

# Student Life

*Kankakee Community College*

## Student Clubs and Organizations **MANUAL**

**2020-21**



*Kankakee Community College*

# **Student Clubs & Organizations Manual**

**Office of Student Life and Development**

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## The Office of Student Life and Development

The Office of Student Life and Development can answer questions, provide guidance and offer ideas for student organizations. Share your questions, concerns and ideas with: **Rod Lipscomb, Coordinator of Student Life and Development and Development, Room L116, [studentlife@kcc.edu](mailto:studentlife@kcc.edu), (815) 802-8628**

### The Rights of Student Clubs/Organizations

KCC recognizes the needs and rights of students to meet and congregate outside of the classroom. Any group of students that wishes to use college facilities and be recognized by the college as an official organization must go through the guidelines of forming a recognized organization. A group is eligible for recognition if it conducts its affairs in accordance with college regulations and administrative policies and maintains purposes in accordance with the stated purposes and goals of the college.

### The Purpose of Student Clubs/Organizations

- To create a sense of community in which students, faculty, administration, and staff can participate in an open educational environment.
- To help achieve a sense of identity with the college and an awareness of the surrounding community.
- To provide an opportunity for students to develop their leadership capabilities.
- To assist in direction that helps guide students toward their objective.
- To enrich the cultural and recreational dimensions of the campus.
- To promote community awareness and responsibility through professional conferences, chapter activities and school and community involvement projects.

### Student Club/Organization Regulations

- A. New organizations must prepare written guidelines of organization and operation (aka the club's constitution) to be signed by the petitioners and the staff advisor. These guidelines must be kept on file with the Coordinator of Student Life and Development.
- B. Groups may not include items in their guidelines which are in conflict with college philosophy, policy, rules, and regulations.
- C. Upon achieving probationary and/or full status, the organization must hold an election of officers within one month and submit a list of the elected officers and members to the Office of Student Life and Development using the online Student Club Roster. Every time elections are held with that club from then on, the officers and members' names and emails must be submitted to the Office of Student Life and Development using the online Student Club Roster.
- D. Membership in campus clubs and organizations shall not be denied to any student on the grounds of race, gender, sexual orientation, creed, religion, color,

marital or parental status, veteran status, age, national origin, political affiliation and/or beliefs, mental or physical handicap or disability.

- E. **All club officers and members must be currently enrolled KCC students.** If your club has current non-student members that joined before August 25, 2014, they will be considered grandfathered in. Clubs may have community supporters, but they will not be considered officers or members.
- F. All campus clubs and organizations are subject to review by the Student Advisory Council. The Student Advisory Council may revoke recognition to approved organizations.
- G. The Administration reserves the right for final approval of all campus clubs and organizations.
- H. Organization members may NOT obligate or commit the college in any way without discussing the matter with advisor and/or the Coordinator of Student Life and Development. The advisor or Coordinator of Student Life and Development will work with the organization to obtain proper approval. It is advisable to have officers track goals, and budget.
- I. Alcohol, marijuana or cannabis products, and/or illegal drugs are not allowed at any student organization function, both on and off campus.
- J. Weapons, concealed or otherwise, are not allowed at any student organization functions.
- K. All student organizations must abide by KCC policies and the Student Code of Conduct at all times.
- L. All club officers and members must be current KCC students.

## Club Orientation

New club members, officers, and advisors should complete the online KCC Club Orientation. Student club members and advisors can self-enroll in the course by going to: <https://kcc.instructure.com/enroll/LA6CEL>. The KCC Club orientation is housed in KCC's learning management system, Canvas. Once enrolled in the course, follow the instructions on the home screen. Complete the intake form, review each module, and take the KCC Club Orientation quiz.

## Club Roster

Clubs should submit the club roster at the beginning of the academic year and each time after elections. All members and officers should be listed on the form. The Club Roster can be found on the Student Life webpage under "Club Forms". Update rosters are required to receive funding from the Office of Student Life and Development.

## Club Forms

Club forms were created to help keep clubs organized and to secure necessary KCC resources. Members, officers, and advisors should review club forms by visiting the KCC Student Life webpage and clicking on “Club Forms”.

## Resources for Student Organizations

### Marketing

The Office of Student Life and Development can promote your club or organization’s events. Marketing options are included on the **Event Proposal Form**. They include:

- KCC STUDENT LIFE Facebook announcements
- Included in the “Activities Alert” email blast that goes out to the student body on Mondays
- This is an event that needs additional advertising, such as inclusion in My KCC, sign standards, etc. to be determined by the Student Life Coordinator and the KCC Marketing Department.

### Event Marketing Request Guidelines

- a. No publicity can be sent out until the event has been authorized by the club advisor and approved by the Coordinator of Student Life and Development.
- b. Advisors and students are required to collaborate with the Coordinator of Student Life and Development on all event advertisements, including but not limited to printed flyers and publications, e-mail, social media postings, and press releases.
- c. Advisors and students may not send mass emails to college employees or students. Any mass emails must be approved and sent by the Coordinator of Student Life and Development.

### Fliers

KCC clubs and organizations can create their own fliers or use available templates. Clubs should email the flier with the number of copies they would like to: [studentlife@kcc.edu](mailto:studentlife@kcc.edu) and specify if they would like fliers distributed on campus. The Office of Student Life and Development will be responsible for displaying fliers on campus bulletin boards. Allow one business week for fliers to be printed and dispersed.

**Templates:** Your club may use marketing templates to easily create fliers. To access the flier templates go the Student Life webpage, click on club forms, click on club flier templates under “Events”.

**Create Your Own:** Your club may create fliers using Microsoft Word or Publisher.

### Things to remember:

- Include the date, time, location, and description of the event (Include if the event is free, if it’s open to the community, if tickets are required and how they are purchased, or if an admission fee will be charged)

- Don't create a full solid color background (pictures, borders, clip art, etc. are acceptable)
- You can create a simple flier with the text in black and KCC can print it on brightly colored paper
- Check for grammatical errors

**Note:** The Marketing Department reserves the right to re-design fliers. All promotional material must be approved by the Office of Student Life and Development. Student Life will be responsible for posting and removing all materials posted on the bulletin boards around campus.

### Social Media

If a student group at the college has a social media presence that could be affiliated with the college, they are encouraged to contact the Marketing & Public Information department at (815) 802-8266 or nschunke@kcc.edu. Marketing can provide support, best practices as well as promotion.

Users of KCC's social networks acknowledge that KCC may or may not pre-screen content, but that KCC and its designees shall have the right in their sole discretion to pre-screen, refuse, or remove any content that is available via the KCC Web sites and KCC social networking sites. Improper use may subject a student or staff member to further disciplinary actions under the Code of Conduct found in the college catalog.

Please abide by the following guidelines when using social networking solutions, online tools and services related to KCC (such as Twitter, Facebook and YouTube).

As a user, you agree not to:

- a. upload, post, e-mail, transmit or otherwise make available any content that is unlawful, harmful, threatening, abusive, or harassing; or brings unwanted attention toward members;
- b. impersonate any person or entity, including, but not limited to, a KCC official, forum leader, guide or host, or falsely state or otherwise misrepresent your affiliation with a person or entity;
- c. collect or store personal data about other users in connection with prohibited conduct;
- d. upload, post, e-mail, transmit or otherwise make available any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party;
- e. upload, post, e-mail, transmit or otherwise make available any unsolicited or unauthorized advertising, promotional materials, or any other form of solicitation;
- f. upload, post, e-mail, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt,

destroy or limit the functionality of any computer software or hardware or telecommunications equipment; and

g. use obscene language or imagery, disrupt the normal flow of dialogue, or otherwise act in a manner that negatively affects other users' ability to engage in real time exchanges.

### Logos

Before you begin using KCC logos, read the logo use policy to be sure that you are using the logo correctly. College funds may not be used for designs that are not in compliance with the logo use policy. Be careful not to alter the logo in any way. View the Logo Use Policy and download KCC Logos [HERE](#).

### Club Bulletin Boards

Your club or organization may request a bulletin board on campus to be designated for your group to post information about upcoming meetings, events, and volunteer opportunities. In order to reserve a bulletin board, you must: find a Student Activities bulletin board that is not currently being used by another club and email the Coordinator of Student Life and Development, requesting a portion of the space. The Coordinator of Student Life and Development will approve or deny the request within one week. A portion of the designated bulletin board will be reserved for your club if request is approved. The Coordinator of Student Life and Development will request a sign advertising your club's name for your bulletin board and contact the club advisor or officer when it's ready. If your club has a designated bulletin board, it is the responsibility of the club to update the information that is posted. All literature posted must abide by college policies. Club bulletin boards that are not updated regularly may be reassigned to another club, organization, office or department.

### Campus Space

Clubs and organizations wishing to utilize campus space for meetings can email the meeting days and times to [studentlife@kcc.edu](mailto:studentlife@kcc.edu). Please specify if you will need a Smart Room. If possible, include all the meeting dates and times for the semester. You will be emailed back a booked room confirmation for your upcoming meeting(s) within 3 business days.

Clubs and organizations wishing to utilize campus space for fundraising or programming, must submit the **Event Proposal Form** (click on "Club Forms" on the KCC Student Life website).

## Funding

All transactions related to student organization funding will occur through an organization's budget account. This account is created for all student organizations. The account consists of a ten digit fund number and a three digit org number. The Advisor is responsible for the expenditures of club money (allocated and earned) with documented approval of student club members (i.e. minutes), and ensures that all funds raised are deposited through the Cashier's Office.

|                 |               |            |
|-----------------|---------------|------------|
|                 | <b>Fund</b>   | <b>Org</b> |
| Budget Account: | 05-65-x65-279 | SAB        |

At the end of the fiscal year any unused money in an organization's 279 will roll over to the next fiscal year and remain in the club's 279 revenue account.

Student organizations **must** be fully recognized in the fiscal year in which they wish to access their funds. Any organization not fully recognized will be unable to access their account until full recognition is complete.

