



THE
COLLEGE
OF THE
FLORIDA KEYS

STUDENT ACTIVITIES HANDBOOK



2025- 2026

CONTENTS

INTRODUCTION.....	2
STUDENT ACTIVITIES.....	2
CLUBS	3
CHARTERING AND RECHARTERING A CLUB	4
NATIONAL AND INTERNATIONAL HONOR SOCIETIES	5
Steps for chartering a new national or international honor society at CFK	5
CLUB ADVISOR ROLES AND RESPONSIBILITIES.....	6
NON-ADVISOR CHAPERONE RESPONSIBILITIES	7
CLUB OFFICERS	8
CLUB MEETINGS, AGENDAS, AND MINUTES	9
CLUB ACTIVITIES AND PARTICIPATION.....	9
REQUESTING AND SCHEDULING CLUB TRAVEL AND ACTIVITIES	9
Steps for requesting or scheduling an on-campus event.....	10
Steps for requesting or scheduling an off-campus event.....	11
CLUB ACCOUNTS	13
FUNDRAISING AND SOLICITATION GUIDELINES	13
Managing and Depositing Event Funds	14
REQUESTING STUDENT ACTIVITIES FUNDS.....	14
INSURANCE.....	15
PROMOTIONS.....	15
STUDENT PUBLICATIONS.....	16
POLICIES.....	16
Drug-Free Policy	17
Tobacco Free Policy.....	17
Alcohol Free Events	17
Hazing	17
STUDENT DISCRIMINATION	18

INTRODUCTION

The College of the Florida Keys (CFK) encourages and fosters student participation in College sanctioned extracurricular activities organized by the Office of Student Activities and through CFK student clubs and organizations. For the purposes of Student Activities, students are defined as individuals enrolled in credit level course(s) during the term in which activities occur. Student clubs are defined as a group of students who unite to promote or celebrate a common interest. Student organizations are defined as academic, leadership, or service groups. They are often recognized as chapters of state, national, or international organizations and may require membership fees or dues to receive association status. Student clubs and organizations must meet the requirements herein to be considered College sanctioned. Clubs and organizations will be referred to as “clubs” or “student clubs” hereafter, as they adhere to the same Student Activities Handbook guidelines.

The Student Activities Handbook guides CFK student activities, budgets, and student clubs. College policies pertaining to clubs are included, as are procedures for scheduling activities and events. Each club advisor and club member is responsible for complying with the policies and procedures of this manual in addition to all other College policies and procedures.

The most up-to-date Student Activities Handbook and Student Activities Forms can be found on the College’s website at <https://www.cfk.edu/studentlife/student-organizations/> and in the College’s procedure manual.

STUDENT ACTIVITIES

Purpose

The Office of Student Activities develops, plans, and promotes meaningful extracurricular activities that enhance students’ educational, social, recreational, and personal development. The Assistant Director of Student Activities (ADSA) plans programs that consider the overall interests of a diverse student population. Student Activities events and programs, as well as student clubs must operate according to the academic calendar for the fall and spring semesters. The start of Term A and C and commencement define the official period during which student and club activities may be held, in alignment with the approved Student Activities budget for these terms.

Student Activities Budget

Board Rule 2.630 (BR 2.630) authorizes the collection of a Student Activities fee from students to be used to support student activities and directs the “Student Activities Handbook to include policies and procedures for use of funds and conduct of activities, including clubs and other student organizations.” The ADSA and the Student Government Association (SGA) are responsible for proposing an annual budget that responsibly uses these funds in accordance with BR 2.630. The budgeting process includes exploring, discussing, and determining funding priorities. Costs must be estimated for various programs, activities, events, equipment, and professional services. The ADSA and SGA have a responsibility to see that these funds are allocated fairly and with consideration of cost-effectiveness, student-to-dollar ratio, and quality of programs.

