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**Student Organization**

**HANDBOOK  
——————————————***For Student Organizations/Clubs and Advisors*



Prepared and Maintained by Student Life Office, Room K-100   
Updated – August 2020

Table of Contents

INTRODUCTION ............................................................................................................ 4

CONNECT WITH STUDENT LIFE & STUDENT GOVERNMENT................................................................................. 5

DATES TO REMEMBER ........................................................................... 6

LEADERSHIP NIGHT 6

STUDENT GOVERNMENT GENERAL ASSEMBLY MEETINGS 6

LEADERSHIP BANQUET 6

WESTERN CLUBS AND ADVISORS ........................................................ 7

ADVISOR INFORMATION ........................................................................... 8

CODE OF ETHICS FOR EMPLOYEES C0206 8

RESPONSIBILITY & EXPECTATIONS OF ADVISORS ........................................................ 9

STUDENT CLUB/ORGANIZATION ADVISOR PROCEDURE .....................................................................................10

GUIDELINES FOR CLUBS 11

FORMING A NEW CLUB ......................................................................................... 11

BENEFITS OF BEING A SANCTIONED CLUB 11

INSTRUCTIONS FOR WESTERNSTUDENTS.ORG 11

POLICIES TO KNOW ........................................................................................................... 11

DRUG & ALCOHOL POLICY 11

GOOD SAMARITAN POLICY 12

ALCOHOL & DRUG TESTING POLICY 12

PARENTAL NOTIFICATION POLICY 13

FUNDING & FINANCE 13

ACTIVITY GRANT ............................................................................................................ 13

CLUB BALANCE 13

DEPOSITS 13

WITHDRAWLS ............................................................................................ 13

FUNDRAISING 14

TAX / NON-TAXABLE STATUS 14

FUNDRAISING OPPORTUNITIES 15

UNION MARKET FUNDRAISER 15

BAKE / FOOD SALE 15

COMMITTEE INVOLVEMENT 15

RAFFLES . 15

CATERING . 15

ROOM RESERVATION . 15

LUNDA CENTER . 16

STUDENT UNION TABLES & STAGE AREA . 16

List of Appendices

Appendix A: StudentGovernmentConstitution.................................................................................. 17-26

Appendix B: Student Government Bylaws 27-33

Appendix C: Student Activity Grant Application................................................................................... 34

Appendix D: Student Organization/Club Sanctioning Forms………………………………………………………………………35-36

Data Sheet 35

Roster Sheet.......................................................................................................................................... 36

Appendix E: Reserve Fund Guidelines. 37-38

Reserve Fund Application 39-40

Appendix F: John Bosshard Leadership Fund Application 41

Appendix G: Check Request Form 42

Appendix H: Deposit Remittance Form ................................................................................................. 43

Appendix I: Travel Packet/Forms ................................................................................................. 44

Western Technical College Field Trip/Student Travel Procedure 45-47

Student Club/Organization Travel Policy (Student Trip Leader) ................................................................... 47

Western’s Advisor Waiver Form 48

Student Government Travel Grant Policy 49

College Student Involvement Alcohol Statement Form 50

Student Co-Curricular Travel Conduct 51

Acceptance of Risk and Responsibility Agreement and Release of Liability 52

Student Travel and Field Trip Participation List 53

Travel Grant ………………………………………………………………………………………………………………………………………..………...54

Motor Vehicle Record (MVR) Check Disclosure 55

Consent and Authorization to Procure Motor Vehicle Records (MVR) 56

Release of Liability for Use of Personal Vehicle by Student …………………………………………………………...……..57

Release of Liability for Use of Personal Vehicle by Staff………………….…………………………………………………….58

**Introduction**

The creation of this handbook accomplishes two goals: collecting needed procedures and forms for Student Organizations / Clubs and preserving these procedures and forms in a uniform mode from year to year.

By the use of this handbook, the Western Student Organizations/Clubs and Advisors will have immediate access to Western policies for student organizations and clubs. This includes the using of campus facilities, traveling, food service procedures, fundraising, and funding student activities.

Review of The Student Organization Handbook is scheduled on a yearly basis allowing the forms and information to be updated for Western and student needs.

When in doubt of a procedure or policy, the advisor is responsible for communicating and clarifying the policy/procedure for the organization. If the advisor is unclear or the policy is not in this handbook, answers can be found at the Student Life Office in room 100 in the Kumm Center. A training session will be provided for both advisors and student leaders at the beginning of each academic year.

For the purpose of this handbook, Student Organization and Clubs will be used interchangeably to cover both groups.

**STUDENT LIFE & STUDENT GOVERNMENT**

**Connect with Student Life**

Phone: 608-785-9445

Hours: Monday, Tuesday, Thursday: 8am-4:30pm,

Wednesday: 8am-6pm and Friday: 8am-4pm

*NOTE: Hours for this academic year may vary due to pandemic*

Staff: **Shelley McNeely**, Dean of Students

608-785-9880, [mcneelys@westerntc.edu](mailto:mcneelys@westerntc.edu)

**Leah Durnin-Hoover**, Student Life Coordinator

608-785-9446, [durninhooverl@westerntc.edu](mailto:durninhooverl@westerntc.edu)

**Samantha Herrick**, Hall Director

608-789-4774, [herricks@westerntc.edu](mailto:herricks@westerntc.edu)

**Tracy Johnson**, Administrative Assistant

608-785-9445, [johnsont@westerntc.edu](mailto:johnsont@westerntc.edu)

**Ge Vang**, Student Activity/AODA Specialist

608-785-9444, [vangg@westerntc.edu](mailto:vangg@westerntc.edu)

**Connect with Student Government**

Phone/Location: 608-785-9085, K-100C (Next to the Student Life Office)

Hours: Executive Officer office hours and meeting dates and times will be posted each term.

Student President: Anne Schulze, [studentpresident@westerntc.edu](mailto:studentpresident@westerntc.edu)

Executive Officer E-mails: Student Vice-President: [studentvicepresident@westerntc.edu](mailto:studentvicepresident@westerntc.edu)

Student Parliamentarian: [studentparliment@westerntc.edu](mailto:studentparliment@westerntc.edu)

Student Secretary: [studentsecretary@westerntc.edu](mailto:studentsecretary@westerntc.edu)

Student Treasurer: [studenttreasurer@westerntc.edu](mailto:studenttreasurer@westerntc.edu)

Campus Events Coordinator: [studentced@westerntc.edu](mailto:studentced@westerntc.edu)

Student Pres secretary: studentpress@westerntc.edu

Student Government is the official voice of the students. It represents the entire Western student body (day, evening, online & regional campuses).

**Dates to Remember**

**Advisor Orientations**

**Please plan to attend one session.**

* **Friday, September 4th, 2020 11:30am-12:30pm Zoom**
* **Monday, September 14th, 2019 11:30am-12:30pm Zoom**
* **Monday, October 12th, 2020 11:30am-12:30pm Zoom**

*Advisors who are not able to attend one of the advisor orientation sessions are responsible to schedule an on-on-one meeting with Student Government Advisor.*

**Leadership Night: Tuesday October 13th, 2020, 5pm-7pm, Zoom**

Each club should send at least two representatives to be orientated on policies, procedures and receive leadership training. RSVP by e-mailing [vangg@westerntc.edu](mailto:vangg@westerntc.edu) with name and club Monday October 5th

**Student Government General Assembly Meetings**

Meetings are held during the Fall and Spring Term on the 1st & 3rd Mondays of the Month during the Open Hour (11:30am-12:25pm). **Fall meetings** will occur on **MicroSoft** **Teams**, the link will be e-mailed and posted.

**Fall Term 2020**  **Spring Term 2021**

Monday, September 21st Monday, February 1st

Monday, October 5th Monday, February 15th

Monday, October 19th Monday, March 1st

Monday, November 2nd Monday, March 15th

Monday, November 16th Monday, April 5th

Monday, December 7th Monday, April 19th

**Leadership Banquet: Wednesday April 15th, 2021, 5pm-7pm, Lunda Center**

This event recognizes and celebrates student leadership and involvement.

At the Banquet, a member of each club will get about a minute to highlight or share highlights from the year.

**Things we need from each Student organization/club by the last week of March:**

1. Submit Club Fact Sheet to Student Government to be included in Leadership Banquet booklet.

2)      Select a Club Member to be recognized at the Banquet for the **“Outstanding Achievement Award**.”  Each club will have discretion as to how and who gets selected, but some general criteria are: a Student leader who has given a lot to their club throughout the year, volunteers, good role model, leads by example, someone who club members can count on and look to.  Submit the name of the individual via e-mail along with a few sentences why you selected the individual.

3)     3-5 high quality or medium size pictures from each club.  We will put together a slide show.

**WESTERN STUDENT CLUBS AND ADVISORS**

**Sanctioned Clubs From 2019-2020**

|  |  |  |
| --- | --- | --- |
| **CLUB** | **ADVISOR** | **RM. #** |
| ABC (All ‘Bout Children) | Tracy Craker | C-204 |
| ASHRAE/HVAC | Michael Stewart | T-205D |
| Alliance for Equality | Leah Durnin-Hoover | C-134 |
| Biomedical Electronics Org. | Lilly Kosir | T-303 |
| CLT/MLT HOS Club | Kari Christenson & LeeAnne Schwan | H-4092, H-4086 |
| Criminal Justice Association | Mike Earll | Sparta |
| Collegiate DECA | Dave Wigness & Ray Slattery | C-109E, B-208E |
| Coulee Region Architecture | Loren Anderson & Pete Zirbel | T207G, T207A |
| Coulee Region Creation / Mechanical Design | Alex Bahl & Matthew Sierra | ITC-206B, ITC-206A |
| CRU | Eddie Hale | C-246 |
| Electromechanical & Automation | Randal Hytry | T205F |
| EMS | Tim Kolonick | K315B |
| Fine Arts Club | Lisa Heise & Pam Solberg | C-218, C231 |
| Fire Fighter Club | Robert Smith | Sparta |
| Foods Club | Deb Klug, Margaret Ninneman & Jean Ahrens | K-301R, K-301A |
| Foundations of Teacher Education (IA) | Shelley Bauer | C-206 |
| Graphics Club | Ken Hey | C-243 |
| Green Energy Efficiency | Josh Vandeberg | C219A |
| Health Information Technology & Medical Coding Specialist | Susan Summerfield | K-303N |
| Human Services | Ann Lichliter & Keith Lease | C-212, C-213 |
| Landscape Horticulture | David Lein | T-203A |
| Multi-Cultural Club | Terrelle Wilson | S-288 |
| Phi Theta Kappa (Beta Nu Chi Chapter) | Linda Duffy | C-236 |
| PAS-Postsecondary Ag. Student | Tracy Harper | T-203 |
| Respiratory Club | Kathy Nelson & Franz Schuttenhelm | K-315P, K-303B |
| SHRM (Society for Human Resource Management) | Mabel Gehrett & Lori Olson | B-204B, B-204E |
| SkillsUSA - Auto | Doug Thesing, Phil Solberg & Brian Kanable | ATC 110, ATC 106 |
| Skills USA Welding Club | Art Karbowski | T-120 |
| Student Nursing Association | TBD |  |
| Student Occupational Therapy Assoc. | Lori Krammer | H-4041 |
| Western Dungeons and Technical Dragons | John Heath | A110 |

**ADVISOR INFORMATION**

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

**CODE OF ETHICS FOR EMPLOYEES C0206**

All club advisors are expected to follow the code of ethics for employees.

Western's policy and commitment is that our actions will be conducted in accordance with the highest moral, legal and ethical standards.  Our value and reputation for integrity is one of our most important qualities, and each employee plays an essential role in maintaining this high standard.

A single individual's misconduct can do great damage to a long-standing reputation in the community.  No code of ethics policy can effectively substitute for the thoughtful behavior of our employees.  This policy is to assist in guiding conduct such that the reputation of Western continues to be enhanced.

It is essential that each employee abide by the following principles:

* Carry out in good faith and with due diligence all policies and regulations established by the District Board.
* Treat everyone with respect.
* Behave honestly and fairly.
* Abide by all laws and regulations including Wisconsin's Code of Ethics for Local Government Officials and Employees.
* Observe high moral and ethical standards in fulfillment of job responsibilities.  In the case of faculty and staff members required to maintain professional affiliations as part of their jobs, the College expects these faculty and staff to also follow and uphold their specific professional code of ethics.
* Provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
* Accept this personal responsibility to protect children under the age of 18 from all forms of abuse and will report any suspected abuse or neglect of a child to the state authorities.
* Refrain from using their positions or college resources to obtain ulterior financial or other personal or family gain, or such gains for any agency or organization with which the employees are associated. Any salary or other compensation received by employees from the District for services performed does not constitute "financial gain" as the term is used in this context.
* Perform their duties in the best interests of all citizens of the District, treating all citizens and agencies fairly, and without special consideration of one individual or agency over another.

**Values Statement**

Western values the success of our students, and holds ourselves accountable for providing excellence in student learning based on the diverse needs of each student, and built on a foundation of integrity, teamwork and respect.

**Penalties for Violation of the Code of Ethics**

Employees found to have violated this Code of Ethics will be disciplined, up to and including discharge. Disciplinary actions may include: written reprimand, reduction in pay or position, suspension without pay, and/or discharge

NOTE: to view the Code of Ethics for Employees visit: <https://info.westerntc.edu/sites/Policies/Pages/C0206.aspx>

**Responsibilities & Expectations of Advisors**

The specific roles and responsibilities of an advisor vary depending on the organization and the advisor, but most club advisors have the following responsibilities:

**Leadership development**

Through personal interaction and program development, you can play a significant role in developing members' leadership skills and personal growth and in identifying new leaders for the organization.

