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# WELCOME LETTER FROM THE CHANCELLOR

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## DEAR STUDENT LEADER

We are pleased to release this updated Student Government and Club manual to help you master City Colleges of Chicago's policies and procedures. This guide will allow you to build the skills – from budget management to event planning – that will round out your academic experience and enable you to contribute to a dynamic student life at your college.

As a student leader, the programs, clubs and events that you create reflect the great diversity of our student body and provide an important avenue to share ideas among students, staff and faculty. Most importantly, a robust student life is key to ensuring students remain engaged in their academic pursuits and on the path to success – whether that be further college or a career.

You have a unique chance to lead and exhibit the very best City Colleges of Chicago has to offer. We hope the information you find here enables you to make the most of your opportunity, and we look forward to seeing you demonstrate the highest values, personal integrity and respect in your work with faculty, staff, and fellow students.

This manual is just one example among many of City Colleges' investments in your success. From new wellness centers to a new advising model, from revamped registration to more transfer agreements and business partnerships, through Reinvention, we have committed to providing you and your peers the resources you need to succeed.

Thank you in advance for your leadership and for helping us to transform City Colleges of Chicago into a best-in-class community college system that ensures all students can reach their goals.

Best wishes for a successful semester.

Sincerely,

Cheryl L. Hyman  
Chancellor

# INTRODUCTION

The purpose of this Operational Manual is to provide a “hands on, how to” manual to assist student leaders – including Student Government Association (SGA) leaders as well as leaders of student clubs and activities – in planning and maximizing operational effectiveness. The Operational Manual provides essential information regarding:

- Student Clubs and Organizations
- Club Development
- Conducting Meetings
- Publicity and Promotion
- Budget Management
- Procurement
- Travel

The SGA and student clubs and activities play a vitally important and essential role in the life of students and CCC as an institution. The SGA and student clubs and activities foster student engagement, provide a key mechanism for communication between students and CCC administration, promote leadership development, and support the social, intellectual, recreational, and professional interests of students. This Operational Manual has been created to assist student leaders and their advisors improve their effectiveness and, ultimately, to drive higher levels of student engagement and success.

## **NOTE:**

1. **This Operational Manual should be used as a guide to assist SGA leaders, club officers, and advisors in the management and operation of officially recognized clubs and organizations. The Operational Manual DOES NOT supersede the CCC Board Rules, SGA guidelines and/or individual campus processes.**
2. All SGA forms, worksheets, templates, and applications (e.g., the Community Service Project Report form) are available in the SGA office and the Office of Student Services.

The City Colleges of Chicago Student Government Association is responsible for recommendations of chartering and allocation to Student Clubs and Organizations.

## **STUDENT CLUBS AND ORGANIZATIONS**

Student Organizations are a part of a greater governing body involving credit students. Student Clubs operate internally and provide an opportunity to socialize and learn new leadership skills with peers and advisors. Student Clubs and Organizations are an important part of The City Colleges of Chicago (CCC). The College permits and provides for the recognition and chartering of Student Clubs and Organizations to promote the development of the social, intellectual, recreational, and professional interests of students. These Student Clubs and Organizations are subject to the policies and regulations of the College. Membership in all Student Clubs and Organizations is open to all students currently enrolled at The City Colleges of Chicago. Only students enrolled in college credit classes have a right to vote on organizational issues. The Dean of Student Services (or designee) is empowered to make exceptions to the above rule when the nature of the group is such as to recommend it (for example, the approval for the chartering of all-male and/or all-female groups).

## MEMBERSHIP REQUIREMENTS

The officer(s) of a Student Club/Organization must be currently enrolled for six (6) credit hours at The City Colleges of Chicago, **maintain a grade point average of at least 2.3 for Officers and a grade point average of 2.0 for members.** Officers must not be on probation, or concurrently enrolled in a local high school, or non-credit College programs (for example, Adult and Continuing Education), and must meet other criteria established by the Constitution of the Organization. Officers **MUST NOT** have incurred any disciplinary infractions in the past (within the past 3 consecutive semester) or while in office. To do so would result in immediate disqualification from office.

Each Student Club/Organization is encouraged to have a delegate and/or SGA voting Senator attend and participate in each Student Government Association meeting determined at the beginning of each semester The City Colleges of Chicago is in session.

A student whose cumulative GPA falls below **2.3** may not hold an office in any Student Club/Organization. All affiliations by College Student Organizations with National, State or other off-campus groups or persons shall be indicated at the initial request for recognition and chartering or before a recognized Student Organization so affiliates.

Students who represent the College at any function must be approved by the Student Government Association and the Dean of Student Services or Designee.

On an annual basis, the Dean of Student Services or Designee will review the operations of all Student Clubs to ascertain compliance with College procedures for recognizing and maintaining such Student Clubs.

## OBTAINING COLLEGE RECOGNITION

The purpose of the recognition process is to provide the Office of Student Development and potential members with vital information about recognized Student Clubs. College recognition also entitles a club to certain privileges. Recognition of a Student Club results from the fulfillment of the requirements and conditions outlined by the Office of Student Development and City Colleges of Chicago SGA Guidelines. Clubs wishing to become formally recognized must complete the recognition process with assistance from the Office of Student Development and SGA. Applications are available in the Office of Student Development or the SGA office. New clubs are primarily approved during the fall term. Clubs and Organizations must renew their status annually (every fall term). The application is to be completed and returned to the Office of Student Development within four (4) weeks after the beginning of each semester

# REVOCATION OF A CLUB

The Dean of Student or designee may revoke for cause any Student Club. The Student Government Association or individual students may recommend to the Dean of Student Services or Designee that recognition be revoked.

Recognition of a club may be revoked for:

- a) Evidence of failure to comply with College regulations or procedures governing recognized club or individual students.
- b) Evidence that the club is not attempting in a dedicated manner to abide by the objectives and regulations of its Club's Agreement, Club Handbook, SGA Guidelines, Student Policy Manual and/or City Colleges of Chicago Board Rules.
- c) Failure to hold regularly scheduled meetings during the fall and spring semester.
- d) Failure to attend scheduled club meetings hosted by SGA.
- e) Failure to maintain membership of a minimum of five students.
- f) Failure to deposit monies collected at approved activities/events. Funds should be deposited in the club's agency account within 24 hour.

Funds appropriated to a Student Club for which recognition is revoked will be automatically frozen until such a time that the Student Government Association will decide on the appropriate action.

## DEFUNCT STUDENT CLUBS

The Dean of Student Services or designee may declare a Student Club DEFUNCT if it has been inactive for two semesters. The Student Government Association (SGA) may recommend to the Office of Student Services that a Student Club be declared DEFUNCT. A DEFUNCT Student Club will lose its privileges and recognition. Funds appropriated by a DEFUNCT Student Club will be withdrawn and transferred into the Student Government Association's general budget upon final approval by the Dean of Student Services.