The budget is developed in the spring semester of each year in conjunction with the College’s annual budget process. The budget is based on estimated student activity fees provided by the Administrative Dean, Financial and IT Operations. SGA must vote on a proposed budget no later than April 30 annually. The proposed budget must be reviewed and approved by the Student Activities Budget Committee (SABC) and then submitted to the College President for final approval. The SABC must include a minimum of one (1) SGA representative, three (3) student representatives, the ADSA, the SGA co-advisor, and one (1) representative from the College’s Business Office. If the SABC or President recommends revision during the review process, the revised budget must be returned to SGA for reconsideration. This cycle may be repeated as necessary until a final version is approved by all parties. After final approval from the College President, the Student Activities budget is submitted to the Administrative Dean, Financial and IT Operations. The new budget starts with the new fiscal year on July 1.

Student Activities may allocate funds to chartered student clubs from the Student Activities budget for the upcoming academic year. Funding is determined during the annual budget review process and may vary each year. This structure is intended to support student clubs, encourage campus involvement, and promote fiscal accountability.

CLUBS

CFK recognizes and supports the need for students with specific interests to form clubs to combine students’ skills, talents, and energies into an organized unit. Club goals and objectives may vary but must align with the College's

Mission and Vision. CFK supports many student club initiatives, including educational, cultural, recreational, social, environmental, and service-learning projects. Students involved in extracurricular activities through clubs can improve skills, provide civic service, network, raise awareness, and fundraise for special projects or activities. The following sections provide information regarding club chartering, membership, operations, and relevant College procedures and policies.

CHARTERING AND RECHARTERING A CLUB

Clubs must be chartered by currently enrolled, credit-seeking CFK students and advised or co-advised by exempt CFK employee(s). Exempt employees are identified as full-time, non-hourly CFK employees. New or existing clubs may be chartered during the fall and spring semesters and must remain in active status for the term(s) that they are chartered. Active status is defined by having regular meetings, events, and/or activities on campus or within the community. Club advisors are responsible for chartering/rechartering a club and completing the notification of club officers. The following steps and forms in 71.1(A) New Club and Recharter Packet are required to charter/recharter a club:

- Club Advisor Approval Agreement
CFK employees interested in serving as an advisor or co-advisor must be approved by (1) their supervisor, (2) the ADSA, (3) the Associate Vice President, College & Community Engagement (AVP-CCE), and (4) the Vice President of Advancement (VPA).
- Student Club Request for Recognition and Charter/Recharter
Chartering/Rechartering requires eight (8) currently enrolled, credit-level CFK students and a club advisor or co-advisors to be considered a club. The ADSA organizes Club Rush events early in the fall and spring semesters to help club advisors recruit club members.
- Club Constitution

Chartered clubs are identified by the club's name, the club's constitution, and the key purpose. The following requirements must be included on the Club Constitution form: membership requirements, fees or dues, officers' duties, election process, meeting requirements, and amendment methods. Club dues are determined by the club advisor or as appropriate, by an external organization (e.g., honor society). Dues should be affordable for students and only used for appropriate club-related expenses. Students must pay the full dues to become members of clubs that require dues. It is the responsibility of the club advisor to ensure that dues are paid and deposited.

Clubs are not formally recognized as a CFK sanctioned student club until 71.1(A) is completed. As a result, requests

for Student Club Travel, Activity or Funds will not be considered until the New Club/Recharter Packet is completed and approved by the ADSA, AVP-CCE, and Vice President of Advancement (VPA).

- Notification of Club Officers form

Club officers shall be elected according to the club's constitution. Elected officers will be recognized as the official representatives of the club. The 71.1(B) Notification of Club Officers form should be submitted to the ADSA after the club's first meeting following its (re)charter.

Clubs that fail to re-charter during an academic year for three consecutive academic years are considered disbanded and club funds, if any, will be moved to the Student Government Association account and may be utilized to support other clubs or student activities in general.

NATIONAL AND INTERNATIONAL HONOR SOCIETIES

National and international honor societies follow the same requirements and guidelines as CFK student clubs in addition to the requirements of the national or international organization they represent. Maintaining active chapter status is the responsibility of the chapter advisor(s). The chapter advisor(s) are responsible for submitting any required documentation to the headquarters of the organization and for fulfilling all roles and responsibilities as outlined by that organization.

