review/approval from Student Life.

Approval/denial will be emailed to the club advisor and event contact as identified on the Club Event Planning form.

Prizes

- The District reserves the right to deny proposed prizes for reasons such as propriety or safety.
- Maximum value of cash prizes may be one and one-half times the amount in the club treasury. If the club's treasury does not have funds sufficient to cover the value of the prizes, the club must petition Student Life for endorsement. If Student Life must financially assist the club at the end of the raffle (due to insufficient funds to cover prizes), the club loses all Student Life club funding for one year or until the amount of assistance is covered.

Concluding the Raffle: Raffle Report Form

Upon conclusion of the raffle, it is the advisor's responsibility to submit the following to Student Life within ten days:

- Raffle Report Form.
- Receipts for all raffle ticket printing.
- Amount of prizes paid with initials from winners.

Other Raffle Considerations

- All raffle drawings must be held in a public place at the time advertised.
- All prizes must be awarded.
- If a drawing is cancelled, the club will refund the receipts to the ticket purchasers.

Selling Popcorn

Student Life maintains a popcorn machine and supplies (popcorn, butter/oil, paper bags, cleaning materials, vacuum, etc.) for use by clubs as a fundraising activity. Use of the machine/supplies is free for clubs up to four times per semester. Clubs choosing to sell beyond four times will be charged \$5.00 for each additional use.

1. Submit a Club Event Planning Form by the 15th of the month prior to the desired month of use (e.g. submit by September 15 to use in October).
2. Student Life will review all requests by the 20th of the month. Approval/denial will be emailed to the club advisor and event contact as identified on the Club Event Planning form.
3. Requests submitted after the 15th of the month will be reviewed and approved/denied on a first-come, first-served basis. Clubs submitting by the deadline will receive priority review.
4. Each bag of popcorn must be sold for \$0.50 to maintain consistency of pricing.
5. Upon completion of using the machine, clubs must thoroughly clean the inside/outside and return to Student Life with all supplies. Failure to thoroughly clean the machine or return supplies may result in loss of machine privileges for the semester or full academic year.

Serving as a State Officer

Student Life encourages students to be involved in their clubs at a local, state, and national level and believes serving as a state officer allows students a unique opportunity to network with fellow students and advisors. To help ensure a positive student and club experience, we ask all clubs and individuals interested in serving in state or national office to observe these guidelines:

1. Students who wish to serve for state/national office need to have a 2.5 cumulative GPA and/or follow any additional qualifications set by the state/national organization.
2. Students who wish to serve for state/national office must have the approval of the club advisor prior to running for state/national office.
3. In the event an advisor is not supportive of the student's nomination, a student may appeal that decision to the Director of Student Development or designee.

Social Media

Club Website

NTC does not currently have the infrastructure for club websites. Clubs wishing to maintain a website should work with Student Life to create a Facebook and/or Twitter presence.

Club Listing on NTC Website

All approved student clubs are included on the Join A Club page of studentlife.ntc.edu. Clubs are encouraged to review the information on the page for accuracy. Club descriptions and contact information can be updated by emailing studentlife@ntc.edu.

Facebook

Clubs wishing to have a Facebook page or group should work through Student Life to set up. Club advisor(s) and [Krista Reince](mailto:krista.slife.reince) (krista.slife.reince) should have administrator privileges of the account; however, the club is responsible for content.

Valet Parking Procedures

Clubs may perform valet parking at an event as community service or a fundraiser. Because of the risk and liability associated with this activity, clubs must adhere to the following procedures:

Prior to the Event

- Submit [Club Event Planning Form](#).
- Submit a current club budget showing the club has at least \$2,500 in budget to cover any damage arising from club negligence.
- At least two weeks prior to the event, club advisor (who will be at the event) must complete Motor Vehicle Background Check for him/herself and for each student valet:
 - Obtain the following forms from the Share drive:
S:\Facilities\Public\MVR Information\MVR Forms
 - Motor Vehicle Record Check Disclosure
 - Consent and Authorization to Procure Motor Vehicle Record (MVR)
 - Complete and submit to Central Services Specialist (Deb Risch).