To be a fully recognized club, the following conditions must be met:

1. A faculty or staff advisor to lead and supervise the club
2. Approved club/organization constitution filed with the Office of Student Life and Development;
3. Student organization officer names and contact information submitted to the Office of Student Life and Development

**Requesting Club Account Balance:** Club officers and advisors can request the total dollar amount of their club funds from the Coordinator of Student Life and Development by emailing [studentlife@kcc.edu](mailto:studentlife@kcc.edu) ; requests will be fulfilled within two business days.

## Fundraising

- If you plan on fundraising, complete the **Event Proposal Form** to notify the Student Life Office of space, special set up or resources (tables, change, signs, etc.) you will need in advance.
- If you are raffling cash prizes or gift cards, please see page 16 for more information. The winning person(s) must sign the **Cash Prize/Gift Card Form**.
- Student organizations will submit all funds collected to the Office of Student Life and Development.
- All deposited funds will be put into a club's revenue account.
- It will take approximately 2-3 business days for all deposits to clear a student organizations account.
- The head advisor will receive a receipt via email once the deposit has been processed.
- An **Accepting Monetary or In-Kind Donation Form** must be submitted with all funds or items donated by an individual or outside organization.

**Note:** Student organizations are not allowed to have an off-campus bank account.



## Spending Club Money

If you would like to spend club funds for programming, submit the **Event Proposal Form**, along with the **Purchase Request Form**. To guarantee event approval, available space, promotional resources, and set-up accommodations, submit the Event Proposal Form **WITHIN SPECIFIED TIMELINES**. A club representative will be asked to meet with the Coordinator of Student Life and Development and development, to discuss the details of the event if needed.

All funds spent will be taken out of a club's expense account. Student organizations will not be reimbursed for sales tax. Club funds cannot be used to pay for sales tax. A Tax Exempt Form may be requested from the Office of Student Life and Development to avoid the payment of sales tax for all club purchases. Email [studentlife@kcc.edu](mailto:studentlife@kcc.edu) to request a copy. Remember that advisors must approve all club purchases. **DO NOT commit the college for any purchase prior to the Purchase Request Form being submitted and approved by the Office of Student Life and Development. Clubs are responsible for keeping track of their budget and expenses.**

**Before requesting the below options to make a purchase, please check to see if the vendor/performer accepts purchase orders. If they do, complete the following:**

1. Submit the club purchase request form with the documents specified below.
  - a. Itemized Quote - documentation from the vendor listing the items to be purchased and the total cost (including shipping and handling, sales tax must be waived).
  - b. Signed W-9 form if vendor is providing services (if the college has not done business with the vendor before). To check if there is a W-9 on file for the vendor, contact Juli Gereg in the business office at x8122 or [jgereg@kcc.edu](mailto:jgereg@kcc.edu). If your club is purchasing items (not services), the college does not need a W-9.
  - c. Tentative vendor/performer contract if providing services (ex. – public speaking, dancing, music, etc.). Do not sign or send contract without approval from the Coordinator of Student Life and Development. See contract guidelines in the appendix.

**Student organizations have three options to make a purchase. All options require that a club member or advisor submit the purchase request form prior to spending club funds or requesting reimbursement.**

**Option I (Check Request):** Clubs can request to have a check processed from their account and mailed to pay for merchandise or services. Allow up to one week for approval and two weeks before the check is processed and mailed. The following items must be submitted to the Office of Student Life and Development for a check to be processed:

1. The club purchase request form
2. Itemized quote - documentation from the vendor listing the items to be purchased and the total cost (including shipping and handling, sales tax must be waived)
3. Signed W-9 form if vendor is providing services (if the college has not done business with the vendor before). To check if there is a W-9 on file for the

vendor, contact Juli Gereg in the business office at x8122 or [jgereg@kcc.edu](mailto:jgereg@kcc.edu) ) If your club is purchasing items (not services), the college does not need a W-9.

4. Tentative vendor/performer contract if providing services (ex. – public speaking, dancing, music, etc.). Do not sign or send contract without approval from the Coordinator of Student Life and Development. See contract guidelines in the appendix.

**Option II (Reimbursement):** Students or advisors can pay for the services or merchandise out-of-pocket and request reimbursement from the club account. The college will not reimburse for sales tax. A tax exempt form may be requested from the Office of Student Life and Development to avoid paying sales tax. Allow up to two weeks before the check is processed. Students will be notified by the Office of Student Life and Development when their check is ready for pick up at the accounting counter on the second floor.

The following items must be submitted to the Office of Student Life and Development for a reimbursement:

**Students -**

1. The club purchase request form
2. Itemized receipt listing unit and total price of items purchased

**Advisors –**

1. Staff Reimbursement Form
2. Itemized receipt listing unit and total price of items purchased

**Option III (Wal-Mart Blanket Purchase Order):** This is the best option if a club plans on making multiple purchases at Wal-Mart regularly throughout the academic year. For example, if a club buys decorations and snacks from Walmart multiple times a year for events, the blanket order would cover all purchases for the entire academic year rather than the club having to make separate purchase requests. The total of the Walmart Blanket Purchase Order should be the estimate of all recurring purchases.

Advisors can request a Wal-Mart purchase order for a set amount by completing and submitting the **Club Purchase Request Form**. Once the purchase order request has been approved and processed, the advisor can request the Wal-Mart credit card by emailing Juli Gereg in the business office ([jgereg@kcc.edu](mailto:jgereg@kcc.edu), x8122) to make a purchase. Juli will give the advisor a tax exempt card to give to the store clerk **before** the transaction. Only the club advisor can make a purchase with the KCC Wal-Mart credit card. The club advisor must turn in the Wal-Mart credit card and tax exempt card to Juli Gereg in the Business Office upon return and the itemized receipt with the blanket PO number written on it to Amanda Hubert, Accounts Payable, in the Business Office. This process should be followed for each subsequent purchase. When the amount of your club's Wal-Mart Blanket Purchase Order has been exhausted, the advisor will be notified. Remember to keep track of your club account balance, so you don't overspend!

## Ordering/Selling Food

Student clubs and organizations must obtain permission from the Office of Student Life and Development if they would like to sell food on campus for a fundraiser. Food fundraisers are usually not approved if they are requested to be held during the cafeteria's open hours, and if they are selling items that would compete with cafeteria sales (i.e. lunch items such as pizza or hot dogs).

- **Bake Sales/Concessions**

Students may not hold bake sales, or sell any food that is not pre-wrapped and purchased directly from a professional company.

- **KCC Catering**

Clubs and organizations can find the KCC Food Service catering menu [here](#). If ordered through KCC Food Service, all set up and take down can be taken care of by KCC Food Service at no extra charge (tablecloths, napkins, silverware, plates, cups, etc.).

- **Pizza**

Clubs and organizations may purchase pizza from Papa John's in Bourbonnais at a 30% discount and 0% sales tax. Papa John's will only deliver to KCC if the bill is \$50 or more. The club needs to submit the purchase request form prior to placing the order. Only advisors should call to place the order. When calling, advisors need to state that they are a KCC employee and a club advisor and provide the "KCC account number" which is 8158028100, to receive the discount and tax exempt status. Papa John's will put the expense on account so no payment is required up front. Be sure to obtain an itemized receipt which acts as an invoice and give to the Coordinator of Student Life and Development. You must also turn in a list of event attendees with the receipt. The Coordinator of Student Life and Development will submit documentation to accounting and a check will be sent to the establishment for payment.

- **Popcorn**

Clubs may request to use the Student Life popcorn machine for fundraisers. Submit the popcorn machine reservation form and the event proposal form. Privileges will be revoked for clubs that do not clean out or return the popcorn machine.

- **Outside Vendors**

If a club is using an outside food vendor, the club advisor must obtain a certificate of insurance (COI) listing KCC as additional insured and send to the Coordinator of Student Life and Development at least one week prior to the event. The COI will be sent to appropriate staff that oversee risk management.

## Tee Shirts

In order to purchase tee shirts for your club, submit the tee shirt order form (available on the Student Life webpage) **at least eight weeks prior** to the date you need the merchandise in hand. If your club is creating a design for the tee shirt, include as an

attachment when emailing the form. The design file should be a Word Doc or JPEG and specify imprint locations (design on front of shirt, design on back of shirt, design on sleeve of shirt, etc.), and also imprint size. Once the form is submitted, no changes may be made. The Office of Student Life and Development will notify the primary club contact and advisor listed on the form when tee shirt design and order are ready for approval. Once the club and advisor approve the design and cost, the order will be submitted. Depending on how busy KCC graphic artists are, the whole process may take between 8-10 weeks.

The other option is to order the tee shirts through an outside company. [Premium Specialties](#) in Bradley and [FastLane Graphics](#) in Clifton are good resources. You will likely get your tee shirts faster if you order through an outside company. If you order through an outside company, be sure to ask if they accept purchase orders (Premium Specialties does accept KCC's purchase orders). If they do accept purchase orders no one has to pay up front. Submit the Purchase Request Form with a quote. It is the club's responsibility to arrange shirt order with the vendor. Club advisors have the option to pay upfront and be reimbursed through Student Life. Remember – Student Life can't reimburse for sales tax, so you would have to send them the KCC Tax Exempt Form, which you can get from the Office of Student Life and Development. If the club decides to pay up front and needs reimbursement, submit the Purchase Request Form before payment is made.

### Receiving a Donation from a Person or Organization

If your club receives any monetary or in-kind donations (gift cards, giveaway items, etc.) from an individual or business, submit the **Accepting Monetary or In-Kind Donations Form** with the donation to the Coordinator of Student Life and Development. Individuals or businesses can make a donation by check (make out to Kankakee Community College) or cash.

### Deposit Process

- Student organizations will submit all funds collected to the Office of Student Life and Development.
- All deposits will be made on the day they are received. It will take approximately 2-3 business days for all deposits to clear a student organizations account.
- The head advisor will receive a receipt once the deposit has been processed.
- A Monetary Donation Form must be submitted with all funds donated by an individual or outside organization.
- All deposited funds will be put into a club's Funds Raised 490 account.