- **Steps for chartering a new national or international honor society at CFK:**

- It is the responsibility of the prospective club advisor to coordinate with the organization to determine requirements to establish a chapter at CFK.
- The prospective advisor of the honor society must complete the 71.1(A) New Club/Recharter Packet and submit to the ADSA for approvals. During the initial chartering process, if necessary and allowable by the organization, the name may be a place holder as a "club" until the honor society formally recognizes CFK as a chapter (e.g., Business Club at The College of the Florida Keys).
- If the honor society requires a membership fee to establish the chapter, the advisor may submit a 71.1(C) Request for Student Club Travel Activity or Funds to request funds from the SGA to support the start-up fees associated with initial membership after 71.1(A) New Club/Recharter Packet has been approved by the VPA,
- If 71.1(C) Request for Student Club Travel Activity or Funds is approved by the VPA, the

funds request will go to the next SGA meeting for consideration. The SGA will vote to approve or deny the request for funds. If approved, the advisor must work with the ADSA to pay the associated membership fee amount as approved by the SGA. If the fund request is denied by the SGA, the advisor must coordinate fundraising efforts with their members and the ADSA to support the membership costs.

- o Once the national or international honor society officially recognizes CFK as a chapter, a memorandum along with the organization's official approval must be submitted—using the authorized chapter name—for final approval by the ADSA, AVP-CCE, and VPA.

CLUB ADVISOR ROLES AND RESPONSIBILITIES

A club advisor must lead all student clubs. Roles and responsibilities may be shared among multiple club co-advisors. All references to club advisors also apply to club co-advisors. Club advisors must be exempt employees of the College. Club advisor responsibilities include guiding the club according to its constitution, acting as a resource and referral agent, and following and enforcing the Student Activities Handbook and College policies and procedures. Club advisors are expected to maintain the responsibilities of their primary position and should consult their supervisor about club activities that may conflict with their regular work schedule.

- **Club Meetings**

Club advisors must attend all club meetings. While this should be avoided whenever possible, if the advisor(s) are not available, they must assign a chaperone or request the ADSA to fill in. Club advisors may reserve the Student Activities Room by submitting a written request to the ADSA.

- **Leadership Development**

Club advisors shall assist students with leadership development, training, service-learning initiatives, and following College and club procedures. Development may include leading group discussions, building consensus, networking, and decision-making.

- **Facilitate Club Activities**

Advisors shall complete and oversee appropriate tasks on behalf of the club promptly, including but not limited to submitting forms, work orders, room reservations, information technology requests, travel and support documentation, marketing and printing requests, and fund requests. It is recommended that student club activities and events be submitted at the beginning of the semester to allow adequate time for planning, securing dates, and arranging necessary accommodations. Club advisors must accompany students or assign

a chaperone to attend all on-campus and off-campus activities and events. Requests for club activities submitted with little notice may not be considered.

- Policies and Procedures

Advisors shall ensure the club constitution aligns with the College's policies and procedures, the Student Handbook, the CFK Mission and Vision, and the Student Activities Handbook. Advisors ensure that club members adhere to the Student Handbook and the College's policies and procedures during club activities. All members of the club, the club advisor(s), and chaperone(s) share these responsibilities.

- Manage Club Account Finances

The club advisor is responsible for the club's financial matters and works with the club treasurer to monitor the club account and according to the College's policies and procedures.

- Mandatory Events for Club Advisors

Completion of the events listed below is required for eligibility to receive an additional compensation for club advisor duties each semester, pending available funding. Additional compensation is subject to budgetary approval each academic year.

- o Attend and participate in Leadership Training for each semester that the club is active
- o Ensure club participation and representation in the Club Rush events for each semester that the club is active
- o Participate in and lead club recognition at the Spring Student Awards Banquet
- o Facilitate participation in at least one College or community service event per year

Failure to attend or participate in the required events may deem the club advisor ineligible from additional compensation. If a community service event is not completed during the fall semester, the club advisor must coordinate with the ADSA to plan a spring service event by submitting a 71.1(C) Request for Student Club Travel, Activity, or Funds form, including all relevant event details.

