

Pulaski Technical College
Student Club/Organization Handbook



Prepared by the
Student Services Committee/August 1997
Revised by the
Director of Student Life and Leadership/October 2009

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STUDENT ACTIVITIES MISSION

The mission of student clubs/organizations at Pulaski Technical College is to complement the academic programs of study and to enrich and supplement student-learning experiences outside the classroom. Experiences outside the classroom offer opportunities for social, cultural, and intellectual growth for the development of appreciation, values, and leadership.

Student clubs/organizations provide an environment in which students, faculty, staff, and community members are encouraged to explore self-directed organizational activities providing opportunities for development in self-realization, decision-making skills, and interdisciplinary experiences.

PULASKI TECHNICAL COLLEGE CLUBS/ORGANIZATIONS

Fine Arts Association

Fine Arts Association aims to promote, educate, and appreciate all avenues of the Fine Arts including, but not limited to: Visual Arts, Performing Arts, and Creative Writing.

FRESH

FRESH, Finding Reality Eternally Serving Him, seeks to build relationships with young adults, specifically those between the ages of 18-30, and provide them with resources (spiritual insight, academic mentoring and emotional support) that will make them stronger Christians, wiser individuals, better students and productive members of society.

FUSION

Fusion aims to promote pride, awareness, involvement, support and mentoring among gay, lesbian, bisexual and transgender people on campus by forming an alliance between people of all sexual orientations who support equality among its citizens. Membership is open to anyone interested in the issues surrounding the GLBT community. The organization focuses on issues of activism, support for GLBT students and building a community of inclusiveness at Pulaski Tech.

Metro Student Ministries

PTC is a state-supported institution and therefore non-denominational. The purposes of Metro Student Ministries are to encourage student fellowship, to develop student leadership skills, to provide opportunities for the study of Bible and to practice its teachings, to organize students for service and ministry projects, to assist students in communicating the meaning of their faith in significant ways, and to offer guidance as students face crises and critical choices in life. Membership is open.

Phi Beta Lambda

Phi Beta Lambda is the college business professional organization and is the college component of Future Business Leaders of America. While the organization primarily emphasizes business and business-related topics, students of various programs of study may join the organization. Community activities may include various fundraisers and community service projects. Professional activities may include guest speakers, networking opportunities, and state and national competitive events. Students who qualify for a national competitive event may receive scholarship or monetary rewards depending on the event. For information about the national organization, visit www.fbld-pbl.org. For more information about the Arkansas PBL organization, visit www.arpbl.org.

Phi Theta Kappa

Phi Theta Kappa is an international honor society that promotes academic excellence. Members are eligible to compete for scholarships, to participate in regional, national, and international meetings and institutes, and to attend workshops on leadership and scholarship. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protects academic integrity, and develops leadership.

Each fall and spring semester invitation to membership is extended by the chapter to students who have completed a minimum of 18 credit hours at PTC that are clearly applicable to an associate degree with an minimum 3.50 cumulative grade-point average. The minimum 18 credit hours must include at least three credit hours of general education courses applicable to the associate degree being pursued.

Pulaski Tech Athletic Club

The mission of the Pulaski Technical College Athletic Club is to help students stay active and healthy as they develop social and leadership skills by participating in athletic activities on campus. The clubs' members and advisor will conduct activities that enhance the development of these skills. The activities may include football, basketball, running, walking, tennis and other sports. The clubs' members and advisor will also focus on and promote health awareness on campus.

Student Ambassadors

Membership in the Pulaski Technical College Student Ambassadors organization is based on academic achievement, involvement in extracurricular activities, leadership abilities and recommendation of faculty and professional staff.

Student Ambassadors represent Pulaski Technical College at various functions such as orientations, campus tours, school visits, speaking engagements and other special events. Ambassadors also perform community service, assist in student recruitment and support development efforts.

Student Ambassadors serve as student representatives when welcoming and hosting honored guests and distinguished members of the college community. Ambassadors participate in college activities and represent Pulaski Tech both on and off campus.

Student Government Association

The membership of the Student Government Association (SGA) consists of elected and eligible student representatives. Elections are held each spring for president, vice-president, secretary, and treasurer. The president will appoint the parliamentarian and historian. Division senators will be inducted during the fall semester. Individuals from each division of the College and each PTC location should be represented. The Student Government Association's main objectives are: to serve as student representatives and act as a liaison between administration/faculty/staff and students, campus activities, community service, fundraising, and advocacy. An advisor is appointed by college administration.