During the Event

- Club advisor must be present at the entire event to supervise the event.
- Post a sign stating constructive notice of risk. Student Life can provide the file for your printing/use.
- Provide a ticket to the customer.
- Have a locked cash box and cash handling procedures.
- Have and follow key handling procedures.

Club Financial Policies

Review information related to club finances, including details about tax, collecting checks, making deposits, and more.

Account Numbers and Deposits

In compliance with the Wisconsin Technical College System state directives, all club funds will be consolidated into the NTC District treasury. No individual checking or savings accounts may be maintained for a club.

All club funds will be deposited with NTC Student Finance. All disbursements will be requisitioned and paid by check through NTC Financial Services. It is the responsibility of each club to account for and keep accurate records of its account. Student Life upon request may run a budget report detailing revenues and expenses.

Club fund numbers are available in the [Student Clubs and Advisors chart](#) at the end of this handbook.

Collecting Checks

All checks must be made out to NTC or they will be returned to the club.

- If a check is written out to an individual, that person will need to cash the check before depositing into the NTC club account.
- If a check it made out to the club, as long as it has NTC on the payee line, it will be accepted for deposit in the NTC club account.

Any checks received should be deposited immediately to avoid issues with stale check dates, closed accounts, etc. Do not accept post-dated checks as NTC does not hold payments. Deposits are made the day Student Finance receives them.

When a check is returned to NTC, the club will be charged for the NSF check plus the \$25.00 NSF service fee.

If the club is having problems balancing deposits into its account, work with Financial Services, Student Finance or Student Life to make sure all records are straight. Clubs are encouraged to keep all receipts for later reference.

If NTC sends the club a bill, it will go to the club advisors and should be taken care of as soon as possible.

Club Deposit Procedures

All receipts collected by student clubs will be deposited in a timely manner with Student Finance for credit to the respective club account.

1. Count cash receipts and ensure all checks are written out to NTC.
 - a. If a check is written out to an individual, that person will need to cash the check before depositing into the NTC club account.
 - b. If a check it made out to the club, as long as it has NTC on the payee line, it will be accepted for deposit in the NTC club account.
2. Print/complete the deposit form from the [Student Club Resources web page](#).
3. If applicable, calculate and deduct sales tax. The sales tax should be deducted from the gross receipts to arrive at the net deposit that will be credited to the respective club account.
4. Record the net deposit in the club account records.
5. Turn in Department Deposit Form and cash receipts to NTC Student Finance Monday through Friday from 7:30 a.m. to 5:00 p.m.

Club Dues Considerations

Please consider the following when collecting payments for club dues:

- Students can be dues payments electronically directly through Student Finance by calling in or stopping at any of our campuses when they are open. They'll need to indicate the payment is for <insert club name> and its for dues. Students can then provide a printed or electronic receipt to the club treasurer/advisor to show proof of payment.
- Club members can make payments via check. They should always be payable to Northcentral Technical College or NTC. In the memo they should include the club name and what the payment is for.
- While not ideal, club members can also pay cash for membership dues. This is best done during a club meeting. Receipts should be given noting the date, amount, and reason for payment. That money should then immediately be walked over to NTC Student Finance and deposited into the club account.

Tax-Exempt Status

Some clubs may have their own tax-exempt status from the State of Wisconsin. If your club does not have tax exempt status, you may not use the college's tax-exempt status.

Student club sales are taxable. Please use the list below to help determine which items are taxable or non-taxable.