NON-ADVISOR CHAPERONE RESPONSIBILITIES

If a club advisor cannot attend a club function, including but not limited to meetings, events, and travel, another exempt CFK employee must be assigned as a chaperone. Club advisors are responsible for assigning and submitting the completed 71.1(E) Chaperone Form to the ADSA for approval, and the chaperone is responsible for the club during the club advisor's absence. The ADSA may serve as the chaperone of one club at a time per approved event. A Chaperone Form is required if the ADSA is serving as the chaperone. Chaperones must receive approval from their supervisor on 71.1(E) Chaperone Form.

- Chaperones ensure that club members adhere to the Student Handbook and the College's policies and procedures during club activities. All club members, advisors, and chaperones attending events share these responsibilities.
- Chaperones shall maintain communication with the ADSA by email or telephone, as needed.

CLUB OFFICERS

Student club officers must maintain an institutional Grade Point Average (GPA) of 2.5 or higher and adhere to the College policies and procedures including the College Catalog, Student Activities Handbook, and Student Handbook. After the club advisor submits the 71.1(B) Notification of Club Officers form, the ADSA will compile a list of the proposed officers' names with their CFK student ID numbers and submit it to Enrollment Management for GPA verification.

President and Vice President Responsibilities:

- Serve as the chief representatives of the student club
- Preside over the club's meetings
- Assures all requirements for the clubs have been met
- Leads the club in its business and activities

Secretary Responsibilities:

- Create the agenda, record, and share club minutes
- Maintain correspondence with club members

Treasurer Responsibilities:

- Provide financial accountability for the club
- Maintain and balance the club account

Parliamentarian Responsibilities:

- Keep order of meetings
- Function as a mediator as needed

SGA representation:

Each club must appoint at least one (1) club representative to serve on the SGA, and club officers are encouraged to serve in this role. Club representatives may provide club updates, promote club activities or events, and advocate for any submitted requests on behalf of the club. Club representatives can vote and

must attend at least one SGA meeting per month.

Impeachment and Removal of Officers

Any student that violates the Student Code of Conduct, according to the Student Handbook, is subject to impeachment or removal from office. The club advisor shall notify the ADSA if a club officer violates the Student Code of Conduct while under their supervision. In addition, and as appropriate, the club advisor shall submit an incident report according to College procedure. The ADSA and club advisor will preside over all impeachment proceedings. A majority vote of two-thirds is needed to impeach or remove an officer. If an officer of the club is convicted of a violation of criminal law or is found civilly liable for an act of moral turpitude, that person must report the situation to the club advisor. The College has the right to remove the student from office pending final adjudication of the offense. Club advisors or club officers are encouraged to meet with the ADSA prior to moving forward with any removal action.

CLUB MEETINGS, AGENDAS, AND MINUTES

Student clubs must conduct meetings throughout the fall and spring semesters that they are chartered and maintain an agenda and minutes as the official records of actions taken during club meetings. Minutes serve a historical purpose and document adherence to procedures and the club's constitution.

CLUB ACTIVITIES AND PARTICIPATION

To maintain active status, each club is required to organize and participate in the following:

- Hold regular club meetings throughout the semester(s) that the club is chartered and maintain meeting agendas and minutes that document official actions in accordance with the club's constitution.
- Ensure club member representation and participation in one SGA meeting per month during the semester(s) that the club is chartered.
- Ensure club representation at Club Rush events for the semester(s) that the club intends to charter
- Attend and participate in the Student Awards Banquet
- Complete at least one College or community service event per academic year

Failure to attend or participate in required events may result in the suspension of the club. Community service events are voluntary efforts intended to help people or improve places within the local community (i.e. clean-ups, food drives, etc.). It promotes civic responsibility, supports community needs, and encourages personal growth through service.

REQUESTING AND SCHEDULING CLUB TRAVEL AND ACTIVITIES

Clubs must follow College procedures for scheduling activities, which may include fundraisers, campus events, community service projects, hosting of guest speakers or other organized activities on or off campus. Clubs are encouraged to submit their calendar of events to the ADSA at the beginning of each semester to receive sufficient support with planning or scheduling the events. This process will allow time for activities to be properly planned, promoted, and supported by the College with little to no conflict. Club advisors or club officers are encouraged to discuss proposals with the ADSA before initiating a formal request. The following general rules apply to all club activities, fundraisers, events, and travel hereby referred to as an event:

- A club advisor or chaperone must be present for the entire duration of the event.
- A club advisor or chaperone must supervise sales made during the event.
- Clubs must retain all receipts for expenses incurred, a deposit slip of the amount received, and tax exemption status, when applicable.
- Participants must adhere to, and advisors or chaperones must enforce college policies, procedures, and the Student Code of Conduct.