**Specific skills you could help your students develop and enhance include:**

• Interpersonal communication • Planning & Organization

• Accountability – confronting negative or unprofessional behaviors

• Leadership

Get to know your club members – tough to help them develop and hold them accountable if you don’t know them

**Consultation**

**You can serve as a consultant by:**

• Meeting regularly with officers and chairpersons to keep current on projects and events they're planning.

• Serving as a resource person and, through continued open interaction, pointing out new perspectives and

guiding the group toward activities and individual performance.

• Becoming familiar with the policies and procedures of Western and being available to help with

interpretation and guidance

• Having a strong knowledge of what the guidelines regarding appropriate expenditures of student activity dollars and club funds, and assisting the members through their decision making processes.

* Read and understand the club’s constitution and bylaws – will help with advising them.

**Continuity**

**Officers and members change frequently, and at times the only link with the past is the advisor. To enhance continuity, you can:**

• Orient new officers and members to the history and purpose of the group and help them build upon it.

• Help members look toward the future by developing long-term goals and communicating them to new

members.

• Be wary if the organization focuses on "this is the way things have always been." Encourage creative

brainstorming to help an organization generate new ideas.

**Personal assistance**

**Your interaction with members gives you a unique opportunity to assist individuals with problems:**

• Help students maintain a balance between academic and co-curricular aspects of student life.

• Make appropriate referrals by using your knowledge of campus and community resources.

**Interpretations and Enforcement of policy**

As a representative of the college, you are constantly in a position to interpret College policies and regulations relevant to the club. You should be familiar with all organization policies, such as constitution, bylaws, etc. and address any concerns or violations in a timely manner. **As an agent of the College, you are responsible for addressing and reporting all incidents of harassment, bullying, discrimination and/or inappropriate sexual behavior regardless if you observed directly or became aware of an allegation through a third party.**

**Supervision**

You have a responsibility to both the college and the club to keep the best interests of both in mind. In a well-run organization, the supervisory role may be minimal or nonexistent, and the advisor may need to intervene only to prevent the violation of public or institutional policy.

You have the responsibility to review expectations of student behavior with all students prior to any College sponsored travel (i.e. any trip where any College funds including club or SG funds are used to finance trip), as well as to accompany the students in an advisor capacity or designated an alternate advisor in the event you are unable to attend.

**Financial supervision**

**Each organization/club should have a treasurer**. Work with this individual to assure accurate record keeping and budgeting.

**Organization Meetings / Events**

**Attend all regular and special meetings of the organization/club** to keep informed and be available for consultation or to introduce ideas and suggestions.

• Many advisors have a time slot on meeting agendas when they can let the group know about upcoming campus events, congratulate members, offer remarks or evaluation, etc.

**Accompany organization/Club on trips**

All trips are required to have an advisor, if the acting advisor can’t go on the trip, the club must find a regular employee to act as the advisor.

You are also a teacher, coach and a role-model!

**Student Club/Organization Advisor Procedure**

**Requirements:**

• Club/Organization advisors must be a regular employee at Western Technical College

• Advisor assignments are on a voluntary basis

• All advisors are required to participate in advisor orientation at the start of each academic year

**Authority/Supervision:**

• Appointment and/or removal of an advisor will be at the discretion of the student membership of the club or organization with final approval by the College President/District Director

• The Dean of Students, in cooperation with the supervisor of record, will be responsible for supervision of a faculty or staff person within his or her role as club/organization advisor

• Expenses incurred by a faculty or staff person that are to be paid through club/organization or student activity monies can be reimbursed as approved by the Dean of Students. Expenses incurred by a faculty or staff person that would be paid out of division monies, can be reimbursed as approved by his or her direct supervisor

**Remuneration:**

• Advisors receive an annual stipend of $800.00 per club to be paid in two equal installments during the academic year (December and May)

• If there is more than one advisor of record, the stipend is split between the advisors as mutually agreed by the advisors and Dean of Students

• If a club or organization loses sanctioning and does not receive timely reinstatement, the advisor stipend for that semester is forfeited

**GUIDELINES FOR CLUBS**

**Forming a New Club:**

If interested in establishing a new club, contact the Student Activities Specialist at vangg@westerntc.edu.

Each new club must have:

* a minimum of four (4) members,
* a regular Western employee agree to be advisor,
* turn in an electronic copy of the club’s bylaw, and
* complete and turn in sanctioning paperwork

Brand new student organization/club will receive a $100 stipend from Student Government.

**Benefits of being a Sanctioned club:**

* Access to your own club account & ability to use College funds
* Eligible to apply for travel grants
* Eligible to earn money from Student Government by serving on committees
* Can use the College’s name and logo, and
* Be considered tax exempt.

**Student Government Communication**

The website and the Student Government Black Board page is designed for the use of Student Government purposes, dedicated to the promotion and recording of Student Government agendas, announcements and minutes. The website address is: [https://www.westernsg.org](https://www.westernsg.org/)

NOTE: Student Government is no longer requiring clubs to post their minutes. However, clubs should still keep records of their own minutes. Minutes will still have to be submitted to the Student Life Office and Business Services office when clubs are requesting money and/or using club funds.

**Showing Movies/Films**

Any club or group that wants to show movies/films on campus must provide proof that it has obtained the rights to show the movie/film. Even if the movie/film is for an educational purpose written permission must be obtained from the intellectual property owner to protect the group and the college. Once the rights to show the movie is obtained, Student Life will start the approval process. For more information, contact Ge Vang in the Student Life Office.

**Chalking on Campus**

Chalking on campus is prohibited without prior approval. Any club or group that wishes to use chalking as a form of communication for special or large events must contact Ge Vang in the Student Life Office at least two weeks in advance for consideration. There are strict college guidelines and restrictions that must be followed.

**Policies to Know:**

Western Technical College policies, including those related to the Student Code of Conduct, sexual assault, stalking, relationship violence, alcohol and other drugs, and harassment/bulling, apply to all club members during any club activity (club meetings, events, functions & trips) whether held on or off campus. All policies can be found in the Student Planner or on the web at <https://www.westerntc.edu/sites/default/files/student-rights/documents/StudentHandbook.pdf>

**Drug and Alcohol Policy:**

Western Technical College recognizes the serious threats that alcohol and other substance abuse present to individuals, the College, and society. The College also recognizes that drug and alcohol dependency or abuses are major health problems, as well as safety and security problems. The College is committed to addressing this and related issues through activities, programs and educational efforts.

**Alcohol Use at On-Campus Functions**

Alcohol use at on-campus student sponsored activities, events and functions is prohibited. Exceptions to this practice can be made by the College President or designee in accordance with the institution’s policy on alcohol.

**Alcohol Use by Students at Off-Campus Functions**

While attending College funded functions and activities such as retreats, conferences, meetings, and trips off-campus, students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol. These functions include lodging (no alcohol is allowed in rooms paid for by College funds), travel to and from events, and anytime anyone is representing Western. Any student, regardless of age, that is found to be distributing illegal drugs and/or alcohol is subject to College disciplinary procedures as well as prosecution by local authorities. Alcoholic beverage consumption by those of legal drinking age shall not interfere with any scheduled program, nor shall it negatively impact other delegates.

Students have the right to a smoke-free, drug-free, and alcohol-free learning environment. Any off- campus events sponsored by the College shall be alcohol free. Any use of alcohol at the events is strictly prohibited. Also, students are responsible to interact in ways which will not interfere with the educational process and/or any Western sponsored activity.

Advisors are prohibited from buying any alcohol for student regardless of their age.

It should be understood that the advisor for the organization/club is the authorized College representative and as such, may dismiss any student from the conference and/or activities for conduct related to alcohol or other illegal drugs or if it is determined that the action is unbecoming/detrimental to the individual, group, or College. The advisor will then meet with the staff of the Student Life Office to begin disciplinary action, if necessary.

Advisors for the group traveling on a College funded function, are required to hold a pre-trip/conference orientation outlining with the participants topics such as the details of the trip including departure times and destinations, responsibilities of the students attending, as well as reviewing the College Student Code of Conduct, including alcohol and other drug abuse. Advisors will also be required to obtain from each student participant a completed Western Technical College Student Co-Curricular Travel Conduct Code and Student Trip/Participation Waiver and Release forms. The advisor will also be required to complete the Student Travel Reporting Form. These forms will be kept on file in the Student Life Office, and should an emergency occur, will be used to contact the appropriate emergency contacts.

**Western will also honor a Good Samaritan Practice**

The Good Samaritan Practice is designed to prevent dangerously intoxicated students from having medical care withheld for fear of formal conduct action. All members of the College community are encouraged to seek immediate medical or security assistance for students whose health and well-being may be at risk due to over consumption of alcohol and/or drugs. Under the Good Samaritan Practice, neither the individual calling nor the student in need of assistance will be subject to formal College conduct action related to the alcohol and drug policy. The individuals involved may be asked to meet with a member of the Student Services staff, but no formal conduct action will be taken against the individuals unless the individuals involved demonstrate a repeated lack of care concerning their well- being and the well-being of the College community. If other infractions of College policy occur, such as but not limited to, property damage or assault, the Good Samaritan Practice does not apply.

**Alcohol & Drug Testing Policy**

Any student at Western who appears to be impaired or under the influence of alcohol or a controlled substance may be required to submit to drug and/or alcohol testing (paid for by the College) under the following circumstances:

1. If a faculty or staff member has *reasonable cause* to believe that the student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind-altering substance(s).

2. If a student is involved in an accident or incident where safety precautions were violated by a careless act resulting in injury to a person or damage to equipment.

**Student Drug and Alcohol Parental Notification**

The Vice President of College Relations and Student Services, the Student Development Manager, and/or designee has the authority and reserves the right to notify parents or guardians when students have committed serious or repeated violations of university policies, local and/or state laws related to the drug and alcohol policy.

**Funding/Financing:**

***Activity Grants***

Student Government has funded an Activity Grant Program to help student organizations sponsor campus wide events. A student organization can receive up to $100 to cover the expenses of offering an event that is open to all students. A copy of the Activity Grant application is on page 34.

These grant funds are not available for clubs to promote or conduct fundraisers for their own organization.

***Club Balances***

Statements are available on-line at: <https://www.westernsg.org/club-information>

Scroll to the bottom of the page and click on Club Account Balance.

Just click on document with the latest date to view *current statement* club statement*.* Club statements are updated weekly.

It is important that the treasurer and advisor of each club carefully review club statements for accuracy on a monthly basis. If there are any discrepancies, questions, addresses or officer changes: contact the Business Office. Checks will not be issued if funds are not available.

The Dean of Students (Shelley McNeely) and the Business Office can pre-approve exceptions.

***Deposits***

Deposits to club accounts shall be made at the Business Services Office (A-117):

* + - Complete Deposit Remittance form
    - Include total of deposit
    - Indicate purpose of deposit
    - Include account number

A receipt will be issued at the time of deposit for you to include with your records.

***Withdrawals***

All withdrawals from the club account must be done through a check request. The check request form can be accessed online and is also available at the back of the handbook. Submit the check request along with receipts to the Business Office for check processing.

• The account number is the expense account number for your club. If you need account number information, contact Ge Vang at the Student Life Office.

• Fill out the check request form including *complete payment address* information

• Include itemized receipts and or invoices as appropriate – *required* for reimbursements

• Obtain approving signature from club advisor and treasurer, or club officer.

* **The business office requires a copy of the club minutes showing the expense has been approved.**

All check requests received **by noon** on Tuesdays will be available for pickup or mail on Thursday mornings.  
All check requests received **after noon** on Tuesdays will be processed for the following week.  All checks are mailed out unless a request to pick them up is clearly indicated on the requisition.

**NOTE:** All student organization/club Treasures must go through money handling training with the Business Services office in A-117. Trainings are made by personal appointments.

**Fundraising:**

**The District sponsors your club and your use of the District’s good name carries some obligations.**

* **Student organization / club fundraisers must follow specific guidelines and submit an online proposal two weeks before the fundraiser. To view the guidelines and submit the proposal go to:**

[**https://publicdocs.maxient.com/reportingform.php?WesternTC&layout\_id=6**](https://publicdocs.maxient.com/reportingform.php?WesternTC&layout_id=6)

* + ***Student Life Office reserves the right to cancel any fundraiser that did not submit the proposal ahead of time.***
* **Advisor(s) MUST approve all club fundraisers**
* **For fundraisers involving selling of food on campus, you need to also meet with Kim Moen to go over food handling guidelines. All food items need to be made in commercial kitchen or pre-packaged**
* **Any business that will be solicited for donations must be approved by Western’s Foundation Office. Send a list of business to Jamie Fortier at fortierj@westerntc.edu**
* **All cash must be handled consistently with the District Cash Handling Policies**
  + **All incomes must be deposited in your account with the Business Office**
  + **All payments for expenses must be requisitioned from your account**

**Student Organizations are not allowed to keep independent accounts in local financial institutions.**

***Taxable/Non-taxable Status***

As a general rule of thumb, any merchandise sold by clubs is considered taxable. We suggest you include tax in your asking price. When the proceeds are deposited into your club account, a 5.5% sales tax will be automatically deducted by the Business Office if the items sold are subject to sales tax. Contact Laura Seielstad or De Anne Otto in the Business Office for specifics.

**FUNDRAISING OPPORTUNITIES –**

**NOTE: *All Lunda Facilities, Union Market Fundraisers and Catering Services will resume to full service once covid-19 conditions allow.  For up to date services contact Dan Murphy at*** [***murphyd@westerntc.edu***](mailto:murphyd@westerntc.edu)

**Union Market Fundraiser:** Student clubs can sponsor an evening in the Union Market where 10% of all sales between 4pm-7pm go back to the sponsoring club. The student club is responsible for the promotion and advertising for their evening fundraiser to increase participation. Clubs are encouraged to host entertainment in the stage area of the Student Union to bring in more customers to support their fundraiser. If interested, contact Union Market Manager, Ben Bierman, at 608-785-9403.