Taxable Items

- Food sales where food is purchased or donated and then prepared and sold (e.g. nachos, caramel apples, egg rolls, popcorn, etc.)
- Sale of items at a profit, whether or not tax was paid at purchase:
 - Admission to banquet or other events
 - Apparel (e.g. T-Shirts, headbands, hats, etc.)
 - Books
 - Candles (e.g. Yankee Candle Sales)
 - Candy and candy bars
 - Christmas wreaths or ornaments
 - Craft items
 - Coffee (prepared) and donuts, pastries, etc.
 - Cookies
 - Flowers, plants, poinsettias
 - Gift item (e.g. candle holders, business card holder, coasters, cribbage boards, cutting boards, scarves, etc.)
 - Hansen's Fundraising
 - Jerky and beef sticks
 - Mugs, cups
 - Nursing supplies, pressure cuffs, stethoscopes, etc.
 - Pictures
 - Services (e.g. lawn mower or snow blower repairs, vehicle work)
 - Stuffed animals and toys
 - Toothbrushes

Figuring the Sales Tax

Divide the total dollar amount received for a taxable item by 1.055 to determine the amount to be deposited into your club account.

Example:

- \$100 is collected on total candy sales. This is your total deposit amount.
- $\$100/1.055 = \94.79 sales to club. This amount is deposited in the club account.
- $\$100 - 94.79 = \5.21 . This is the amount listed as sales tax.

Non-Taxable Items

- Coupon booklets
- Golfing (as long as taxes are paid to the golf course)
- Membership dues (local, state, national)
- Monetary donations
- Raffles (If it is an on-going activity, clubs are encouraged to make a deposit each week to ensure the money stays safe.)
- Student self-payments for trips and conferences

Club Expenditure Guidelines

Please note these expenditure guidelines are specifically related to club funds earned through dues, fundraising, donations, etc. More information regarding the use of funds gained through the [Club Funding Request](#) (committee review process) can be reviewed in that section of the handbook.

Club fund expenditures must meet the following criteria:

- As appropriate, all students in the club should have the opportunity to participate in the events provided by club funds.
- Expenditures concerning travel, room, and board must conform to the [student travel policy](#) and within the existing college [policies and procedures](#).
- All expenditures must be reviewed and approved by both the designated student club advisor and a club member. **A club member and advisor must sign all payment authorizations.**
- All expenditures must have itemized receipts for reimbursement. A copy of a credit card receipt with total dollar amount will not be honored.
- All requests for reimbursement must follow the college finance deadlines, including expenses reimbursed during a fiscal year. No reimbursements will be honored after the deadlines to submit in a fiscal year.
- Student Life has the authority to audit all expenditures and make final decisions regarding appropriate reimbursement and/or expenses.
- Clubs do not have access to petty cash and should not maintain a petty cash account. All financial transactions should be completed using the club's account.

Appropriate Club Expenditures

Conference Registration: Registration receipts must accompany this claim.

Transportation: The choice of transportation will be made based upon the most efficient and least expensive means of reaching the intended destination.

- **Bus:** For large group travel, a bus may offer the best opportunity. Note the total cost will be divided by the number of travelers to obtain the per person rate. This will be calculated out to determine advisor cost (eligible for 100% reimbursement) and student cost (up to half reimbursable). See [Non-NTC Vehicles and Reservations](#) as well as [Family and Alumni Participation](#) for important bus information.
- **NTC Fleet Vehicles:** NTC fleet vehicles are the preferred travel recommendation for in-state, non-bus travel since the only cost is fuel. If more than one vehicle is needed, it is possible to obtain approval for student drivers. Note the total cost of fuel will be divided by the number of travelers to obtain the per person rate. This will be calculated out to determine advisor cost (eligible for 100% reimbursement) and student cost (up to half reimbursable). See [NTC Vehicles and Reservations](#) for how to reserve NTC fleet.
- **Rental Vehicles:** If fleet vehicles are not available, rental cars/vans are the next best option for small travel groups. Rentals must be driven by NTC employees. Note the total cost will be divided by the number of travelers to obtain the per person rate. This will be calculated out to determine advisor cost (eligible for 100% reimbursement) and student cost (up to half reimbursable). See [Non-NTC Vehicles and Reservations](#) for important rental information.
- **Personal Vehicles:** Please first review options for NTC fleet vehicles and rental vehicles. If neither option is possible, groups may travel by personal vehicles. The group should travel as a caravan to events, leaving from a common meeting place (such as NTC parking lot) and maximizing the number of individuals to vehicle. Reimbursement will be according to the approved NTC District mileage rate.
 - If there are unique circumstances where participants must travel by personal vehicles at varying times, reimbursement will be determined based on best-case travel scenario (4 people per vehicle) and calculated with the approved NTC District mileage rate for the roundtrip miles.
 Example: Group of 15 travelers in 6 personal vehicles to Wisconsin Dells.
 $15 \text{ travelers} \div 4 \text{ people per cars} = 4 \text{ cars maximum}$
 $246 \text{ miles roundtrip} \times 54.4 \text{ cents (mileage rate)} = \134.07 per car
 $\$134.07 \text{ per car} \times 4 \text{ cars} = \$536.28 \text{ maximum reimbursement}$
 - Employees or students driving their own vehicles assume full liability for their vehicle and passengers.
 - Reimbursement would be given directly to vehicle owners who must provide proof of insurance. Mileage is not paid in advance.
- **Airfare:** Reimbursement for commercial air travel will be limited to the lowest appropriate airfare. Reimbursement may exceed the lowest fare only if seats are unavailable at the lowest fare or if air travel at a higher rate will result in a clear cost savings to the club/Student Life.
- **Other Transportation Expenses:**
 - Reasonable charges for taxis, buses, and airline limousines, including tips not to exceed 20% of the charge, are reimbursable when other modes of travel are not available or practical.
 - Participants are required to obtain receipts where the cost of a one-way fare will exceed \$15.00.
 - Parking expenses are allowed with receipt.