**Note:** *Student organizations are not allowed to have an off-campus bank account.*

### Student Activities Fee Allocations

Kankakee Community College charges a Student Activity Fee to all KCC students upon their registration. These funds are distributed to eligible Kankakee Community College student organizations through the Office of Student Life and Development. The Student Advisory Council and Office of Student Life and Development collectively review requests for student organization funding each fall and spring semester in an effort to fairly disburse student activity fee funds. Student organizations may qualify for funding through the Office of Student Life and Development's Tiered Funding Program. Student

organizations may also make special requests for the allocation of student activities fees to fund special events, throughout the academic year.

### ***Tiered Funding***

Clubs and organizations can earn up to \$650 in Tiered Funding. The criteria to receive Tiered Funding are listed on the Tiered Funding Request Form ([www.kcc.edu/StudentLife/ClubForms](http://www.kcc.edu/StudentLife/ClubForms)). A club representative may be required to present their tiered funding request to the Student Advisory Council, to provide more information on their club/organization and proposed uses for tiered funding. Club membership must consist of currently enrolled KCC students in order to be eligible for tiered funding. Tiered funding will not be awarded in conjunction with instructional sponsored events.

Priority for tiered funding will be given to:

1. Hosting on-campus programs and events open to the community and/or KCC student body.
2. Registration & traveling fees for conferences and events related to the professional/leadership development of club/organization members.
3. Club/organization supplies (T-shirts for members, supplies for fundraisers, etc.).

Second priority for funding will be given to all other requests.

Tiered funding cannot be used for:

1. Contributions or donations to charitable organizations.
2. Contributions or donations to the campaign fund of any candidate or political or religious movement. This does not prohibit the payment of speaker's fees to political or religious figures.
3. Payment to employees or students of Kankakee Community College for any reason.
4. Personal or individual memberships to professional organizations.
5. The purchase of alcohol.

### ***Special Event Funding***

Clubs and organizations can request up to \$1,000 in Special Event Funding per academic year. Tiered funding will not be awarded in conjunction with instructional sponsored events. To be considered for this funding, the following must be completed:

1. Submit the Event Proposal Form
2. A meeting with at least one club officer, club advisor(s), and the Coordinator of Student Life and Development.
3. Approval from the Office of Student Life and Development

Special Request Funding can be only requested for costs associated with hosting on-campus programs and events that are free of charge and open to all KCC students. The club/organization requesting funding must be active and recognized by the Office of Student Life and Development; the following three criteria must be met:

1. Membership consisting of currently enrolled Kankakee Community College students;
2. Approved club/organization constitution filed with the Office of Student Life and Development;

3. Updated roster submitted to the Office of Student Life and Development which includes officer and members' names and contact information

Special Request Funding cannot be used for:

1. Contributions or donations to charitable organizations (does not include speaker's fees from a representative of a charitable organization).
2. Contributions or donations to the campaign fund of any candidate or political or religious movement. This does not prohibit the payment of speaker's fees to political or religious figures.
3. Payment to employees or students of Kankakee Community College for any reason.
4. The purchase of alcohol.

**Ordering food for an event using special event funding:** Please note that clubs must use the KCC Food Service when ordering food for an event using special event funding.

### ***Student Activities Fee Spending Guidelines:***

The following guidelines have been established for all initiatives, programs and events funded partially or in full by student activities fees.

- All events must be open to all students of Kankakee Community College.
- All events must be advertised to the KCC student population
- Any staff or faculty member wishing to hold an off-campus event, using student activities fees, which can normally be held on campus must receive approval from the Office of Student Life and Development.
- Student activities fees cannot be used to purchase alcohol.
- Student activities fees cannot be used for contributions or donations to the campaign fund of any candidate or political or religious movement. This does not prohibit the payment of speaker's fees to political or religious figures.
- Student activities fees cannot be used for contributions or donations to charitable organizations.
- Student activities fees and fundraised money cannot be used to pay employees or students of Kankakee Community College for any reason.
- Items purchased with student activities fees are the property of Kankakee Community College and are to be used for official organization use only.
- Any money raised in an event paid with student activities fees must be reimbursed to the Student Life revenue account first.
- The College reserves the right to freeze/seize any and all funds of an organization that accrues debt; misrepresents themselves or the College; or violates the code of conduct

### ***Guidelines for Speaker/Performer Selection***

The following guidelines are strongly recommended for selecting speakers and performers for Kankakee Community College events.

- Feasibility: Availability of the speaker, cost, availability of a facility, likelihood of selling out, costs related to the contractual rider, and similar concerns.

- **Credibility and Integrity:** Consider the speaker or performer's academic credentials, if they are represented by a booking agency, and if they are a published author.
- **Quality:** Will this be a quality program?
- **Relevance:** Is this topic relevant to our curriculum? Does it fit with a thematic day, week or month?
- **Timeliness:** Consider current events and media trends; is the content topical?
- **Student Focus:** Are topics student-focused and important for our student population? E.g. alcohol and drug abuse prevention, Internet safety, personal wellness, etc.
- **Variety:** Events programming should showcase a diverse selection of topics representing several academic disciplines.
- **Fairness:** Topics should be presented with fairness and balance. Counter-programming may be considered to offer a balanced perspective.
- **Mission and Values:** Programming must consider the mission and values of the College.

### **Club and Organization Programming**

All programs and events sponsored by a KCC club or organization must be approved by the Office of Student Life and Development. The Office of Student Life and Development may require changes to a program proposal before authorization. The requirement of changes to a program may be due to the following reasons: a similar event is already scheduled for the same time, lack of space, lack of resources (monetary or otherwise), the program is controversial in nature and is requested to be held in an open area. Clubs and organization program requests cannot be denied due to program content which is in accordance with the college's policies and mission. Clubs and organizations may exercise their right to free speech through their club sponsored programs and events. However, controversial events that contain adult language or content must be performed in a closed space (Auditorium, Conference Hall, Iroquois Room, etc.).

Club advisors are required to be present at all on and off campus events. **Any event that is not within regular operating hours of the college or is on the weekend is considered Late Night/Weekend Programming and requires that the Event Proposal Form be filled out at least eight weeks' notice prior. The college is open from 7:30 a.m. – 10 pm, Monday – Thursday and from 7:30 am – 5 pm on Fridays. If the event is a High Profile/High Concern, the Event Proposal Form must be filled out and submitted at least thirty days' notice prior to event (See High Profile or Concern document in appendix).**

All athletic events, field trips, off-campus events, and campfire events require that student and non-student participants sign the KCC Office of Student Life and Development Liability Waiver Form (Student Life Webpage/Club Forms/KCC Office of Student Life and Development Liability Waiver). Advisors should collect all forms and then forward to the Office of Student Life and Development at least one week prior to event. Any student or non-student who does not have a KCC Office of Student Life and Development Liability Waiver Form on file will NOT be allowed to participate in event.

**Please note:** KCC does not make travel arrangements for any vendor/performer. Vendors/performer's travel expenses must be included in the cost of their contract and arranged by that individual/entity. KCC also needs a W-9 for any vendor/performer providing services to the college.

### **Planning a Program**

If you would like to spend club funds for an event or fundraiser, submit the Event Proposal and Purchase Request forms. A club representative will be asked to meet with the Coordinator of Student Life and Development and Development, to discuss the details of the event.

### **Small On-Campus Fundraisers:**

Small on-campus fundraisers require that the Event Proposal Form be submitted **at least two weeks' notice prior**. Requests made with less than ten business days' notice may not be honored. The club advisor will be notified within three days if the event proposal has been approved. Any activity outside of regular college hours and on the weekend is considered Late Night/Weekend programming and requires that the Event Proposal Form be submitted eight weeks' notice prior. If the event is a High Profile/High Concern, the Event Proposal Form must be filled out and submitted at least thirty days' notice prior to event (See High Profile or Concern document in appendix).

### **Film Showings:**

Film showings require that the Event Proposal Form be filled out and submitted **at least three weeks' notice prior if the event is a closed club screening and at least six weeks' notice prior if the event is open to the student body and/or community**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved. See Film Showing guidelines on the following pages in this manual.

### **Athletic Events:**

Athletic events require that the Event Proposal Form be submitted **at least three weeks' notice prior for smaller closed club events and at least eight weeks' notice prior for larger events (events open to the entire student body and/or community, ex. 5k's, etc.)**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved. Event requires that student and non-student participants sign the KCC Office of Student Life and Development Liability Waiver Form (Student Life Webpage/Club Forms/KCC Office of Student Life and Development Liability Waiver). Must have AED certified operator present for entirety of event. See Athletic Event guidelines on the following pages in this manual.

### **Campfires:**

Campfire events require that the Event Proposal Form be filled out and submitted **at least three weeks' notice prior for smaller closed club events and at least six weeks' notice prior for campfire events open to the student body and/or community**. Requests made with less than the specified notice may not be honored.



The club advisor will be notified within one week if the event proposal has been approved. See Campfire guidelines on the following pages in this manual.

### **Public Speakers:**

Public speaker programming that is a closed club event requires that the Event Proposal Form be filled out and submitted **at least three weeks' notice prior**. Public speaker programming that is open to the student body or community requires that the Event Proposal Form be filled out and submitted **at least six weeks' notice prior to event**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved.

### **Performer/Musician:**

Performer/Musician programming that is a closed club event requires that the Event Proposal Form be filled out and submitted **at least three weeks' notice prior**. Performer/Musician programming that is open to the student body or community requires that the Event Proposal Form be filled out and submitted **at least six weeks' notice prior to event**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved.

### **Dance:**

Dances that are closed club events require that the Event Proposal Form be filled out and submitted at least **three weeks' notice prior**. Dances that are open to the student body or community require that the Event Proposal Form be filled out and submitted **at least eight weeks' notice prior to event**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved.