Skills USA

Membership in Skills USA is open to students and other persons interested in the various career fields represented.

The purpose of SkillsUSA is to help the student develop social and leadership skills. The clubs' members and advisors will conduct activities that enhance the development of these skills. The activities may include events between vocational technical institutions and between students, such as parliamentary procedure contests, troubleshooting contests for mechanics, etc.

RENEWING A CLUB/ORGANIZATION

Each spring a club/organization should decide if it wants to continue to exist. If it wants to continue, the Club/Organization Renewal form (page 16) must be filed by the second week in January of each academic year. A Year-End Report (page 17) must be filed by the second week in April. All forms should be filed in the Student Life and Leadership office.

Should a club/organization decide to disband, a statement disbanding the club/organization, with the signatures of current members, should be submitted with all remaining funds.

FORMING A CLUB/ORGANIZATION

These guidelines must be followed in order to form a new club/organization on the PTC campus.

1. Obtain a copy of the *PTC College Student Club/Organization Handbook* from the Student Life and Leadership office, which is open from 8:00am to 4:30pm.
2. Ask staff/faculty members, preferably two, to be advisors to assist the new club/organization. Make sure the advisor(s) receives a copy of the handbook. Advisor responsibilities are listed on page 11.
3. The following criteria must be met for your request to be reviewed for approval.
 - Completed Advisor form (page 11)
 - Proposed constitution and by-laws (instructions on page 5). By-laws are required within a month after being approved as a club/organization, if applicable.
 - List of charter members (at least 15) and officers (Roster of Membership, page 19).
4. When the above criteria have been satisfied, return forms to the Student Life and Leadership office.
5. The Director of Student Life and Leadership will contact the advisor(s) when an approval decision has been made or if additional information is required.

CONSTITUTION AND BY-LAWS

The constitution of a club/organization contains the fundamental principles that govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. All groups must have a basic structure and methods of operation in writing on file in the Student Life and Leadership office.

The reasons for having a constitution and by-laws are they articulate the purpose of the club/organization and spell out the procedures to be followed for its orderly function. Constitutions usually require a two-thirds vote of the membership for adoption. By-laws require on a simple majority for passage.

Once the constitution and by-laws have been developed, review them often. The needs of the group will change over time, and it is important that the constitution and by-laws be kept up-to-date to reflect the current state of affairs.

Make sure every new member of the club/organization has a copy of the constitution and by-laws. This will help unify the members by informing them about the opportunities that exist for participation and the procedures they should follow to be active, contributing members. A thorough study of the constitution and by-laws should be a part of officer training and transition.

DEVELOPING A CONSTITUTION

The following is an outline of the information to be included in a constitution. The object is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I	The name of the club/organization
Article II	Affiliation with other groups (local, state, national)
Article III	Purpose, aims, and functions of the club/organization
Article IV	Membership requirements and limitations -Section A Types of membership -Section B Eligibility for membership
Article V	Officers (minimum requirement is president, vice president, secretary, treasurer; see Role of Officers (page 7) -Section A Eligibility of officers -Section B Timetable of elections
Article VI	Meetings (frequency, special meetings, and who calls them)
Article VII	Quorum (number necessary to transact business)
Article VIII	Amendments (notice and voting requirements)

CREATING BY-LAWS

By-laws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the club/organization change.

By-laws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

1. Membership (selection requirements, resignations, expulsions, rights, and duties).
2. Dues (amount, collection procedures, any special fees, when payable).
3. Duties of officers (powers, responsibilities, specific descriptions, procedures for filling unexpired terms of office, removal from office).
4. Executive Board (structure, composition, powers).
5. Committees (standing, special, formation, chairs, meetings, powers, duties).
6. Order of business (standard agenda for conducting meetings).
7. Parliamentary authority (provision for rules of order, generally *Roberts' Rules of Order*).
8. Amendment procedures (means of proposals, notice required, voting requirements).

ROLES OF OFFICERS

Officers are advocates for the club/organization and should work with all levels of administration to promote good communication to achieve the club's/organization's goals. Officers need to be public relations officers for the College by having their clubs/organizations act in a responsible manner and by recruiting and welcoming new members.

Students considering officer positions should make a commitment to help better the club/organization and realize the time commitment that is requested. All officers should attend all meetings and functions of the club/organization.