Lodging: The choice for lodging will be based on cost, as well as location of the meeting or conference. Conference site hotels are acceptable choices, even if lower cost lodging is available in the area. Participants will be held personally responsible for room costs resulting from failure to notify the hotel of a change of plans. All lodging expenses must be supported by the original receipts furnished by the hotel or a copy if a room is shared. Charge card receipts are not acceptable. Participants are responsible for charges to the room (i.e. room service, phone, etc.) not incurred through their official capacity for the club. *Please see [Accommodations/Lodging](#) for important guidelines.*

Meals: Individuals may be reimbursed for actual meal expenses incurred on club business when they are traveling overnight. Itemized receipts for meals are required and must be attached when filing claims for reimbursement. The names of all members in attendance must accompany the request, along with an itemized list of food purchases. The claim for meals must represent actual expenses.

- The GSA.gov domestic per diem rates will serve as a guide to determining the maximum amount to be reimbursed. The club may reimburse participants up to 100% of the GSA.gov domestic per diem rates.
- Student Life funds supporting club travel cannot be used for student meals.
- When an individual is entitled to reimbursement for two (2) or more consecutive meals in a day, the total reimbursement claim will not exceed the total of the eligible meal rates for the day.
- No reimbursement will be made for the cost of alcoholic beverages.

Other Allowable Expenses: Other expenses incurred by individuals acting in their official capacity of the club may be reimbursed if submitted with supporting documentation/receipts, including:

- Refreshments/food for club functions.
- Scholarships that do not use segregated fees as a funding source. Club must be able to verify how monies were raised to support the scholarship(s).
- Awards banquets.
- Postage.
- Printing and duplicating.
- Intramural athletic events.
- Recreational and social functions.
- Publications and promotional material directly related to the club's mission.
- Supplies for community service projects.
- Awards.
- Club supplies and equipment.
- Speakers for meetings.
- Club sponsored items (i.e. T-shirts, novelties, etc.).
- Other items as approved by Student Life.

Inappropriate Club Expenditures

- Monetary payment to any NTC employee, advisor, NTC student or club member.
- Contributions to political clubs or candidates.
- Expenditures violating NTC college policies.
- Direct financial support for academic expenses or professional certifications.
- **Per review with NTC Finance and because of security/liability, use of club funds to purchase gift cards for travel expenses (food, gas, etc.) is prohibited.**

Club Disbursement Procedures

Requests for a check should be made to the NTC Finance. Checks will be mailed directly to the recipient and are not available for pickup from Financial Services. **Please allow at least 2 weeks for a check to be processed/mailed.**

1. Obtain invoice for total amount needed.
2. Fill out Payment Authorization Form from the [Student Club Resources web page](#).
3. Club advisor and a club member sign the form after also verifying the account number and authorization details. In the event the club advisor is unavailable, the Director of Student Development or their designee may sign the Payment Authorization.
4. Provide Payment Authorization and invoice to NTC Accounts Payable (mailstop C152).