A Student Club which has been declared DEFUNCT for a semester or longer may be reinstated upon petition presented to SGA from fifty (50) Students and two (2) full-time Faculty or Staff members who agree to serve as Advisors.

## COMMUNITY SERVICE

The primary mission of City Colleges of Chicago is to serve the community in several capacities. Each semester every Student Club/Organization member is required to fulfill **fifteen (15)** hours of documented and approved Community Service Projects. Community Service Project Report forms are available in the SGA office and the Office of Student Services.

A Community Service Project is an activity that improves and/or supports the betterment of the community in areas needing assistance. Many Agencies and Departments regularly contact the Office of Student Services seeking student volunteers for Marathons, Parades, Tag/Clean up Days, Graduation Ushers, Tutoring, etc. These Agencies/Departments often award the participating club with a letter recognizing the group. They are also delighted to validate the Project Report form. This letter and/or completed form must be submitted to the Office of Student Services to verify services rendered. Community Service information is distributed as it becomes available. In keeping with the spirit of viewing the College as a community within itself, projects are intended to serve our students. Ask around campus. Many departments, programs, projects, and services are always in need of help. Additional Community Projects are encouraged but not required.

# PRESIDENTIAL ASSEMBLY COUNCIL

Instituted when necessary, the Assembly of Presidents (or Representatives) from every club that meet once each month to discuss and act upon the voluntary involvement of internal and external community activities. Either the Student Government Association's President or Dean of Student Services or designee presides over each meeting and encourages clubs to work together on several activities, such as Community Service Projects, Fundraisers, and various other events.

## **PROBLEMS AND COMPLAINTS**

A Student Club which disagrees with a Student Government Association decision should first take up the matter with the Dean of Student Services or designee for possible resolution. Problems not resolved at this level should be referred to the Dean of Student Services. Complaints about administrative policies or the activities and policies of any Student Club should also be taken up with the Dean of Student Services and the Student Government Association. The Dean of Student Services is prepared at any time to help negotiate a dispute.

# CLUB DEVELOPMENT

## FORMING A NEW STUDENT CLUB

Any student in good standing (see membership requirement) may request permission from the Office of Student Services to hold a Special Meeting at the College for the purpose of informing interested students about a new proposed student group. The meeting is to be scheduled and advertised two weeks prior to the scheduled date. At the initial organizational meeting, the forming group must complete the Application to Become an Official Club/Organization (available in electronic format) and submit within one (1) week the following information to the Office of Student Services for approval by the SGA and the Dean of Student Services or designee:

- Club Constitution
- A standard statement of nondiscrimination
- A list of officers and their college I.D. numbers
- Signed Compliance Agreement from the club advisor (Each club may have a maximum two advisors.)
- Signed Compliance Agreement from club officers
- 50 signatures of CCC students in support of the group with ten (10) willing to be members
- Agency Account Request Form
- Suggested group projects

Clubs are approved during the fall term, but may be accepted during other terms (Consult the Dean of Student Services or Designee). Applications should be submitted within four (4) weeks of the beginning of the term.

## CLUB PRIVILEGES AND BENEFITS

Student Clubs at City Colleges of Chicago (CCC) exist to promote the educational, cultural, social, and recreational well-being of CCC students. Recognized Student Clubs at CCC are able to:

- Schedule the use of College meeting rooms, tables, and other facilities
- Apply for SGA funds (application does not guarantee funding)
- Use Campus news media, duplication, and office equipment (for club purposes only)
- Earn service learning hours for transfer to a four-year institution
- Develop fiscal planning and management skills
- Raise funds for SGA/Club events
- Represent CCC at local and national functions
- Develop leadership skills
- Build resumes
- Engage in networking activities
- Complete college applications to four-year institutions
- Become eligible for awards and honors given for outstanding service



## **RENEWAL REQUIREMENTS FOR EXISTING STUDENT CLUBS**

On an annual basis the Dean of Student Services or designee will review the operations of all Student Clubs to ascertain compliance with College procedures for recognizing and maintaining each Student Club. Existing Student Clubs must renew their application every fall term. The following documents must be completed:

- Application to become an official club
- Signed Compliance Agreement from the club advisor
- Signed Compliance Agreement from club officers
- Agency Account Request Form

## **CLUB OFFICERS DUTIES AND RESPONSIBILITIES**

All student officer/leader(s) must abide by the Officer Compliance Agreement. Non-compliance with this agreement will dissolve all benefits afforded to student leader/officers. Consequences may result in further sanctions depending on the severity of the offense.

## **CLUB ADVISORS - SELECTING AN ADVISOR**

It is recommended that all recognized Student Clubs are to have a minimum of one (1) CCC full-time faculty, staff, or administrator as an advisors. However, based on the request of the Dean or designee, it may require (2) CCC full-time faculty, staff, or administrators as advisors. Clubs who wish to sponsor events must have an advisor's approval before the event can be officially scheduled. The importance of a club advisor should not be overlooked. Advisors, through their knowledge and expertise, can be an invaluable resource for the club. Give serious consideration to the role the club would like its advisor to play before selecting him or her. Criteria for the selection, change, or removal of an advisor can also be included in the club's constitution. All clubs must have each advisor complete an Advisor Compliance Agreement to have the Club/Organization remain recognized by the College.

Once the Student Club has elected an advisor, a copy of the meeting's minutes must be forwarded to SGA. An additional copy will be forwarded to the Dean of Student Services or designee who will issue an official letter of confirmation to the elected faculty/staff member and the Student Club. If the Student Club cannot obtain an advisor, the Dean of Student Services or designee will send a message via email to request volunteers.

The relationship between a Student Club and its advisor is one built upon trust and confidence. The advisor should be willing to offer advice, and the group should be willing to solicit it. However, in keeping with the Student Club's autonomy, it should be understood that it is the right of any Student Club to accept or reject the advice of an advisor. If at any point the relationship between a club and its advisor is no longer a mutually productive one, the advisor may resign, or the club may ask for his/her resignation. The procedure for instituting this action should be known to both parties and described in the club's Constitution.

# HOW TO HAVE A SUCCESSFUL CLUB AND IMPROVE ITS EFFECTIVENESS

## Create a set of goals

To make the clubs envisioned future a reality, its members will need to set goals. In sports, this is relatively simple—the team wants to win the game, score more baskets, more goals, more runs, etc, than the other team. In organizations, club members need to be a bit more thoughtful. Ask each other:

*“What are the 3-5 goals I need to achieve to make my vision a reality?”*

These goals should also be **S.M.A.R.T.** goals—an acronym widely used in organizational theory and very useful if thoughtfully applied. The acronym means:

**Specific:** Are the club’s goals simple and clear to someone who doesn’t know the club or its members?

**Measurable:** Can club members measure progress towards its goals, either quantitatively or qualitatively?

**Attainable:** The club’s goals should be difficult but not too difficult to attain. If the club estimates there is a 70-80% chance of success, club members are probably setting their goals with just the right amount of aspiration.