### **Raffle:**

If your club is planning on hosting an on campus raffle or split the pot, the club must submit the **Event Proposal Form** at least two weeks in advance (ten business days), and the club advisor must obtain a raffle license from the City of Kankakee (see application process below). In addition, if the club will be purchasing gift cards or goods to raffle at the event, the **Purchase Request Form** should be submitted. If a club receives donations for their raffles (gift cards, equipment, supplies, etc.), they must fill out the **Donations Form** and submit to the Office of Student Life and Development as well.

### **Application Process for Raffle License:**

The application can be found on the City Hall of Kankakee's website [here](#).

\*The application must be notarized. Jane Clark in the Human Resources office can notarize.

Turn in the completed and notarized application along with the following items to the City of Kankakee:

1. \$5 – cost of application

2. Club constitution
3. College Tax Exempt Letter (can email [studentlife@kcc.edu](mailto:studentlife@kcc.edu) to have a copy emailed to you)

The application process may take up to two weeks. Raffle licenses must be purchased for each individual raffle and split the pot. If you have questions about the raffle license application, please contact the City of Kankakee at: 815-933-0480. Submit the license to the Coordinator of Student Life and Development at [studentlife@kcc.edu](mailto:studentlife@kcc.edu) .

### **Miscellaneous Large Attraction Events Open to Student Body and/or Community:**

All large attraction events that are open to the student body and/or community require that the Event Proposal Form be filled out and submitted **at least six weeks' notice prior**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved. Any activity outside of regular college hours and on the weekend is considered Late Night/Weekend programming and requires that the Event Proposal and Marketing Request Form be filled out at least eight weeks' notice prior. If the event is a High Profile/High Concern, the Event Proposal and Marketing Request form must be filled out and submitted at least thirty days' notice prior to event (See High Profile or Concern document in Club Manual appendix).

### **Late Night/Weekend Programming:**

Late Night/Weekend Programming requires that the Event Proposal Form be filled out and submitted **at least eight weeks' notice prior to event**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within two weeks if the event proposal has been approved. The college is open from 7:30 a.m. – 10 pm, Monday – Thursday and from 7:30 am – 5 pm on Fridays. Any activity outside of regular college hours and on the weekend is considered Late Night/Weekend programming. See Late Night/Weekend Programming guidelines on page 16 and After Hour Event & High Profile/High Concern documents in the appendix.

### **Off Campus Events:**

The Event Proposal Form must be submitted with **at least three weeks' notice prior to any small off campus event and at least six weeks' notice prior to any large off campus event**. Requests made with less than the specified notice may not be honored. The club advisor will be notified within one week if the event proposal has been approved. Club advisors are required to be present at off campus events.

When planning a program, consider these questions before submitting the Event Proposal Form or requesting funding.

- Who will coordinate and run the program? Will it be your group alone or will you co-sponsor the program with an academic department, another group or an outside agency?
- When will the program/event take place? Be sure to check the academic calendar and student life calendar of events to avoid conflicts.

- How will the program be financed? Will it be paid for from the organization's treasury? Will the revenue from the program cover all the costs?
- Where will the program be held? How many people do you expect? What size room do you need?
- What's your event contingency plan (in case of inclement weather, etc.)? What is your alternate event location or date?
- Who is the intended audience for the program? Will the audience consist of students, the entire college community, members of your organization or academic department?
- What type of publicity will be needed for this program? Who is the target audience? (See "Marketing Resources" on page 4).
- What College services will be needed to produce the program? Will you need to have food catered, maintenance, security, a sound system, and transportation?

### Late Night/ Weekend Programming

Student organizations are eligible to apply for Late Night/ Weekend Programming through the Office of Student Life and Development. Please review the After Hour Event guidelines and College Events High Profile or High Concern documents in the appendix.

- The eligibility requirements are as follows:

- The student organization must submit an event proposal form at least **eight** weeks in advance.
- The student organization must be fully recognized by the Office of Student Life and Development.
- The event **must** occur Monday thru Saturday and end no later than 12:00 a.m.  
*Note: The event must be at least 2 hours long.*
- A police officer is required to be present at all after-hour events. A plan to arrange for public safety will be developed a minimum of 30 days prior to the event. The organization may be responsible for covering the cost of the police officer. The Office of Student Life and Development will arrange for an officer through the College Police Department. The Office of Student Life and Development will arrange for the officer's payment, which will be billed to the club/organization's 599 Miscellaneous Expenditures account.
- Event must be completely alcohol and substance free [*any visibly intoxicated person will be removed from the event*]
- All college policies must be followed during the entirety of the event. (*See After Hours Events Guidelines in Appendix*)
- The event must be held on campus
- The organization must have one club advisor monitoring the event to ensure compliance of all college policies, for every 150 participants
- In addition to the club advisor, there must be a KCC administrator present on campus to help monitor the event to ensure compliance of all policies, for every 150 participants. If the club advisor cannot secure an administrator to help monitor the event, he/she should contact the Office of Student Life and Development for arrangements.
- The event must be advertised and open to the entire student population
- All advertisement materials must be approved by the Office of Student Life and Development.

- You must make an appointment to meet with the Coordinator of Student Life and Development to review the logistics of your event.
- The Coordinator of Student Life and Development and Development reserves the right to implement and enforce age restrictions for any club event/programming.
- KCC students may be allowed to bring guests to after hour events intended for (or directed towards) our students. KCC students must show their KCC student I.D. All guests must provide a valid I.D. and be 18 or older. I.D.'s will be checked upon entry. Failure to provide an I.D. for proof of enrollment status or age may result in refusal of entry. Family oriented events/programming advertised to both KCC students and the community are excluded from the above requirement.

### Film/Movie Showings

If you would like to spend club funds for an event, submit the Event Proposal Form. To guarantee event approval, available space, promotional resources, set-up accommodations, securing the film, and advertising, submit forms at least three weeks in advance if the event is a closed club screening only and six weeks in advance for film showings open to the student body and/or community. **If your film/movie showing event will be late/night weekend programming, submit the Event Proposal Form at least eight weeks in advance** and read the Late Night/Weekend Programming Guidelines in this manual and the High Profile/High Concern documents in the appendix. A club representative will be asked to meet with the Coordinator of Student Life and Development and development, to discuss the details of the event. The copyright law and regulations for film/movie showings are listed below and provided by movie licensor Swank Motion Pictures.

### **KCC Clubs and Organizations must secure a public performance license when:**

- Showing a film/movie at a closed club screening (meaning even if it's not open to the student body or public).
- When borrowing a film from the college's library for a closed club or public screening,
- When the film/movie showing is open to community members (whether the club charges admission or not).
- All screening situations specified by copyright law (see below).
- Showing a film/movie that is on Netflix, Hulu or another streaming medium for a close club or public screening. Remember that Netflix, Hulu, etc. are only mediums for screening films – not the rights holder.

KCC's movie distributor, SWANK Motion Pictures, does offer discounts for closed club screenings. Discounts for these screenings depend on the movie title and audience size.

### **What The Law Says**

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, day care facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit, or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc... No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

**Even if your showing fits the definition of a public performance, you can show it without public performance rights if either of the following exceptions applies:**

#### *The Face-To-Face Teaching Exemption*

Section 110 of the 1984 Copyright Act does provide a specific exemption to the licensing of what is clearly a public performance – “Face-to-face teaching.”

To qualify for the exemption, the showing must occur in a face-to-face teaching situation at a non-profit educational institution and you must be able to answer YES to all of the following six criteria:

Performances and displays of audiovisual works must be made from legitimate sources, such as pre-recorded videocassettes. Copies made from legitimate sources or broadcasts are not allowed.

Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value. The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus.

The course **MUST** be a credit course, and must be recognized by the institution and for which students must register.

The instructors or pupils must give performances and displays from the same location in which it is being screened; no broadcasting from outside sources (such as closed-circuit television) is allowed.

Performances and displays must be given in classrooms and other places devoted to instruction; library screening rooms, residence hall lounges, rathskellers and cafeterias **do not** qualify.

Performances and displays must be a part of the teaching activities at a non-profit educational institution. Businesses that conduct educational seminars and certain technical schools do not qualify.

Attendance is limited to the instructors, pupils and guest lecturers. Only students registered for the class may attend the screening. No fee specific to the screening may be charged.

### **Public Domain Exemption**

The movie you will be showing is in the “public domain.” Generally, this means that no person or organization has any proprietary interest such as a copyright or that any copyright to the movie has expired. Even movies which are quite old may still be protected by copyright. It’s often difficult to determine whether a film is in the public domain, but helpful information is found at:

<http://www.desertislandfilms.com/>

<http://emol.org/movies/freemovielist.html>

<http://movies.magnify.net/>

<http://www.openflix.com/>

<http://www.fesfilms.com/masters.html>

\*This information was provided by: <http://www.messiah.edu/>

Make sure to include the movie title, year, and specify that the club believes the film is public domain on the Event Proposal form. The Office of Student Life and Development will investigate the film’s copyright status.