Everything for Club Advisors

Club advisors serve as an integral part of student clubs. They have the responsibility of advising and serving as a resource person to assist the club with developing realistic goals for the academic year contributing to the educational and personal development of members. Through suggestions, comments, constructive proposals or searching questions, advisors can assist the club in fulfilling objectives.

Use this section of the handbook for information related to our amazing club advisors!

Advisor Stipend/Bonus

Club advisors will be paid a **base stipend of \$500 per semester** (split among multiple advisors) with an additional **bonus of up to \$200 per semester** per advisor based on club activities.

Eligible Bonus Activities

- \$20 bonus for each program related FIELD TRIP or virtual CONFERENCE.
- \$20 bonus for each (up to 3 per advisor) COMMUNITY SERVICE PROJECT coordinated/completed by the club.
- \$20 bonus for each (up to 3 per advisor) GUEST SPEAKER/PROFESSIONAL DEVELOPMENT ACTIVITIES during a club meeting/activity.

To Earn Base Stipend:

- Club must be in “active standing” and have documentation on file with Student Life as outlined below under Advisor Responsibilities number 3 – letters a, b, and c. If a club is found to be “inactive” for a semester, advisor(s) may forfeit that semester’s full stipend and bonus.

To Earn Bonus:

- Club must submit [Club Event Planning Form](#) prior to the activity.
- Advisor must be present at the activity.
- Advisor must notify Student Life of his/her participation. Near the end of each semester, Student Life will send advisors a club activity report as compiled through submitted Club Event Planning Forms. It is the advisor’s responsibility to respond by the date advised with the report noting at which eligible events they were present.

Advisor Travel Funding

Student Life reimburses travel expenses up to \$1,000 per trip with additional reimbursement of up to \$3,000 for state and national competitions. Including hotel, transportation, food, event, and event registration.

Note: If advisors receive any type of continuing education credits by attending the event, Student Life dollars cannot cover registration fees. We can still assist with hotel, transportation and food.

Reimbursements must be submitted within 45 days of returning from the event. Advisor meal reimbursements must include itemized receipts.

Overnight Travel Bonus

Student Life appreciates the importance of attending conferences, competitions, and other out-of-town events with students and wants to support advisors for the time devoted to overnight travel. Each advisor will be paid an additional amount for each overnight trip taken with their club if they submit the Overnight Travel Bonus form prior to travel.

- Trips requiring one overnight stay: \$50 per trip.
- Trips requiring two or more overnight stays: \$100 per trip.
- Overnight travel will be paid at the end of each semester with the stipend.
- To receive the additional funding, **prior to the trip** complete the [Overnight Travel Bonus Request](#) available on the [Student Club Resources web page](#).

Advisor Responsibilities

1. Be a current Northcentral Technical College employee.
2. Serve as a positive role model to NTC students and take an active role in helping students plan and administer a meaningful program that is consistent with the club's purposes and with the goals and objectives of the college.
3. Work with students in the club to submit required paperwork to Student Life and fulfill other requirements to ensure official club recognition:
 - a. Submit the Student Club Plan of Action by the first Tuesday of October and a revised version for the second semester by the first Tuesday in March. (Forms are available on the [Student Club Resources web page](#).)
 - b. The club meets at least once monthly (or a schedule approved by Student Life) with all attendance forms from club meetings turned into Student Life by the end of the month. Attendance forms (or minutes documenting attendees) may be emailed to studentlife@ntc.edu.
 - c. The club holds at least two events per semester. These events include, but are not limited to:
 - social events
 - community service
 - fieldtrips
 - fundraisers
 - leadership development activities