Steps for requesting or scheduling an on-campus event:

1. The following forms must be submitted and approved, as appropriate, for on campus events:
 - 71.1(C) Request for Student Club Travel, Activity or Funds form
 - 71.1(D) Event Supplies and Materials Request form (if applicable)
 - 71.1(E) Chaperone form (if applicable)
 - 71.1(F) Solicitation Memorandum and a copy of a proposed solicitation letter (if applicable)
2. Club advisors must submit the required documents to the ADSA at least two (2) weeks prior to the event. Requests submitted within two weeks may be considered at the discretion of the ADSA and AVP-CCE.
3. If approved by the ADSA, AVP-CCE, and VPA, the club advisor will be notified in writing by the ADSA. The club activity is not approved, and not considered to be a College sanctioned event, until the request is approved by the VPA.
4. If the event requires physical preparations (i.e., decorating, work order, room reservation), the club advisor may work with the ADSA to reserve, prepare, and access the space.
5. If the event requires purchasing, the club advisor may work with the ADSA to submit requisitions and

procure supplies according to College procedure.

CFK supports student club travel to attend conferences, retreats, competitions, award ceremonies, community events, and other unique learning experiences. All off-campus activities conducted by student clubs require approval from the ADSA, AVP-CCE, and VPA. This includes overnight trips, day trips, and trips on the College's vessel.

Short-term off-campus travel:

This category includes trips that do not require advanced arrangements (i.e., airfare, lodging). The club advisor must complete the 71.1(C) Request for Student Club Travel, Activity or Funds form at least two (2) weeks prior to the trip and submit it to the ADSA for review. In unavoidable circumstances, the ADSA or AVP-CCE may approve requests submitted with less than two weeks' notice.

Extended off-campus travel:

This category includes travel that requires lodging, air travel, per diem, or other advanced arrangements via the 29.1(A) Travel Request and Reconciliation Form for Pre-Travel. The 71.1(C) Request for Student Club Travel, Activity or Funds form must be submitted at least six (6) weeks prior to the trip and submit to the ADSA for review. In unavoidable circumstances, the ADSA or AVP-CCE may approve requests submitted with less than six weeks' notice.

Steps for requesting or scheduling an off-campus event:

1. The following requests must accompany the Request for Student Club Travel, Activity, or Funds, if appropriate:
 - 36.0(A) Request for Use of Marine Vessel
 - 33.1(1-3) Request for Use of College Vehicle
 - 29.1(A) Travel Request and Reconciliation Form for Pre-Travel
 - 71.1(E) Chaperone form
 - 71.1(D) Event Supplies and Materials Request form
 - 71.1(F) Solicitation Memorandum and a copy of the proposed solicitation letter
2. If approved by the ADSA, AVP-CCE, and VPA, the club advisor will be notified in writing by the ADSA. The club activity is not approved, and not considered to be a College sanctioned event, until the request is approved by the VPA.
3. If the event requires purchasing, the club advisor may work with the ADSA to submit requisitions and

procure supplies according to the College's purchasing procedures.