**Bake/Food Sale**: Student clubs are authorized to hold bake or food sales of ***non-potentially hazardous foods***. Examples of non-potentially hazardous foods include individually wrapped potato chips, bagels, non-dairy or non-cream-filled brownies, cookies, donuts, cupcakes, popcorn, and food products that are made and contained by a licensed producer that are to be sold in the original container and do not require temperature control.

In the event a student club would like to sell potentially hazardous foods, it is required that they work with Western Food Service staff to accomplish their fundraising goals.

**Committee Involvement:**

Clubs can also earn up to $250 per semester for each club member that serves on a Student Government Committee. Clubs can also earn $25 per member for volunteering for Operation River Watch.

***Raffles***

Raffles are regulated by the State of Wisconsin, Division of Gaming.

Contact Lori Turner – Business Office A-115, for procedures and license number regarding **ANY** type of raffle on campus (ticket raffle, silent auction, 50/50, etc.). Failure to do so could jeopardize the College’s license status.

The Business Office must approve raffle tickets before the tickets are printed.

**CATERING**

The “no-frills” catering menu was developed to help student clubs on a limited budget with their catering needs. All items purchased off the “no-frills” catering menu will be picked up in the Union Market between the hours of 9:00 am and 6:00 pm, Monday-Thursday and between 9:00am-1:00 pm on Friday, unless special arrangements are made with the catering staff. Catering orders must be ordered five days prior to the event date and cancellations must be made within 24 hours of the event.

The catering menu can be viewed on the WIRE under Catering/no-frills menu. To submit orders, please contact our Catering Manager by telephone at 789-6155 or e-mail at [catering@westerntc.edu](mailto:catering@westerntc.edu).

**Room Reservations:**

Student organizations are encouraged to work with their advisor to reserve rooms for their meetings. The Student Life Office will offer assistance with campus reservations for special events conducted by student organizations.

* All classroom requests can be made by e-mailing [scheduling@westerntc.edu](mailto:scheduling@westerntc.edu)

**LUNDA CENTER**

The Lunda Center is a Corporate and Community Training Center on the La Crosse Campus. The Lunda Center can be used for club events at no charge as long as the event fits within the scope of the club’s mission. To reserve a room for your event, please contact the Lunda Center Director by telephone at 789-6030 or e-mail at lundacenter@westerntc.edu.

Food and beverages are not allowed to be brought into the Lunda Center. Catering for your event can be purchased by contacting our Catering Manager by telephone at 789-6155 or e-mail at catering@westerntc.edu.

**Student Union Reservations:**

**Table:**

Tables in the Student Union area can be reserved through the Student Life Office in K-100. Tables will be reserved on a first come first serve basis. Each club/organization can only reserve 1 table at a time for no longer than 3 straight days. To assure a table, reservations should be made 2 weeks in advance.

**Stage Area:**

The Student Union stage can be reserved through the Student Life Office in K-100 on a first come first serve basis.

**Appendix A – Student Government Constitution**

THE CONSTITUTION

OF THE STUDENT GOVERNMENT

OF WESTERN TECHNICAL COLLEGE

*WE, THE STUDENTS of Western Technical College of La Crosse, Wisconsin,* *in order to promote democratic practices and involve students in decision-making processes of the college; to provide an officially recognized student organization to identify and represent student interests; to enhance the quality and scope of education at the college; to foster a positive and inclusive campus culture; to uphold the highest level of academic integrity; and to promote the general welfare of the Student Body, do hereby adopt and establish this constitution of the Student Government of Western Technical College.*

ARTICLE I: Student Government

**§1. Name**

*Section 1.* The name of this organization shall be “Western Student Government”.

**§2. Student Representation**

*Section 2.* Any and all students enrolled at Western Technical College (Western) shall be defined as members of the Student Body. These students are entitled to representation through this Student Government.

**§3. Equal opportunity Clause.**

*Section 3.* The all members, representatives, and officers of the Western Student Government shall serve all Western students equally regardless of race, age, socioeconomic status, gender, gender identity, gender expression, color, creed, religion, national origin, sexual orientation, marital status, Veterans status, criminal background, disability, or affiliation.

**§4. Purpose**

*Section 4.* The purpose of Western Student Government shall be:

1. To develop a consensus on issues that pertain to student/faculty affairs that shall be in the best interest of the student body and consistent with the values of Western Technical College.
2. To provide a channel for communications between the student body, administration, and staff.
3. To coordinate and harmonize student, administration, staff and faculty needs and interests.
4. To promote interest and involvement in academic and nonacademic activities throughout the student body.
5. To promote and encourage an atmosphere conducive to the ongoing improvement of student, campus, and college life.

**§5. Legal Authority**

*Section 5.* Western Student Government shall be the official duly-elected student organization charged with the representation of the students enrolled at Western Technical College, and as such organization , shall have the responsibility and power to formulate and review of all policies concerning student life and services, speak on behalf of students for all issues related to students, and oversee the dispersal of student activity and incidental fees all under the authority granted by Wisconsin State Statute 38.145.

ARTICLE II: General Assembly

**§ 1. Legislative Sessions**

* 1. *Section 1.a* The General Assembly shall be in legislative Session during the Fall and Spring academic terms, and the General Assembly shall recess during the Summer term and during interim periods.
  2. *Section 1.b* While in session, the General Assembly shall hold regular meetings on the first and third Mondays of the month.
  3. *Section 1.c* All meetings, sessions, and gatherings of the General Assembly shall conduct business according to the latest edition of Robert’s Rules of Order.
  4. *Section 1.d* Voting rights for representatives shall be given in accordance to Section 3.

**§2. Powers**

* 1. *Section 2.a* The General Assembly shall have the sole legislative power within Student Government. In accordance to this power, all changes in policy, Bylaws, and the Student Government of Western Technical College Constitution shall be approved by General Assembly in accordance to the previsions in Article IV.
  2. *Section 2.b* The General Assembly shall also have the sole judicial power within Student Government. All judicial proceedings brought forth by Administration or Student Government Executives shall be conducted at a Special Session of the General Assembly, in accordance to Section 5 and be conducted according to Robert’s Rules of Order.
  3. *Section 2.c* The General Assembly shall have the sole power to approve or deny the Student Government Budget brought forth by the Student Treasurer and Appropriations Committee.

**§3. Voting Rights**

* 1. *Section 3.a* Any Western Technical College student, independent of a sanctioned club or student organization, who has attended two consecutive General Assembly Sessions shall gain voting rights at the third consecutive meeting. Students must sign an attendance sheet, in order to be counted present at any given meeting. Missing two consecutive meeting will result in loss of voting rights. In order to gain voting rights again, the same protocol above applies.
  2. *Section 3.b* Sanctioned Clubs and Student Organizations may send more than one representative, but only one vote per club and organization is allowed at General Assembly Sessions. Only authorized students who are representing their clubs via teleconference or videoconference may have their names added to the attendance sheet by the Student Government Secretary.
  3. *Section 3.c* Voting privileges shall be carried over from year to year. The last meeting of the previous year will not be used against a club for de-sanctioning/probationary guidelines.

**§4. Representatives**

* 1. *Section 4.a* Sanctioned Clubs and Student Organization are required to send a minimum of one representative to all General Assembly meetings. Voting rights for representatives will be allocated as prescribed in Section 3.
  2. *Section 4.b* Failure of a club or organization to provide a representative for two consecutive meetings, as determined by the quorum check by the Student Government Secretary, will result in a loss of the clubs sanctioning. It is the responsibility of these representatives to ensure that they are heard during quorum check and that they also sign in at the door.
  3. *Section 4.c* Only pre-authorized students, due to unforeseen or extenuating circumstances, may be permitted to represent a club remotely, via teleconference or videoconference, and be counted towards official attendance by the Student Government Secretary.
     1. *Section 4.c (a)* On-time requests to attend a General Assembly meeting remotely must be submitted and approved by the Student Government President prior to the Friday preceding to the meeting.
     2. *Section 4.c (b)* Requests for ongoing attendance of General Assembly meetings remotely must be submitted and approved by the Executive Committee.
  4. *Section 4.d* Clubs and Student Organizations are required to send a minimum of two representatives to Leadership Night held during the Fall term.
  5. *Section 4.e* Clubs and Student Organizations are encouraged, but not required, to participate in the club involvement fair, held during the Fall term, to promote their club and recruit membership.
  6. *Section 4.f* Students cannot act as dual representation for multiple Clubs or Student Organizations at the same time for any General Assembly Session or Committee meeting.
     1. *Section 4.f (a)* Students who attempt to act as representation for multiple clubs will not be recognized in that capacity for either Club/ Student Organization but will instead be recognized as an individual student for that meeting.
     2. *Section 4.f (b)* If a student repeatedly attempts to represent multiple clubs, those clubs may lose acknowledgement of that student as their representative and may face a penalty (i.e. probationary status) after a prior written notification of this infraction.

**§5. Special Sessions of General Assembly**

1. *Section 5.a* The President of student government or the student government adviser shall be able to call a special session of student government if the appropriate criteria are met.
2. *Section 5.b* Special sessions of General Assembly may be convened when immediate action is required by the General Assembly or to conduct business outside the scope of a legislative session of General Assembly Meeting (ex. impeachment hearings and judicial proceedings).
3. *Section 5.c* Public notice must be given of the meeting forty-eight (48) hours prior to time of the meeting in order to be able to conduct business. All sanctioned clubs must be included in this notification.
4. *Section 5.d* Judicial and Impeachment proceedings must be conducted in accordance to Roberts Rules of Order.
5. *Section 5.e* Special voting rights may be established for the duration of the Special Session in accordance to Student Government Bylaws

ARTICLE III: Executive Officers

**§ 1. Officers**

1. *Section 2.a* The officer positions for Student Government are as follows:
   1. President
   2. Vice-President
   3. Treasurer
   4. Parliamentarian
   5. Secretary
   6. Campus Events Coordinator
   7. Press Secretary
2. *Section 2.b* The order for succession of office vacancies shall be in the order listed in Section 2.a and in accordance to the guidelines outlined in Section 5.
3. *Section 2.c* Students must meet the eligibility requirements outlined in Section 2 in order to run or seek appointment to an officer position and maintain foresaid eligibility through the duration of the term as officer.
4. *Section 2.d* Executive Officer positions shall be filled in accordance to the election and appointment guidelines outlined in Section 4.

**§ 2. Eligibility**

1. *Section 1.a* Western Student Government officers shall be made up of elected or appointed Western Technical College students
2. *Section 1.b* For students to be eligible for a Western Student Government officer position, students must:
   1. *Section 4.b (a)* Be students in good academic standing per the Western academic guidelines and the student code of conduct.
   2. *Section 4.b (b)* Maintain a minimum course load of six credit hours per semester.
   3. *Section 4.b (c)* Not have exceeded the term limits for Executive Officer for the Western Technical College Student Government as defined as serving for a period of three (3) terms in office, or nine (9) semesters, whichever is greater. The following guidelines will be followed when determining terms and eligibility:
      1. *Section 4.b (c)(i)* Starting a semester as an Executive Officer constitutes a semester served, whether or not the student retains the office.
      2. *Section 4.b (c)(ii)* Students may not start serving a term of office if he/ she is unable to serve to the completion of the term.