**Relevant:** Are the club’s goals truly relevant to the club’s mission and vision?

**Timely:** Is there a deadline? Some goals need to be accomplished before others, and some goals will take the full year.

Student leaders are often concerned about the challenges they may face with their club. Listed below are some basic suggestions on how to alleviate problems and thus improve their club.

**Advisor:** Utilize and communicate with the club’s advisor.

**Budgets:** Review the club’s financial records and request a balance of the club’s agency account from the Dean of Student Services or designee. In addition, implement an auditing procedure during officer transition and/or at the end of the academic year.

**Compile Records:** Records of the club’s events help club members learn from past mistakes and successes.

**Devise Goals:** Goals help a club to clarify its purpose and what the club members hope to accomplish.

**Expectations:** Along with goals, the club should also establish member expectations that let everyone know what is expected of them.

**Fun:** College life can be very stressful. Club members have the chance to provide opportunities to gather like-minded people to have a good time.

**Hold Organized Meetings:** Inform club members of where and when the meetings are being held. Attendance and attitudes at meetings will be better if members know something is being accomplished. Use a meeting agenda to keep meetings organized and running smoothly.

**Assessment:** A program is not complete until club members receive feedback and evaluate it. Get feedback from club members regarding meetings, activities, and their perceptions of the way the officers are doing their job. Compile the information and use it to improve future events and train new officers.

**Collaborate:** Talk to other Student Clubs. Club leaders may decide to co-sponsor an event with another group on campus.

## RECRUITMENT AND RETENTION

Recruiting members is a very important task which club members should undertake every year. Prior to actual recruitment, spend some time with the club's current membership, defining the purpose of the club and identifying the benefits of membership in the group. It is helpful to be able to tell potential members what the club does and what they will gain from their involvement. The following is a list of methods to utilize in recruitment efforts:

- Send out general notices, social media and College website announcements, brochures, and flyers requesting students sign up to join the club. Keep notices short and appealing. Include the benefits of involvement.
- Be creative with recruitment efforts. For example, set up a table in the Main Foyer (during open registration) and/or the Student Union.
- Have each club member be responsible for bringing one potential new member to a meeting.
- Ask faculty for time to promote the club in the classroom.
- Emphasize the benefits of the club on or off campus.
- Follow up personally with potential recruits.

## TEAM BUILDING

Team building is the process of facilitating the evolution of a club into a more cohesive functioning unit through improving the quality of interaction among members. Team building:

- Aims to improve the problem-solving ability among team members by minimizing the impact of task and interpersonal roadblocks;
- Nurtures individual potential, improves group cohesion, and promotes a positive attitude of mutual support and trust among team members;
- Takes the form of either work or play.

### ***IT IS IMPORTANT TO NOTE:***

Club members who work together must know how to function together. This does not happen by accident; it takes practice and deliberate effort. High expectations for task accomplishments will be set, and at the same time, respect for individual differences in values, personalities, skills, and interests will grow.

Find a task, an activity, or event that all of members can become involved in. Since team building is important early in the group's development, consider a simple sporting activity to play against another club, the Student/Staff contest, or some other competitive endeavor that will get club members all pulling in the same direction. The club members need to get to know their leader and what the leader wants for the club, regardless of his/her personal style. The leader's behavior during the building phase is similar to the host of the party. The leader needs to see that everyone feels welcome and that all are participating and having a good time.

In general, if the club members enjoy being with each other and group cohesiveness is accomplished, the leader is in a good position to encourage club members to develop goals as a group that will further the purpose and goals of the club.

# CONDUCTING MEETINGS

Student Clubs and organizations are required to conduct monthly meetings each fall and spring semester to retain active status within the academic year. All general meetings are to be scheduled within thirty (30) days of the beginning of each term using the appropriate Facilities Request Form. All other meetings are to be scheduled thirty (30) days in advance as required by the Facilities Request Form. Meeting rooms will be assigned on first come first served basis and as availability permits. Transacting business at a meeting requires a quorum of members who must be present for business to be legally transacted. The club advisor must also be present at the meeting for business to be legally transacted. A quorum is to be defined and written into the club constitution. In the absence of such a provision, the quorum is a majority of the entire membership.

## HOW TO RUN AN EFFECTIVE MEETING

Meetings are one of the most important areas for determining the success or failure of the club. The following suggestions may help improve club meetings:

1. Give notice of the meeting at least two (2) weeks in advance. Include the date, time, and location of the meeting.
2. Develop an agenda that is distributed to the membership.
3. Hold the meetings in the proper physical setting.
4. Designate a member to record the minutes of the meeting.
5. Start on time, and end on time.
6. Give everyone a chance to become acquainted with each other. (In a first meeting or one with new members, find out why new members are interested in the club or the special talents they have to contribute.)
7. Conduct one piece of business at a time.
8. Invite and facilitate communication. Be sure all members contribute to the discussion.
9. Direct questions back to the group. Ask experienced or creative members to respond and seek input from new members. Don't be the focal point of the meeting.
10. Keep the conversation focused on the topic and directed to an eventual solution. Summarize the discussion frequently.
11. Concentrate on reaching decisions through consensus of the members.
12. Delegate responsibilities to the members of the club. Clearly state the scope, nature, and time limits of the task. Be sure expectations are clear.
13. Keep your meetings short--generally within 60 minutes. Members are more willing to attend if they know when the meeting will be over. If the meeting is likely to go beyond 60 minutes, be sure to include that in the agenda or meeting announcement so club members can plan their time accordingly.

## **NOTE:**

All meetings are to be held in an assigned space within the college. A record of the meeting minutes are to be retained by the Club. An electronic copy of the minutes must be submitted via email to SGA and the Dean of Student Services or designee within five days of the completion of the meeting. Minutes are required to be attached for all fiscal requests.

## **AGENDA PREPARATION**

To eliminate confusion and to ensure maximum productivity in the allotted meeting time, always prepare an agenda. An agenda is a valuable organizing tool and a preparation list for the club's meeting. As an outline, the meeting's agenda contains the topics, issues, or problems to be discussed at the club's meeting.