\*\*\*\*If you have answered **NO** to any of the six criteria for the face-to-face teaching exemption and the movie is not public domain, you do **NOT** qualify for an exemption. You must obtain a public performance license.\*\*\*\*

### **What is the criterion for determining the public performance licensing cost?**

When determining the cost of the license, distributors take the following into account:

- Organization that is hosting the event
- Venue
- Anticipated Audience Size
  - Licensing fees are listed below for movies that have been out on DVD for 60+ days:
    - Under 50 people: \$275 - \$350 per title
    - Under 100 people: \$375 - \$475 per title
- Movie
  - If you charge admission or suggest a donation, the licensing fee is versus fifty percent of your ticket sales (whichever is greater).
  - Once you pay the licensing fee you can add on an additional screening day within the same week as the original license for \$100

### **Athletic Events**

If you would like to spend club funds for an event, submit the Event Proposal Form. To

guarantee event approval, available space, promotional resources, set-up accommodations and advertising, submit forms at least three weeks in advance for smaller athletic closed club events and eight weeks in advance for larger athletic events (events open to the entire student body or community, such as 5k's). **If your athletic event will be late/night weekend programming, submit the Event Proposal Form at least eight weeks in advance** and read the Late Night/Weekend Programming Guidelines in this manual and the High Profile/High Concern documents in the appendix. A club representative will be asked to meet with the Coordinator of Student Life and Development and Development, to discuss the details of the event. Please read the athletic event guidelines below before submitting the Event Proposal form. **If you are planning a 5K, review the appendix guidelines.**

- All athletic events require that student and non-student participants sign the KCC Office of Student Life and Development Liability Waiver Form. The form can be found on the Student Life Webpage (Student Life Webpage/Club Forms/KCC Office of Student Life and Development Liability Waiver Form). Participants, students and non-students, should send the forms to the advisor. Once all forms are received, the advisor should forward them to the Office of Student Life and Development at least one week prior to the event. Any student or non-student who does not have a KCC Office of Student Life and Development Liability Waiver Form on file, will NOT be allowed to participate.
- All athletic events require an AED (automatic external defibrillator) and AED certified operator present. After your event is approved, you must secure the AED certified operator. Club advisors who are AED certified may serve in this capacity. Students are not allowed to serve as the AED certified operator.
  - In order to secure a college AED certified operator for smaller college events:
    - i. Contact the Coordinator of Student Life and Development to obtain a list of college AED certified staff
    - ii. Contact the AED certified operator of your choice to see if they would be available to monitor your club's event. The AED certified operator must be present for the entirety of the event.
    - iii. If your event is a large athletic event that is open to the community, you must have an ambulance with AED certified operators on stand-by for the entirety of the event. To arrange for an ambulance with AED certified operators, contact:

Ambulance contact option: [kevin-hack@riversidehealthcare.net](mailto:kevin-hack@riversidehealthcare.net)

Al Ponton, RN, BSN, EMT-P  
Manager of Ambulance / EMSS #0746  
alfred-ponton@riversidehealthcare.net  
Office: 815-935-9366  
Cell: 815-651-9002  
Fax: 815-933-9878  
Riverside HealthCare  
400 S. Kennedy Drive  
Bradley, Illinois 60915

- iv. Email the name and contact information of the college AED certified operator or ambulance service to the Coordinator of Student Life and Development at [studentlife@kcc.edu](mailto:studentlife@kcc.edu) at least two weeks prior to your club event.

## Campfires

Kankakee Community College has one eight-foot diameter fire pit located northwest of the pavilion that KCC student clubs and organizations may request for events. In order to request the campfire pit for an event, submit the Event Proposal Form at least three weeks in advance for a closed club campfire event and at least six weeks in advance for a campfire event open to the student body and/or community. **If your campfire event will be late/night weekend programming, submit the Event Proposal at least eight weeks in advance and read the Late Night/Weekend Programming Guidelines in this manual and the High Profile/High Concern documents in the appendix.** Please read the campfire guidelines listed below before submitting the Event Proposal Form.

- If your event is a Late Night/Weekend event, read the Late Night/Weekend Programming regulations in this manual.
  - The KCC Club or organization must have an advisor present during the entirety of the event.
- At this time the only approved campfire pit will be located on the main campus. Camp fires will not be approved for extension centers.
- The college does not have to call the Fire Department to have a camp fire and the fire department does not have to be present.
- The Public Safety Department has college authority to cancel a bonfire event if they believe weather conditions such as high winds, excessively dry conditions, or threat of severe weather pose of safety hazard to event participants or the campus facilities.
- The KCC Club or organization must provide their own seating, appropriate combustible material for an outdoor campfire (tree branch, un-treated lumber, clean paper, etc.), and supplies (marshmallow forks, etc.).
- The KCC Club or organization will be responsible for clean-up of all supplies and materials, including seating. Please be mindful when disposing materials.
- Only appropriate combustible material must be used for an outdoor campfire (tree branch, un-treated lumber, clean paper, etc.).
- The advisor, administrator, or appointed student by the advisor will build and start the fire.
- The fire must be attended at all times by the club advisor and/or administrator. This is to ensure safety.
- The fire must be completely extinguished at the conclusion of the event and prior to the advisor leaving campus.
  - A locked cabinet containing safety equipment (fire extinguisher, first aid kit, AED/CPR unit, and fire blanket) will be maintained by the Physical Plant Department at the pavilion. The key for the container can be picked



up at the physical Plant office by the advisor prior to the event (815-802-8173).

- The advisor will be responsible for locking un-used items back in the cabinet, and returning the key to the Physical Plant department office.
- The college campus police and/or security must be notified prior to the event, and patrol the fire pit area immediately after the end of the event. The Office of Student Life and Development will notify the college campus police about your club's campfire event after the Event Proposal form is submitted. The college police department (815-802-8189) or campus security (815-802-8199) must be notified at the end of the event by the advisor, so a safety patrol can be completed to insure that the fire has been extinguished.
- **Every attendee (student and non-student) must complete the KCC Office of Student Life and Development Liability Waiver Form (Student Life Webpage/Club Forms/KCC Office of Student Life and Development Liability Waiver Form).** Club member forms should be submitted to the advisor. Once the advisor has received all forms, they should be forwarded to the Office of Student Life and Development. Paper forms should be made available at the event if it is open to the public. Student or non-students should submit the Student Life liability waiver form upon entry to the event. Any student or non-student who does not have a liability waiver on file or does not fill one out, will not be able to attend the event.

### Campus Expression

Kankakee Community College recognizes that students under the first amendment of the United States Constitution have the right to express their opinions on issues and to lawfully demonstrate parade and otherwise express their views according to law and the rules of the college as to order. The college recognizes a student's right of expression in the following manners:

Active Student Clubs may invite and hear any person or guest speakers of their own choosing with approval from the Coordinator of Student Life and Development. The speaker must provide an educational learning experience to the students that wish to attend. Student Clubs should be prepared to provide funding and work with the Office of Student Life and Development to organize an appropriate date and setting for the speaker.

Students wishing to assemble in favor of or against a cause may only do so in one of the "Free Speech Zone" designated areas on campus. Designated areas include outside behind the front flag poles and inside in the College Center. Normal hours of presentations in the "Free Speech Zone" shall be from 8 a.m. to 4 p.m. A Permit to Assemble must be filed with the Office of Student Life and Development at least one week in advance of the assembly. Contact the Coordinator of Student Life and Development to obtain the Permit to Assemble form. The permit to assemble must be approved by the Coordinator of Student Life and Development, Vice President of Student Affairs and Director of Facility and Campus Security. The Coordinator of Student Life and Development will contact the student organization requesting the

assembly with approval during the one-week timeframe. Kankakee Community College reserves the right to:

- Regulate the time, place, and manner of demonstrations to assure the safety of individuals, the protection of property, and the continuity of the educational process
- Request photo identification of members participating
- Disengage assembly if it disrupts the operation of the college and/or is in violation of the law

Students shall not hang, tape, stand, or place signs or other objects that may obstruct vision, signage, or walkways, or that may damage College premises without College permission.

The college will not tolerate any demonstrations by students or non-students on campus which interfere with normal operations of the college and the rights of the faculty, administrative staff, or other students, including the right to go to and from all buildings, classes, and to use the egress of buildings, roads, and walks on the campus.

In the event said demonstrations become so extensive as to break any of the laws of the State of Illinois or the ordinances of Kankakee County and thereabout cause damage to college property or injury to any person on campus or appear likely to cause damage to any property or persons or the use of the facilities of the college, the college will call for the law enforcement agencies of the City of Kankakee and the State of Illinois and will cooperate in full with said law enforcement agencies, and will cooperate in the prosecution of the offenders.

The college will, in addition to the foregoing, bring disciplinary action against said students regardless of the outcome of any criminal prosecution and furthermore will bring disciplinary action against any student for disobeying any rules and regulations of the college.

If the situation permits, Campus Security will inform the demonstrators that they must discontinue their disruptive activities, explaining which activities are in violation of this procedure, and will advise them how to continue their demonstration in a manner that is not disruptive. If the disruption continues, appropriate action will be taken, which may include police action.

Students may also express views through the posting of fliers on-campus. Materials must be approved by the Office of Student Life and Development and displayed in designated areas. Marketing materials should not be passed out directly to students, but rather provided at designated areas as approved by the Office of Student Life and Development. These rights are not reserved for individuals not currently enrolled at the college. **Note:** All promotional material must be approved by the Office of Student Life and Development. The Office of Student Life and Development will be responsible for posting and removing all materials posted on the bulletin boards around campus.

## Free Speech Disclaimer

All information and content of the "Free Speech Zone" is for informational and educational purposes only. All information expressed by the individual or organization using the Kankakee Community College "Free Speech Zone" is particular to the individual/organization, and is *not* in any way expressing a belief of Kankakee Community College in whole or part. The Office of Student Life and Development will provide a "Free Speech Disclaimer" sign that must be displayed at the event.

## Travel Policies and Procedures

To ensure that your travel expenses will be approved, have your advisor submit all required documentation listed below and complete these instructions according to the timelines specified. All costs associated with the trip will be charged to your club expense account, including reimbursements. The Coordinator of Student Life and Development will approve or deny your request within two weeks. Organization members may NOT obligate or commit the college in any way without having approval for travel from the Coordinator of Student Life and Development (Do not register for the event, etc. until approval has been given).

### Local Travel

**If your club is travelling locally (within Kankakee County) within the timespan of one day, not overnight, and you're not requesting a KCC motor vehicle or advanced check, turn in the following documentation at least two weeks before your travel departure date:**

1. Advisors should email [studentlife@kcc.edu](mailto:studentlife@kcc.edu) with date and reason for travelling, as well as list of students and advisors attending.
2. Submit copies of driver's license and insurance card if an advisor or student is driving other students in his or her person vehicle. Turn in to the Office of Student Life and Development, L116.
3. If an advisor or student is driving other students in his or her personal vehicle, all students must complete and submit the KCC Student Life Liability Waiver. Waivers should be submitted to the advisor, who should forward to the Office of Student Life and Development at least one week before the event. Do not have students submit waivers separately.