**§3. Duties and Responsibilities**

1. *Section 3.a* the duties of the Student Government President shall be to:
   1. Preside over all General Assembly sessions, Executive Committee meetings, and joint Senior Leadership-Student Government team meetings.
   2. Call special meetings whenever necessary.
   3. Attend Western Alumni/ Foundation meetings or designate a proxy.
   4. Assist the oncoming President by providing orientation and guidance as requested.
   5. Sit as vice-chair on the Appropriations Subcommittee.
   6. Sit as a member of the Campus Events Subcommittee.
   7. Ensure the formation of the Student Government Workgroup, and subcommittees for the Tim Hyma and Staff Recognition awards. If the President is nominated for, or nominates in either of the awards, the duties go to the next available Executive Officer in succession.
   8. Notify Clubs and Student Organizations of General Assembly Meeting cancelations, as well as notify the meeting facility of the same.
2. *Section 3.b* the duties of the Student Government Vice-President shall be to:
   1. Assume the office of Presidency in the absence of the President.
   2. Make sure that the General Assembly meeting area is set up.
   3. Be responsible for making sure the Executive Committee follows the Executive Account guidelines.
   4. Attend all Wisconsin Student Government (WSG) meetings as the WSG Governor for the Western District, holding WSG voting rights, and shall report back to the Western Student Government.
   5. Sit as vice-chair the Campus Events Subcommittee.
   6. Sit as a member of the Student Legislative Affairs Subcommittee.
3. *Section 3.c* the duties of the Student Government Treasurer shall be to:
   1. Maintain all financial records for Western Student Government, including a monthly audit of all Student Government accounts (711-Student Government fund accounts) with the Student Government Advisor.
   2. Work with the Western Student Government Advisor to maintain complete financial records, including a ledger and a balance sheet.
   3. Shall prepare and promote the paid committee slot availability to Clubs and Student organizations at the beginning of each semester.
   4. Organize the paid attendance for student involvement and submit final attendance records to the Student Government Advisor at the end of each semester.
   5. Advise the Western Student Government on financial matters.
   6. Sit as chair the Appropriations Subcommittee.
   7. Shall sit as a member of the Student Legislative Affairs Subcommittee.
4. *Section 3.d* the duties of the Student Government Parliamentarian shall be to:
   1. Develop a working knowledge of parliamentary procedure and advise the members of the Western Student Government of the same as needed.
   2. Advise presiding officers on points of parliamentary law and see that they are enforced.
   3. Provide a workshop, along with the advisor(s), teaching parliamentary procedure during a Student Government General Assembly Session as needed.
   4. Attend all Wisconsin Student Government (WSG) meetings as the WSG Lt. Governor for the Western District.
   5. Assume the duties of the WSG Governor in the absence of the Vice President.
   6. Chair the Student and Legislative Affairs Subcommittee.
   7. Sit as a member of the Campus Events Subcommittee.
5. *Section 3.e* the duties of the Student Government Secretary shall be to:
   1. Call for a quorum check and record attendance at all General Assembly Sessions and maintain a current membership roster.
   2. Record, post, and submit for acceptance the meeting minutes for all Western Student Government General Assembly Sessions, and Executive Committee meetings.
   3. Sit as vice-chair the Student Legislative Affairs Subcommittee.
   4. Sit as a member of the Appropriations Subcommittee.
   5. Serve as the Regional Learning Centers liaison.
6. *Section 3.f* the duties of the Campus Events Coordinator shall be to:
   1. Coordinate, promote, and oversee all campus events and activities throughout the school year.
   2. Coordinate the documentation and capturing (via photo or video) of all campus events and activities throughout the school year.
   3. Make a slide show from pictures for Leadership Banquet.
   4. Assist with the student delegation traveling to National Association for Campus Activities (NACA) events.
   5. Chair the Campus Events Subcommittee.
   6. Sit as a member of the Appropriations Subcommittee.
7. *Section 3.g* the duties of the Student Government Press Secretary shall be to:
8. Call for a quorum check and record attendance at all General Assembly Sessions in the absence of the Student Secretary.
9. Record, post, and submit for acceptance the meeting minutes for all Western Student Government General Assembly Sessions, and Executive Committee meetings in the absence of the Student Secretary.
10. Work with the Student Government Advisor keep all information on the website up to date including events and the “news” section.
11. Manage Western Student Government’s social media pages.
12. Manage all digital and physical publications of Western Student Government (e.g the “Stall Street Journal” and monthly email newsletter).
13. Shall be involved in all press releases and media relations for student government.
14. Sit as a member of the Student Legislative Affair committee.
15. Sit as a member of the Campus Events committee.
16. *Section 3.h* An officer shall be selected toparticipate in Administrative Committees in which student representation is required in accordance with Wisconsin State Statute 38.145.
17. *Section 3.i* An officer shall be selected to be a liaison to the Student Health Center.
18. *Section 3.j* Allofficers shall individually, at least twice per semester or as needed, meet with the Student Government Advisor to ensure continued compliance with the Code of Conduct and Student Organizational Handbook, and to ensure the academic standing required to retain eligibility of office.
19. *Section 3.k* All Student Executives are required to follow Student Government Executive account guidelines according to Article VI. *Section 3.i.* All officers shall be required to set and abide by regular office hours.

**§4. Elections and Appointments**

1. *Section 4.a* The election for the Executive Officer positions, with the exception of the Secretary position, shall be held during the fourth week of March. Term of office shall be one full year beginning with the first Monday in May.
2. *Section 4.b* The position of Secretary shall be filled though a special election of the General Assembly at the second General Assembly Meeting.
3. *Section 4.d* If position vacancies exist or arise at the end of the voting cycle, the executive committee shall conduct interviews to fill the vacant position(s) by appointment acc
4. *Section 4.e* It shall be the duty of the election committee, executive officers, and the student government advisor to ensure compliance of all elections to the guidelines outline herein.
   1. *Section 4.e (a)* General Elections of Student Government shall be:
      1. Elections shall be open to all students
      2. All students shall have equal access to participate in the election.
      3. All students shall have equal voice in elections.
      4. Elections shall be free from tampering.

**§5. Filling of Vacancies**

1. *Section 5.a* If vacancies arise in between voting cycles, before the position is filled by appointment, the position shall be offered to the next officer in the life of secession. This officer shall have the option to assume the vacant position.
2. *Section 5.b* If the next officer in the line of succession accepts the vacant position, they shall immediately serve in their new role.
3. *Section 5.c* If the next officer in the line of succession declines to assume the vacant position, the position would continue to be offered to officers down the line of succession.
4. *Section 5.d* If vacancies occur because of officers assuming different positions, the same process shall be used until all officers are satisfied with their current position. Then, appointments may be used to fill any remaining vacancies.

ARTICLE IV: Committees and Subcommittees

**§ 1. Standing Committees**

1. *Section 1.a* The standing committees of Student Government shall be:
   1. Executive Committee
   2. Election Committee

**§ 2. Standing Committee Duties**

1. *Section 2.a* Standing committees shall be required to meet at a minimum of once per month with the exception of the Election Committee who shall only meet as needed.
2. *Section 2.b* To present a report at each Western Student Government General Assembly and SG Executives/SLT meetings while in session.
3. *Section 2.c* Executive members are required to have Committee meeting minutes submitted to the Student Government website within 72 hours of approval.
4. *Section 2.d* Standing committees shall conduct all meetings in compliance with the open meeting regulations outlined in Western Student Government Bylaws

**§ 3. Executive Committee**

1. *Section 3.a* The Executive Committee shall set the agenda for the General Assembly Sessions.
2. *Section 3.b* The Executive Committeeshall attend all SG/SLT meetings as scheduled.
3. *Section 3.c* The Executive Committee shall have committee voting rights for the Staff Recognition Award.
4. *Section 3.d* The Executive Committee shallresolve any emergency situations that occur between Student Government General Assembly Sessions.
5. Section 3.e The Executive Committee will be designated as the voice of the student body during the Summer Term in order to deal with any issues that may arise.
6. *Section 3.f* The Executive Committee shall present a report at each Western Student Government General Assembly and SG Executives/SLT meetings.

**§ 4. Election Committee**

1. *Section 4.a* The purpose of the Election committee shall be to:
   1. Operate elections in compliance to Student Government regulations.
   2. Ensure that elections are fair and open to all students.
   3. Ensure that elections are secure and accurately represent the wishes of the students.
   4. Resolve any issues that arise during the election in cooperation with the Student Government Advisor.
   5. Certify the election results.
2. *Section 4.b* The Election Committee shall establish and enforce election policies and guidelines.
3. *Section 4.c* Shall be comprised of any voluntary General Assembly representatives, non-returning executives, any interested students form the student bodyand the student government advisor.

**§ 5. Subcommittees**

1. *Section 5.a* The standing subcommittees of Student Government shall be:
   1. Appropriations Committee
   2. Student Legislative Affairs Committee
   3. Campus Events Committee
2. *Section 5.b* Subcommittees committees shall conduct all meetings in compliance with the open meeting regulations outlined in Western Student Government Bylaws.
3. *Section 5.c* Subcommittees shall report to their designated standing parent committee.
4. *Section 5.d* Additional standing subcommittees may be formed at the discretion of a standing committee.
5. *Section 5.e* Standing subcommittees may create additional subcommittees as needed to accomplish their goals.
6. *Section 5.f* Only members, or approved delegates should speak for Western Student Government concerning legislative matters

**§ 6. Subcommittee Duties**

1. *Section 6.a* The duties subcommittee shall be to:
   1. To meet at a minimum of once per month.
   2. To present a report to the Western Student Government Executive Committee at each meeting.
   3. Subcommittee reports shall be read during General Assembly sessions.
   4. Subcommittees shall be the responsibility of the Executive members assigned to them. All other members are welcomed and encouraged to attend, including members of the Student Body at-large.
   5. Executive members are required to have committee meeting minutes from current week, and committee agendas for following week submitted to the Student Government President, or their designee, by noon on Friday for assigned committees.

**§ 7. Appropriations**

1. *Section 7.a* Shall submit an annual budget recommendation for review and approval by Western Student Government, by March, for the following school year.
2. *Section 7.b* Shall review for approval and make recommendations regarding Reserve Fund Requests, by March.
3. *Section 7.c* Shall recommend disbursement of Western Student Government funds.
4. *Section 7.d* Shall report to the Executive Committee.

**§ 8. Student Legislative Affairs**

1. Shall work with students and staff at the college to achieve a common goal that will benefit the student body as a whole.
2. Shall work with all legislative matters including revisions to the Constitution, new amendments and changes in the by-laws as necessary.
3. Shall promote the services of the Student Health Center.
4. Shall be the official voice of students between General Assembly Sessions regarding legislative matters, following approved protocols.
5. Shall events in which approved members should only speak as representatives of Western Student Government to legislators should be done only with the authorization of the President or WSG Governor, though every effort should be made for the approval by the entire Executive Committee.

**§ 9. Campus Events**

1. *Section 9.a* Shallcoordinate the entertainment for Western Student Government and other such activities for the campus.
2. *Section 9.b* Shallpromote coordination between Western Student Government, Clubs and Student Organizations, and Western Technical College Marketing Department with potential networking in regard to entertainment, activities and athletics.
3. *Section 9.c* Shall report to the Executive Committee

ARTICLE V: Amendments to The Constitution and Bylaws

**§ 1. Procedure**

1. *Section 1.a* Amending or revising the Constitution and/ or By-Laws shall be a three-meeting process.

* ***The first*** General Assembly Session, the amendment or revision shall be brought before the assembly in writing.
* ***The second*** Session, the proposed amendment or revision shall be discussed.
* ***The third*** Session, the amendments/revisions shall be voted upon.

1. *Section 1.b* Amendments to and revisions of the constitution shall require a 3/4ths majority to pass.
2. *Section 1.c* Changes to the By-Laws shall require a 3/4ths majority to pass.

**Appendix B: Student Government Bylaw**

THE BYLAWS

OF THE STUDENT GOVERNMENT

OF WESTERN TECHNICAL COLLEGE

The purpose of this document is to better clarify the Constitution and to provide rules for running Western Student Government.

ARTICLE I: Mission Statement

It shall be the mission of the Western Student Government to be dedicated to the continuous improvement of the lives of students, the representation of students and their voice, to fostering the engagement and enrichment of the student body, to upholding the highest level of academic integrity, to foster academic and professional excellence, and to promoting respect for all.

ARTICLE II: Equal Opportunity Statement

The all members, representatives, and officers of Western Student Government shall serve all Western students equally without regard towards race, age, gender, color, creed, religion, national origin, sexual orientation, gender identity, gender expression, marital status, veterans status, disability, criminal history, or affiliation.

ARTICLE III: General Assembly

**§1. Quorum**

1. *Section 1.a* In order to conduct business, there must be a quorum of sanctioned clubs present.
2. *Section 1.b* 50% of all clubs sanctioned and at least Executive Officers must be present in order to have quorum.

**§2. Agenda**

1. *Section 2.a* The agenda format for the General Assembly Session shall be:
   1. Call to Order
   2. Quorum Check
   3. Club Sanctioning
   4. Minutes Approval
   5. Reports:
      1. Committee and Subcommittee Reports
      2. WSG Governor’s Report
      3. College Committees (AODA and Tobacco-Free Workgroup)
      4. Club and Student Organization Reports
   6. Unfinished Business (as needed)
   7. New Business
   8. Announcements
   9. Adjournment

**§3. Meetings**

1. *Section 3.a* Meetings shall be held in an adequate room with the location being announced prior to the meeting. Provisions for teleconferencing or videoconferencing should be considered when choosing the meeting room.
2. *Section 3.b* Regular Meetings shall be held on the first and third Mondays of the month while general assembly is in session (fall and spring term).
3. *Section 3.c* Unless determined otherwise by the General Assembly, there shall be no formal meetings conducted during the Summer Term.

**§4. Special Sessions**

1. *Section 4.a* In accordance to the Student Government Constitution, General Assembly shall be able to hold Special Sessions of General Assembly to conduct business that requires immediate action or is outside of the scope of a legislative session of General Assembly Meeting (ex. Impeachment hearings and judicial proceedings).
2. *Section 4.b* When calling a Special Session of General Assembly, adequate public notice shall be given in accordance to Section 5.
3. *Section 4.c* Special voting rights may be established by a majority vote of the general assembly representatives present. As such, voting rights may be expanded to all students present.

**§5. Open Meeting Regulations**

1. *Section 5.a* To better allow students to attend meetings and to be a transparent legislative body, all General Assembly sessions and committee meetings shall be open to all students, held in a location with adequate room, and announced at least fourty-eight hours before the meeting.
2. *Section 5.b* For meetings held at regular times, posting the time and location of the meeting in a public place (i.e. the student government office) shall satisfy the open meeting regulations.
3. *Section 5.c* Canceling of a meeting should be done at least 24 hours prior to the start time of the meeting unless of emergency weather, school cancelation, or other unforeseen events.

**§ 6. Training Procedures**

1. *Section 6.a* The Western Student Government Executive Committee will host a training workshop (Leadership Night) each fall semester by the end of October. Clubs and Student Organizations are required to send a minimum of one member of their Executive teams. Failure to do so constitutes one unexcused absence which is applicable to loss of sanctioning.

ARTICLE IV: Officers

**§1. Meetings Requirements**

1. *Section 1.a* Executive officers shall attend all General Assembly Sessions, Executive Committee meetings, Senior Leadership Team (SLT) meetings, assigned subcommittee meetings, and any other assigned meetings as required.
2. *Section 1.b* Any Officer who is unable to attend any required meetings is required to give notice to the Western Student Government President, subcommittee co-chair (as applicable), and advisor as soon as absence is known.
3. *Section 1.c* Officers obtaining two or more unexcused absences shall be asked to resign or be faced with impeachment.

**§2. Office Hours**

1. *Section 2.a* Executive officers are to set regular Western Student Government office hours in the first week of the new semester. Hours are to be defined and recommended by the Executive Committee.
2. *Section 2.b* Any Executive officer unable to attend their office hour, for whatever reason, needs to notify the Western Student Government President and advisor. The original office hour must be made up within five working days.