Duties of the president

- Create agendas.
- Call and run meetings.
- Serve as a liaison with Director of Student Life and Leadership.
- Recruit and maintain membership.
- Work with advisors.
- Delegate club/organization responsibilities.
- Be responsible for overall club/organization involvement.

Duties of the vice-president

- Work directly with the president on all club/organization projects.
- Give leadership to committee chairs.
- Register events on-/off-campus with Director of Student Life and Leadership.
- Assume president's role if need arises.
- Conduct business when president is unable to.

Duties of the treasurer

- Develop budget with officers, club's/organization's advisor, and club/organization's membership.
- File a Year-End Report.
- Maintain accurate record of expenditures (receipts) and funding.
- Work with auditors.
- Cosign with advisor all checks.

Duties of the secretary

- Attend all meetings, including committee meetings.
- Take minutes at all meetings (Taking Minutes page 8).
- Maintain complete, accurate, and objective record keeping.
- Notify members of upcoming meetings/events.
- Reserve meeting space with the proper office.
- File all changes/updates in constitution, by-laws, and advisors with the Student Life and Leadership office.
- Turn in the Year-End Report by assigned deadlines.
- Maintain a scrapbook/notebook of agendas, minutes, events, and pictures.
- Have minutes of previous meeting viewed and approved at next meeting.

- Obtain approval from the Student Life and Leadership office before hanging all posters, flyers and other publications.
- Help the president/facilitator of meeting stay on track.
- Ask for clarification during meetings.

The secretary's records will be referred to by current members to determine what is finished and unfinished business, what requires follow-up, and what actions were taken. These records are kept for future members to read and gain an understanding of where the club/organization has been and why.

TAKING MINUTES

The secretary should be prepared for each meeting and should be present at all meetings. If the secretary is unable to attend, a substitute should be appointed. The secretary should read the minutes of the previous meeting, paying attention to style and format, and review the agenda and any attached documents. If the club/organization has agreed upon a standard format for minutes, the secretary can use a standardized form and fill in preliminary rough draft information before the meeting in order to fill in discussions, etc. as they occur.

Helpful hints on format and final preparation are:

- Use good quality paper of standard size.
- Type only on one side of the paper.
- Use a standard format:
 - Capitalize and center the heading designating the meeting.
 - Indent paragraphs five spaces.
 - List names of those present and absent.
 - Double-space the text.
 - Double-space between paragraphs and triple-space between each item in order of business.
 - If you use captions, put them in the margins in capitals.
 - When recording sums of money, write the amount in word form first, then in numeric form.
 - Number each page at bottom center.

These notes should be checked for the following information:

- Type of meeting (executive, standing committee, etc.)
- Date, time and place.
- List of those present and absent.
- Time meeting called to order.
- Approval and/or amendments to previous meeting minutes.
- Record of reports from standing and special committees.
- General matters.
- Record of proposals, resolutions, motions, seconding, final dispositions, summary of discussion, and record of vote.
- Time of adjournment.

-Nomination of submission and transcriber's name.

There are different ways to take meeting minutes, and clubs/organizations should choose the most appropriate method for them. Minutes can be recorded in writing, the most common practice, or on tape. If you choose to tape the minutes, you can either tape the entire proceedings word-for-word and later listen to the tape, pulling out the pertinent information, or tape action minutes whereby the very essence of decisions are reached and responsibilities assigned are recorded. Whether writing or taping the minutes, make not of the following:

- The names of the people proposing any actions, stating an opinion, or making a motion.
- Any motions, resolutions, amendments, decisions, or conclusions (all recorded word-of-mouth).
- Whether or not a motion was withdrawn and what assignments were made to whom.

It is often helpful, for both minute taking and for those attending the meeting, if the president or the secretary summarizes decisions that are reached. The summary should carefully clarify those points of greatest controversy. It is the secretary's responsibility to signal the president and ask questions regarding the subject being discussed if the president becomes lost or unsure. A secretary should not wait until the meeting has been adjourned to get clarification; individuals can lose their perspective, issues can become less important, and people can forget later what actually occurred.

Once the minutes have been transcribed into draft form, they should be submitted to the president for review and/or correction. Finally, once they are returned, they need to be prepared in a formal form-preferably agreed upon before-hand-for final approval at the next meeting. These minutes may be sent out to all members within three or four days of the meeting. This allows members time to read the minutes for accuracy before the next meeting and while the previous meeting is still fresh in mind.