**Out-of-District Travel (When your club IS NOT requesting reimbursement, a KCC Motor Vehicle or needing advanced checks (for airfare, lodging, registration, parking, etc.)**

**Required Documentation - Submit to the Office of Student Life and Development at least two weeks before the travel date.**

1. Advisors should email [studentlife@kcc.edu](mailto:studentlife@kcc.edu) with date and reason for travelling, as well as list of students and advisors attending.

2. Submit copies of driver's license and insurance card if an advisor or student is driving other students in his or her person vehicle. Turn in to the Office of Student Life and Development, L116.

3. All students must complete and submit the KCC Student Life Liability Waiver. Waivers should be submitted to the advisor, who should forward to the Office of Student Life and Development at least one week before the event. Do not have students submit waivers separately.

\*If advisors and/or students are leaving vehicles on campus premises overnight or over the weekend, they should email Deputy Chief of Police, Eric Springer, one week in advance, specifying:

- A list of all students and advisors leaving vehicles
- The make, model, and license plate of each vehicle

**Out-of-District Travel (When your club IS requesting reimbursement, a KCC Motor Vehicle or needing advanced checks (for airfare, lodging, registration, parking, etc.)**

**Required Documentation - Submit to the Office of Student Life and Development at least six weeks before the travel date. Keep in mind that it may take 2 weeks for approval, so plan accordingly.**

**1. Travel Expense Form** (hotel location and fees, registration fees, meal costs, parking fees, mileage expense etc.) You may pick up this hard copy form from the business office. Advisors need to fill out this form, not students.

- Hotel Costs
  - When advisors are figuring hotel costs, they should include tax and cost of internet and parking per night (if internet and parking are not included in room fee).
  - Advisors should ask the hotel if they will accept a college check. If they accept checks, ask them if the cost of parking and internet can be included on the check. Inform them that you will bring the check upon arrival. If they require a credit card to reserve the room, the college credit card may be used (be sure to include a note on the travel form that you are requesting the college credit card to reserve the room).
- Advanced Checks
  - Advanced checks will be provided for lodging, registration, and airfare as needed. Advanced checks take at least one week to be approved and up to two weeks to be processed. Please plan accordingly when submitting your travel request and documentation.
- Personal Expenses
  - Advisors may request an advanced check that does not exceed 75% of estimated out-of-pocket expenses for the trip. Submit documentation with reasoning for the estimated out-of-pocket expenses along with your request.

- Meal Expenses
  - Advisors and/or students may get reimbursed for meals not provided at the meeting/conference.
  - Meal reimbursement limits: Breakfast - \$8, Lunch - \$10, Dinner - \$20 (including tips not exceeding 15% of food costs).
  - The advisor must fill out and submit the club purchase request form and provide an itemized receipt for reimbursement to the Coordinator of Student Life and Development (the receipt must list each item purchased). If you are getting reimbursed for more than one meal, write the date and meal on each receipt (i.e. 5/9/12, Dinner). If students have individual meal expenses, it is the responsibility of the advisor to collect the students' receipts and submit to the Coordinator of Student Life and Development with the name of each student on the receipt and the total amount needing to be reimbursed for that student. Do not have the students submit receipts separately.
  - You will not get reimbursed for alcoholic beverages.

**2. KCC Motor Vehicle:** If your club is requesting a KCC motor vehicle for travel, the advisor should make a note of this on the travel form for the Coordinator of Student Life and Development and include the number and types of vehicles being requested (8 or 12 passenger van or sedan) as well as if the college's iPass is needed. Only the advisor may drive the KCC motor vehicle.

**3. Print out of hotel expenses with hotel contact information (name, address, phone, etc.)**

**4. Agenda with conference/meeting details (date, time, location, purpose, etc.)**

**5. The names and contact information of all advisors and students planning on attending**

**6. MapQuest printout of the mileage (from KCC) to location**

**7. KCC Office of Student Life and Development Liability Waiver** - Every student attending the conference or off-campus event must sign and submit the KCC Office of Student Life and Development Liability Waiver form. Waiver forms should be sent to the advisor, who should then forward to the Office of Student Life and Development once all forms have been received. Waiver forms should be submitted to the Office of Student Life and Development at least one week prior to travel departure date. (Student Life Webpage/Club Forms)

**8. \*If advisors and/or students are leaving vehicles on campus premises overnight or over the weekend, they should email Deputy Chief of Police, Eric Springer, one week in advance, specifying:**

- A list of all students and advisors leaving vehicles

- The make, model, and license plate of each vehicle
- \*Advisors and students should park in staff lot P13 (consult campus map) and group cars together.**

**Please note:** Advisors will be responsible for making hotel reservations and arranging airfare after all travel forms have been submitted and approved by the Coordinator of Student Life and Development. Advisors will also be responsible for obtaining itemized receipts for reimbursement from students and submitting to the Coordinator of Student Life and Development. Advisors should include the name of each student with their receipts and the total amount for reimbursement. Do not have the students submit receipts separately. The Purchase Request Form is required for reimbursements (Student Life Webpage/Club Forms).

### **Reserving a KCC Vehicle for your Trip**

If your club is requesting a KCC motor vehicle for travel, the advisor should make a note of this on the travel form for the Coordinator of Student Life and Development and include the number and types of vehicles being requested (8 or 12 passenger van or sedan) as well as if the college's iPass is needed. Only the advisor may drive the KCC motor vehicle.

### **If an Advisor is Driving Students in His/Her Personal Vehicle**

If an advisor is driving students in his/her personal vehicle, he/she must provide a copy of their insurance card and valid driver's license to the Coordinator of Student Life and Development with required documentation. The KCC Office of Student Life and Development Liability Waiver must be filed for every student prior to the event.

### **If a Student is Driving Students in His/Her Personal Vehicle**

If a student is driving students in his/her personal vehicle, he/she must provide a copy of their insurance card and valid driver's license to the Coordinator of Student Life and Development with required documentation! Off-campus release forms must be filed for every student prior to the event.

**\*Review Departure & Return policies below\***

### **Departure & Return:**

**If your travel departure will be during the hours of 7 am to 4:30 pm, Monday-Friday, when campus is open:**

1. The advisor should pick up the travel pack with keys from Travis Miller in Physical Plant. The travel pack will contain instructions as well as a KCC credit card for gas. Keep all gas receipts and document each fill up on the form provided by Physical Plant. Physical Plant should be called if assistance is needed at 815-802-8174.

2. After getting the travel pack and keys, the advisor should drive their personal vehicle to west campus and park near the reserved vehicle. Security will be notified to meet the advisor to perform a vehicle inspection. After inspection is complete, the advisor should drive the vehicle to parking lot P13 to pick up students. If you need to call security for the vehicle inspection, call: 815-802-8190.

**\*If leaving vehicles overnight:** \*Advisors should send Eric Springer an email at least one week prior to travel departure date with the date of travel departure and return, name of each student leaving a vehicle overnight, the make and model of the student's car, and the student's license plate number prior to trip. Student and advisors leaving vehicles overnight or during the weekend should be grouped together in the back row of staff parking lot P13 (facing west campus). This is to ensure that security can easily locate and monitor vehicles.

3. Hit the road and let the fun commence!

**4. Upon return:** The advisor should drop the students off in lots where they are parked. Then, drive the vehicle back to west campus. Call Physical Plant at 815-802-8174 and notify them that you have returned. Security will meet you at west campus to do another vehicle inspection. Once inspection is complete, drive your personal vehicle back to main campus and return the travel pack with keys to Travis Miller. **If you return after 4:30:** Drive the vehicle back to west campus, call security at 815-802-8190 and tell them that you have returned and are parked at west campus. Security will meet you to perform a vehicle inspection. After vehicle inspection is complete, give security the travel pack and keys (security will return them to Physical Plant). **Remember, you must fill up the vehicle with gas upon return! It is up to you if you want to do this before or after bringing students back to campus.**

**If your travel departure and return is over the weekend or when campus is closed:**

\*Advisors should send Eric Springer an email at least one week prior to travel departure date with the date of travel departure and return, name of each student leaving a vehicle overnight, the make and model of the student's car, and the student's license plate number prior to trip. Advisors and students should park their cars in staff lot P13, in the back row, facing west campus. Grouping the cars together ensures that security can easily locate and monitor vehicles.

1. Travis Miller will leave the keys in the Physical Plant department for advisors to pick up the day of the event. The travel pack will contain instructions as well as a KCC credit card for gas. Keep all gas receipts and document each fill up on the form provided by Physical Plant.

2. Upon arriving on campus, the advisor should contact security at 815-802-8190 and inform them that they are there to pick up keys in the PPD department for travel. Security will unlock the doors and allow access.

3. After getting the travel pack and keys, advisors should drive their personal vehicle to the west campus lot and park near the reserved vehicle. Security will meet the advisor at west campus to do a vehicle inspection.

4. Once the vehicle inspection is complete, advisors should drive the vehicle to lot P13.
5. Advisors should then walk back to west campus or ask security to escort them to bring them to their personal vehicle.
6. Advisors should then drive their personal vehicle back to lot P13 and park near the students. Student and advisor vehicles left overnight or during the weekend should be grouped together in the back row of staff parking lot P13 (facing west campus). This is to ensure that security can easily locate and monitor vehicles.
7. Hit the road and let the fun commence!
8. **Upon return:** The advisor should drop the students off in lot P13 where they are parked, drive the vehicle back to west campus, call security at 815-802-8190 and tell them that you have returned and are parked at west campus. Security will meet you to perform a vehicle inspection. After vehicle inspection is complete, give security the travel pack and keys (security will return them to Physical Plant). Security can give you a ride back to your personal vehicle in staff lot P13 .**Remember, you must fill up the vehicle with gas upon return! It is up to you if you want to do this before or after bringing students back to campus.**

#### **Travel Risk Management:**

In case of an emergency while travelling, call 911. In the event something happens during business hours the driver should call the Physical Plant Department (PPD) at 802-8174. PPD hours are 7:00 AM to 4:30 PM.