**§3. Executive Meetings**

1. *Section 3.a* Executive Committee meetings are to be held in the Student Government office, or other location deemed adequate by the Executive Committee and the Western Student Government advisor.
2. *Section 3.b* This meeting will be at the discretion of the Executive Committee.

**§4. Impeachment**

1. *Section 4.a* The requirement to begin the removal of an elected Officer from office includes one or more of the following actions:
   1. *Section 4.a (i)* There must be a petition signed by fifty currently enrolled students; OR
   2. *Section 4.a (ii)* A ballot vote must be passed by the Executive Committee requesting the Impeachment process; OR
   3. *Section 4.a (iii)* General Assembly passes a motion to begin impeachment proceedings.
2. *Section 4.b* If impeachment proceedings are initiated through the outlined means, a hearing date will be either set for the following General Assembly meeting or a Special Session of General Assembly may be called by the Student Government Advisor or the Student President. Until a verdict is reached at said hearing, the Officer shall be suspended until a decision is reached during the General Assembly Session.

**§5. Removal of Appointed Officer**

1. *Section 5.a* To remove an appointed Officer from office, a ballot vote will be taken of the Executive Committee to determine whether to remove the appointed Officer.
2. *Section 5.b* If the ballot vote passes through a majority vote, the Officer will be removed from office.

**§6. Officer Resignation**

1. *Section 6.a* Resignation procedure:
   1. *Section 6.a (i)* A letter of resignation should be delivered to the President and one copy is to be given to the advisor(s).
   2. *Section 6.a (ii)* Upon delivery of the letter of resignation, resigning Officer is self-removed from office.

**§7. Succession of Office**

1. *Section 7.a* If a vacancy has occurred, the next person in line of succession shall be offered the vacated position. (Refer to Constitution for line of succession).
2. *Section 7.b* If Officer accepts the position, process shall continue with the newly vacated position.
3. *Section 7.c* If Officer rejects the position, vacancy will be offered to remaining members of the Executive Committee, prior to being offered to students at large.
4. *Section 7.d* If multiple Officers are interested in the vacant position, an interview shall occur, and a ballot vote taken of the remaining members of the Executive Committee to determine the successor.

**§8. Ethics and Conduct**

1. Students in Officer positions will be held to the highest professional standards, both in regard to the Code of Conduct, the Student Organizational Handbook, and by any rules set up by the Executive Committee to abide by during their term in office (to include verbal and written warnings, probationary status and impeachment if necessary).

**§9.** **Conflict of Interest Resolution**

1. Officers on the Western Student Government Executive Committee cannot represent Clubs or Student Organizations at General Assembly Sessions, as doing such would create a conflict of interest.
2. Executive Officers of Student Government can serve in other club leadership roles, on the requirement that they abstain from any votes regarding their club/organization.
3. Officers on the Western Student Government Executive Committee cannot represent Clubs or Student Organizations in committee meetings if they are required to sit on that committee.

ARTICLE V: Committees and Subcommittees

**§1. Standing committees**

1. Will report to Western Student Government at each General Assembly Session.
2. All standing committees have jurisdiction over subcommittees.
   1. All subcommittees will keep standing committees informed of their progress.
   2. All subcommittees will consist of volunteer members and are encouraged to have a standing committee member present at their meetings.

**§2. Standing Subcommittees:**

1. All standing subcommittees will report to the Executive Committee.
2. All standing subcommittees will consist of two Co-Chairpersons composed of designated Executive Officers.
3. All standing subcommittees shall consist of volunteer student members and an advisor.
4. All standing subcommittees shall have jurisdiction over commissioned Subcommittees.

**§3. Subcommittee Chairpersons:**

1. Subcommittee Chairpersons are responsible for recruitment of membership in their respective subcommittees.

ARTICLE VI: Clubs and Student Organizations

**§1. Clubs and Student Organizations Defined**

1. All sanctioned Clubs and Student Organizations must include the following elements:
   1. Name of Club or Student Organization.
   2. Officers elected from its student membership.
   3. Listing of student membership.
   4. A Western staff advisor.
   5. Club/ Student Organization must meet a minimum of once a month.
   6. Electronic Copy of Constitution and By-Laws.
   7. Must have a representative be present at the meeting of their club sanctioning.

**§2. Club and Student Organization Sanctioning**

1. Sanctioning may take place when the requirements under Article 4 ***5***, Section 1 have been met, and the sanctioning paperwork has been completed and submitted to Western Student Government. Once all prerequisites have been met, a sanctioning vote will be held at the following General Assembly Session.
2. Sanctioning will be carried over from year to year if the Constitution and By-Laws of the Club or Student Organization are on file, and they have turned in an updated Membership and Elected Officers list. To receive carryover status documents must be turned in by October 1st. If documents are not turned in the Club or Student Organization will be de-sanctioned and have to restart the entire sanctioning process.
3. Clubs and Student Organizations must be sanctioned in order to host events.
4. 4. Probationary Measures:
   1. Clubs and Student Organizations will be put on probationary status after missing one General Assembly Session/ Leadership night.
   2. Reminders will be sent to the Club or Student Organization President and Advisor that missing one further meeting will be cause for de-sanctioning.
   3. Clubs and Student Organizations will be removed from probationary status after two consecutive General Assembly Sessions have been attended.
   4. Clubs and Student Organizations will be automatically de-sanctioned if a fourth instance calls for probationary status in one academic year.
5. Desanctioning Process:
   1. A letter will be sent by the President of Western Student Government to the Club or Student Organization President and Advisor informing the club that they have been officially de-sanctioned.
6. Resanctioning Prerequisites:
   1. Before a Club or Student Organization can be resanctioned, they must provide a letter to the Western Student Government Executive Committee explaining how the Club or Student Organizations allowed itself to be de-sanctioned and what corrective actions they are taking to address this.
   2. If the Club or Student Organization is re-sanctioned, they will be placed on probationary status until the conclusion of the second consecutive General Assembly Session after which time they will be restored to good standing. Failure to attend any of these meetings will result in immediate desanctioning.
7. If the Club or Student Organization displays any criminal behavior or any behavior that is in violation of school policies, they will be automatically de-sanctioned for the remainder of the academic year with no re-sanctioning allowed.
8. Clubs or Student Organizations attending a program trip may be excused from a General Assembly Session, and thus not be placed on probation or desanctioned, if prior notification is given to the Student Government President or Advisor. Notification of the trip must be given at least one week in advance of the General Assembly Session requiring the absence, unless extenuating circumstances prohibit such notification.
9. Documentation of activities, to include on campus activities that would interfere with a General Assembly Session, must be posted in a Club or Student Organization’s minutes to validate the event.
10. Unless meetings are requested to occur during the Summer Term by the General Assembly, no penalty will be dealt to any Clubs or Student Organizations and will not affect their sanctioning status outside already established guidelines.

**§3. Club and Student Organization Funding**

1. Clubs and Student Organizations will be funded by a budgeted amount set by the Western Student Government Appropriations Subcommittee and approved by General Assembly.
2. Clubs and Student Organizations must meet deadlines and follow guidelines to receive funding.
3. All Student Activity Fee Funds must be used in accordance with Wisconsin State Statute 38.145.
4. Club or organization minutes must accompany any student activity fund related request before approval.
5. Clubs and Student Organizations that choose to operate during the Summer Term must be in compliance with the normal, and rollover sanctioning policies, as well as to ensure the posting of all necessary information per the Constitution and By-Law documents

ARTICLE VII: Media Relations

**§1. Press Releases:**

1. Should be created by at least three members of any committee or subcommittee.
2. A single spokesperson should be designated for press releases in the event of media inquiry. Spokesperson should receive permission from College Relations prior to addressing the media.
3. Press Releases should be submitted to the Student Government Advisor for approval.
   1. Must then be reviewed and approved by Campus Relations.
   2. Must then be submitted to either the President of the College or Vice President of Student Services.

**§2. Press Inquiries:**

1. All media requests should be deferred to College Relations, unless prior approval is given by College Relations.

ARTICLE VIII: **–** Budget and Reserve Fund Request Approval Procedures

**§ 1. Process**

1. *Section 1.a* The process for approving the proposed budget, and/ or Reserve Fund requests shall follow the same three meeting process as defined in Article V and must maintain a 2/3 majority vote to pass.
2. *Section 1.b* Emergency funding requests may be approved in a two-meeting process if, and only if, the General Assembly agrees that the request is indeed an emergent situation. Agreement by the General Assembly means 2/3rds of the Assembly agrees on the necessity of the action.

ARTICLE IX: **-** Student Government Executive Account

**§ 1. Guidelines for Use**

1. *Section 1.a* The purpose of this account is to provide the Student Government Executive Committee access to a source of funds to be used for general student purposes.
2. All Western Technical College financial guidelines and policies governing Student Clubs and Organizations will apply to this account.
3. 30% of every dollar raised shall be designated only for emergency purposes (defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action). With the remainder amount being available for general use by Executive Committee.
4. Members of the Executive committee shall be required to complete a minimum of one (1) fundraising event per each term (Fall & Spring).
5. Requests shall be presented to the executive committee for consideration, with a majority vote being required for its successful passage.

**Appendix C: Student Activity Grant**

**Student Activity Grant Application 2020-2021**

The activity must be open to all students at Western, or be a community service activity that Western students could take part in. $100 maximum for each event.

Student Club/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Activity/Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is it a Club/Organization Fund Raiser? Yes:\_\_\_\_ No: \_\_\_\_ Amount Requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Please attach minutes showing student organization/club approved event:

Contact Person(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Club/Organization President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Club/Organization Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**OFFICE USE**

Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Granted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Government Treasurer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Government Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix D: Student Organization/Club Sanctioning Form**

**Data Sheet 2020-2021**

Date Turned In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist for Sanctioning Process**:

* **E-mail electronic copy of organization/club bylaw and constitution to Ge Vang at vangg@westerntc.edu**,
* **Complete this form (Student Organization/Club Sanctioning Form** and
* **Complete Club Roster Sheet**
* Once the organization/club bylaws and constitution is e-mailed to Ge Vang, turn both completed forms into the Student Life Office (K-100) **by Noon on Friday, September 18, 2020.**

Be sure to inform Student Life Office of any change of officers as they occur during the school year by e-mailing Ge at vangg@westerntc.edu.

Name of Organization/Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Officer Elections: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time and Location of Meetings:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officers: *All officer e-mails will be used by Student Government for communication purposes. If any student does not want their e-mails to be used, please put a star (\*) by their name.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Name** | **E-Mail** |
| **President:** |  |  |  |
| **Vice-President:** |  |  |  |
| **Secretary:** |  |  |  |
| **Treasurer:** |  |  |  |
| **Advisor(s):** |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Student Government Representatives from Organization/Club:**

Name E-mail

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List planned activities (Include date, time, and place):

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**Student Organization/Club Sanctioning Form**

**Roster Sheet 2020-2021**

**Student Organization/Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Appendix E:**

**Reserve Fund Guidelines**

**What can it be used for?**

1. Must benefit and be open to all Students.
2. Funds cannot be used for instructional based purposes/projects.
3. Funds may not be used to support additional staff.
4. Request for funding must be for a specific project not occurring on an annual budgeted basis and must not create any budgetary impact (One time request).
5. Request must not exceed 25% of the total annual percentage that is allowed to be used from the reserve fund. Student Government also reserves the right to grant all, none, or part of each request. (Refer to Reserve Fund Liability #6 for percentage)
6. Funds must be aligned with the mission of Western Technical College and towards the growth of Western Students.

**How To Access The Reserve Fund**

1. Fully complete the ***Reserve Fund Application*** attached to this document.
2. Accessing the reserve fund must be in accordance of the following procedures:

* Written Request must be submitted to the Student Government Appropriations committee no later than the date set for the current year.
* All requests will be reviewed by the Appropriations committee.
* Appropriations committee will make recommendations within time to go through the 3 meeting process.
* The recommended reserve fund request list will be presented and voted on by members of the Student Government Assembly during the spring term.

**Reserve Fund Liability**

1. Those accessing the reserve fund are liable for proper use of funds. All funds must be spent in accordance to the proposal approved by Student Government and in accordance with District spending guidelines and procedures.
2. Written Proposal must include a detailed budget and be presented to the Student Government Appropriations Committee.
3. All receipts and expenditures must be submitted to Student Government.
4. All unused or surplus funds are required to be placed back into Student Government reserve fund. Funds are also eligible to be recalled after the end date proposed on the written proposal.
5. If the project is larger than what was approved, the reserve fund will not cover any over budgets.
6. 15% of the total Student Government annual budget must remain in the reserved fund.

**Priorities (In Order)**

1. Must be able to identify the need and how it benefits students.
2. Must be able to show how the goals and objectives will be measured.
3. Demonstrates alignment with the College and Student Government’s missions and goals.

**Emergency Access**

* 1. To access the reserve fund outside the aforementioned procedures, emergency request must occur. Emergency funding requests may be approved in a two meeting process if, and only if, the General Assembly agrees that the request is indeed an emergent situation. Agreement by the General Assembly means 2/3rds of the Assembly agrees on the necessity of the action.

1. The process for approving proposed Emergency Reserve Fund requests must maintain the same 2/3rd majority vote to pass.
2. During summer term, the reserve fund can only be accessed if the executive team unanimously votes in favor of an application and the Dean of Students or designee also approves the request.

**Reserve Fund Application 2020-2021**   
*NOTE: PLEASE ATTACH ADDITIONAL SHEET(s) IF NEEDED FOR ANY OF THE EXPLANATIONS BELOW*

Requester Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requester Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project/Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date of Project/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date of Project/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Purpose and Description of Project/Event (Must be in accordance with reserve fund guidelines):***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Explain how this request benefits students at Western (The project/event must be open to all Western Students):***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Describe the Goals and Objectives of the project/event:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Budget / Amount Requesting (Attach detailed budget of how funds will be used)*** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reserve Fund Application (page 2)**

***\* Student life office must review \**** *Student Life Office initial(s) \_\_\_\_\_\_\_\_\_\_*

What additional resource from the college does this request need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What areas of the college will this request impact?