PARLIMENTARY PROCEDURES

The following are some of the more common parliamentary procedures that should be followed when conducting a meeting:

1. Convening the meeting: "The meeting will come to order."
2. Making a motion: "Mr./Ms. President, I make a motion that ____."
3. Seconding a motion: "Mr./Ms. President, I second the motion". If a motion does not have a second, it is lost.
4. Discussion: "A motion has been made and seconded that _____. Is there any discussion on the motion?"
5. The vote: The president asks, "Are you ready for the question?" The vote is taken. This may be done by secret ballot, show of hands, or oral vote.
6. The result: "The ayes/nays have it and the motion is/is not carried." The president has the deciding vote in the case of a tie.
7. Making a nomination: Nominations are made the same way a motion is made except they do not require a second. "Mr./Ms. President, I nominate ____." A motion to close nominations must be made and seconded before the vote is taken.

7. Adjournment: “Mr./Ms. President, I move that we adjourn.” A motion to adjourn takes precedence over all other motions and cannot be amended or debated.

It is very important that the president of each club/organization has a sound understanding of parliamentary procedures.

RUNNING EFFECTIVE MEETINGS

Meetings have several functions. They give members the chance to discuss and evaluate goals and objectives, remain updated on current events, provide an opportunity to communicate, and keep the group cohesive. Most of all, meetings allow groups to pull resources together for decision-making.

If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will “run itself”. Here are some tips to help make a meeting more successful, productive, and even fun.

Before the meeting

- Define the purpose of the meeting: no purpose-no meeting!
- Develop an agenda with the officers and advisors. Below is a sample agenda.
 - Call to order
 - Approval of agenda
 - Correction and approval of minutes
 - Announcements
 - Treasurer’s report
 - Committee report
 - Unfinished business
 - New business
 - Special issues
 - Adjournment
- Define the agenda, and circulate background material and lengthy documents or articles prior to the meeting so that members will be prepared and feel involved and up-to-date.
- Choose an appropriate meeting time. Set a time limit and stick to it. Remember, members have other commitments. They will be more likely to attend meetings which are productive, predictable, and as short as possible.
- If possible, arrange the room so that members face each other, such as a circle or semicircle. For large groups, try U-shaped rows. A leader has better control when he/she is centrally located.
- Choose a location suitable to the group’s size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
- Use visual aids for interest, like posters, diagrams, etc. Post a large agenda up front for members to refer to.
- If possible, vary meeting places to accommodate different members.

During the meeting

- Review the agenda and set priorities for the meeting.
- Stick to the agenda.
- Start on time. End on time.
- Greet members and make them feel welcome, even late ones when appropriate.
- If possible, serve light refreshments. They are good ice breakers and make the members feel special and comfortable.
- Encourage group discussion to get all points of view and ideas. This will produce better quality decisions as well as highly motivated members. Members will feel attending meetings is worthwhile.
- Encourage feedback. Ideas, activities, and commitment to the club/organization improve when members see their impact in the decision-making process.
- Keep conversation on the topic, proceeding to an eventual decision. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.
- Motions and resolutions must be taken verbatim and should be read back during the meeting to verify accurate recording.
- Summarize agreements reached, and end the meeting on a unifying or positive note.
- Give recognition and appreciation to individuals for excellent and timely progress.
- Set a date, time, and place of the next meeting.

After the meeting

- Write up and distribute minutes within three or four days. Quick action reinforces importance of meetings and reduces error of memory.
- Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
- Follow up on delegation decisions. See that all members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

RESPONSILITIES OF CLUB/ORGANIZATION ADVISORS

1. Fill out the Advisor Form (page 18) and return it to the Student Life and Leadership office.
2. Be familiar with the *PTC Student Club/Organization Handbook* concerning policies governing the student club/organizations and the *Student Handbook*.
3. Attend student club/organization meetings, serving as a resource person at Executive and regular meetings of the club/organization.
4. Ensure that meetings are properly scheduled, using facilities that are