After hours or on weekends the driver should call 802-8190, the KCC Security/Police number for assistance. After hours, PPD or Security will assist driver and contact PPD staff or vendors (towing etc.) as needed.

This information is in each key pack that driver's pick up from PPD.

### **The Role of the Advisor**

#### **Advisor Guidelines**

All club and organization advisors must sign the Club/Organization Advisor Registration Form. By signing off on this form, advisors agree to the following guidelines:

- An Advisor or Co-advisor must be present at all club meetings and events (both on-campus and off-campus). Special committee meetings do not need an advisor in attendance.
- The Advisor is responsible for the expenditures of club money (allocated and earned), and ensures that all funds raised are deposited at the Office of Student Life and Development.
- The Advisor ensures that the Office of Student Life and Development has authorized all on-campus events and fundraisers.
- The Advisor ensures that approval from Student Life is secured within the appropriate timeline for all travel plans utilizing club/organization funds.



- The Advisor ensures that club/organization members abide by KCC policies and the Student Code of Conduct at all times.
- The Advisor plays an active role in creating a meaningful, rewarding experience for club members by serving as a positive resource and guide.

### **The Advisor's Responsibility to the College**

- The advisor is aware of the organization's financial status and encourages accurate record keeping.
- The advisor is familiar with guidelines, policies and procedures related to student organizations and assists the College in enforcing them by advising groups related to their rights and responsibilities.

### **The Advisor's Responsibility to the Group**

- The advisor uses "teachable moments" to contribute to the educational and personal development of students who participate as members of student organizations.
- The advisor is well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
- The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history.
- The advisor assists in the orientation of new officers.
- The advisor attends events sponsored by the group and assists in setting the tone of the occasions.
- The advisor acts as a facilitator when the group is problem solving and assists group members in identifying the central cause of problem situations. The advisor attempts to structure the problem solving environment so that as many alternatives as possible are considered.
- The advisor is familiar with the organization's constitution/rules and those of any governing bodies and encourages the group to act in compliance with these documents.
- The advisor urges the student group to utilize campus resources such as the Student Life Office.
- The advisor assists the group in the filing of documents when necessary.
- The advisor encourages the group to recruit and accept new members from all segments of the campus community

### **The Advisor's Responsibility to the Individual**

- The advisor seeks to assist students in maintaining a balance between the academic and co-curricular aspects of student life.
- The advisor encourages students to accept responsibility for specific parts of the program, helping them to recognize the importance of their roles in relation to group goals.
- The advisor gets to know the students belonging to the organization and builds a rapport with them so that communication can be open and honest.

### **Suggestions for Effective Advising\***

1. The maturity/skill of the club/organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the group. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the group.
  2. Express sincere enthusiasm and interest in the group and its activities.
  3. Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to compromise
  4. Give the group and leader's feedback regarding their performance. Raise questions with them regarding their goals.
  5. Be aware of college policies and procedures so that you can be a knowledgeable resource for the group. Be familiar with the policies and procedures in this manual.
  6. Get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
  7. Meet with the officers before group meetings. Assist them in setting an agenda.
  8. Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.
  9. Be careful of becoming too involved with the group. You are not a member.
- \*From Lansing Community College Registered Student Organization Procedure Manual 2013*

### Concern with Advisor

If club or organization members and/or officers have a concern regarding their advisor, they should meet with their advisor to have their concern addressed. If club/organization members and/or officers feel they cannot go to their advisor with their concern, or are unable to get their concern resolved, they should meet with the Coordinator of Student Life and Development, L116, [studentlife@kcc.edu](mailto:studentlife@kcc.edu), (815) 802-8628 to have their concern addressed. If club/organization members and/or officers are still unable to get their concern resolved, they should meet with Kim Harpin, Director of Support Services, [kharpin@kcc.edu](mailto:kharpin@kcc.edu), (815) 802-8472 to have their concern addressed.

## The Role of Club Officers and Student Leaders

### Student Responsibilities

1. Check dates with the advisor before scheduling events, special meetings or social activities.
2. Keep the advisor fully informed of meetings, events, programs, and activities of the club/organization and the progress being made.

3. Seek guidance from the advisor when problems arise in the group or if you have questions pertaining to your organization.
4. Meet regularly with the advisor to discuss club/organization affairs.
5. Respect the advisor's authority and be appreciative of their leadership and donation of time.
7. Consult the advisor before any changes in the structure of the group, or in policies of the club/organization are considered, and before major projects are undertaken.
8. Seek the advisor's approval of all club expenditures prior to spending funds.
9. Use this manual as a reference for guiding your organization successfully.

*Understand that the responsibility for the success or the failure of the club/organization rests*

*ultimately with the group and not the advisor!*

### **Running an Effective Meeting**

Your organization meetings need to be structured, productive and rewarding for those in attendance. Keep the points identified below in mind when running a meeting.

- Start on time and end on time - Executives should be early!
- Set an agenda for the meeting and distribute it to attendees prior (at least a day). Have printed copies of the agenda available for attendees.
- Review what was discussed at the previous meeting and what if anything has progressed or changed since the previous meeting.
- Give proper introductions; acknowledge recognition.
- Restrict debates to 15 minutes maximum.
- Let committee heads or program leaders lead discussions, not the general group.
- Add variety to your meetings.
- Try to end your meetings on a positive note.
- Plan follow-up action. Who will do What/ When/How/Where?

### **Inactive Clubs and Organizations**

When a student club or organization becomes inactive, written consent must be obtained from the advisor(s) to discontinue the club raised revenue and miscellaneous accounts. Money from this account will be allocated in a miscellaneous revenue for future club start-up funds.

### **Policies/Procedural Changes**

The Office of Student Life and Development, Office of Support Services and Vice President of Student Affairs reserve the right to change, update, remove, or add policies and procedures throughout the academic and fiscal years. Should this occur, student organizations will be notified by the Office of Student Life and Development.

If a student or student organization wishes for the Office of Student Life and Development to review and/or revise an existing policy, a formal written request detailing the following should be submitted:

1. Name of Student or Organization
2. Policy/Procedure in question
3. Details concerning the policy or procedure and why a review/revision is being requested.

This should be sent to the Coordinator of Student Life and Development, room L116, [studentlife@kcc.edu](mailto:studentlife@kcc.edu).

### **Reporting Violation of Policies**

Any student wishing to report the misuse of student activities can do so by sending notification to [studentlife@kcc.edu](mailto:studentlife@kcc.edu) (Coordinator of Student Life and Development) or [kharpin@kcc.edu](mailto:kharpin@kcc.edu) (Director of Support Services).

**Appendix A**  
**Kankakee Community College**  
After Hours Student Events Program Guidelines

This document is meant to serve as a guideline for Kankakee Community College student organizations who wish to sponsor a fundraising, social or other event at the KCC River Front Campus. Types of events covered by these guidelines are fundraisers, dances, parties, theatrical productions, honor ceremonies, or athletic events (outside of college sponsored athletic programs).

College requirements:

- A request for permission to hold the event must be made in writing to the appropriate level of college administrator.
- Approval must be received from either the Coordinator of Student Life and Development for small events, the Vice President of Student Affairs for medium to large events, and the President or a Vice President of the College for events that may have significant institutional impact.
- The event must conform to all Board of Trustee policies, and the College Code of Conduct manual.
- There must be one administrator or supervisor present as manager for the event for every 150 participants.
- The event will require the presence of a College police officer, The Deputy Chief of Police or the Chief of Police for every 150 participants. Additional security officers may be contracted for to assist in providing safety and security for the event. (The cost of additional security officers will be covered by the group sponsoring the event).
- The event must be in keeping with the mission and purpose of Kankakee Community College.
- Expenses to the College, (minus utility costs) will be covered by the group sponsoring the event.
- Any money raised by the event will be the responsibility of the group sponsoring the event, and must be used in accordance with the college's not-for-profit tax status.
- Any contracts entered into on behalf of the event (such as entertainment) will be the sole responsibility of the group sponsoring the event.
- Maximum occupancy at any event must not exceed the limits approved under The City of Kankakee ordinance, and/or by the State Fire Marshall.

Event Requirements:

- Events may only be held in the campus college center, the auditorium, the conference center, the Iroquois room, and in some cases outside on the college grounds.
- Under special circumstance the athletic center may be used to hold an event of appropriate nature, but may require additional expense for floor protection to be covered by the group sponsoring the event.

- Events may not be held on any Sunday without special permission from the College Administration.
- Vehicle access to college campus property may be restricted depending on the nature and time of the event.
- Any advertisement of the event, either on campus or off campus must have the approval of the college.
- College approved identification may be required for admittance to the event under certain circumstances.
- The event must end no later than 12:00 am unless special permission is approved by the college administrator approving the event.
- Entrance into the event will be restricted to the appropriate door(s) and must be monitored by staff from the group sponsoring the event.
- The remainder of the college facility not being used by the event will be restricted from any access.
- The event will require one custodian (and/or Grounds technician) to service the event for every 150 participants.
- Any food service for the event will be provided by group sponsoring the event, and must not violate the contract with the colleges' food service provider.
- The use of the kitchen and/or cafeteria will not be allowed unless food service is contracted for through the college food service vendor.
- Set up, take down, and cleanup for the event are the responsibility of the group sponsoring the event.
- Any decorations for the event are the responsibility of the group sponsoring the event, and must be removed before the next regular business day. Attachments for any decorations must not cause any damage to the college facility or property.
- Any electronic, sound, or lighting equipment will be the responsibility of the group sponsoring the event. Special arrangements for college equipment must have the approval of the appropriate marketing/Media Department manager.