\_\_\_ Marketing \_\_\_ Facilities \_\_\_ IT / Computer Service \_\_\_ Food Service

\_\_\_ Community Engagement \_\_\_ Library \_\_\_ Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\* It is the responsibility of the requester to obtain written approval from those department heads impacted by request*. \*\*

Title of Department Head 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Contact Information (phone/e-mail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Department Head 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Contact Information (phone/e-mail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Department Head 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Contact Information (phone/e-mail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Department Head 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Head Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Contact Information (phone/e-mail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Dean of Student, Shelley McNeely: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use**: Date Application Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project funded: Yes/No Date Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Granted: Full/Partial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Government Treasurer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Government President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Government Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix F: Bosshard Leadership Fund**

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**JOHN BOSSHARD LEADERSHIP FUND**

The John Bosshard Leadership Fund was established to foster and encourage the development of leadership skills in students at Western Technical College. The ultimate goal of the Fund is for competent, resourceful, and dedicated leaders to take their place in, and make a contribution to the community and the nation. To accomplish this, the Fund will be used to foster activities, events and programs that develop competencies and encourage initiatives related to leadership skills.

* Complete this sheet to be eligible for additional club funding and attach a copy of the Western Technical College Organization Travel Grant Application.
* Return to the Student Life Office – K-100.
* Funds are available on a first come first serve basis and are based on a percentage of total costs of travel.

To be completed by the Club President or Club Officer. Give a brief explanation to the following questions.

1. Why is this conference/event important to the club?

2. How will this experience benefit the club members and expand their leadership experience?

Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club President Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Life Office Use Only:**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix G: Check Request**

**Appendix H: Deposit Remittance Form**



**Appendix I: Travel Packet / Forms**

****

**Student/Club**

**Travel Packet**

**Check List of Paper Work Needed From Club/Organization Prior to Travel:**

1. Student Travel and Field Trip Participation List (page 53)
2. Acceptance of Risks and Responsibility Agreement and Release of Liability (page 52) - need from each student
3. Travel Grant Application (page 54) – Only if asking for Money

* If you want money before the trip, include all cost documentations (receipts, invoices, statements, etc…)
* Will need all cost documents before reimbursement is authorized

**Additional Paperwork (If applied only)**

1. Motor Vehicle Record (MVR) Check Disclosure -- Request for Students to Drive College Vehicle (page 55)
2. Consent and Authorization to Procure Motor Vehicle Record (page 56)
3. Release of Liability for Use of Personal Vehicle by Students (page 57)
4. Release of Liability for Use of Personal Vehicle by Staff (page 58)



**Western Technical College Field Trip/Student Travel Procedures**

Western Technical College supports field experiences and opportunities for students to travel for academic and engagement activities. The College has a duty to exercise reasonable care in protecting its students from foreseeable harm particularly during events where the College has significant control.

Field experiences and Student Club/Organization travel for students should be planned so that the risk of injury is minimized. It is impossible to eliminate all risks associated with student trips however, advanced planning can help minimize the exposures to the students, instructor, the department, and the College.

This procedure provides the framework for planning and executing student travel and managing the risks associated with travel.

**Definitions**

1. **Class Related Field Experience:** A field trip or experience offered off campus as part of the regular curriculum of an academic unit for which credit is awarded. Field experiences offered in connection with a class will be communicated to students as soon as possible.
2. **Student Club/Organization Travel:** Any student travel financed by a registered student club/organization.
3. **Sponsoring Unit:** Any college, department or registered student club/organization which sponsors a program that results in student travel.
4. **Sponsoring Unit Contact Person:** A person designated by the sponsoring unit who remains on campus but acts as a point of contact for the staff member/club advisor or students who are traveling.

**Procedures**

*Any class field trips, student group or student organization traveling away from campus must follow the procedures below and complete* ***ALL*** *the forms indicated prior to the event and turn in to the Student Life Office.*

*Summary/Checklist of Paper Work Needed Prior to Field Trips/Student Travel*

1. Student Travel and Field Trip Participation List
2. Acceptance of Risks and Release of Liability Form

*Additional Paperwork if applicable*

1. *Travel Grant Application*—only if asking for funding from Student Government
   1. If you want money before the trip, include all cost documentations (receipts, bills, statements, etc…)
   2. Will need all cost documents before reimbursement is authorized
2. *Motor Vehicle Record Check Disclosure* and *Consent and Authorization to Procure Motor Vehicle Record*—if students will be operating a college owned vehicle for transportation.
3. *Release of Liability for Use of Personal Vehicle by Students/Staff*—if students or staff will be using a personal vehicle for transportation

***Step 1-- Before the trip  
For Field Experience Trips:***

1. If there is a cost involved with the trip check with your Division Office prior to the trip to determine the approval process for your Division. After approval has been received from the Division Office (if required), proceed to step 2.

If there is no cost involved to the Department/Division proceed to step 2.

1. The attending staff member must collect the *Acceptance of Risks and Release of Liability Form* from each student participating. The completed forms must be turned into the Student Life Office prior to the trip.
2. The attending staff member must have each student complete the information on the *Student Travel and Field Trip Participation List* and turn in to the Student Life Office prior to the trip. If a class will be taking multiple field trips during the term, **one** form can be completed listing the various dates and locations of the field trips.

***For Student Organization/Student Club Trips:***

1. The advisor must provide the Student Live Office with the Student Travel and Field Trip Participation List at least 2 weeks in advance of the trip.
2. The advisor must collect the Acceptance of Risks and Release of Liability Form from each student participating. The completed forms must be turned into the Student Life Office prior to the trip.

***Step 2-- Trip Orientation and Expectations***  
The staff member/club advisor shall provide the participants with some form of orientation prior to trip departure. The orientation will vary based upon the nature of the trip. Orientation should include the trip destination and purpose, a travel itinerary, lodging and transportation, appropriate clothing or gear, discussion of risks associated with the trip and the travel code of conduct as found in the Student Handbook.

***Step 3-- On the Trip***

The staff member/club advisor is responsible for the following:

1. Account for all students on a daily basis.
2. In case of emergency or incident of injury, criminal activity, property loss, disruptive participant, violation of trip rules or other unusual activity, the staff member/club advisor will contact the division office or Student Life Office and report the activity. In case of emergency, the staff member/club advisor should call 911 if the nature of the emergency is urgent. If the situation is not urgent the staff member/club advisor may call Security at 785-9191.

**Transportation**

***College Vehicles:***

At the request of the staff member/club advisor, permission can be granted for Western students to drive a college vehicle for a specific trip. The student will be required to complete the *Motor Vehicle Record Check Disclosure* form and the *Consent and Authorization to Procure Motor Vehicle Record* form and turn both forms into the Business Office **at least** 2 weeks prior to the trip.

Usage of fleet vehicles must adhere to the following:

* Vehicles must be used exclusively for official College business
* Operators must be approved by the Business Office annually
* Fleet vehicles are located on the second level of the parking ramp in the southeast corner
* General fleet vehicle keys and gas cards will be kept in lock box located in the vestibule on the second level of the parking ramp in the southeast corner (near the elevator)
* Vehicles should be inspected by the operator before and after use; any damage or operating deficiency should be reported immediately to the Business Office
* Vehicles must be returned with a full tank of gas. Gas receipts should be placed in the envelope located on the inside of the key lock box immediately upon return.
* All persons riding in College-owned vehicles are required to wear safety belts and observe all applicable laws. Smoking is prohibited in College-owned vehicles
* Driving a college vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including expulsion
* No driver shall operate a College vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication
* Cell phones shall not be used while driving. Texting while driving is also prohibited
* Vehicles will be housed on College-owned or controlled property, unless other arrangements are made
* Operators will complete a log form for each trip. Operators normally purchase fuel, oil, and minor repairs with College credit cards. Operators are responsible for normal operating conditions of the vehicle such as oil, water, air pressure, and reasonable cleanliness
* When leaving a vehicle, the motor should be stopped, ignition keys removed, and doors locked
* Upon arrival at the destination vehicle keys shall be turned over to the staff member/club advisor attending the trip
* All accident facts must be reported to Security within 24 hours of the incident

***Personal Vehicles***  
Students or staff who use their personal vehicles to travel on official college business should be aware that their personal automobile insurance coverage will be considered primary coverage. The college provides no coverage and will assume no responsibility for repairing damage to a personal vehicle. Students that opt to use their personal vehicle must complete the *Release of Liability for use of Personal Vehicles by Students* form.

***Airline travel*** Airline tickets purchased by the college must be purchased with an appropriate college P-card and [Western's policies related to travel](https://wire1.westerntc.edu/policy/b0600p.htm) apply.

Staff should not use personal credit cards to buy tickets for themselves, students or other employees for college travel.

**Compliance with College Policies and Student Code of Conduct**

All staff and students participating in college related travel are bound by applicable college policies. The students are bound to comply with the requirements of *Western’s Student Co-Curricular Travel Conduct Code* and any further requirements imposed by the sponsoring unit.

Each student is required to act in a responsible and appropriate manner. Each student is required to refrain from behavior that may pose a risk or harm to him/her or others. Each student assumes the risks related to the activity. Students must comply with any written requirements for conduct established by the sponsoring unit and must comply with the Student Conduct Code at all times during the college related trip. Any violations should be reported to the Student Life Office.

**All field trips and student travel will require completion of the *Student Travel and Field Trip Participation List* and the *Acceptance of Risks and Release of Liability* form by each student attending.**

***STUDENT CLUB / ORGANIZATION TRAVEL POLICY***

Western Technical College is committed to ensuring that all students have the opportunity to participate in activities that will enhance their educational experience. If a financial hardship exists that would prevent a student the ability to attend a student club/organization travel opportunity, the student should contact Ge Vang for assistance.

**Student Club/Organization Advisor Participation on Trips:**

An advisor should always accompany students on college trips. If an advisor cannot accompany the students on a trip, the club/organization will need to ask other regular Western employees to act as a fill-in advisor for the trip. If there is still no advisor after asking more than one regular Western employee to act as the fill-in advisor, the club/organization must fill out an “Advisor Waiver Form” 20 days in advance to request special permission. Upon review of the Advisor Waiver Form, a staff member from the Student Life Office (or designee) will determine if the trip is appropriate without the presence of an advisor. If a travel advisor is not required to attend, the advisor of record, as listed on the student organization sanction form must sign off on the trip form. One member of the travel group must serve as the trip coordinator (Student Trip Leader) and complete the trip coordinator training as provided by the Student Life Office. The additional forms must also be filled out: Student Trip Leader Policy of Confidentiality and the Student Acknowledgment of Student Travel Leader Authority (filled by all students on trip).

**Student Trip Leader**

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. Western Technical College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with college policies, procedures, rules and regulations, the direction of college employees, or applicable law.

Any approved college funded trip must have a designated Student Trip Leader. That Student Trip Leader will be responsible for handling emergency situations, logistical issues, ensuring adherence to college policies, procedures, rules and regulations, and other related issues. Student Trip Leaders act solely on behalf of their club/organizations; they do not act as agents or otherwise on behalf of, nor do they have the power or ability to bind or create liability for, the college.

**Specific Responsibilities of Student Trip Leaders Include:**

* Complete all travel forms in the Student Travel Packet at least10 days in advance of the anticipated travel date.
* Attend a mandatory 30 minute training seminar with the Student Government Advisor or designee.
* Attend a mandatory training for reimbursements and trip arrangements with Business Office 4 weeks before trip; contact Laura Seielstad.
* Be responsible for destination directions, accommodations, a detailed itinerary and providing contact information.
* Provide a final list of students’ names, cell phone #’s and emergency contact information to the Student Life Office before departing campus.
* Be familiar with and willing to up hold applicable Western Technical College policies, procedures, rules and regulations, including without limitation the Student Code of Conduct.
* If in the event an emergency does occur, this person will have the responsibility to react to situations accordingly and contact Security at 608-785-9191.

Any exceptions to this policy must be cleared by the Student Government Advisor in consultation with the Dean of Students or designee.

**Western’s Advisor Waiver Form**

In the event an advisor is unable to accompany students on a trip, the club/organization must fill out an “Advisor Waiver Form” 20 days in advance to request special permission. Upon review of the Advisor Waiver Form, a staff member from the Student Life Office (or designee) will determine if the trip is appropriate without the presence of an advisor. If a travel advisor is not required to attend, the advisor of record, as listed on the student organization sanction form must sign off on the trip form and one member of the travel group must serve as the Student Trip Leader and complete the trip coordinator training. **The student organization/club must also be able to show that they have asked other regular Western employees to serve as the fill-in advisor.**

Please explain the process you went through to try to find a fill-in advisor and why none was able to be found:

Student Organization/Club name/Class Section:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor/Advisor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor/Advisors’ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leave Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Destination) City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation (circle): Car, Bus, Plane, Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If flying: Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodging Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the advisor to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student organization/club), I am aware of and approved the above trip. I understand that there must be a student from the trip who is designated as a Student Trip Leader and that this individual will have to attend a 30 minute orientation before the trip is allowed. The Student Trip Leader(s) for the requested trip will be\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am requesting an Advisor Waiver for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student organization/club) above trip.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Name of Advisor Signature of Advisor Date

Office Use:

Date Received by Student Life Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved by Student Life Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Government Travel Grant Policy**

Any Student Government sanctioned student organization is eligible to apply for a travel grant. Travel grants are approved by the Student Government Executive Board and are dispersed through Club Support funds of the Student Government budget. Funds will be transferred into the organization’s account after all receipts are received and reviewed. Hotel costs are based on 2-4 person occupancy per room. Advisors can be included in the travel grants. If a club loses its sanctioning status it may be required to pay back a portion of the travel expenses that it was awarded.