- cleared through the Student Life and Leadership office.
5. Assist with the development of training and orientation programs for new members of the club/organization.
 6. Assist with the formation and/or revision of the club's/organization's constitution and by-laws.
 7. Advise the club/organization in the planning of activities and events. Verify that these activities on-or off-campus are cleared in advance through the Student Life and Leadership office three weeks prior.
 8. Maintain an accurate accounting of the club's/organization's financial transactions throughout the year, and complete a Year-End Report (page 17) for the internal auditor. The treasurer of the club/organization may handle this, but the advisor needs to be informed.
 9. Assume responsibility for ensuring that the following College policies are observed.
 - No alcoholic beverages may be served, consumed, or in possession of any person(s) at College approved functions, including conventions, etc.
 - The behavior of all persons attending a College function is expected to reflect propriety and good taste.
 - Property of the College, other persons, and host facilities is to be respected by persons in attendance at College functions and protected from theft and damage.
 - In case of emergency, notify Campus Police and Public Safety immediately.
 10. Take appropriate action to prevent undesirable incidents and to correct undesirable incidents and to correct improper or objectionable situations which may arise during a function.
 11. Identify yourself to police officers, custodial staff, and other College personnel when reporting for duty at the event.
 12. Understand that the advisor is the principal contact for the school in all matters related to the club/organization.
 13. File student liability waivers for each trip.

ADMINISTRATIVE TASKS

All club/organization funds and disbursement transactions must go through the Business Office.

Required Forms

All clubs/organizations at Pulaski Technical College must complete the following forms on an annual basis, and return them to the Student Services Office.

REGISTRATION OF EVENTS

All events-both on-and off-campus must be registered with the Student Life and Leadership office.

1. All events must have the Registration of Club/Organization Event form (page 20).
2. On-campus events requiring use of campus facilities must be cleared with the

- appropriate channel.
3. Smoking is permitted in designated areas only.
 4. The College is not responsible for any equipment left after an activity, nor is it responsible for any cleanup. Please leave the facility as it was found.
 5. Please keep within the time schedule.
 6. Order all chairs, tables, podiums, blackboards, etc. through the Campus Center Director or the Physical Plant, giving at least 48-hours notice.
 7. If the club/organization finds it will not need the facility, it should cancel its reservation as the facilities are always in demand.
 8. If the club/organization qualifies and the request is approved, a copy of the approved request will be sent to the club/organization advisor.

SOLICITATION PROCEDURES AND POLICIES

Solicitation is defined as the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of, or request for, a contribution. Persons desiring to conduct solicitation activities on-or off-campus must complete a Registration of Club/Organization Event Form (page 20) two weeks prior to the scheduled activity. The Vice-President for Student Services must approve all fund-raising activities. Remember, all raffles of any kind are forbidden.

TRAVEL

Travel Request

An Out-of-State Travel Request/Advance form (page22) must be completed by the club/organization advisor and approved by the Vice President for Student Services prior to submission to the president of the College. Approval must be received prior to the trip. In addition, any local or in-state student travel must receive prior approval from the Vice-President for Student Services. Car rental is not permissible unless justified in writing and approved by the president of the College prior to the trip.

Waiver of Liability

A Waiver of Liability (page 21) must be filled out and a copy must be filed in the Student Life and Leadership office prior to each trip. All individuals going on the trip must sign, or they are not allowed to attend.

Travel Expense Reimbursement Form

Travelers must keep receipts for reimbursement of travel and attach those receipts to your TR-I (page 23). You must attach a detailed receipt for hotel/motel, taxi, parking(self only), vehicle and gasoline for rented vehicle. Tips, flowers, and valet services of any kind including valet parking, laundry, etc. are not permissible and will not be reimbursed.

Meals are allowed only in connection with overnight travel. Reimbursement for meals is limited to the actual cost of meals or maximum stated in the federal travel directory for that location, whichever is less. Lodging is limited to the Federal Per Diem

Rate listed in the Federal Travel Directory. Your advisor will provide you with this information.

Travel expenses without receipts may not be reimbursed. Please submit your TR-1 to your advisor who will initial your TR-1 and submit it to the travel administrator.

PUBLICITY/PUBLICATIONS

News Media

All contact with the news media must go through the College Relations office. Contact the Vice President for College Advancement (ext. 2211) for guidelines.

Printing/Duplicating

The advisor may make request for printing or duplicating programs, flyers, brochures, and other materials to the Student Life and Leadership office. The Director of Student Life and Leadership must approve all printed/duplicated material. Final approval may need to take place with the Vice President for College Advancement. Please allow plenty of time for rewrites and review.

DISTRIBUTION OF MATERIALS

The Student Life and Leadership office must clear the distribution of handbills, pamphlets, and other literature on the grounds or in the buildings of the College. The office may also restrict the time and location of any such distribution and require distributors to collect all discarded literature through written “cleanup” agreement.