## **Appendix B**

### **College Events - High Profile or Concern**

- Event approval should be obtained from the Vice President of Student Affairs, a Vice President, and/or notification to the President of the college.
- Whenever there is an event that may result in the need for a police, security, or public safety presence, a plan will be developed by the KCC police department a minimum of 30 days prior to the event, or as soon as possible..
- The KCC police will coordinate a security/safety plan with the administrative sponsor for the event. Local police and emergency services may be notified if necessary.
- For events where no tickets are issued, a plan for maximum occupancy overflow will be developed, which may include live video streaming, or a move to another venue.
- Coordinated control throughout the event will be maintained, which may require a visible police or security presence.
- Other activities on campus at the time of the event need to be considered and accommodated in the planning and management of the event.
- Additional college police or security officers may be needed if normal college operations are occurring at the same time as the event.
- The administrative host or sponsor for the event, and safety/security personnel should be on site one hour prior to the beginning of the event.
- Information Technology service support should be on site one hour prior to the beginning of the event, to do the initial set up, and insures that any equipment required is functioning properly.
- Time limits should be established for the end of the event and communicated by the staff managing the event to all participants and attendees.
- If outside public media are covering the event they shall be directed to the designated college's public information officer for all questions or release of information.
- VIP or special guest parking, if required, will be established. Parking passes will be provided by the college sponsor to the designated participants, and access will be controlled by the police.
- Entrances and exits to the event will be monitored and/or controlled. Access to certain areas of the college may be restricted.
- Radios or portable telephones may be issued to event coordinators and college staff by the safety department if determined appropriate.
- Should a need arise for a secure area for event participants or invited guests, one will be identified in close proximity to the event as part of the security plan.

- In some cases metal detectors should be considered and can be used to control participation at the event.
- If deemed appropriate the President or their designee may institute the Emergency Response and Recovery plan by establishing a command post to manage the event.

Revised: 12/10/2013

## **Appendix C Vendor/Performer Contract Guidelines**

**Do not sign or send vendor/performer contracts prior to the Coordinator of Student Life and Development and Development's approval.**

Vendor/performer contract(s) should include:

- Vendor(s)/performer(s) contact information (name, address, phone number, email)
- Date of services being provided
- Description of services being provided
- Location of where services will be provided
- Any equipment, room arrangement, or technical specifications or requests
- Total cost - **Vendors must make their own travel arrangements. KCC will not oversee logistics regarding travel, flight, or hotel bookings for performers or speakers. Travel fees should be included in the total cost.**
- Date and total of payment required, including down-payment (if applicable), who the check should be made out to and what address the check should be mailed to or if check should be given to vendor/performer at conclusion of event.  
***\*It is important to know when they require payment because it may take accounting up to two weeks to process payment and then mail the check.***
- Cancellation policy of the vendor(s)/performer(s) and any fees associated with this policy, as well as refund policy



## Appendix D Race Guidelines

**Does your club want to organize a race? Here are some guidelines you need to be aware of and regulations you need to follow. If the event is after hours or on the weekend, please review After Hours Student Events Program Guidelines in Appendix A.**

**You need to decide a few things before beginning.**

- Is this a timed race?
  - You will need a time meter or volunteer time keepers to time runners. You can also contact the Kankakee Running Club and hire the certified timer for the event.
  - You will need ribbons or trophies.
- What will you charge for the race? (Monetary or in-kind donations such as non-perishable food items, clothes, children's toys, etc.)
  - Consider cost of event, goodie bag items, refreshments after the race, timing cost, etc.
- Is it open to all ages?
- Are pets welcome?
- What are the distances? (10K, 5K, 2K, etc.)
- What day is the race? When can participants arrive to check-in the day of? When does the race start and end?
- Can people pre-register and register the day of?
  - Active.com is an online resource where you can create the event online. It allows online registration and payment.
  - Will you be including the Student Life 5K Liability Waiver Form as part of the registration form or making participants fill it out separately? You can contact the Office of Student Life and Development to receive the form. \*Every non-student and student must fill the form out prior to the activity. They may fill it out the day of.
- What will you give people in their goodie bags? (shirts, hats, water bottles, etc.?)
  - RoadID is a good resource for free race bibs. They also have goodie bags and pins at reasonable prices. Plus they give you free gift certificates to hand out as prizes.
  - *Club advisors will need to fill out the KCC Club Purchase Request Form in advance for purchasing supplies or getting reimbursed for purchasing supplies out of pocket. Remember to allow at least two weeks for a check to be processed, cut, and mailed. Factor the two week process (at least) into the merchandise in hand timeline.*
  - Work with local sponsors for free giveaways/donations. A KCC Club In-Kind or Monetary donation form must be filled out and

signed by donors. Submit forms to the Office of Student Life and Development.

- When can participants pick up their race packets/goodie bags? A good rule of thumb is 2 different days during the week of the event.
- How many volunteers will you need? Do you want club members/volunteers to help with putting together goodie bags, for registration, for keeping time, to pass out refreshments, at every kilometer, at the half-way or turn-around point, etc.?
- Will you have a water/refreshment table at the half-way or turnaround point during the race?
  - If so, ask Athletics if they have coolers they can lend or ask KCC Food Service. Be sure to either purchase or have someone donate cups.

### **Submitting the event proposal form:**

Submit event proposal form (*3 weeks for closed club events and **AT LEAST 8 weeks for events open to the community***). The sooner the better. When submitting the event proposal form, note if you will need the following: pavilion, tables, chairs, trash cans, media and/or sound equipment, have electrical needs, need assistance from the KCC Physical Plant Department for set-up, etc.

*Events must be approved by the Office of Student Life and Development before any advertising/announcements are posted.*

### **After event is approved:**

**Contact KVPD as a courteous to let them know about race and get permission to use stage (if desired):** Notify the Kankakee Valley Park District about the race and request permission to use stage if needed. A permit will be required to use the stage.

**Arrange a meeting with KCC PPD and Grounds:** Club advisors should arrange a meeting with April Frye, Coordinator of Physical Plant and George Mateja, Director of Grounds, to discuss the walking/running path, as well as reserve and set-up of necessary resources (tables, chairs, trash cans, golf cart to transport supplies, radios for communication, media equipment, etc.). The Physical Plant department will have a separate event planning form for club advisors to fill out and sign.

**Safety Plan:** Club advisors should arrange a meeting with Rich Soderquist, Chief of Police, and Eric Spring, Deputy Chief of Police to discuss a safety plan. Note that safety plans must be arranged 30 days prior to the event.

**Certificate of Insurance:** If working in conjunction with an outside organization, club advisors must obtain a certificate of insurance listing KCC as additional insured and send to the Office of Student Life and Development at least two weeks prior to event.

**Refreshments:** Will you need refreshments after the race?

**KCC Food Service:** KCC Clubs can order refreshments through KCC Food Service. The

Office of Student Life and Development can email club advisors the catering book and food order form.

The expense of the refreshments will be billed to the club's account.

**Food Vendors/Certificate of Insurance:** If KCC Clubs are using food vendors at

athletic events, club advisors must obtain the vendor's certificate of insurance listing

KCC as additional insured and provide to the Office of Student Life and Development at least two weeks prior to the event.

**Sponsors:** Clubs can work with local businesses to sponsor event and donate items (prepackaged snacks such as granola or Cliff Bars, fruit, bottled water, Gatorade, etc.) Remember, that the donations form will need to be submitted to the Office of Student Life and Development.

**Electricity:** If the club or vendors need electricity, it is the club advisor's responsibility to find out the amount of spaced and amps required for the equipment. Vendors are required to provide their own extension cords, water, and all other necessary supplies.

**Ambulance:** Club advisors must arrange for an ambulance to be on site for the duration of the event (start to finish). Any costs associated with arranging an ambulance will be expensed from the club's account. After club advisors have secured the ambulance, they should email the Coordinator of Student Life and Development with the contact information.

- Ambulance contact option: [kevin-hack@riversidehealthcare.net](mailto:kevin-hack@riversidehealthcare.net).

**Liability Waiver Forms:** All student and non-student participants must sign the KCC Student Life 5K Liability Waiver Form. Clubs may make forms available prior to the event and have participants submit forms upon arrival before event begins and/or have copies of the liability waiver form available at the event, and participants can fill out and submit on site prior to activity. Club advisors can contact the Office of Student Life and Development for the form.

**Marketing:** After the Coordinator of Student Life and Development has approved the event, he/she will inform the club advisor which KCC marketing representative they can work with for promotional materials. Once the event description is finalized (date, time, location, how and where people can register, whether or not there is an admission charge, link if needed, etc.), club advisors should send it to the Coordinator of Student Life and Development to advertise the event according to the choices selected on the event proposal form. ***The Office of Student Life and Development must approve all marketing/advertising for the event.***

- **Online registration/social media:**
  - You can create the event using active.com which allows for online sign-up and payments.

- Club advisors can create a website for the event on wix.com (simple for end users).
- ***Consider the following when you begin working with Marketing:***
  - Drive signs to direct participants where to park and where same-day registration is
  - Signs to indicate kilometers, start, finish, and registration
  - Signs directing guests to restrooms
  - Fliers or sign standards for general campus advertising
  - Social media: KCC Facebook, Update, TV Screens
  - Press Release in the Kankakee Daily Journal or using local radio stations

**Cones for Event:** You can request cones for the event through the [Kankakee County Highway Department](#).

**Placing Outdoor Signage/Marking Trail/Preparing for Event:** Club advisors and students are responsible for placing indoor and outdoor signage (minus drive signs) for the event, as well as marking the trail. Club advisors can contact George Mateja, Director of Grounds, to place drive signs. The club is responsible for buying washable paint to mark the trail distances if desired. Club advisors can contact Stella Mausehund, PPD Event Coordinator, if they have questions/need assistance with this.

Clubs may also request use of the KCC golf cart to transport equipment. Only KCC employees may use the golf cart (not student club members or student employees!). If the golf cart is needed after 3PM, club advisors need to contact campus security to get and bring back golf cart.