***Local Travel:***

Local travel is defined as any educational event attended within 400 miles from the La Crosse campus.

• Student Government will cover the cost of local travel at a rate of 1⁄2 the total cost of the organizations travel not to exceed the **$1000** per club per year.

• If a club asking for travel has at least **one member** who is actively **participating in a student government committee**, the reimbursement will be at the rate of 1⁄2 the organization travel, not to exceed **$1400** per club per year. Costs considered for local travel include: registration, meal allocation, hotel cost, and transportation. Mileage is paid at current IRS rate.

Western Technical College’s meal allowances are set at $7 for Breakfast, $11 for lunch and $23.00 for dinner, includes tax and tip. Student Government will only covered up to $15 per person per day for student organization/club travel. Student organizations and clubs may use money in their club accounts to offset the rest of the meal cost as long as:

* There is sufficient funds in the club’s revenue account
* It does not exceed Western Technical College’s meal allotment
* The club’s membership vote for the action and it is recorded within the meeting minutes
* The meeting minutes submitted with the request

***National Travel:***

National travel is defined as any educational event that is considered national competition or conference by the particular club’s national affiliation.

**Advisor/Treasurer are required to meet with Business Office at least 4 weeks prior to trip (sooner if possible) to review funds and plan travel arrangements etc…**

• Student Government will cover the cost of national travel at a rate of 1⁄2 the total cost of each student’s/advisor’s travel up to $250 per student/advisor.

• If the organization has at least **one member** actively **participating in a student government committee**, 1⁄2 the total cost will be reimbursed up to $500 per student/advisor.

Costs considered for national travel include: air/transportation, hotel, meal allowance, registration, and transportation at the conference. Vehicle transportation is paid at the current IRS rate.

If total of all requests exceed travel budget, all requests will be reduced proportionately.

**College Student Involvement Alcohol Statement**

Western Technical College recognizes the serious threats that alcohol and other substance abuse present to individuals, the College, and society. The College also recognizes that drug and alcohol dependency or abuses are major health problems, as well as safety and security problems. The College is committed to addressing this and related issues through activities, programs and educational efforts.

**Alcohol Use at On-Campus Functions**Alcohol use at on-campus student sponsored activities, events and functions is prohibited. Exceptions to this practice can be made by the College President or designee in accordance with the institution’s policy on alcohol.

**Alcohol Use by Students at Off-Campus Functions**While attending College funded functions and activities such as retreats, conferences, meetings, and trips off-campus, students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol. These functions include lodging (no alcohol is allowed in rooms paid for by College funds), travel to and from events, and anytime anyone is representing Western. Any student, regardless of age, that is found to be distributing illegal drugs and/or alcohol is subject to College disciplinary procedures as well as prosecution by local authorities. Alcoholic beverage consumption by those of legal drinking age shall not interfere with any scheduled program, nor shall it negatively impact other delegates.

Students have the right to a smoke-free, drug-free, and alcohol-free learning environment. Any off-campus events sponsored by the College shall be alcohol free. Any use of alcohol at the events is strictly prohibited. Also, students are responsible to interact in ways which will not interfere with the educational process and/or any Western sponsored activity.

Advisors are prohibited from buying any alcohol for student regardless of their age.

It should be understood that the advisor for the organization/club is the authorized College representative and as such, may dismiss any student from the conference and/or activities for conduct related to alcohol or other illegal drugs or if it is determined that the action is unbecoming/detrimental to the individual, group, or College. The advisor will then meet with the staff of the Student Life Office to begin disciplinary action, if necessary.

Advisors for the group traveling on a College funded function, are required to hold a pre-trip/conference orientation outlining with the participants topics such as the details of the trip including departure times and destinations, responsibilities of the students attending, as well as reviewing the College Student Code of Conduct, including alcohol and other drug abuse. Advisors will also be required to obtain from each student participant a completed Student Co-Curricular Travel Conduct Code and Student Trip/Participation Waiver and Release forms. The advisor will also be required to complete the Student Travel Reporting Form. These forms will be kept on file in the Student Life Office, and should an emergency occur, will be used to contact the appropriate emergency contacts.

2/28/05

Adopted from the MATC Student Involvement Policy

**Western Technical College  
Student Co-Curricular Travel Conduct Code**

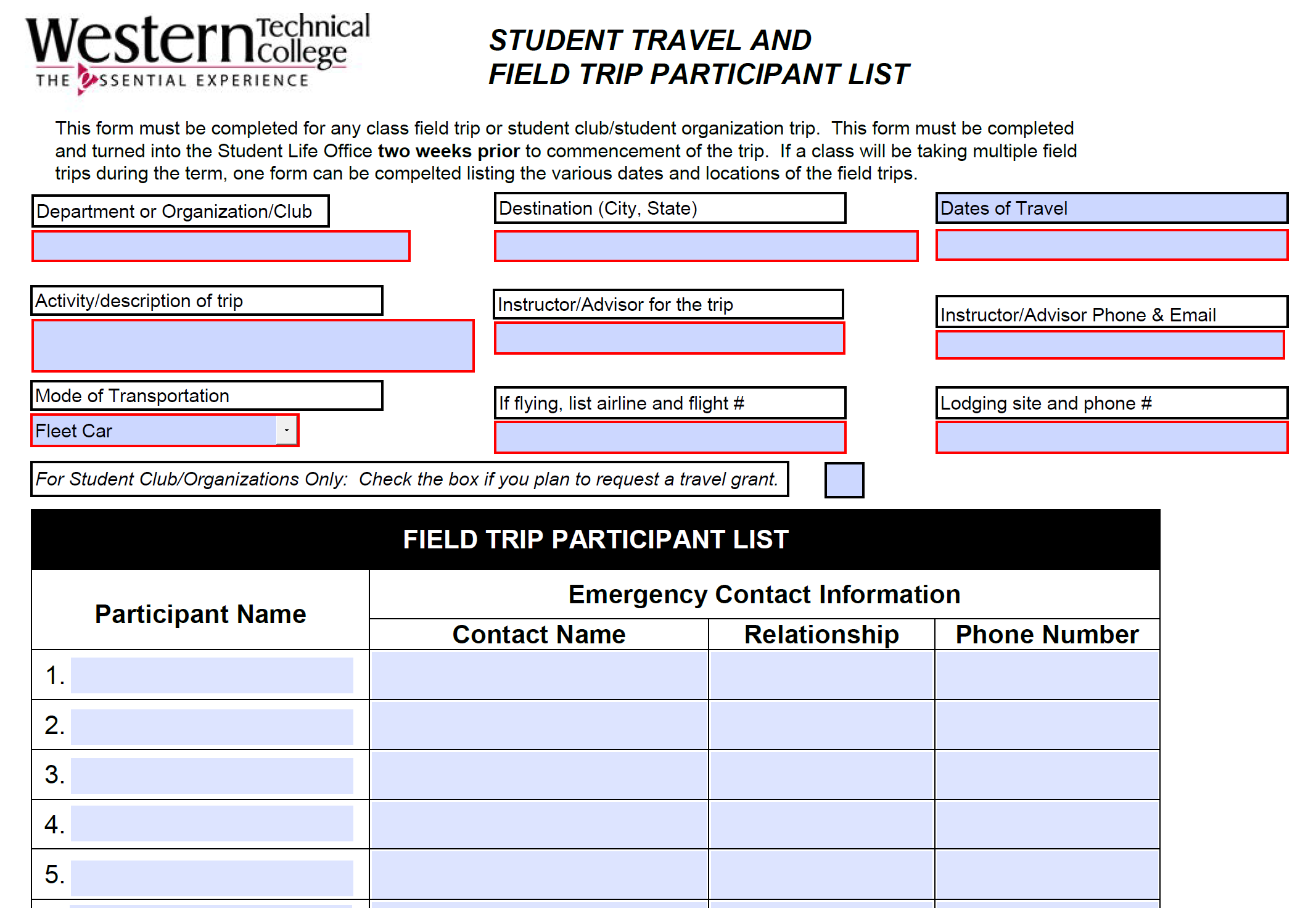
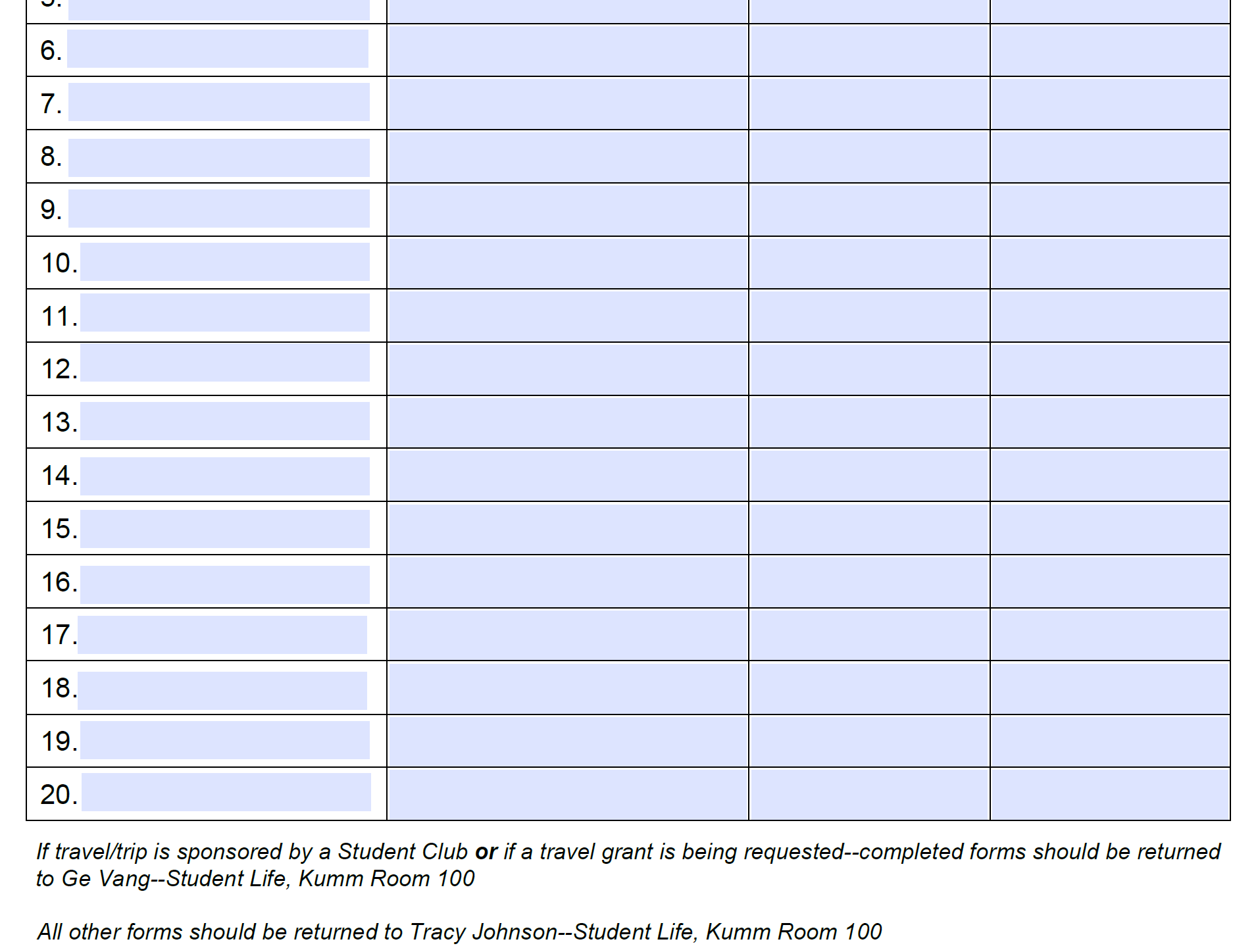
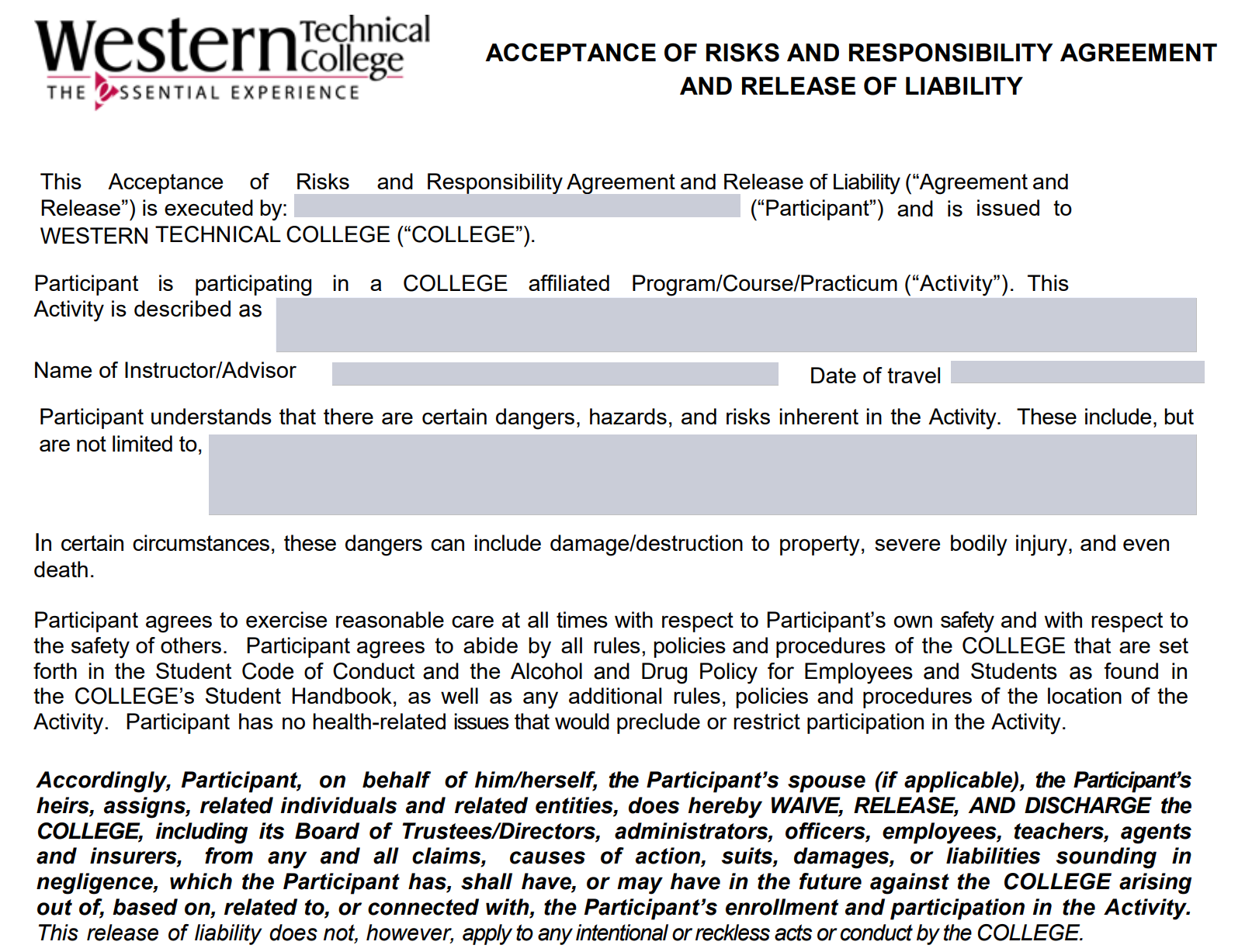
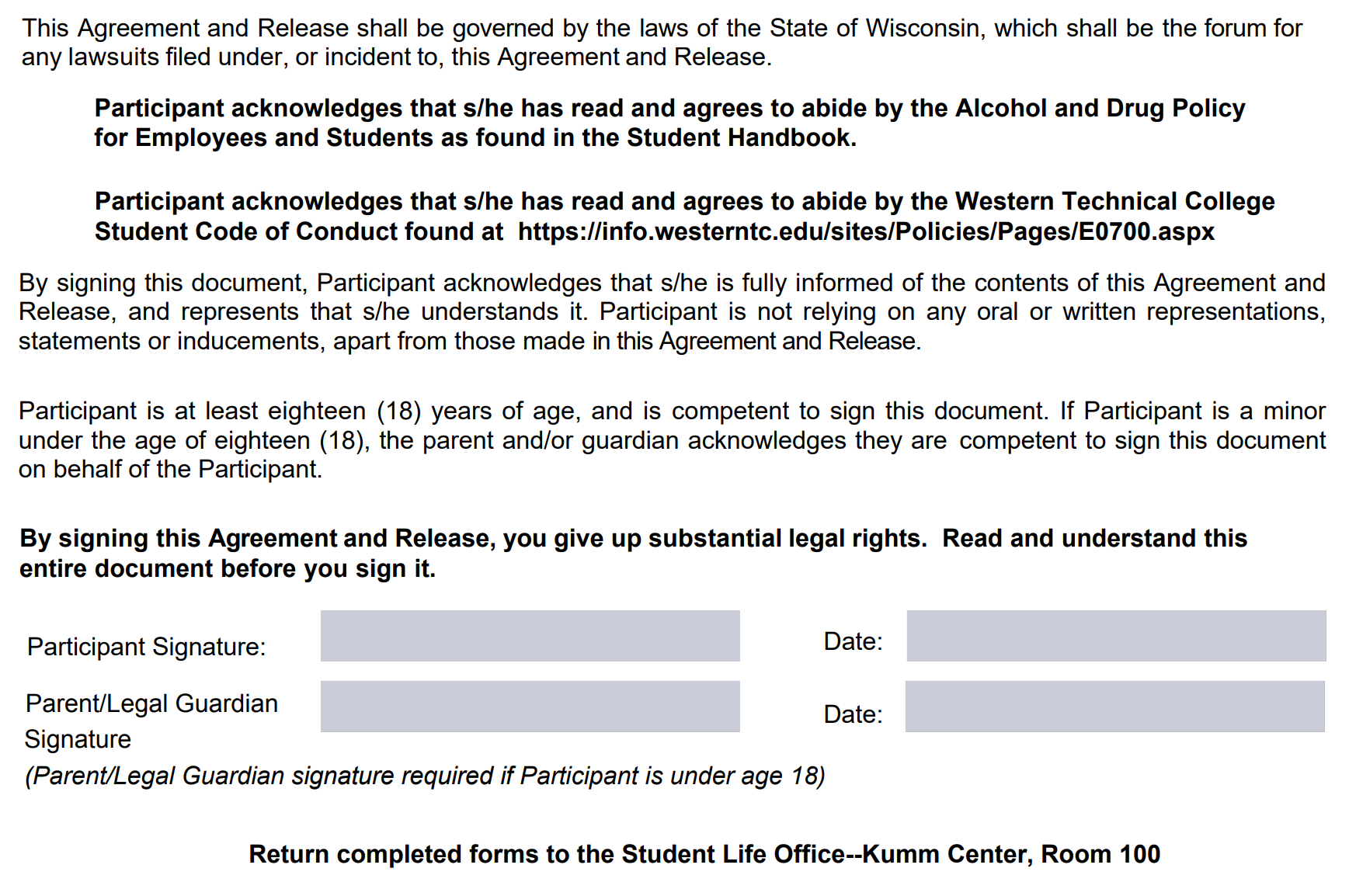
**Rationale:**The following rules and regulations apply to all Western students participating in student activity fee funded co-curricular travel which is either: 1) sponsored or co-sponsored by a recognized Western student organization, or 2) in which the name of the institution is used in any conjunction with the event, or 3) the student is representing the institution.