4. Students are encouraged to travel with the club advisor or chaperone in a College vehicle, driven by a College employee, or vehicle rented by a College employee and driven by a College employee. If students elect to travel in their own vehicle, the following guidelines shall apply:
 - Students will receive no reimbursement for a rental car, mileage, gas or meals during transportation. Transportation is defined as the travel time between campus and the destination, or vice versa.
 - Students (and their insurance) assume the risk and liability if anything were to happen while driving.
 - Students may ride with one another – but the driver assumes all risk and liability for passengers.
5. Should the activity be approved, the club advisor must have all students, regardless of their mode of transportation, complete the (60.2(B)) Student Travel Acknowledgement prior to travel. The club advisor must turn in completed student travel forms to the ADSA.
6. For travel requests that include per diem, rental car expenses, flights, hotels etc., each club advisor or chaperone must follow Procedure 29.1 and submit a portfolio containing items below. A club advisor may include all expenses for the advisor and students on one (29.1(A)) Travel Request and Reconciliation Form by providing all travel expenses in the appropriate column and row and a list of the per diem amount per student in the Purpose of Trip or Brief Description of Training/Meeting section. If multiple advisors or chaperones are attending the event each must complete CFK Form 29.1 and all other required documents.
 - 29.1(A) Travel Request and Reconciliation Form
 - Hotel credit card authorization
 - Conference agenda or trip itinerary (if applicable)
 - Travel expense back-up (i.e., screenshots of estimates for hotel, car, ride service, airfare)
 - 52.20(A) Leave Form, approved by supervisor

After travel, post-travel reconciliation must be submitted according to CFK Procedure 29.1. Participants (e.g., advisors, chaperones, and students) must complete and submit a post travel portfolio including, as appropriate:

- 29.1(A) Travel Request and Reconciliation Form CFK Form
 - This form is required for each traveler, including students, if they claim per diem. If they do

not claim per diem, the advisor may submit one post-travel reconciliation form in the portfolio.

- Travel receipt(s) (hotel, airfare, Uber, car rental, fuel etc.)
- Conference or registration receipt(s)
- Copy of the agenda or trip itinerary (if applicable)
- Approved 52.20(A) Leave form for employees
- 60.2(B) Student Travel Acknowledgement for students

CLUB ACCOUNTS

All chartered clubs that raise or spend funds must maintain a student club account with the College's Business Office. Guidelines for maintaining accounts include:

- Club advisors and student leaders should review account balances regularly by communicating with the ADSA, visiting the College's Business Office, emailing business.services@cfk.edu, or calling 305-809-3186.
- To open a club account, following the approval of a club's 71.1(A) New Club Charter and Recharter Packet, the ADSA will submit the charter to the Business Office prompting the generation of a unique organization and fund number.
- It is the club advisor's responsibility to provide a copy of the deposit receipt to the ADSA within two (2) days after a deposit has been made to a club account.

To purchase goods or services for an approved event or activity, the club advisor must submit to the ADSA a completed 71.1(D) Event Supplies and Materials Request Form. After approval of the 71.1(D) form, the ADSA will submit a requisition as needed through CFK's Finance Self Service or purchase using a college credit card, according to CFK's purchasing procedures.

All purchases made must be tax exempt and adhere to CFK procedures including but not limited to purchasing procedures. The office of Student Activities reserves the right to deny or request revision of requests made by clubs to ensure adherence to College policies and procedures.

FUNDRAISING AND SOLICITATION GUIDELINES

Active student clubs are encouraged to raise funds to support their desired club activities. However, fundraising and solicitation requires approval from the ADSA, AVP-CCE, and VPA. Student clubs are not authorized to fundraise or solicit donations without prior approval and must ensure that no club member or club advisor profits from the sale or fundraiser. Student clubs may participate in approved fundraising activities (e.g., bake sales, hosting an event, competitions, auctions, car washes, or direct solicitation) on or off campus, according to the Requesting and Scheduling Club Travel and Activities section in this document. Club advisors or club officers are encouraged to discuss proposals with the ADSA prior to initiating a formal request. For club activities that involve fundraising, clubs must:

- Submit a Solicitation Memorandum 71.1(F) for review with an attached copy of the proposed solicitation letter(s) when applicable.
- Seek approval for potential donations from the ADSA, AVP-CCE, and VPA before requesting donations or receiving donations from the donor. If any individual or a club accepts a donation that is deemed unworthy, that individual/club will be responsible for the cost of its return or disposal. When the solicited merchandise, services, or money has been received, the club will provide the ADSA with a list of all items received along with the dollar amount, as appropriate, noted. This list will be forwarded to the VPA.
- Have an advisor or chaperone present throughout the entire duration of the event to monitor transactions.

CFK Community Day serves as a platform for student clubs to engage with the community by hosting a booth, registered through the Division of Advancement. Clubs requesting to fundraise or accept donations at Community Day must: 1) submit a Form 71.1(C) Request for Student Club Travel, Activity, or Funds for approval and if approved, 2) register the club for the event through the Division of Advancement.