The following is a typical agenda outline:

- I. Call to Order  
Chairperson calls meeting to order
- II. Roll Call/Attendance  
Roll Call can be time consuming but must be done for accountability. Use different methods like: assigning seats, signing in at the front door, or passing around a sheet of paper for members to sign.
- III. Approval of the Minutes of the Last Meeting  
Approval can be done quickly by reading the previous minutes before the current meeting begins or as people enter the meeting. The Chair must ask for any corrections or additions. Changes can be resolved with a friendly amendment; if there are none, the Chair can state "The minutes stand approved."
- IV. Officer Reports
  - A. Treasurer
  - B. Secretary (If applicable)
  - C. Parliamentarian (If applicable)
  - D. Vice President
  - E. President
- V. Standing Committee Reports  
Committee Reports will help the organization stay informed of committee progress, while reminding committee chairs that they have an important role in the completion of business outside the meeting.
- VI. Special/Ad Hoc Committee Reports
- VII. Old Business  
"Old business" is generally business from another meeting that was not resolved and/or could not be addressed because of incomplete information. All tabled business from another meeting will be included in this part of the meeting.
- VIII. New Business
- IX. Advisor Reports
- X. Announcements and Kudos  
It is always important to make sure all members have the opportunity to share positive information with the rest of the club/organization and provide praise to those members who deserve recognition for their performance.
- XI. Adjournment

## MINUTES FORMAT

Written minutes give the club a record of the business accomplished and provide authorization for action. Minutes should include:

- Name of club
- Date, place, and time of meeting
- Name of presiding officer
- List of those present and absent
- Record of approval or correction, if necessary, of old minutes
- Record of the motions passed, including the name of the persons proposing and seconding the motion
- Record of all affirmative and negative notes that involve counting (ballots, roll call, division of house)
- Record of how each member voted if roll call vote is taken
- Record of the time of adjournment
- Signature of the person preparing the minutes
- Signature of the Club Advisor

## GENERAL GUIDELINES REGARDING PARLIAMENTARY PROCEDURE:

Parliamentary procedure is a method of organizing meetings. The primary authority on parliamentary procedure is *Robert's Rules of Order-Newly Revised*. Many books have been written discussing parliamentary procedure and its various rules and policies; however, if club members feel uncomfortable using it then the Chair shouldn't. The most important thing to remember about using parliamentary procedure is it should help, not hinder, how club meetings run. If the club chooses to use parliamentary procedures, invite a presenter to come to a meeting to teach the club's members basic rules of order. Don't rely on members to "learn as they go."

## CLUB ELECTION GUIDELINES

Elections should be conducted in accordance with the club's constitution and SGA Guidelines. Be sure to include a process by which the election can be recalled or contested. While the club will hope to never have a need for election guidelines, it is best to plan ahead rather than set something up when people may be dissatisfied with the results. Elections should be conducted by ballot. Nominations do not require a second as a show of support.

Prior to the election by ballot, the question should be asked: "Are there any further nominations?"

The following is a list of guidelines the club members may want to utilize for their next election.

1. A reasonable amount of time before elections; publicize the election meeting to all members.
2. Announce available positions at least one to two weeks (meetings) before elections. Provide a brief summary of the duties of each position and qualifications (if any). Outline the election process and announce the date of the election.
3. If possible, one week (meeting) before elections, announce the names of people who have been nominated or who are interested. Review the election procedures and ask for additional nominations.
4. Introduce all candidates. Allow each candidate to share her/his ideas and goals for the position.
5. Hold elections according to parliamentary procedure or the club's constitution. Announce elected individuals.

## OFFICER TRANSITION

The transition of officers within a club is probably the most crucial activity for a group, and it is generally the most neglected activity. Training new officers directly affects the level of success the club attains during the year. The stories told by some officers about their lack of training are unfortunate. Take an hour or two to pass on vital information to the club's successors. The following checklist provides some ideas of information new officers need to know:

1. Introduce the new officers to the club's advisor, the staff in the Office of Student Services, and any other resource people the club utilizes. Show the new officers the location of useful offices, such as the Business Office, Facilities, and any other departmental offices.
2. Make sure each officer meets with his/her replacement to discuss duties, policies, procedures, and processes. Review the Student Club Handbook with the new officer so he/she knows where to find answers to questions.
3. Review the requirements for Student Clubs to retain recognition on campus.
4. File a new club/organization application so that the new president will be added to the club/organization mailing list.
5. Review the services available to Student Clubs.
6. Discuss the successes and challenges of the outgoing officers. Recommend projects, goals, and changes for the upcoming year.

# EVENT PLANNING

Planning an event takes time and effort. Event planning means recruiting the needed people, materials, and spaces together to make an event run successfully.

The following questions are helpful in planning an event:

- How much lead time does the club need?
- How many people are available to work on the event?
- Does the club have enough time to devote to the event?
- Can the club still afford the event?
- Does the club know what materials, equipment, or accommodations will be needed and can the club obtain them?
- Who is the club's target audience for the event?
- What is the club's target turnout figure?
- How much will the event cost?

The [Activities Planning Worksheet](#) has been developed to help answer the above questions. The worksheet must be completed for all events and activities at least 60 days prior to the club's event.

## EVENT PLANNING STEPS

The following steps are intended to ensure the success of the many and often simultaneous group sponsored events.

- Start planning next semester's event during the current semester. It is recommended that this occur between the 9th and 10th week of the current semester.
- Develop an idea for an event. Ask if it is feasible and affordable. Identify what is needed. Set a tentative date.
- Meet with the Dean of Student Services or designee to review the club's event plan for possible conflicts with college policies and procedures.
- Submit an [Event Request](#) form to the Dean of Student Services or designee at least 60 days in advance of the proposed event. The [Event Request](#) form must be signed by the club president and one sponsor.
- Report regularly to club members and the club's sponsors.
- Meet with the Dean of Student Services or designee one last time at least two weeks before the event.
- Observe all instructions and adhere to timelines for funds and requests. The club's event may be canceled if instructions and timelines for funds and requests are not followed.



## **RESERVING CAMPUS FACILITIES FOR EVENTS/ACTIVITIES**

All usage of College facilities during the fall and spring semesters is to be authorized through the Office of Student Development via a Facilities Request Form. ALL Facility Request Forms must have the signature of the Club President/Vice President, Club Advisor and Dean of Student Services or Designee.

***STUDENTS ARE NOT PERMITTED TO HAVE ACCESS TO UNCOMMON OR SECURED AREAS UNLESS ADVISORS ARE PRESENT TO SUPERVISE.***

All requests are to be submitted to the Office of Student Services thirty (30) days in advance for preliminary verification of date availability and approval. Some facility requests may require a set-up diagram. Use of special equipment such as lights, chairs, tables, and audio/visual equipment must be indicated on the request and may require a special operator for use. Any authorized student club may use college facilities during operating hours, subject to regulations and the College calendar provided that a club advisor is present.

No student activities are to be scheduled during the period of Final Examinations or over the interim periods, except by special permission from the Dean of Student Services or designee. Facility/Event cancellations must be communicated to the Office of Student Services 72 hours in advance of cancellation. The College has the right to limit the number of activities scheduled and to restrict activities to designated locations.