All events require submission of a [Club Event Planning Form](#) and Student Life approval prior to the event.
4. Attend all club meetings.
5. Be familiar with college and club policies and procedures, ensuring policies are adhered to during all club activities. When in doubt of a policy or procedure, the advisor is responsible for communicating and clarifying the policy/procedure for the club. If the advisor is unsure, answers can be found in Student Life.
6. Encourage and assist the club's active presence on campus.
7. Assist the treasurer in maintaining accurate financial records and ensuring the club does not exceed available funds.
8. **NEW 2022-23:** At least one club advisor from each club will work with Student Life and Finance to obtain a p-card to be used for club-related expenses including travel bookings. Personal cards should not be used for club expenses/bookings.
9. Submit all reimbursements for club/advisor travel within 45 days of returning from the event with itemized food receipts.
10. If applicable, oversee club's posting to and use of social media (Facebook, Twitter, etc.) and delete inappropriate content if necessary.
11. Serve as a liaison between the club and Student Life.
12. When a club sponsors an event, the advisor will be in attendance during the event. If they are unable to attend, the advisor may arrange for another staff member to assume their responsibilities or consult with Student Life on guidance.
13. Club trips and activities outside of the NTC District must have an advisor present during the entire trip and club travel paperwork must be submitted prior to trip departure.
14. Upon request, work with club members to submit a written summary report of the activities accomplished by student club members.

Student Clubs and Advisors

For budget within Workday, you'll need to identify a few pieces, which are the same for all clubs

Program = **PG93400** | Fund = **FD750** | Sub = specific to each club (see below)

Cost Center = **CC134** | Region = **REG002** (all clubs regardless of campus are region Wausau)

Revenue Account (for deposits): **RC10060 - 4720** | Spend Account (for expenses): **SC10079 - 5500**

Sub #	Club	Advisor	Ext.	Mail
SUB122	Automotive Technology	Ross Nevienski	1775	F112
		Randy Wesenick	1254	F112
SUB118	Beta Rho Zeta	Krista Reince	1266	D112
		Shawn Sullivan	1267	D112
		Carrie Heckendorf	1738	A113
		Amy Gajewski	1728	F112
SUB113	Business Professionals of America (BPA)	Dianne Carroll	1490	A113
		Carrie Heckendorf	1738	A113
SUB111	Computer Club	Jake Seever	1724	A113
SUB107	Criminal Justice	Brian Fiene	1392	D138
		Paul Clarke	1481	D138
		Matt Kecker	1391	D138
SUB101	Culinary Arts Club	Brock Decker	1323	A113
		Travis Teska	1285	A113
		Jon Reinke	1256	A113
	Definitions Not Applicable (DNA)	Amanda Paulson-Myrblom	1354	CHS4
		Nick Lampone	1014	C110
		Kaya Saia	1796	C110
SUB116	Dental Hygiene	Deb Koziel	1331	CHS2
SUB117	Diesel Technician's Club	James Eckardt	1387	D155
		Eric Antonson	1499	D155
SUB109	Forest Products Club	Logan Wells	7794	T100
SUB103	I-Sign	Vicki Shapiro	1016	A155
		Chanel Wettengel	1076	A155
SUB108	Machinist's Club	Jeff Block	1246	F112
SUB121	Medical Laboratory Technician	Laura Ahonen	1343	CHS2
SUB105	National Association of Home Builders (NAHB)	Travis Severson	1282	F112
		Mike Block	1710	F112
SUB119	NTC Christian Fellowship			
SUB104	Professional Agricultural Students (PAS)	Charl Van der Nest	1281	D155
SUB115	Radiography Club	Marianne Rhodes	1327	CHS2
		Amber Schuck	1370	CHS4
SUB154	Student Chapter of the National Association of Veterinary Technician in America (SCNAVTA)	Nicole Cruise	1416	D155
SUB114	Student Nurse Association (SNA)	Rebecca Haskins	1352	CHS4
		Josh Grubb	1350	CHS4
SUB106	Timberwolf Productions Club	Jordan Innes	1010	F112
SUB120	Veteran's Club	Tou Yang	1252	C110
		Ben Bliese	1507	C110
SUB112	Welding	Dan Grabko	1637	F112
		Veronica Hope	1236	F112