Managing and Depositing Event Funds:

- Club advisors or officers must deposit all funds into the club account via the Business Office immediately after receiving any funds. If cash cannot be turned into the Business Office on the same day, it must be stowed in a secure fire-proof safe that is bolted to the ground or building on campus until the next business day when it can be submitted for deposit. CFK Procedure 71.3 details how student clubs may access the Student Activities safe.
- If cash is collected at the Upper Keys Center, a CFK employee will transport it to the ADSA at the Key West Campus. The ADSA will then deposit the cash with the Business Office during normal College

operating hours. Until the cash can be transported from the Upper Keys Center to the Key West Campus, it will be securely stored in a fire-proof safe that is bolted to the ground or the building.

REQUESTING STUDENT ACTIVITIES FUNDS

Funds may be allocated in the Student Activities budget to support requests that benefit the student body. Student clubs may request Student Activities funds, if available, through SGA to support activities, initiatives, or travel. Clubs should use the funds in their club account before requesting Student Activities funds. Clubs may request funds through SGA by submitting 71.1(C) Request for Student Club Travel, Activity or Funds form and include an explanation of how the funds will benefit the students and any relevant supporting documentation. Club advisors or club officers are encouraged to discuss proposals with the ADSA before initiating a formal request. Alternative plans should be in place in the event the request is denied.

All requests must be submitted to the ADSA at least three (3) weeks in advance of the SGA meeting at which it will be presented.

- The club advisor will submit a 71.1(C) Request for Student Club Travel Activity or Funds form for approval from the ADSA, AVP-CCE, and VPA.
- Once the funds request is fully approved, the SGA will review the funds request at the next scheduled meeting. Student club officers, members, and the club advisor may attend the SGA meeting at which the request is considered to advocate for the funding request.
- The club advisor or club president will be notified via email as to the outcome of the funds request.
- The ADSA will process a purchase requisition to satisfy the request as necessary.

INSURANCE

Clubs that participate in activities that the College considers to be high-risk may be required to carry additional insurance which the club may be responsible for purchasing. This may include an annual insurance policy or special event insurance.

PROMOTIONS

There are various ways to promote student club events. Coordinating a proposed events calendar with the ADSA at the beginning of each semester is essential to help avoid conflicts and ensure your requested dates can be supported through College-wide promotion.

- Flyers – Flyers are allowed on campus for each event. All flyers must be submitted to the ADSA for approval and distribution. Flyers may only be displayed in designated promotion areas on campus (i.e., bulletin boards, restroom displays, employee and student lounges). All flyers must indicate the name of the student club, the date, time and location of the event, and the club advisor’s contact information (i.e. CFK email or office phone number).
- Mass Emails – Mass emails can be sent from the Student Activities email. The email must be provided to the ADSA at least two (2) weeks before the event.
- Local Public Relations (PR) and Advertising – If a club is hosting an event for the public, the club may receive PR or advertising assistance from the College. Consult with the ADSA eight (8) weeks prior to the event to request support for such promotions.
- Internal Digital Advertising – Digital displays can be posted on CFK TV monitors and Canvas for all students to view. Submissions must be directed to the ADSA two (2) weeks before the event.
- Student Activities Weekly Email – “What’s Happening?” is a weekly email blast that notifies CFK students of upcoming events every Monday during fall and spring semesters. Notify the ADSA at least one (1) week in advance to add your submission.
- CFK Website – Student clubs are encouraged to submit club activity descriptions to the ADSA to post on the events page on the CFK website.
- CFK Social Media - Clubs may submit activity information to the ADSA to post on CFK’s social media accounts.

STUDENT PUBLICATIONS

CFK regards student-sponsored publications as a student activity. Students who wish to publish any type of publication (e.g., yearbooks, a newspaper, literary magazine, or bulletin) must follow the procedures for chartering a club and requesting an activity as outlined in this handbook.

POLICIES

To maintain a safe and healthy environment, students must adhere to policies stated in the Student Handbook, which include but are not limited to the policies listed below.