## **MEETING SPACE/FACILITY GUIDELINES**

Put all items back in place. All assigned spaces will have appropriate chairs and tables. It is prohibited to move furniture to/from the assigned space. If additional furniture is needed, please contact the Office of Student Services immediately.

Maintain all valuables. The Office of Student Services is not liable for any items left unattended. It is the club's responsibility to secure what is important to its members.

Clean up. Please keep the room(s) clean.

Stay on time. All clubs must adhere to their scheduled times. This will ensure the assigned space is used effectively.

Be courteous. Space is limited. All clubs have to share and work with each other.

## **OFF-CAMPUS ACTIVITIES/EVENTS**

The Dean of Student Services or designee must approve ALL off-campus events and activities. A chaperone is required to be present at all off-campus activities/events (required ratio: 1 to 10). ALL rules and regulations of the College, SGA Guidelines, Club Constitution, CCC Student Policy Manual and CCC Board Rules shall apply to ALL club off-campus activities.

# PUBLICITY AND PROMOTION

Everyone knows a good promotional campaign is essential for the success of a program, whether it is a concert, film, lecture, dance, or fundraiser. Since the right promotion for the club's program depends on the type of program, it might be helpful to think about the numerous methods listed below for advertising the club's event:

## PUBLICITY AND PROMOTION METHODS

### **Giveaways**

Giveaways attract attention and provide the individual with a souvenir to take home as a reminder of the event. These may include: bumper stickers, bookmarks, posters, pocket calendars, etc.

### **Displays**

Set up an attractive display in a well-traveled area. Use tables in the main foyer or other approved locations.

### **Living Displays**

Use sandwich boards to publicize events; hang displays on people and have them walk around on campus. Use costumed people to distribute information. Publicity stunts can be used to double a program's publicity. Create "extemporaneous happenings," and while the crowd forms, hand out leaflets and spread the word. Create a core group of people with extensive information about the program who will then speak to campus clubs and other organizations. One-to-one contact is time consuming but is often the most productive means of publicity.

### **Utilize Other Programs**

Have the master of ceremonies at different events make an announcement about the club's program. Have a lucky ticket drawing with the winner receiving a ticket to the club's program. Co-sponsor some events with other organizations—there are more people to get the word out.

### **Teaser Campaigns**

A teaser campaign usually begins several weeks before the program and is calculated to arouse curiosity by being mysterious—such as leaking one word a week until the entire program title is complete. Use teasers in the form of ads, posters, buttons, pins, radio announcements, newspaper ads, etc., to begin a publicity campaign.

### **Other Gimmicks**

Use the corner of a blackboard in classrooms for the club's program information. Have banners made and hang them in approved locations. Use sidewalk chalk in high traffic areas. Contact faculty members and have them read a program announcement at the beginning of class (focus on faculty whose interest may lie in the program area). Make table tents to place in eating areas. For variety, use different designs, odd sizes, etc for the club's printed promotions. Issue invitations to the faculty or do personal invitations. Word of mouth is still perhaps the best. Talk to faculty and students to inform them personally.

### **Printed Material – Technical Tips**

Use odd-shaped posters. Integrate art work with printed messages to achieve uniqueness. Realize that some posters will become wall decorations in students' rooms. Make the rounds several times before an event to re-hang posters to ensure adequate publicity. Use a consistent visual theme throughout the entire club's printed advertisement.

## **POSTING ANNOUNCEMENTS ON CAMPUS**

The Office of Student Services provides services for the approval and posting of announcements throughout campus. Bulletin boards around campus are designated for this purpose. The Office of Student Services will stamp and post all approved materials to be placed on bulletin boards. Please refer to the Office of Student Services for posting requirements.

## **DUPLICATING SERVICES**

See the Office of Student Services for duplicating policies.

# CLUB AND ORGANIZATION BUDGET MANAGEMENT

Managing a budget is an important aspect of a successful club. It is important for you to monitor the progress of your expenditures throughout the year. Often, one program or event may cost more or less than what was originally expected. As a leader, it will be your responsibility to make periodic budget adjustments to insure that your club does not go over budget.

**Budgeting Hints:** When preparing a budget, think about what kinds of programs, events, and activities the club would like to sponsor during the upcoming year. Once programs have been determined, conduct research. Determine how much each program or activity will cost. This will aid in planning the club's budget.

Below are some examples of expense and income categories/line items encountered by student clubs:

## **Expenses:**

- Travel and transportation (coach/school bus costs, registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing, including photocopying)
- Refreshments and hospitality (food and lodging)
- Entertainment fee (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)
- Postage
- Miscellaneous (used for unusual expenses; use this line item carefully)
- Recruiting (new member night, recruitment events)

## **Income:**

- Fundraisers/sales
- Requested funding from SGA

Evaluate the club's expenditures. The club will spend money on a variety of different things over the course of the year. It will be important to remember what worked and what did not work.

In preparing for a new year's budget, review the actual figures from the previous year. How much the club spent last year is usually a good starting point for the upcoming year.

Each club will input its information in the Budget Template. This form will be made available electronically.

## **APPLYING FOR STUDENT GOVERNMENT ASSOCIATION FUNDS**

To receive funding from SGA, a club must submit the Club Activity Planning Worksheet to the SGA Treasurer. The Club Activity Planning Worksheet is then reviewed by SGA. All recognized student clubs at City Colleges of Chicago are eligible to apply for funding from the Student Government Association. Please note that requests do not guarantee full funding. All requests must include an itemized budget of the student club's event.

### ***FUNDS MAY NOT BE USED FOR CHARITABLE, SECTARIAN, RELIGIOUS, OR POLITICAL ACTIVITIES.***

#### **Funds from SGA can be used to purchase the following items:**

- Travel and transportation (coach/school bus costs or registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing including photocopying)
- Entertainment fees (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)

*(Note: Approved fund-raiser and food for student focused events is permissible. Please consult with your Club Advisor to plan and obtain approval of all events).*

#### **Funds from SGA cannot be used for the following items:**

- Personal apparel/items;
- Food for meetings;
- Purchasing fund-raising items.

**Keep in mind, the funds provided by SGA are generated by the student body and should be expensed on the student body.**

# APPROVED ACTIVITY / EVENT EXPENDITURES

All approved expenditures may take a minimum of ten (10) business days. All approved expenditures must be made on a Purchase Requisition (REQ) Form. The following procedures must be observed for purchases not requiring a new vendor packet and/or contract:

1. Read and follow the Student Purchasing Guidelines located in the Procurement section (page 24) to complete the purchase requisition (REQ).
2. Obtain a purchase requisition form from the Dean of Student Services or designee.
3. Type in the necessary information, including DATE, QUANTITY, PRICE, NAME of ITEM, and NAME and ADDRESS of the SUPPLIER.
4. Have the purchase requisition signed by designated executive officer of the Student Club (Treasurer, and Vice President, or President and Club Advisor).
5. Once a purchase requisition has been properly filled out (with signatures), the Student Club should submit it to SGA for final approval and verification that the expenditure has been approved.
6. After approving the expenditure, SGA will forward the purchase requisition, to the Dean of Student Services or designee. When the Dean of Student Services or designee has signed the purchase requisition, it will be forwarded to the Executive Director, College President, Associate Vice Chancellor, and then returned to the campus Business Office for further processing.
7. After the purchase requisition has been processed, a purchase order (PO) will be sent to the appropriate club, SGA, and the Office of Student Services.