Bulletin boards are placed at various locations throughout campus buildings. Any club/organization wishing to post material on bulletin boards should first obtain approval from the Student Life and Leadership office. All postings that are printed in a foreign language must also include an official English translation.

POLICY ON FIRST AMENDMENT FREEDOMS OF SPEECH AND ASSEMBLY

1. The freedoms of speech and assembly are protected by the First Amendment to the U.S. Constitution. As an academic community, Pulaski Technical College is supportive of free expression of ideas by College students, faculty, and staff.
2. The College is not public in the sense of park or city street and, as such, it is not open for expression of free speech and assembly by the general public.
3. College officials may limit free speech if that speech disrupts normal campus functions, interferes with the rights of others, or engages in the destruction of property.
4. College officials may limit free speech if that speech endangers the safety of faculty, staff, students, and visitors.

5. All students and groups are subject to the policies and procedures in the *PTC Student Handbook*, to include the section on Prohibited Conduct.
6. The area designated for demonstrations and mass gatherings is the sidewalk south of the Library Building and the Information Technology Center. Other outdoor areas may be approved on a case-by-case basis on request to the Vice-President for Student Services. Normally, the designated hours are from 8:00 a.m. – 5:00 p.m., Monday through Friday.
7. Students and groups planning a demonstration or mass gathering must provide notice to the Vice President of Student Services at least 48 hours in advance. This is to enable the College to check the college calendar, clear facilities requested if needed, and provide adequate Police and Public Safety Department protection for both individuals and College property.

IMPORTANT DATES TO REMEMBER

- | | |
|------------|--|
| January 15 | Club/Organization Renewal Form and Advisor Form, if advisor has changed. |
| Mid-April | Year-End Report |



CLUB ORGANIZATION RENEWAL FORM

Date _____

Club/Organization _____

Current Year

Next Year

President _____

President _____

Vice President _____

Vice President _____

Secretary _____

Secretary _____

Treasurer _____

Treasurer _____

Advisor _____

Advisor _____

1. Describe how the club/organization has developed.
2. What are the future goals and activities of the club/organization?
3. How can the Student Life and Leadership office help you?

Signatures:

President _____

Vice President _____

Secretary _____

Treasurer _____

Note: If advisor is changing from previous one or if one is being added, please file an Advisor Form.



YEAR-END REPORT

This report must be filed with the Student Life and Leadership office in April to ensure your club's/organization's funding will not be altered for the coming year.

Club/Organization _____

Total Membership _____

Funding received from Student Activities \$ _____

Funding received from all other sources \$ _____

Less total expenses \$ _____

*Your account(s) and receipts
should be in order in case
you are asked for detailed
accounting.*

Total monies remaining \$ _____

List of programs/events this club/organization advised/participated in



ADVISOR FORM

This is to certify that I agree to serve as faculty/staff advisor to (name of club/organization)_____

for the school year of 20_____.

I am familiar with the responsibilities of a club/organization advisor, the Pulaski Technical College *Student Club/Organization Handbook* (rules and regulations governing campus-approved clubs/organizations), and the *Student Handbook*.

Name (please print)_____

Office (building and room number)_____

Office phone number_____

Alternate phone number_____

Signature_____ Date_____



REGISTRATION OF CLUB/ORGANIZATION EVENT

Club/Organization_____

Date of event_____ Time of event_____

Location of event

_____ On-campus—where?_____

_____ Off-campus—where?_____

Type of event planned_____

Advisor_____ Phone_____

Activities to take
place_____

Refreshments to be
served_____

Advertising/publicity to be used_____

Signature of advisor_____

Signature of club/organization president_____

Date of request_____

_____ Approved

_____ Disapproved

Signature of College representative_____



WAIVER OF LIABILITY

Date _____

Description of activity or trip (off-campus) _____

By my signature below, I acknowledge the following:

- I am 18 years of age
- I understand that participation in this event is strictly voluntary and that I am under no obligation by Pulaski Technical College to participate that my course grade will not be affected by not participating; also, the College has not pressured or otherwise coerced me into this agreement.
- I understand that participation involves certain inherent dangers and assume those risks and do release Pulaski Technical College and its employees, both in their public and private capacity, from any and all liabilities, claims, suits, demands, or causes of action which may arise from my participation in this event.
- This release shall be binding upon my successors and heirs.
- Pulaski Technical College does not provide any health or accident insurance for me and I do not expect it to do so.

*If a student is under 18 years of age, his/her parents must sign.

Name	SSN #	Signature	Emergency Contact	Emergency Phone