**Specific Rules/Regulations**

1. Participants’ behavior during the event, as well as traveling to and from the event, will be such that it reflects positively on the organization, the College and the individual.
2. The participants will act in the best interest of the student group/organization they represent as well as the District.
3. Identification badges will be worn by each participant during official business when appropriate.
4. Participants will dress appropriately for each situation.
5. Participants will attend all business meetings, workshops, and other scheduled event programs in accordance with the specifications as per each trip. Please be prompt and prepared for all sessions.
6. Participants will report any accidents, injuries, or illnesses to the advisor or head delegate immediately.
7. Alcoholic beverage consumption by those of legal drinking age shall not interfere with any scheduled program nor shall it negatively impact other delegates. Students are responsible to refrain from unauthorized or illegal use, possession, or distribution of illegal drugs and/or alcohol. By signing, I also am indicating that I have been provided with and read the Student Involvement Alcohol Statement and will obey procedures/practices outlined.
8. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to the Student Code of Conduct of Western Technical College and possible legal ramifications.
9. Any long distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant. Participants having expenses covered by the group/organization are to keep all receipts to turn in for the purpose of verification and reimbursement per Business Office procedures.
10. All students will adhere to and abide by the advisor’s decisions and judgments as the official representative of Western. In the advisor’s absence, this authority will be given to the ranking student delegate. If no ranking student delegate is available, a designee will be chosen prior to the event.

Participants will abide by all conference rules; the Western Student Code of Conduct; and all local, state, and federal laws. Participants who disregard or violate rules may be subject to disciplinary action as identified by your specific activity area including the possible reimbursement of travel money, and may include conduct actions through the Student Life Office and/or the Dean of Students.

2/28/05 Adopted from MATC Student Travel Code



**Travel Grant Application**

Check one:\_\_\_\_\_Local Travel \_\_\_\_\_National Travel

Org / Club member serving on committee: \_\_No \_\_Yes (list committee):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of trip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization / Club** |  | **Number Attending** |  |

|  |  |  |
| --- | --- | --- |
| **Names of Advisor(s) Attending Trip** |  |  |
| **E-mail or phone of advisor(s)** |  |  |
| **Name of Organization/Club President** |  | |
| **E-mail of Org/Club President** |  | |

\*\*\* Please attach meeting minutes that the club approved the trip along with all other travel forms with Travel Grant Application.

**Travel Costs**

For national travel, list costs per student. For local travel, list group costs. Please attach copies of registration materials, reservation confirmations, etc., that verify all costs.

|  |  |  |
| --- | --- | --- |
| **Transportation Costs (Fill in those that apply.)** | | |
| **Car** | \_\_\_\_\_\_\_\_\_total miles x $\_.535\_\_ mileage rate x \_\_\_\_\_ # of cars =\_\_\_\_\_\_\_ | $ |
| **Plane** | $\_\_\_\_\_\_\_\_\_ cost per ticket x \_\_\_\_\_\_\_ # of tickets = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | $ |
| **Other (please explain) 🡪** |  | $ |
| **Registration Fees** | $\_\_\_\_\_\_\_\_\_\_\_\_ each x \_\_\_\_\_\_\_\_ people = | $ |
| **Meals** | \_\_\_\_\_\_\_ days x \_\_\_\_\_\_\_\_\_\_ people x $\_15\_ per diem rate = | $ |
| **Hotel Costs (night 1)** | $\_\_\_\_\_\_\_\_\_ cost per room x \_\_\_\_\_\_ rooms x \_\_\_\_\_\_ nights = | $ |
| **Hotel Costs (single/advisors)** | $\_\_\_\_\_\_\_ cost per room x \_\_\_\_\_ rooms x \_\_\_\_\_\_ nights = | $ |
| **Hotel Costs (triple/students)** | $\_\_\_\_\_\_\_ cost per room x \_\_\_\_\_ rooms x \_\_\_\_\_\_ nights = | $ |
| **Hotel Costs (quad)** | $\_\_\_\_\_\_\_ cost per room x \_\_\_\_\_ rooms x \_\_\_\_\_\_ nights = | $ |

|  |  |
| --- | --- |
| **Total Costs** | $ |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Flight Information (out)** | | **Airline** |  | | | **Flight number(s)** | |  |
| **Flight Information (back)** | | **Airline** |  | | | **Flight number(s)** | |  |
| **Hotel Name** |  | | | **City** |  | | **Phone** |  |

Signature Org / Club President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Club Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Student Government Use Only**

Club Funds Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Government Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_**



**MOTOR VEHICLE RECORD (MVR) CHECK DISCLOSURE**

In compliance with the Fair Credit Reporting Act (FCRA), this Disclosure is provided to advise you that, subject to your consent, Western Technical College will be requesting your driver acceptability rating from our insurance company, Districts Mutual Insurance (DMI).

As a potential operator of a Western Technical College owned vehicle, or an individual driving any other motor vehicle on behalf of the College, your MVR will be obtained from a third-party consumer reporting agency and provided to DMI.

No portion of your driving record will be released by DMI. The College department requesting your services as an operator of a College vehicle or any other motor vehicle for official College business will **only** be advised on your status as “acceptable” or “not acceptable” per the DMI Driver Record Evaluation Procedure.

You have the right, upon written request made within a reasonable amount of time, to request whether a consumer report has been run about you and to request a copy of your report. The scope of this Disclosure will allow the College to request DMI to obtain your MVR throughout the course of your employment to the extent permitted by law.

**Please complete the section below and return to Gerry Hyzer-Business Office 121 Administrative Center**

I am aware that MVRs may be obtained as part of Western Technical College’s evaluation of my driving record. The report may be procured by DMI representative(s), and may include personal information obtained from state motor vehicle departments. An assessment of my status for operating a motor vehicle on behalf of the College will be completed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name (as it appears on driver’s license) Date of Birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee/Applicant/Student/Volunteer

Requesting College Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Western’s Business Office Representative Date



**CONSENT AND AUTHORIZATION TO PROCURE**

**MOTOR VEHICLE RECORD (MVR)**

* I acknowledge receipt of the separate documents titled, “MOTOR VEHICLE RECORD (MVR) CHECK DISCLOSURE,” and certify that I have read and understand this document.
* I hereby consent to, and authorize, Western Technical College torequest that DMI obtain any and all motor vehicle records at any time after receiving this form and throughout my employment. I agree that a facsimile (“fax”), electronic or photographic copy of this form shall be as valid as the original.
* I understand that, pursuant to the federal Fair Credit Reporting Act, Western Technical College will provide me with a notification if any information contained in any such MVR Report is, in any way, to be used in making a decision regarding my fitness for employment, continued fitness for employment, or authority to drive on behalf of Western Technical College.
* If applicable, I further understand that such report will be available to me prior to any such employment decision being made, along with the name and address of the reporting agency that produced the report.

**Please complete the section below and return to Gerry Hyzer (Business Office-121 Administrative Center)**

1. I have held a driver’s license issued from the state of Wisconsin and ***no other*** state throughout the past 6 years.
2. I have held a driver’s license issued from a state other than Wisconsin within the past 6 years.
3. Other than Wisconsin, I have held a driver’s license in the following states (list states):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I am (check one):

an employee (or an applicant for employment) of the College.

a student (course requirement to operate vehicle).

a student (**not** for a course requirement [e.g., volunteer/driver for a fieldtrip, conference, etc.]).

a volunteer of the College (e.g., volunteer/driver for a fieldtrip, conference, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name (as it appears on driver’s license) Date of Birth

Wisconsin Driver’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other State Driver’s License Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current mailing address of Employee/Applicant/Student/Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee/Applicant/Student/Volunteer

Requesting College Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Western’s Business Office Representative Date