## CLUB AGENCY ACCOUNT

A club/organization is required to complete an Agency Account Request Form to document the individuals who have access to the information regarding the account and who can approve any check requests. The individuals listed on the form are the only individuals who will have access to information about the account through the Business Office. In addition, the Business Office can only allow the individuals listed on this form to make transactions from this account. It is the responsibility of the club treasurer to manage and reconcile the funds going in and out of these accounts.

Making a deposit into the club/organization's account:

1. Know your agency account number (Student Services will provide it if unknown)
2. Visit the College's Business Office to deposit club funds within 24 hours after an event
3. Obtain a receipt for the club's records
4. Submit a copy of the receipt to the Office of Student Services

Requesting agency account disbursements:

1. Complete a purchase requisition form with required signatures (Club Officer, Club Advisor and Campus Executive Director)
2. Submit form including quote to the Office of Student Services

**NOTE:**

All approved expenditures and disbursements may take a minimum of ten (10) business days. These funds can be used to make purchases for purposes based upon the rules set by the Board of Trustees for City Colleges of Chicago.

**NOTE:**

**EXTERNAL BANK ACCOUNTS ARE PROHIBITED FOR CLUBS/ORGANIZATIONS. ACCORDING TO THE RULES OF THE BOARD OF TRUSTEES, ALL FUNDS BELONG TO THE CITY COLLEGES OF CHICAGO.**

The club should maintain accurate records on how the Agency Account is utilized. Any discrepancies must be reconciled with the college's Business Office with proper documentation.

## FUNDRAISING HINTS

Choose a project the targeted public will want and enjoy. Look at the tastes and spending habits of the club's targeted audience. When will people have money to spend? What types of things will they want to buy?

- Set fundraising goals that are achievable. Develop a realistic budget and think of all costs involved. What fundraiser will provide the most profit per item?
- Carefully consider timing and location. Avoid conflicts and competition. Check all policies and regulations.
- Develop a plan for the project, a calendar with deadlines, and a checklist of things that have to be done.
- Make sure club members and workers know what the club is raising funds for and how the money will be used.

## IDEAS FOR FUNDRAISING PROJECTS

Below are a few thoughts that may spark some ideas for fundraising:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Sales:<ul style="list-style-type: none"><li>Popcorn/Baked Goods<br/>(must be store bought and sealed)</li><li>Used books (textbooks or paperbacks)</li><li>Plants</li><li>Buttons &amp; promotional items</li><li>Hand crafted items</li></ul></li><li>2. Services:<ul style="list-style-type: none"><li>Car wash</li><li>Aluminum can recycling</li><li>Valentine's Day candy delivery</li><li>"Care" packages</li><li>Printed T-shirts, hats, etc.</li></ul></li></ol> | <ol style="list-style-type: none"><li>3. Programs:<ul style="list-style-type: none"><li>Movies</li><li>Lectures</li><li>Dances</li><li>Picnics</li><li>Trips/tours</li><li>Game booths</li><li>Sports/games competition</li><li>Solicitations, drives, and sales</li></ul></li></ol> |
|---|--|

# PROCUREMENT

Having created your plan, you are now ready to begin creating the purchase requisitions you will need to pay for your initiatives. All expenditures are subject to CCC procurement policies and procedures.

**Board Rules for Management and Government, Article 5.3.1, states:**

**“The Board shall, from time to time by resolution duly adopted, establish a sum per regular college credit hour, per College, to be allocated to the Student Government for student activities each fiscal year. All monies allocated are the property of the Board and shall be deposited in the appropriate account. No commitment or obligation may be made on behalf of the College without prior written approval of the College President or the President’s designee. Students are personally liable for those commitments or obligations made without such written approval.”**

It is obviously very important that student leaders understand and abide by CCC procurement policies and procedures. The purpose of this chapter is to highlight key procurement policies and procedures, the forms required, and some helpful tips.

When making purchases, students must follow the procedures described below. Each request for expenditure must be consistent with the Student Government’s approved budget. If any Student Government request for expenditure of monies is denied at the College, the College President shall notify the Student Government in writing. The Student Government shall then have the right to appeal that decision to the Chancellor, whose decision shall be final.

## GOODS AND SERVICES

All purchases require a purchase order (PO). A PO is a binding legal document, signed by College personnel and authorized by District personnel, identifying the goods and/or services being purchased, quantities, costs, and delivery specifications. POs are identified by a unique PO number.

Each PO is initiated by an approved requisition (REQ). CCC guidelines must be followed when purchasing goods or services. Students may not bind the College or the District to contractual agreements or authorize the expenditures of the College funds prior to proper approval. In order to purchase goods and services, the student organization must first initiate a requisition. The purchase order (PO) is generated as a result of the approved requisition. An approved PO must be in place prior to receiving goods and/or services.

All purchases must be coordinated through the Business Office and monitored by the President’s designee(s).



The following purchasing dollar thresholds provide the requirements that are approved by the Board of Trustees:

**Purchases of less than \$2,500:** Competitive bidding is not required. Such items may be purchased from any vendor offering the required goods or services at a reasonable price. Price comparison is highly recommended.

**Purchases of \$2,500 and up to \$25,000** require three price quotations in writing. The quotations must be summarized on the bid recapitulation sheet and attached to the requisition form. At least one of the three vendors must be a certified MBE/WBE vendor. If a sole source, the vendor must provide on its letterhead the justification of the sole source. If the vendor owns the copyright or patent for the purchased item, the supporting documentation must be attached.

**Purchases in excess of \$25,000** formal competitive bidding is required. Formal competitive bidding requires that the initiating department prepare written specifications describing the required goods or services. The specifications must be submitted via e-mail to the Department of Procurement Services (procurementservices@ccc.edu) and with copy to the College Executive Director of Business Operations to ensure that the specifications are complete and in the proper form. Specifications shall be prepared as objectively as possible, so that the advantage provided to any particular vendor is based on the appropriateness of that vendor's product.

**The City Colleges of Chicago Operations Manual can be found at**  
<http://www.ccc.edu/brpublic/2008/September/28946.pdf>

### **Quote Solicitation Procedure under \$25,000**

A quote is different from making a purchase from a vendor. All procurement conducted by the College is done through a purchase orders (PO), which will be the only time a company/organization providing a service and/or supply will be authorized for payment. Requesting a quote from a vendor is simply asking the following question: **What is the estimated price for the supply and/or service?** All purchase orders submitted to companies or organizations must include a quote.