Drug-Free Policy

It is the policy of CFK to maintain a tobacco and drug-free educational institution for its students, and a tobacco and drug-free workplace for its employees.

Tobacco Free Policy

This policy enables the College to fulfill its responsibility to provide a comfortable and healthy work environment for faculty, staff, students, and visitors by reducing exposure to toxins in tobacco. This policy is intended to comply with the Florida Clean Indoor Air Act, Chapter 92-185, Laws of Florida. Smoking and tobacco use is prohibited on any College grounds and all facilities owned, leased, or operated by CFK, including but not limited to classrooms, laboratories, shops, studios, offices, water fountain areas, stairwells, conference rooms, theater, bookstore, library, dining areas, elevators, entryways, restrooms, hallways, corridors, covered and uncovered outdoor areas such as hallways, stairwells, patios, and common areas. Smoking and tobacco use is also prohibited in all vehicles owned, leased, or operated by the College.

Alcohol Free Events

Following the CFK Drug-Free Workplace Policy, alcohol is not permitted at College functions on or off campus. If a club plans an activity, no alcohol is permitted. Exceptions to this policy must be requested by appeal to the CFK President.

Hazing

The following policy is in accordance with state law. No hazing activities will be permitted in conjunction with any College Organization. The College will not tolerate hazing, as described below, at or on any college property or at any college-sponsored or college-affiliated event, on or off any campus or center.

Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College, hereinafter referred to as a "College Organization." Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, including any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity as described above upon which the initiation or admission into or affiliation with a College Organization is directly or indirectly conditioned shall be presumed to be a "forced" activity with the willingness of an individual to participate in such activity notwithstanding.

This rule includes when a person solicits others to commit or is actively involved in the planning of hazing; providing immunity from prosecution to persons who meet specified requirements, etc. and will apply to

students and to College Organizations, including action through other persons associated with a college organization who are not students. 27 Approved 07/2025 Violations of this rule by individual students shall be enforced in accordance with the Student Complaint Policy (Board Rule 7.520). Violations of this rule may subject an individual student to the following penalties:

- (a) Minor violations – disciplinary probation.
- (b) Major or repeated minor violations—dismissal.

Any College Organization, as an organization or through any person associated with a College Organization, which authorizes or participates in hazing in blatant disregard of this Rule shall be penalized as follows:

- (a) Minor violations – probation from operating as a college organization;
- (b) Major or repeated violations – decisions of the authority for such organization to operate on college property or operate under the sanction of the College.

All violations shall be handled by the SCO through the Office of Advancement. In addition, hazing may subject an individual or organization to criminal penalties under Florida law. In determining whether a hazing violation is “minor” or “major” in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing (Board Rule 7.240).

STUDENT DISCRIMINATION

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, religion, pregnancy, or disability in its programs, activities, or employment practices.

The College offers Career and Technical Education (CTE) programs in a variety of fields, including business administration, culinary management, education, emergency medical services, engineering technology, hospitality and ecotourism, public safety, diving and underwater technology, marine engineering, management and seamanship, construction trade apprenticeships, and nursing and allied health. Admission to some of these programs is based on selective criteria through a separate application process that is nondiscriminatory.

The following individuals have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Main Contact - Civil Rights Compliance Officer:

Promise Clark-Kimbio, Manager, Talent Acquisition, Development and Accountability

(305) 809-3151 or promise.clarkkimbio@cfk.edu

Title IX Coordinator:

Jessica Losardo, Director of Advancement

(305) 809-3198 or jessica.losardo@cfk.edu

Disability Services:

Nicole Gerrard, Executive Director, Student Success Services

(305) 809-3262 or nicole.gerrard@cfk.edu

Mailing Address: The College of the Florida Keys, 5901 College Road, Key West, FL 33040.

State Complaint Process – Federal regulations and State laws require that public colleges in The Florida College System have processes for students, employees, and applicants to file complaints against any respective college. In almost every situation, the college's process for resolving complaints must be followed first. Before contacting the State Division of Florida Colleges, please read CFK's policies and procedures for filing complaints.

For more information on filing a complaint with the State Division of Florida Colleges, visit:

<https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/concerns-complaints.shtml>