**IT IS IMPORTANT TO INFORM ALL COMPANIES AND ORGANIZATIONS THAT QUOTES ARE NOT ORDERS. OFFICIAL ORDERS WILL ONLY BE CONDUCTED THROUGH A WRITTEN PURCHASE ORDER (PO) FROM THE BUSINESS AND OPERATIONS OFFICE OF THE COLLEGE.**

To solicit for a quote from a vendor you must state:

"I am a student/club advisor calling on behalf of the **(name of CCC club/organization)** at **(name of College)**. I am soliciting a quote from your company/organization for **(service/supply item name)**."

Please send a written quote on your company/organizations letterhead for **(service/supply item name)** to my attention. I would greatly appreciate it.

Please know this is only a quote and not an actual order for the goods/service. If the College elects to utilize your company, an approved purchase order will be faxed from the College's Business and Operations Office. Thank you and have a great day."

## VENDORS

The Department of Procurement Services at the district office maintains a master database of all qualified vendors. To place a company on the list of qualified vendors, the company must complete a vendor application, available online at <http://www.ccc.edu/VendorApplication.asp>. Student organizations seeking to add a vendor to the CCC master database must submit the vendor form with completed application to the College Executive Director of Business and Operational Services for signature. Complete submitted vendor applications will be forward to Procurement Services for entry into PeopleSoft. All incomplete applications will be returned to the student organization for correction.

The following components must be submitted for entry into the master database:

- **CCC Vendor's List Application Form** – (2 pages) list all officers of the firm and sign
- **IRS W-9 Form** – sign and return
- **Agreement to CCC Terms and Conditions** – sign and return
- **Agreement to CCC Ethics Orientation for Vendors/Contractors** – sign and return
- **Certified Minority (MBE) and Women-Owned Businesses (WBE)** – please submit current certification documents – CCC accepts certification from the following agencies: City of Chicago, State of Illinois, Chicago Transit Authority, Metropolitan Water Reclamation District, Metra, Cook County, Amtrak, Pace, and Women's Business Development Center
- **Individuals/Sole Proprietors** - Vendors must also complete:
  - o Personal Service Contractor's and Contractor's Key Personnel Data Form – only to be completed and returned by providers of goods and/or services who are using a social security number as their business identification number instead of a Federal Employer Identification Number (FEIN)
- **National Institute of Governmental Purchasing (NIGP) Commodity Codes:**  
A complete commodity code listing is provided. Each vendor must circle the product classification that their firm can provide.

Hotels and associations/membership organizations are only required to complete and submit the IRS W-9 form for entry in the master database.

## BOARD APPROVED VENDORS

Certain vendors are designated Board Approved Vendors. Procurement Services recommends vendors to provide certain routine goods or services district-wide. Upon approval by the Board of Trustees, these vendors become Board Approved Vendors. If such vendors are used, you need only submit a written quote from the Board Approved Vendor along with the Requisition form and Board Report.

A list of Board Approved Vendors is available at the College's Business Office. To find out what companies/organizations are listed as Board-Approved please contact your local College Executive Director or visit <http://portal.intranet.co.ccc.edu/Pages/Default.aspx> under the Office of Finance – Procurement Services – Supplier and Contract Information- Business Manager Contract Listing. You may also contact the Department of Procurement Services at (312) 553-2590 or [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu).

# REQUISITION PROCESS PROCEDURES

## Purchases up to \$10,000

1. Complete a hard-copy requisition form (REQ), providing all information requested including the vendor's name and address, a description of goods and/or services required, quantities, and amount. NOTE: A separate REQ form is required for each vendor (i.e., one vendor per REQ).
2. Verify the following with the College Executive Director of Business and Operational Services in the College's Business Office:
  - a. The vendor is approved and in the database. If not, the vendor must submit a vendor application, available at <http://www.ccc.edu/VendorApplication.asp>
  - b. Obtain chartfield information. Enter the codes in the area shaded in blue on the REQ.
  - c. Verify that there is sufficient budget to cover the expenditure.
3. Attach a signed Bid Recap Form to REQ as follows:
  - a. REQs less than \$2,500: Price comparison is highly recommended. You should obtain at least three bids/quotes.
  - b. REQs greater than \$2,500: Three written bids/quotes are required, one of which must be an MBE/WBE vendor
4. The student leader must sign the REQ and submit it to the Dean of Student Services or designee for signature.
5. The student leader must submit the approved REQ to the College Executive Director of Business Operational Services.
6. The College Executive Director of Business Operational Services is responsible for entering the requisition into PeopleSoft.
7. The College Executive Director should submit the printed PeopleSoft requisition to the following administrators for signature:
  - a. College President
  - b. Provost or Designee
8. The approved REQ is now ready for purchase order creation by the College Business Office.
9. Within three business days, a PO will be generated by the College Business Office and submitted to the vendor.
10. The student leader who initiated the REQ will receive a copy of the PO for her/his records.

## Purchases greater than \$10,000 up to \$25,000

1. Follow the above procedures, with the following changes:
  - a. The PO will be generated by district office and submitted to the vendor by district office. An electronic copy (e-mail of the PO) is returned to the College Business Office.

## Purchases equal to or greater than \$25,000

1. Formal bidding through Procurement Services is required.
2. Student leaders should work closely with the College Executive Director of Business and Operational Services to prepare written specifications required for a formal Request for Proposal (RFP). Formal bidding will be undertaken by Procurement Services, which includes public advertisements. All formal bids submitted must comply with District's M/WBE policy which requires the following participation goals of 25% MBE and 7% WBE.

3. Following the selection of the winning bidder, a Board Report must be drafted in accordance with written specifications and presented to the Board for approval.
  - a. A board report review form must be included and signed by the College President and College Executive Director of Business Operations
  - b. A REQ should be entered and the number recorded on the board review form
4. Upon Board approval, Procurement Services will notify the College Executive Director of Business Operations the approved board report number.
  - a. If the board report authorized the purchase of goods or services, the requisition recorded on the form will be processed by the Department of Procurement Services.
  - b. If the board report authorized the execution of an agreement/contract, the contract request form must be submitted.
- i. The contract request form must be signed by the College President and Provost. Please refer to the <http://portal.intranet.co.ccc.edu/Pages/Default.aspx> (General Counsel -Contract Request Form).
5. After submission, a contract will be created and signed by the Chairman on behalf of CCC.
  - a. The General Counsel will send three originals to the college for signature from the vendor.
  - b. The vendor must sign all three copies.
    - i. The vendor should keep one copy for their records and return the other two copies back to the college.
    - ii. The college will keep one copy for their record and return the final original to the General Counsel.
6. The approved Board Report and signed contract serve as authorization for the required PO to purchase the necessary goods and services.

**Note: Approximate timing is 2 – 3 months from bidding to contract execution**

## **CONTRACTS**

### **Contracts/Professional Service Agreements**

Many programs, events, and activities involve initiating an agreement with an external party to provide services or entertainment. Consultants or Independent Contractors (e.g., a D.J., events speaker, etc.), require a fully executed Professional Services Agreement. A Professional Services Agreement is entered into with an individual or company for professional services that require a high degree of professional skill involving, but not limited to, speakers, live performers, and DJ's. Professional services between \$1,000 -\$25,000 require an executed agreement.

City Colleges of Chicago requires formal agreements be reached in the form of a contract.

- Contracts are required to initiate payment of an artist or any company providing a service.
- Contracts establish a formal communication of expectations, which must be met by both the artist/company and the student club (purchaser).
- Contracts attempt to protect Student Clubs and the College from liability while establishing expectations for event execution.

For all purchases that do not require formal bidding but require a contract/ agreement over \$25,000, please follow the board report submission process previously mentioned. Upon the Board's approval, complete the Contract Request Form and submit it to the College Business Office for further processing. Professional Service Agreements are contractual agreements with individuals or companies for professional services that require a high degree of professional skill.

# STUDENT TRAVEL

## TRAVEL REQUEST FORMS

Students must follow the same travel guidelines as City Colleges of Chicago personnel. All Travel Request Forms must be submitted to the Dean of Student Services or Vice President for approval at least 60 days prior to the scheduled day of attendance. The Dean or VP will then secure the approvals of the President, Director of Business and Operational Services, and the Vice Chancellor. The request must identify the nature of the trip, estimated costs, and participants.

## REGISTRATION FEE

Applicants must submit documents to initiate a purchase order (PO) for the conference registration fee at least 30 days prior to the early registration deadline and request an immediate pay of purchase order.

## HOTEL PAYMENT

Applicants must submit documents to initiate a purchase order 30 days prior to scheduled arrival at the hotel and request an immediate pay of purchase order to ensure that the check is ready prior to leaving for the conference.

## TRAVEL OVER 50 MILES

All Out-of-District and/or overnight travel of more than 50 miles outside the City of Chicago by students requires an administrative and/or faculty advisor chaperone. No out of state travel will be approved unless administrative chaperones accompany students. Lowest available commercial air fare, rail, or other modes of public transportation shall be used. Students must occupy reasonably priced rooms at current rates and purchase moderately priced meals. Reimbursements will only be made for authorized expenditures accompanied by itemized receipts.

The College Dean of Student Services, Associate Dean, or Director of Student Activities, working closely together with SGA or student club leadership, needs to submit the following information to the Board approved travel agency form in order to expedite the request for hotel, flight, and any other relevant information. Please submit the following:

- Traveler(s) name as it appears on the Driver's License or State ID
- Date of birth for each traveler
- Details about the hotel and flight or Amtrak

Upon receipt a quote can be processed. Upon acceptance of the quote received an invoice will be submitted to the requesting college. Each college is responsible for processing its own PO and payment in accordance with the contract terms and district policies.

## TRAVEL REIMBURSEMENTS

1. To receive payment, requests for reimbursement must be submitted to the College Business Office no later than 15 days from the last day of travel.
2. Original itemized receipts are required for all reimbursements;
3. Properly executed requests for reimbursement must be submitted immediately to the College Business Office;
4. A vendor form will need to be completed with the first request for reimbursement;
5. Please be responsive when contacted by Business Office for additional information.

## **Non-Reimbursable Travel Expenses**

1. Alcoholic beverages;
2. Entertainment expenses including sightseeing tours;
3. Personal hygiene items, magazines, movie rentals etc.

## **OFF-CAMPUS TRAVEL**

CCC encourages all students to enhance their educational experiences by attending various attractions or events. Students can gain exposure to new ideas, theories, and practices that go beyond the walls of the college. These trips also serve as great means to strengthen your club/organization by providing meaningful experiences and incentives for the club/organization's membership.

### **Trips include but are not limited to:**

- Visits to Springfield, IL
- Attending lectures at other colleges/universities
- Transfer visits
- Conferences/Summits
- Community Service Events
- Off campus social events

All student clubs travelling off-campus must complete a Travel Reimbursement Request form and must be accompanied by their advisor. All advisors must also submit a Travel Reimbursement Request Form. There must always be one (1) chaperon per ten (10) students when clubs travel off-campus. All requests for off-campus travel must be submitted within 60 business days before the date of travel to the Office of Student Services.

**ONLY CURRENTLY ENROLLED STUDENTS WITH SIX (6) CREDITS OR MORE CAN ATTEND TRIPS WITH STUDENT CLUBS/ORGANIZATIONS OFF-CAMPUS.**

Club Advisors must sign all Travel Reimbursement Request forms prior to submitting them to the Office of Student Services.

### **An organization that wants to engage in off-campus travel must have:**

- A list of all students attending
- Travel Request Form
- Permission/Release Form; Students under the age of 18 must have the signature of their parent or guardian.

### **National Conferences/Summits**

1. All clubs/organizations must submit to the Office of Student Services the "Travel Request Form" at least 60 days prior to scheduled date of attendance.
2. Completed original Travel Request Forms must be approved by the appropriate advisors and College administrators.
3. Registration Fee – All registration forms must be completely filled out and attached with club/organization's fully executed Travel Request Form.
4. Hotel Payment – Applicants must include hotel information and cost of purchase to ensure that the check is ready prior to leaving for the conference. Advisors should request government rates when making hotel reservations. Approved incidental expenses must be submitted for reimbursement upon return. No cash advance for meals, mileage, or parking is applicable when the College pays for the hotel and conference in advance.
5. Airlines - Details must include information such as, date, time, preferred airline, contact phone number, and arrival and departure dates. Personal information will not be needed if the travelers have completed the Travel Profile form.

## **EXPENSE REIMBURSEMENTS**

1. All clubs/organizations must submit the Expense Reimbursement Form for reimbursement. The Expense Reimbursement Form must be submitted to the Office of Student Services within fifteen (15) days of the last day of travel.
2. Please note: If submitted after fifteen (15) days from completion of travel, the student will forfeit reimbursement.
3. In addition, applicants requires the Club/SGA President and the Treasurer pre-approval of all expenditures before submitting to the Club/SGA Advisor and/or Dean for approval.
4. Attach all original detailed itemized receipts for the expenses being claimed regardless of value.
5. Please note: The City Colleges of Chicago do not pay taxes on goods and services such as office supplies and catering/restaurant services (e.g., Office Max, Staples, Walgreen's, Jewels, Giordano's, Bacci's).

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED TO THE OFFICE OF STUDENT SERVICES BEFORE IT CAN BE PROCESSED.**



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